

**Town of Auburn
Budget Committee
November 13, 2014**

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

Others Present: Tim Therrien, Mike Dobmeier and Helen Hiltz, Parks & Recreation Commission; Road Agent Mike Dross, Patrick Kelley, Alan Cote, Keith Leclair, Finance Director Adele Frisella, and Town Administrator Bill Herman

Meeting called to order at 7:00 pm

Approval of Meeting Minutes

Paula Marzloff moved to approve the minutes of October 23, 2014 and October 30, 2014 meetings as printed. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Supervisors of the Checklist

Requesting \$1,800, a reduction from \$3,000 budgeted in 2014. Year to date expended \$745.

Checklist Supervisor Susan Jenkins explained there is only one election in 2015 versus multiple elections in 2015. The Supervisors are still working on the checklist for 2014, and all hours and expenses have not yet been paid from the 2014 budget.

David Wesche moved to approve Supervisors of the Checklist at \$1,800, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Highway and Roads

Road Agent Mike Dross explained that he has been working during his tenure as Road Agent to bring the condition of Town roads up to good shape so that major reconstruction work wouldn't be required and the Town would need to solely focus on maintaining the roads they had. He estimated the Town was within six to eight years of being in the position that all major reconstruction work will come to an end, and the Town will be maintaining the roads moving forward. He also noted his overall budget proposal is reduced by \$100,000 from the current budget approved for 2014.

Line 385-1 Shimming

Requesting \$120,000, level funded from 2014. YTD spent - \$110,271

Jim Headd moved to approve Highway Shimming at \$120,000. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

Line 385-2 Spring/Summer Storms

Requesting \$8,500, level funded from 2014. YTD spent - \$13,662

David Wesche moved to approve Highway Spring/Summer Storms at \$8,500. Seconded

by Dan Carpenter. A vote was taken; all were in favor, the motion carried.

Line 385-3 Summer Subcontractor

Requesting \$93,000, level funded from 2014. YTD spent - \$145,298

Mike Dross noted this is a hard area to determine what work will be needed each year. It is sort of a catch all for various work efforts from the cleaning of ditch lines and culverts to some actually minor construction work or culvert repair.

David Wesche moved to approve Highway Summer Subcontractor at \$93,000. Seconded by Jim Headd. A vote was taken; all were in favor, the motion carried.

Line 385-4 Road Striping

Requesting \$20,000, a decrease from the \$25,000 budgeted in 2014. YTD spent - \$16,265.

Mike Dross noted he hopes to do the bulk of the striping work in the spring versus the fall in 2015. He noted the Town changed vendors in 2014, which appears to be more responsive to the Town's needs, and had saved the Town some money in the process.

David Wesche moved to approve \$20,000 for Highway Road Striping. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

Line 385-5 Tree/Brush Cutting

Requesting \$32,000, level funded from 2014. YTD spent - \$31,320.

Alan Villeneuve moved to approved \$32,000 for Highway Tree/Brush Cutting. Seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried.

Line 385-6 Crack Sealing

Keeping line open at \$1.00

David Wesche moved to approve \$1 for Highway Crack Sealing. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

Line 385-7 Cold Patch

Requesting \$5,000, level funded from 2014. YTD spent - \$7,653

Alan Villeneuve moved to approve Highway Cold Patch at \$5,000. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried.

Line 385-8 Summer Gravel/Bankrun

Requesting \$45,000, level funded from 2014. YTD spent - \$13,385

Paula Marzloff moved to approve Highway Summer Gravel / Bankrun at \$45,000. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Line 385-9 Summer Misc. Supplies

Requesting \$3,000, level funded from 2014. YTD spent - \$1,207

Alan Villeneuve asked if the Road Agent felt he could live with \$2,000 in this area based on expenditure history from 2013 and 2014. Mr. Dross indicated that he could.

Jim Headd moved to approve \$3,000 for Highway Summer Misc. Supplies. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

Line 386-3 Winter Subcontractor

Requesting \$367,000, an increase of \$10,000 over the approved amount of \$357,000 for 2014. YTD spent - \$287,765

Mr. Dross indicated the increase was simply due to an increase in the road mileage they have to maintain due to new roads being accepted by the Town.

Alan Villeneuve moved to approve Highway Winter Subcontractor at \$367,000. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried.

Line 386-4 Winter Salt

Requesting \$170,000, an increase of \$10,000 over the approved amount of \$160,000 for 2014. YTD spent - \$168,911

Mr. Dross reported the increase was due to the increase in the road mileage and anticipation of a cold winter. Alan Cote reported to the Budget Committee that salt prices had dropped by approximately 15% over the past two years, and that in his opinion, there was no justification for an increase in the salt budget. He felt the Town should be calibrating their plow trucks to minimize the amount of salt used.

Paula Marzloff moved to approve Highway Winter Salt at \$170,000. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried.

Line 386-5 Winter Sand

Requesting \$25,000, a decrease of \$120,000 from the \$145,000 approved in the 2014 budget. YTD spent -- \$130,384

Mr. Dross explained the Town had entered into an agreement with Daniel and Dorothy Carpenter to purchase approximately 102,000 cubic yards of sand from property in Auburn at a cost of \$2.50 per yard. The agreement had the Town paying the purchase price in the first two years of the 10 year agreement. The purchase costs were paid off in 2013 and 2014. Funds in the 2015 budget are for processing and trucking of sand only. Several individuals asked how much sand was used during the course of a year. It was reported it is not measured, but is estimated to be approximately 10,000 cubic yards a year. Mr. Cote indicated that volume was important to know. He noted in the Town of Derry he bids the purchase out and pays \$12.50 per yard delivered. Mr. Herman noted the \$2.50 per yard purchase amount and the estimated 10,000 cubic yards per year indicate Auburn is paying a total of \$5.00 per cubic yard for its material. Mary Beth Lufkin asked if there was any way around trucking the material on Chester Turnpike. The Road Agent indicated they try to alternate their routes, but the property they are excavating from is on Chester Turnpike.

Jim Headd moved to approve Highway Winter Sand at \$25,000. Seconded by Bert Ouellette. A vote was taken with six in favor (Carpenter, Villeneuve, Ouellette, Headd, Wesche and Marzloff) and one (Lufkin) opposed. The motion carried.

Line 386-6 Winter Repairs

Requesting \$8,000, level funded from 2014. YTD spent -- \$2,467

Mr. Dross reported winter repairs mainly covers cutting edges for plows, nuts & bolts.

Paula Marzloff moved to approve Highway Winter Repairs at \$8,000. Seconded by Jim Headd. A vote was taken; all were in favor, the motion carried.

Line 387-2 Bridge & Culvert Materials

Requesting \$10,000, level funded from 2014. YTD spent - \$2,233

Mary Beth Lufkin asked if this line could potentially be reduced to \$5,000. Mr. Dross indicated it can be whatever the Budget Committee wants it to be. But he noted some culverts cost as much as \$5,000. He also indicated he was aware of a culvert needing to be replaced at Star Circle that would likely take all of \$5,000.

Mary Beth Lufkin moved to approve Highway Bridge & Culvert at \$5,000. Seconded by Bert Ouellette. A vote was taken with five in favor (Wesche, Carpenter, Ouellette, Lufkin and Villeneuve) and two (Marzloff and Headd) opposed. The motion carried.

Line 387-4 Guardrails, Gates etc.

Requesting \$1,000, level funded from 2014. YTD spent - \$976

Paula Marzloff questioned if this was anywhere near enough money to replace guardrails on existing Town roads. Mr. Dross indicated the budget line was not so much to replace guardrails as it was to repair damaged areas as needed.

Bert Ouellette moved to approve Highway Guardrails, Gates, Etc. at \$1,000. Seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried.

Line 388-1 Signs & Safety Equipment

Requesting \$3,500, level funded from 2014. YTD spent - \$2,135

Alan Villeneuve moved to approved Highway Signs & Safety Equipment at \$3,500. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

Line 390-0 Catch Basin Maintenance

Requesting \$5,000, level funded from 2014. YTD spent - \$0

Mr. Dross reported the contractor was scheduled to work in Auburn within the next two weeks, and he estimated he would take five to seven days to pump out the Town's catch basins.

Alan Villeneuve moved to approve Highway Catch Basin Maintenance at \$5,000. Seconded by Jim Headd. A vote was taken; all were in favor, the motion carried.

Line 390-2 Storm Water Maintenance

Requesting \$22,500, level funded from 2014. YTD spent - \$2,229

Mr. Dross reported the Town was waiting reports back from Stantec Consulting on what detention and retention ponds were in need of repairs & maintenance, and what level of work was required for each storm water pond. He was optimistic of having information in hand to be able to perform some of the work prior to the end of this year.

Paula Marzloff moved to approved Highway Storm Water Maintenance at \$22,500. Seconded by Jim Headd. A vote was taken, six were in favor (Carpenter, Ouellette, Headd, Wesche, Marzloff and Lufkin) and one (Villeneuve) opposed. The motion carried.

Line 386-5 Winter Sand

Alan Villeneuve asked to re-address the issue of winter sand. He indicated he is estimating the cost of processing the sand appears to be approximately \$7,000 for a two year period.

Alan Villeneuve moved to reconsider Line 386-5 – Winter Sand. Seconded by David Wesche. A vote was taken, four were in favor (Villeneuve, Ouellette, Wesche and Lufkin) and three were opposed (Marzloff, Headd and Carpenter). The motion carried.

Discussion ensued concerning the need to quantify the amount of sand material used on an annual basis in order to be able to know with certainty the cost of screening and trucking the sand. A considerable amount of discussion ensued between the Committee and the Road Agent. Jim Headd ultimately recommended not holding up this year's budget or process, but rather to have the Road Agent develop a tracking system and be able to come back in 2015 with numbers for next year's budget process.

By consensus, the Committee agreed not to take any further action to change their prior approval of Line 386-5 Winter Sand and to let it stand at \$25,000.

Parks and Recreation

Commission Chair Tim Therrien and Program Manager Helen Hiltz were in attendance to present the budget to the committee.

Line 001-1 Senior Trips

Requesting \$11,700 for 2015, an increase over the \$10,700 budgeted in 2014. YTD spent - \$4,198

Mr. Therrien and Ms. Hiltz explained only two trips were taken this year due to a few scheduling conflicts and then a health issue with the event coordinator. They indicated they usually offer three or four trips per year, which has attendance ranging from 35 to 50 people per trip. The proposed increase is due to the general costs of admissions, transportation and food have been increasing.

Jim Headd moved to approve Recreation Senior Trips at \$11,700. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

Line 001-2 Recreation Family Events

Requesting \$14,500, an increase over the \$11,000 budgeted in 2014. YTD spent - \$11,553

Mr. Therrien explained the Commission may move from a Memorial Day event to perhaps an Old Home Day event later in the year, or to augment an existing event like the Duck Race. Part of the reason for the increase is that the fireworks vendor has advised the Commission they will no longer be providing fireworks for free. The Commission is planning on a \$5,000 expenditure within this line item for fireworks. Alan Villeneuve felt spending tax dollars on a fireworks show is not a wise use of public funds. Paula Marzloff indicated she tended to disagree as it would be help to keeping Auburn residents in town versus going elsewhere for a fireworks display. Mr. Therrien indicated the philosophy of the Parks & Recreation Commission is they should be doing things to bring people to event in the town.

David Wesche moved to approve Highway Family Events at \$14,500. Seconded by Mary Beth Lufkin. A vote was taken, six were in favor (Carpenter, Ouellette, Headd, Marzloff, Wesche and Lufkin) and one was opposed (Villeneuve). The motion carried.

Line 001-3 Recreation Basketball Program
Requesting \$600, level funded from 2014. YTD spent - \$0

Mary Beth Lufkin moved to approve Recreation Basketball Program at \$600. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

Line 001-4 Recreation Ski Program
Requesting \$2,800, level funded from 2014. YTD spent - \$2,461.

Mary Beth Lufkin moved to approve Recreation Ski Program at \$2,800. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

Line 001-6 Recreation Community Service Award
Requesting \$400, level funded from 2014. YTP spent - \$0.

Mary Beth Lufkin moved to approved \$400 for Recreation Community Service Award. Seconded by Jim Headd. A vote was taken; all were in favor, the motion carried.

Line 001-7 Recreation Soccer Program
Requesting \$600, a reduction from the approved amount of \$2,000 in 2014. YTD spent - \$2,123. Mr. Therrien reported the funds are mainly for the maintenance of the sprinkler system on the field and soccer nets.

Mary Beth Lufkin moved to approve Recreation Soccer Program at \$600. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

Line 001-8 Recreation Senior Dinners
Requesting \$1,000, level funded from 2014. YTD spent - \$867. Mr. Therrien reported in 2014, there were 87 attendees at the dinner.

Mary Beth Lufkin moved to approve Recreation Senior Dinners at \$1,000. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried.

Line 250-1 Recreation Mileage Reimbursement
Requesting \$750, an increase from the \$300 budgeted in 2014. YTD spent - \$493

Paula Marzloff moved to approve Recreation Mileage at \$750. Seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.

Line 360-1 Recreation Playground & Parks
Requesting \$1,300, a decrease from \$9,800 budgeted in 2014. YTD spent - \$11,074

David Wesche moved to approve \$1,300 for Recreation Playground & Parks. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

Line 520-1 Recreation Electricity
Requesting \$2,400, level funded from 2014. YTD spent - \$1,443

Bert Ouellette moved to approve Recreation Electricity at \$2,400. Seconded by Mary

Beth Lufkin. A vote was taken; all were in favor, the motion carried.

Line 550-0 Recreation General Maintenance

Requesting \$2,800, an increase of \$1,000 over the approved amount of \$1,800 for 2014. YTD spent - \$2,129

Mr. Therrien reported this account is what covers all of the maintenance supplies needs for various properties and equipment. Items purchased under this account includes paint, working hardware, picnic table braces, sign posts, bee & hornet spray, general supplies like nails, screws, bolts, etc.

David Wesche moved to approve Recreation General Maintenance at \$2,800. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

Line 550-4 Recreation Ice Rink

Requesting \$1 to maintain the line as an active budget line, a decrease from the \$3,900 budgeted in 2014. YTD spent - \$273

Line 560-1 Recreation Trash Removal

Requesting \$1 to maintain the line as an active budget line, level funded from 2014.

Paula Marzloff moved to approve Recreation Ice Rink at \$1.00 and Recreation Trash Removal at \$1.00. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Line 560-2 Recreation Chemical Toilets

Requesting \$5,400, level funded from 2014. YTD spent - \$4,332

David Wesche moved to approve \$5,400 for Recreation Chemical Toilets. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried.

Line 940-1 Recreation Improvements

Requesting \$39,200, an increase from the \$5,380 budgeted in 2014. YTD spent - \$5,676. Mr. Therrien reported the work planned for 2015 includes paving the access area for the porta-potty at the Circle of Fun Playground; striping and handicapped designations at Circle of Fun and Bicentennial Park; and providing for an expansion of the gravel parking area at the Eddows Recreational Fields to minimize or eliminate overflow parking on Priscilla Lane. The Committee had an overall discussion on the potential of the remaining property at Eddows Recreational Field, the need for parking, potential other playing fields, etc. Alan Villeneuve questioned the need for additional parking and felt this was a project without a plan.

Jim Headd moved the question. Seconded by Paula Marzloff. A vote was taken with six in favor (Lufkin, Marzloff, Wesche, Headd, Ouellette and Villeneuve) and one opposed (Carpenter). The motion carried.

Mary Beth Lufkin moved to approve \$39,200 for Recreation Improvements. Seconded by Paula Marzloff. A vote was taken, with four in favor (Marzloff, Lufkin, Wesche and Headd) and three opposed (Carpenter, Ouellette and Villeneuve). The motion carried.

Direct Assistance

Line 002-1 General Welfare Assistance

Peter Miles noted the Committee had previously approved a General Welfare Assistance account totaling \$40,000. However, he noted that expenditures were anticipated to be coming in at \$25,000 - \$30,000. He felt it might be prudent for the Committee to potentially reduce the amount that had been approved for the budget account.

Alan Villeneuve moved to approve General Welfare Assistance at \$30,000. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried.

Other Business

Alan Villeneuve reported the School Board was still working on the school budget, but had some sections ready to bring to the Budget Committee at its next meeting on November 20th. He also noted the School Board was looking at a Master Plan for the school property and was looking at making repairs identified over the next three years.

Mary Beth Lufkin mentioned the tax rate increase that hit for 2014, and asked how she should respond to questions that she received from neighbors and residents. Bill Herman outlined the overall tax rate setting process and noted that for 2014, the main issue for both the town and the school district rests with decreased revenues. For the Town, the main difference was a reduction in the amount of money received for the Payment in Lieu of Taxes (PILOT) from Manchester Water Works, while the School District generally had to utilize its entire anticipated surplus to cover unanticipated expenses, mainly in the area of Special Education. In general terms, those were the reasons for the tax rate increase.

Alan Villeneuve also reported the School Board was likely going to propose a warrant article to look at the withdrawal of Auburn from SAU 15. He further indicated that the SAU Governing Board had reduced the SAU budget for the coming years, which should translate into a \$20,000 savings for the Auburn School District.

Adjourn

Mary Beth Lufkin moved to adjourn the meeting at 8:40 PM. Seconded by Jim Headd. A vote was taken; all were in agreement, the motion carried unanimously.

The meeting adjourned at 8:40 PM.