

**Auburn Budget Committee Meeting  
December 2, 2021  
Auburn Town Hall  
Minutes  
7:00 PM**

**Members Present:** Peter Miles, Chairman, David Wesche, Vice-Chairman, Dan Carpenter, Paula Marzloff, Joanne Linxweiler, School Board Representative Janice Baker and Selectman Representative Michael Rolfe

**Others Present:** Finance Director Patricia Rousseau, Town Administrator William Herman, and Nancy Hoijer, Recording Secretary

Chairman Miles called the meeting to order at 7:00 PM.

**Approval of Meeting Minutes**

**Meeting of November 18, 2021**

***Mr. Wesche motioned to approve the November 18, 2021 meeting minutes. Mr. Carpenter seconded the motion. A vote was taken, Mr. Rolfe abstained. The motion passed 6-0-1.***

**Meeting of November 23, 2021**

***Mr. Wesche motioned to approve the November 23, 2021 meeting minutes. Mrs. Marzloff seconded the motion. A vote was taken, Mr. Rolfe abstained. The motion passed 6-0-1.***

**Budget Presentation:**

Mr. Herman provided the Committee with a Budget Comparison – FY 21 and FY 22 Running Total as of November 18, 2021.

**Executive Department**

Mr. Herman presented the proposed FY 2022 budget for the Executive Department in the amount of \$9,850 which is a three percent decrease from last year. The line for Voter Guide decreased by \$300.

***Mr. Wesche motioned to approve the FY 2022 Executive Department budget for Selectmen Expenses, Town Report & Vote Guide in the amount of \$9,850. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**Financial Administration – Audit**

Finance Director Rousseau presented the proposed FY 2022 budget for Financial Administration Audit in the amount of \$13,500 which is level funded from last year.

***Mrs. Marzloff motioned to approve the FY 2022 budget for Financial Administration – Audit in the amount of \$13,500. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Financial Administration – Assessing**

Mr. Herman presented the proposed FY 2022 budget for Financial Administration Annual Assessing Update in the amount of \$29,000 which proposes a four percent increase over last year. Mr. Herman noted there is a five-year contract. Auburn has been able to do the revaluation in the fifth year as a statistical update due to the 20% review of the full database, in addition to the general pick-up work each year.

***Mr. Wesche motioned to approve the FY 2022 budget for Financial Administration Annual Assessing Update in the amount of \$29,000. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Legal Expense**

Mr. Herman presented the proposed FY 2022 Legal budget in the amount of \$28,000 which is a seven percent decrease proposed from last year.

***Mrs. Baker motioned to approve the FY 2022 Legal budget in the amount of \$28,000. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Personnel Administration – Insurances**

Finance Director Rousseau presented the proposed FY 2022 budget for Health, Dental & Disability Insurance in the amount of \$425,396.54 which is an 11% increase over last year.

Mrs. Baker asked where the health insurance came from and Mr. Herman noted HealthTrust provides the health, dental, disability and life insurance. Ms. Rousseau noted the policy runs from July to June and they will shop the three pools. Mr. Herman added that Disability & Life Insurance run from January to December and Disability Insurance premiums are based on payroll.

***Mr. Wesche motioned to approve the FY 2022 Insurance budget for Health, Dental & Disability Insurance in the amount of \$425,396.54. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Personnel Administration - Longevity Pay**

Mr. Herman presented the proposed FY 2022 budget for Personnel Administration – Longevity Pay in the amount of \$11,500 which is a one percent increase over last year.

Mrs. Baker asked about the FY 2021 expenditures being zero and Mr. Herman noted the payment is made the first week of December.

***Mr. Downing motioned to approve the FY 2022 Personnel Administration – Longevity Pay budget in the amount of \$11,500. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Insurance**

Finance Director Rousseau presented the proposed FY 2022 Insurances budget in the amount of \$147,159 which is a 15% increase over last year. Ms. Rousseau noted the budget covers the Municipal Property Liability Insurance which increased by 19%, the Unemployment Compensation which increased by 12%, and Worker's Compensation which increased by nine percent. Ms. Rousseau noted the insurance is pooled and rated on the overall use. Mr. Herman noted there were some claims for worker's compensation and general property liability. Some coverages were added on the liability side.

***Mr. Wesche motioned to approve the FY 2022 Insurance budget in the amount of \$147,159. Mrs. Baker seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Other Public Safety – Details**

Mr. Herman presented the proposed FY 2022 budget for Other Public Safety – Town Details in the amount of \$500 which is level funded from last year. Mr. Herman noted the details are for Town functions such as E-Waste and Shred Day, as opposed to road details. This year the Spooky Walk at Eddows Field was included.

***Mr. Wesche motioned to approve the FY 2022 budget for Other Public Safety – Town Details in the amount of \$500. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Health Agencies**

Finance Director Rousseau presented the proposed budget for FY 2022 for Health Agencies in the amount of \$5,875 which is level funded from last year. Mrs. Rousseau noted they have not received a request from Lamprey Health Care due to its merger of services with Social Services – Meals on Wheels.

Mrs. Marzloff asked if every organization had contacted the Town and Ms. Rousseau noted they did.

***Mrs. Linxweiler motioned to approve the FY 2022 Health Agencies budget in the amount of \$5,875. Mrs. Baker seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Intergovernmental Welfare**

Mr. Herman presented the proposed FY 2022 budget for Intergovernmental Welfare Payments in the amount of \$4,471 which is level funded from last year. Mr. Herman noted the Town has supported RCCAP for decades and in the 15 years he has been in Auburn, their request has been \$4,471. He also noted the RCCAP has annually spent more than \$100,000 on assistance to Auburn residents.

***Mr. Wesche motioned to approve the FY 2022 Intergovernmental Welfare budget in the amount of \$4,471. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Fire Department – Call Fire – Stipends**

Mr. Herman indicated the Selectmen voted to increase Line 1-180-1 Fire Personnel Stipend but not as much of an increase as Chief Williams had requested. The proposed budget is increased by seven percent from last year.

Mr. Herman provided a copy of Chief Williams proposal and pay rate history as of June 1, 2021. Stipends are proposed to increase from \$750 to \$1,500 for the two captains and from \$500 to \$1,000 for the three lieutenants and Deputy Chief and the six Deputy Fire Wardens will stay the same.

The new amount for Line 1-160-1 was proposed at \$60,300 and reduced by the Selectmen to \$57,900.

***Mrs. Marzloff motioned to approve the FY 2022 Fire Personnel Stipend in the amount of \$57,900. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Funding for Water Resources Study**

Mr. Herman provided the Committee with a Memorandum dated November 22, 2021 concerning Funding for Groundwater Hydrogeological Study for Planning & Conservation. The project outlined by Stantec includes three tasks: Task 1 – Portable Well Inventory; Task 2 – Potential Resource Evaluation and Task 3 – Site Development Groundwater Resource Review Regulation. The combined projected expense for all three tasks is \$25,300. In FY 2021 the Planning Board carried a budgeted amount of \$17,000 and the Planning Board carried \$3,000. Presently there are \$8,000 remaining in the Planning Board budget and \$3,000 in the Conservation Commission budget. So long as the unspent balance is encumbered for use in FY 2022 the amount to be included in FY 2022 can be reduced to a total of \$5,300 rounded up to \$5,500.

Mrs. Baker asked the benefit and Mr. Herman noted to track impact on wells so the Planning Board would have data to help them as they consider the impact of new developments. Mr. Rolfe added that there are already new developments in dry areas.

***Mr. Wesche motioned to amend the draft FY 2022 municipal budget to include \$4,000 in Planning & Zoning – Master Plan & Regulatory Updates (01-4191-3-390-2) and to include \$1,500 in Conservation Professional Services (01-4611-3-390-0). Mr. Rolfe seconded the motion. Mrs. Marzloff recused herself. A vote was taken, all were in favor, the motion passed unanimously.***

## **Warrant Articles**

### **Article #4 – Fleet & Equipment Maintenance Expendable Trust Fund**

***The Committee unanimously voted to recommend Article #4.***

### **Article #5 – Accrued Benefits Liability Fund**

Mrs. Baker recommended editing the last sentence to read “...with no additional amount to come from taxation in **2022.**”

***Mrs. Baker motioned to recommend Article #5 as amended. The Committee unanimously voted to recommend Article #5 as amended.***

### **Article #6 – Cemetery Maintenance Fund**

***Mr. Wesche motioned to recommend Article #6. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Article #7 – Land Use Change Tax Proceeds**

The Committee had a lengthy discussion concerning the article and tabled to vote after receiving additional information.

Mrs. Marzloff noted the Conservation Commission has \$1 million in its fund and paying upwards of \$200,000 for a lot. The remaining 50% should have a purpose.

Mrs. Baker asked the rationale. Mr. Herman noted the rationale is what is enough in terms of land being conserved and paying less in taxes. It does not stop the proceeds but limits the percentage to 50% as originally proposed years ago, rather than 100% as was changed at Town Meeting. Mr. Downing would like to hear more. Mrs. Baker would like to see more data. Mr. Herman will get the data for the last ten years and ask Mr. Porter and Mr. Leclair to speak to the article.

***Mr. Wesche motioned to table recommendation of Article #7. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Article #8 – Establish Cemetery Maintenance Fund**

Mrs. Baker recommended adding the word “Fund” to the end of Cemetery Maintenance. Mr. Herman noted the DRA disallowed the article the first year it was proposed, but this language is from their model language document.

***Mr. Wesche motioned to recommend Article #8 as amended. Mrs. Baker seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**Next Meeting: Thursday, January 13, 2022 6:00 PM and 7:00 PM Public Hearing on FY 2022 Town Budget and 2022/2023 Auburn School District Budget**

## **Adjourn**

***Mrs. Marzloff moved to adjourn the meeting at 7:44 PM, seconded by Mr. Wesche. A vote was taken; all were in agreement, the motion carried unanimously. The meeting adjourned at 7:44 PM.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary