

**Town of Auburn
Budget Committee
October 23, 2014**

Members Present: Peter Miles, Bertrand Ouellette, David Wesche, Mary Beth Lufkin, Paula Marzloff, Alan Villeneuve, James Headd, and Daniel Carpenter

Others Present: Planning Board Chairman Ronald Poltak; Cemetery Trustees Donald Dollard, R. John Roy & David Jenkins; Animal Control Officer Jarlene Cornett; Tax Collector Kathleen Sylvia; Finance Director Adele Frisella; Town Administrator William Herman and Clerk Amy Casparius

Meeting called to order at 7:00 pm

Introduction of New Member

Peter Miles introduced Mr. Daniel Carpenter as a new budget committee member. Mr. Carpenter is replacing Donald Delande who resigned due to work commitments.

Approval of Meeting Minutes

Paula Marzloff moved to approve the minutes of October 09, 2014 as printed. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Planning and Zoning

Paula Marzloff recused herself from the Budget Committee and moved to the audience, noting she was a member of the Planning Board.

Planning Board Chair Ronald Poltak presented the budget for Planning and Zoning. Mr. Poltak explained that all the requested money for Engineering Services, Legal Expenditures and Master Plan & Regulatory Updates will be needed for updating Auburn's Master Plan. Mr. Poltak stated that the Master Plan is on the Planning Boards agenda in the next two months.

Peter Miles moved to consider all Planning and Zoning items collectively, seconded by Bertrand Ouellette.

Mileage

Requesting \$500, level funded from 2014. Year to date expended \$281.68

Engineering Services

Requesting \$3,000, level funded from 2014. Year to date expended \$427

Legal Expenditures

Requesting \$29,000, level funded from 2014. Year to date expended \$8,821.30

Maps

Requesting \$250, level funded from 2014. Year to date expended \$0

Master Plan & Regulatory Updates

Requesting \$4,000, level funded from 2014. Year to date expended \$0

Recording Fees

Requesting \$250, level funded from 2014. Year to date expended \$24.95

Printing

Requesting \$1,000, level funded from 2014. Year to date expended \$664.

Dues, Workshops & Seminars

Requesting \$600 level funded from 2014. Year to date expended \$100

Books

Requesting \$500, level funded from 2014. Year to date expended \$0

Safety Equipment

Requesting \$1, level funded from 2014. Year to date expended \$0

Printed Forms & Supplies

Requesting \$50, level funded from 2014. Year to date expended \$0

Legal Ads

Requesting \$3,000, level funded from 2014. Year to date expended \$1,349.44

Alan Villeneuve asked have the boards discussed ways of raising money such as impact fees. As a member of the planning board Paula Marzloff stated that impact fees are something that the board is looking into.

David Wesche asked how \$29,000 was arrived at for the Legal Expenditures line item. Mr. Poltak stated that this was based on the past two updates of the Master Plan. Mr. Villeneuve was concerned that only a small portion of this line item was used in 2014.

Bertrand Ouellette moved to approve, Mileage; Engineering Services; Legal Expenditures; Maps; Master Plan & Regulatory Updates; Recording Fees; Printing; Dues, Workshops & Seminars; Books; Safety Equipment; Printed Forms & Supplies; and Legal Ads totaling: \$42,151.00 seconded by James Headd. A vote was taken; Voting Yes were Mary Beth, Bertrand, David, James and Daniel. Voting No was Alan. The motion carried.

Paula Marzloff returned to the table as a member of the Budget Committee

Cemeteries

Don Dollard representing the Board of Cemetery Trustees reported there was a significant amount of work accomplished in the past year on deferred maintenance and mapping of both cemeteries. The Auburn Village Cemetery mapping is complete with still more work to do at the Longmeadow Cemetery. The Trustees also reviewed and revised the regulations, raised lot fees and worked on record keeping. This being the second year of combing the cemeteries budgets; the following budget requests still a best guess estimate.

Cemetery Secretary/ Administration

Requesting \$500, this is a new line item in the trustee's budget.

Paula Marzloff moved to approve, Cemetery Secretary/Administration at \$500, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously.

Cemetery Salary/Wage

Mr. Herman state that this line item was to be used as a \$200 yearly stipend for the trustees. A \$100 stipend is already in place for the care of one cemetery; the additional \$100 will be for both. Mr. Herman noted not only do the trustees work on the physical needs of the cemeteries, they also meet with the families and attend each internment.

Requesting \$600, this is a new line item in the trustee's budget.

David Wesche moved to approve, Cemetery Salary/Wage at \$600, seconded by Bertrand Ouellette. A vote was taken; all were in favor, the motion carried unanimously.

Cemetery Mowing

Requesting \$10,000 which is level funded from 2014. Year to date expended \$8,817.50

Paula Marzloff moved to approve, Cemetery Mowing at \$10,000, seconded by Daniel Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Cemetery Fertilization

Requesting \$2,700, an increase of \$1,700 from 2014. Year to date expended \$132.96

Paula Marzloff moved to approve, Cemetery Fertilization at \$2,700, seconded by James Headd. Voting yes: Daniel, Paula, Mary Beth, David, Bertrand and James. Voting no: Alan. The motion carried

Cemetery Property Maintenance

Requesting \$8,500 an increase of \$7,000 from 2014. Year to date expended \$4,070

Alan Villeneuve moved to approve Cemetery Property Maintenance at \$8,500, seconded by Bertrand Ouellette. A vote was taken; all were in favor, the motion carried unanimously.

Cemetery Mapping

Requesting \$1,500 a decrease of \$2,200 from 2014. Year to date expended \$2,940.00

Alan Villeneuve moved to approve Cemetery Mapping at \$1,500, seconded by Daniel Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Cemetery Supplies

Requesting \$500 an increase of \$200 from 2014. Year to date expended \$680.71

Paula Marzloff moved to approve Cemetery Supplies at \$500, seconded by Daniel Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Cemetery Miscellaneous

Requesting \$500 an increase of \$200 from 2014. Year to date expended \$435.53

Alan Villeneuve moved to approve Cemetery Miscellaneous at \$500, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Cemetery Dues & Memberships

Requesting \$200 a new line item for the Trustees budget.

Paula Marzloff moved to approve Cemetery Dues & Memberships at \$200, seconded by Dave Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Animal Control

Animal Control Officer Jarlene Cornett presented the budget for Animal Control.

Peter Miles moved to consider all lines collectively, seconded by Bertrand Ouellette

Mileage

Requesting \$750, level funded from 2014. Year to date expended \$616.22

Medical

Requesting \$200, level funded from 2014. Year to date expended \$0

Veterinarian Charges

Requesting \$300, level funded from 2014. Year to date expended \$0

Boarding

Requesting \$400, a decrease of \$50 from 2014. Year to date expended \$385

Communications

Requesting \$500, level funded from 2014. Year to date expended \$315.75

Education

Requesting \$250, an increase of \$50 from 2014. Year to date expended \$250

Dues

Requesting \$40, level funded from 2014. Year to date expended \$40

Miscellaneous

Requesting \$600, level funded from 2014. Year to date expended \$375

Alan Villeneuve moved to accept Animal Control Mileage, Medical, Veterinarian Charges, Boarding, Communications, Education, Dues, Miscellaneous totaling \$3,040, seconded by Bertrand Ouellette. A vote was taken; all were in favor, the motion carried unanimously.

Financial Administration (Tax Collection)

Tax Collector Kathleen Sylvia presented the tax collection line items of the Financial Administration budget.

Tax Bill Printing

Requested \$4,000 this is level funded from 2014. Year to date expended \$2,197.85

Mary Beth Lufkin asked if bills could be delivered electronically. Mrs. Sylvia stated that it is allowable by state law. The first thing that would need to be done is a town warrant. In rolling it out we would need to implement noticing requirements and getting signatures from everyone who wants to participate. We currently send out 2,333 paper tax bills.

Paula Marzloff moved to approve Tax Bill Printing at \$4,000, seconded by James Headd. A vote was taken; all were in favor, the motion carried unanimously.

Tax Collector Education

Requesting \$3,000, an increase of \$500 from 2014. Year to date expended \$1,239.70

Alan Villeneuve moved to approve Tax Collector Education at \$3,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Direct Assistance

Town Administrator William Herman presented the Direct Assistance budget

Mr. Herman announced that Kathryn Skoglund who was sworn in as the new Welfare Officer.

General Welfare Assistance

Requesting \$40,000, an increase of \$1000 from 2014. Year to date expended \$11,285.53

William Herman stated that the average expenditure each year is between \$20,000 and \$30,000. David Wesche asked what the expended amount would look like on January 1, 2015. Ms. Frisella believes this years' expenditure will be around \$25,000.

Mary Beth Lufkin moved to approve General Welfare Assistance at \$40,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Insurance

Town Administrator William Herman presented the Insurance budget.

Paula Marzloff moved to consider all items collectively, seconded by James Headd

Unemployment Compensation

Requesting \$980, a decrease of \$465 from 2014. Year to date expended \$1,445

Workers' Compensation

Requesting \$31,464, an increase of \$393 from 2014. Year to date expended \$16,185.56

Insurance Retention (Claims)

Requesting \$3,000, level funded from 2014. Year to date expended \$1,126.15

Paula Marzloff moved to approve Unemployment Compensation at \$980, Workers' Compensation at \$31,464 and Insurance Retention (Claims) at \$3,000, totaling 35,444.00 seconded by James Headd. A vote was taken; all were in favor, the motion carried unanimously.

Other Business

Mr. Herman stated that the tax rate has been set at \$21.31. A general discussion ensued concerning the budget and the tax rate.

David Wesche asked to schedule the presentation of the school budget for Saturday December 6, 2014

Adjourn

Paula Marzloff moved to adjourn the meeting at 8:17PM. Seconded by David Wesche. A vote was taken; all were in agreement, the motion carried unanimously.

The meeting adjourned at 8:17 PM.