



# Town of Auburn Budget Committee

## **Meeting Agenda**

**November 2, 2023**

**7:00 PM Town Hall**

- I. Call to Order
- II. Approval of Minutes – Oct 26, 2023
- III. Town Budget proposals
  - A. Elections
  - B. Executive & Financial Administration
  - C. Health Agencies
- IV. Adjourn

Note: Any person with a disability who wishes to attend this public meeting and needs to be provided a reasonable accommodation in order to participate, please call the Town Hall (603) 483-5052, or contact the Committee Secretary so that arrangements can be made.

**Auburn Budget Committee Meeting  
October 26, 2023  
Stritch Meeting Room  
Draft Minutes  
7:00 PM**

**Members Present:** Chairman Peter Miles, Dan Carpenter, Vice-Chair David Wesche, Kevin Downing, Paula Marzloff, School Board Representative Alan Villeneuve and Selectman Representative Keith Leclair

**Others Present:** Conservation Chair Jeffrey Porter, Building Inspector Carrie Rouleau-Cote, Cemetery Trustee Jim Thompson, Finance Assistant Mimi Friolet, and Town Administrator Chris Sterndale.

**I. Call to Order**

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

**II. Introductions**

Chairman Miles introduced the members who were present.

**III. Election of Officers**

***Mr. Villeneuve motioned to appoint David Wesche as Vice-Chairman. Ms. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**IV. Approval of Minutes**

- October 5, 2023

***Mrs. Marzloff motioned to approve the October 5, 2023 meeting minutes. Mr. Carpenter seconded the motion. A vote was taken, Mr. Villeneuve abstained. The motion passed 7-0-0.***

**V. Town Budget Proposals**

A. Conservation

Mr. Porter presented the proposed budget for Conservation in the amount of \$4,639 which is a 1.10% increase over last year.

Mrs. Friolet indicated the salary line is for the full-time employee who does the minutes for the Conservation meetings, the remaining lines are level funded.

Mrs. Marzloff asked the Conservation Commission account balance and Mr. Porter indicated it is approximately \$1.2 Million with the Manchester Water Works parcel purchase coming out soon.

Mr. Villeneuve asked when maps were last done and Mr. Porter indicated three copies will be done later this quarter or the first quarter of 2024.

***Mr. Wesche motioned to approve the proposed FY 2024 budget for Conservation in the amount of \$4,639. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed 7-0-0.***

Mr. Villeneuve noted he would like to see the bottom line level funded.

#### B. Cemeteries

Mr. Thompson presented the proposed budget for Cemeteries in the amount of \$38,577 which is a 5.67% increase from last year.

Mr. Villeneuve asked about the expected increase to dues and memberships and Mr. Thompson noted he expected three Trustees to participate.

***Mr. Wesche motioned to approve the proposed FY 2024 budget for Cemeteries in the amount of \$38,577. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed 7-0-0.***

Mr. Thompson explained three projects that the Trustees have planned for 2023-2024:

- Replacement of portion of chain link fence on the school side of the Village Cemetery which is circa 1955. He obtained one quote so far for \$20,000.
- Replacement of sign at Village Cemetery donated in 2005 at a cost of \$3,000.
- Resurfacing of gravel lanes at both cemeteries. He has obtained one bid so far for \$8,500. Mr. Leclair indicated there may be materials and/or equipment available to contribute.

Mr. Thompson indicated the balance of the Maintenance Fund is approximately \$24,000 and Perpetual Care Funds for Village and Longmeadow Cemeteries which can only expend interest as perpetual care principal can no longer be expended per RSA. He noted there was \$3,000 in interest available in the Village Fund and \$11,000 available in the Longmeadow Fund.

Mr. Leclair noted that the Selectmen approved of presenting a 2024 Warrant Article to add \$10,000 to the Trust Fund from the fund balance with no dollars from new taxation.

#### C. Building Inspection/Health Officer

##### i. Building Inspection

Building Inspector Carrie Rouleau-Cote presented the proposed budget for Building Inspection in the amount of \$83,612 which is a 1.67% increase from last year.

Mr. Villeneuve asked the number of new building permits issued this year. Mrs. Rouleau-Cote reported there were 739 total permits issued this year versus 570 last year. There were 19 permits issued for new homes in 2022 and two ADUs. There were 14 permits issued for new homes in 2023 so far.

Mrs. Rouleau Cote reported that the new online permitting software is making it easier for residents to apply for permits online.

Mr. Villeneuve asked about revenues from permits. Mrs. Rouleau Cote indicated the average permit for a new home, based on ICC data, square feet, etc. is approximately \$2,200 for a 2,000 SF home. She indicated \$86,287 in revenue this year so far, versus \$76,000 last year and noted there is a lot of commercial activity.

***Mr. Wesche motioned to approve the proposed FY 2024 budget for Building Inspection in the amount of \$83,612. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed 7-0-0.***

ii. Health Administration

Mrs. Rouleau-Cote presented the proposed budget for Health Officer Administration in the amount of \$2,989 which is a 2.89% increase from last year.

***Mrs. Marzloff motioned to approve the proposed FY 2024 budget for Health Administration in the amount of \$2,989. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed 7-0-0.***

D. Executive, Personnel Admin, Welfare

i. Legal Expenditures

Town Administrator Sterndale presented the proposed budget for Legal Expenditures in the amount of \$23,000 which is a 17.86% decrease from last year. Mr. Sterndale indicated the number of open cases is shrinking and there are minor police union negotiations and personnel policy updates.

***Mr. Downing motioned to approve the proposed FY 2024 budget for Legal Expenditures in the amount of \$23,000. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed 7-0-0.***

ii. Employee Health Insurance Benefits

Town Administrator Sterndale explained the changes to the health insurance plan deductible and addition of flexible spending accounts which went into effect on July 1<sup>st</sup>. The renewal increase is 14% and there are new full-time positions, with the Fire Department, the Library, Parks & Recreation which the budget will reflect for a full-year in 2024. There will be two new positions created for the Highway Department which the budget will reflect for  $\frac{3}{4}$  of the year. Mrs. Friolet explained that employees now pay 10% across the board.

Mr. Sterndale indicated the impact to dental will be primarily the personnel changes. The rest are pegged to gross wages. He noted retirement is going down. The employer contribution rate dropped and the Town will see the benefit in this coming budget year.

***Mrs. Marzloff motioned to approve the proposed FY 2024 budget for Personnel Administration in the amount of \$681,107. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed 7-0-0.***

iii. Government Buildings & Maintenance

Town Administrator Sterndale indicated there were no great change to utilities other than the request for an Aircard by the Police Department for a cruiser.

Mr. Sterndale noted heat and electric were budgeted high last year but the anticipated increase didn't pass. The budget was projected based on the amount used this year with a 5% increase which comes across as a decrease from what was budgeted last year. He noted the Committee could look at it again in November or December if necessary.

Mr. Villeneuve asked about line 62 and Mr. Sterndale explained that dispatch requires the older "copper" phone line.

Mr. Sterndale explained the increase for the cleaning service vendor who does the Town Hall building, Severance School, the Library and has not asked for an increase since 2019. Mrs. Friolet noted that the vendor provides the equipment and supplies.

***Mr. Wesche motioned to approve the proposed FY 2024 budget for Government Buildings & Maintenance in the amount of \$151,216. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed 7-0-0.***

iv. Insurance

**Mr. Villeneuve motioned to approve the proposed FY 2024 budget for Insurance in the amount of \$172,032. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed 7-0-0.**

v. Advertising & Regional Association

**Mrs. Marzloff motioned to approve the proposed FY 2024 budget for Advertising & Regional Association in the amount of \$10,605. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed 7-0-0.**

vi. General Government

Town Administrator Sterndale indicated line 97 consulting services is where the expenses for the MS4 work required by federal stormwater permit regulation, general engineering such as the engineering work at the Depot Road Intersection and gravel pit work is reflected.

Mr. Sterndale provided the Committee with a breakdown of contract software, line 98. He noted there were a bunch of vendors catching up on inflation. These vendors provide software for the general network, office security, Microsoft Suite, IT vendor, Avitar Assessing Contract, CivicPlus website, Harris general ledger, bookkeeping software, Interware and Town Clerk, Highway Dept. weather, the postage machine, tax map updates which are required annually.

Mrs. Marzloff asked if the vendor rates were competitive with the marketplace and Mr. Sterndale indicated they were and it is difficult to transition to a new vendor. Mrs. Marzloff noted it was up to the Selectmen but did not seem practical to update the tax maps for minor changes such as internal lines within a condominium. Mr. Villeneuve asked how many sets are printed and Mr. Sterndale noted two or three sets.

**Mr. Wesche motioned to approve the proposed FY 2024 budget for General Government in the amount of \$140,325. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed 7-0-0.**

Mr. Leclair indicated that the Selectmen discussed paying for some items like the WIFI router for Town Hall from the unused budget at the end of the year and that Mr. Sterndale will be tracking a list of items the Board hopes to pay for out of this year's budget.

vii. Other Public Safety

**Mr. Villeneuve motioned to approve the proposed FY 2024 budget for Other Public Safety in the amount of \$5,000. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed 7-0-0.**

viii. Street Lighting

Mr. Leclair noted the Town replaced the street lights with LEDs a couple of years ago and are already seeing a savings in this line.

**Mr. Villeneuve motioned to approve the proposed FY 2024 budget for Street Lighting in the amount of \$7,500. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed 7-0-0.**

ix. Solid Waste Disposal

**Mr. Carpenter motioned to approve the proposed FY 2024 budget for Solid Waste Disposal in the amount of \$21,100. Mr. Downing seconded the motion. A vote was taken, Mr. Villeneuve was opposed. The motion passed 6-1-0.**

x. Health Agencies & Hospitals - **Tabled**

Mrs. Friolet indicated she has received letters from each of the agencies requesting contributions. Meals on Wheels asked for \$2,000.

Mrs. Marzloff asked how many Auburn residents are served by the agencies requesting funds. Mrs. Friolet indicated she would bring that information to the next meeting.

**Mr. Leclair motioned to table approval of Health Agencies & Hospitals. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed 7-0-0.**

xi. Rockingham Community Action

**Mrs. Marzloff motioned to approve the proposed FY 2024 budget for Rockingham Community Action in the amount of \$4,471. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed 7-0-0.**

xii. Patriotic Purposes

**Mr. Wesche motioned to approve the proposed FY 2024 budget for Patriotic Purposes. Mr. Downing seconded the motion. Mr. Carpenter abstained. The motion passed 6-0-1.**

xiii. Long Term Debt

***Mrs. Marzloff motioned to approve the proposed FY 2023 budget for Long Term Debt. Mr. Villeneuve seconded the motion. A vote was taken, all were in favor, the motion passed 7-0-0.***

Mr. Leclair discussed the recent town-wide revaluation and the anticipated impact on the average tax bill which he noted was 10% on average.

## **VI. School Update**

Mr. Villeneuve reported Pinkerton proposes to add a new building in 2025. He noted the impact on Auburn's contribution to the SAU will be higher while communities such as Hooksett will pay less next year.

## **VII. Adjourn**

***Mr. Villeneuve moved to adjourn the meeting at 8:13 PM, seconded by Mrs. Marzloff. A vote was taken; all were in agreement, the motion carried unanimously.***

Respectfully submitted,  
Nancy J. Hoijer,  
Recording Secretary

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10/31/2023		2021	2022	2023		2024				
Line #	Description	Actual	Actual	Budget	YTD	Dept Request	Budget Change	Notes	BOS Approved	Budget Comm Approved
<b>EXECUTIVE DEPARTMENT</b>										
1	Finance Director	\$54,801	\$55,802	\$61,915	\$53,629	\$67,376	8.82%		\$67,376	
2	Finance Assistant	\$53,743	\$50,007	\$54,897	\$12,831	\$20,170	-63.26%	Now a part-time position	\$20,170	
3	Town Administrator	\$96,840	\$90,642	\$111,786	\$84,615	\$105,769	-5.38%		\$105,769	
4	Land Use Coordinator	\$52,645	\$55,701	\$62,531	\$50,193	\$65,376	4.55%		\$65,376	
5	Board of Selectmen Secretary	\$1,523	\$1,215	\$2,000	\$866	\$2,040	2.00%	\$17/hour, 40 meetings, 3 hours each	\$2,040	
6	Highway Safety Secretary	\$68	\$105	\$236	\$85	\$204	-13.56%	\$17/hour, 12 meetings, 1 hour each	\$204	
7	Selectman Chair Stipend	\$3,702	\$3,848	\$4,249	\$3,157	\$6,259	47.30%		\$6,259	
8	Selectman Seat Two Stipend	\$3,382	\$3,515	\$3,881	\$2,884	\$5,872	51.29%	Eliminated mileage reimbursement in Selectmen Expense line and election stipends from Election expense line	\$5,872	
9	Selectman Seat Three Stipend	\$3,382	\$3,515	\$3,881	\$2,884	\$5,872	51.29%		\$5,872	
10	Trustee of Trust Funds Stipend	\$319	\$336	\$368	\$0	\$379	3.10%	Pay other two trustees?	\$379	
11	Trustee of Cemeteries Stipend	\$679	\$476	\$783	\$0	\$807	3.10%		\$807	
12	Selectmen Expenses	\$3,750	\$3,750	\$3,750	\$2,813	\$500	-86.67%	Eliminated mileage reimbursement.	\$1	
13	Town Report	\$1,336	\$1,533	\$1,700	\$1,585	\$1,585	-6.76%		\$1,585	
14	Voter Guide	\$4,117	\$4,887	\$5,050	\$5,028	\$5,530	9.50%	Includes Voter's Guide & Deliberative Flyer; assume printing & postage increase of 8-10%	\$5,530	
<b>Executive Department Total</b>		<b>\$280,285</b>	<b>\$275,334</b>	<b>\$317,027</b>	<b>\$220,570</b>	<b>\$287,739</b>	<b>-9.24%</b>		<b>\$287,240</b>	<b>\$0</b>
<b>ELECTIONS, REGISTRATION, VITAL STATISTICS</b>										
15	Deputy Town Clerk	\$7,758	\$9,053	\$20,917	\$7,494	\$40,641	94.29%	Now a full-time position	\$40,641	
16	Town Clerk/Tax Collector Assistant	\$0	\$0	\$1	\$0	\$1	0.00%		\$1	
17	Town Clerk Stipend	\$61,921	\$65,346	\$71,550	\$60,054	\$75,631	5.70%	Includes election expense	\$75,631	
18	Moderator Stipend	\$0	\$0	\$0	\$0	\$921		New line item, formerly paid via Election Personnel line	\$921	
19	Election Personnel	\$1,995	\$6,455	\$3,000	\$2,030	\$6,000	100.00%	Based on 4 elections, avg 20 ballot clerks per election, \$75 per shift.	\$6,000	
20	Checklist Supervisors	\$1,560	\$3,476	\$1,900	\$1,023	\$9,838	417.76%	550 Hrs/yr	\$9,838	
21	Record Preservation	\$1,940	\$4,000	\$4,000	\$528	\$500	-87.50%	no longer binding old records	\$500	
22	Town Clerk Dues & Conferences	\$815	\$1,460	\$4,000	\$230	\$5,000	25.00%		\$5,000	
23	Law Books	\$191	\$989	\$1,500	\$969	\$1	-99.93%	No longer ordering printed books.	\$1	
24	Election Expenses	\$3,161	\$7,194	\$3,000	\$2,431	\$36,000	1100.00%	4 elections(Food, machine maint., clean up,ballot coding), Poll Pads-voter check-ins (7k-4 pads+\$4k annual warranty etc), two ballot counting devices (13k)	tabled	
25	Dog Tags	\$698	\$1,208	\$800	\$0	\$1,000	25.00%		\$1,000	
<b>Election, Regis &amp; Vital Stats Total</b>		<b>\$80,039</b>	<b>\$99,179</b>	<b>\$110,668</b>	<b>\$74,758</b>	<b>\$175,532</b>	<b>58.61%</b>		<b>\$139,533</b>	<b>\$0</b>

Line #	Description	2021	2022	2023		2024				
		Actual	Actual	Budget	YTD	Dept Request	Budget Change	Notes	BOS Approved	Budget Comm Approved
<b>FINANCIAL ADMINISTRATION</b>										
26	Deputy Tax Collector	\$7,503	\$7,535	\$12,099	\$9,159	\$11,462	-5.27%		\$11,462	
27	Deputy Treasurer Stipend	\$360	\$379	\$414	\$0	\$427	3.10%		\$427	
28	Budget Committee Secretary	\$368	\$360	\$1,061	\$15	\$500	-52.87%	\$17/hour, 9 meetings, 3 hours each	\$500	
29	Tax Collector	\$44,090	\$49,645	\$54,303	\$45,419	\$57,853	6.54%		\$57,853	
30	Treasurer Stipend	\$2,844	\$2,956	\$3,264	\$2,705	\$3,432	5.15%		\$3,432	
31	Audit	\$12,757	\$16,743	\$13,500	\$14,501	\$15,000	11.11%		\$15,000	
32	Deed Research	\$200	\$320	\$700	\$260	\$500	-28.57%		\$500	
33	Annual Assessing Update	\$28,253	\$28,515	\$87,000	\$81,720	\$34,668	-60.15%	Portion of Reval here in 2023, contract renewal in 2024	\$34,668	
34	Tax Bill Printing	\$3,082	\$3,324	\$3,300	\$2,908	\$3,550	7.58%		\$3,550	
35	Tax Collector Education	\$480	\$633	\$900	\$1,059	\$1,100	22.22%		\$1,100	
<b>Financial Administration Total</b>		<b>\$99,936</b>	<b>\$110,410</b>	<b>\$176,541</b>	<b>\$157,746</b>	<b>\$128,492</b>	<b>-27.22%</b>		<b>\$128,492</b>	<b>\$0</b>

Line #	Description	2021	2022	2023		2024				
		Actual	Actual	Budget	YTD	Dept Request	Budget Change	Notes	BOS Approved	Budget Comm Approved
<b>HEALTH AGENCIES &amp; HOSPITALS</b>										
239	Visiting Nurse	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	0.00%	72 Auburn residents totaling 698 visits during the year	\$2,500	tabled
240	CASA	\$500	\$500	\$500	\$500	\$500	0.00%	advocated for 1,500 in NH, 115 in Rockingham County	\$500	tabled
241	Home Health & Hospice Care	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	0.00%	23 Auburn residents totaling 580 visits during the year	\$1,000	tabled
242	Lamprey Health Care	\$0	\$0	\$0	\$0	\$0			\$0	tabled
243	Social Services-Meals on Wheels	\$1,875	\$1,875	\$1,875	\$1,875	\$2,000	6.67%	17 Auburn residents were served 2,927 meals totaling \$30,880 for those meals	\$2,000	tabled
<b>Health Agencies &amp; Hospitals Total</b>		<b>\$5,875</b>	<b>\$5,875</b>	<b>\$5,875</b>	<b>\$5,875</b>	<b>\$6,000</b>	<b>2.13%</b>		<b>\$6,000</b>	<b>\$0</b>

July 27, 2023

Chris Sterndale, Town Administrator  
Town of Auburn  
47 Chester Rd P.O. Box 309  
Auburn, NH 03032



Dear Chris,

**I am writing today to ask the Town of Auburn to consider a \$500 appropriation to advocate for Auburn's most vulnerable children.** This will allow CASA of New Hampshire to recruit, train, and support a volunteer advocate to provide a voice for the children of Auburn who have experienced abuse or neglect. Last year, CASA of New Hampshire advocated for more than 1,500 children throughout the state. Unfortunately, due to the unavailability of trained advocates, 93 children did not have the benefit of a CASA by their side. As we look to the future, please help us reach our goal of having trained advocates available for 100% of the children who need them most.

**Our children are in crisis.**

Each year, one million American children are confirmed victims of abuse and neglect and more than half a million are in foster care.

In New Hampshire, hundreds of these children come to the attention of the courts annually. Our children need someone to tell their stories, to be a strong advocate, to get to know them and make their voices heard in a complex, confusing, and often overburdened child protection system.

Founded in 1989, Court Appointed Special Advocates of New Hampshire is the only nonprofit organization in the state that protects the rights of our state's abused and neglected children to live, learn, and grow in the embrace of a loving family. Our trained volunteer advocates speak for our children's best interests in the New Hampshire Family court system. In recent years, the need for our services has increased dramatically.

Recently, the effects of the pandemic have begun to surface, leading to a rise in both the number and complexity of cases. We are faced with some of the most severe neglect of children that I have witnessed during my tenure. Children and families clearly struggled during the long months of isolation, and continue to do so today.

However, the bright light during this challenging time is that CASA of NH has an incredibly strong team of staff, board of directors, and more than 600 volunteer advocates who are completely committed to this difficult but life-changing work. Support from the Town of Auburn will help us to further this mission by providing neglected and abused children in your community with a caring and compassionate advocate to help see them through their most difficult days.

In addition to all of the good work they do for our children, our CASA volunteers also save the state more than \$3.5M in legal fees – fees that would otherwise be paid for by state tax dollars. If CASA of NH

cannot provide a volunteer, the state will then hire a paid GAL (Guardian ad Litem) at \$60 per hour plus travel costs.

Below are our most recent fiscal-year-end statistics specific to your county and the state:

	<u>Statewide</u>	<u>In Rockingham County</u>
<b>Children Served</b>	1,552	115
<b>Volunteers</b>	642	67
<b>Miles Traveled</b>	518,368	35,098
<b>Hours of Volunteer Time</b>	89,866	5,217
<b>Value of Volunteer Advocacy</b>	\$3.5M	

**FY 2022**  
**BY THE NUMBERS**

New Hampshire's abused and neglected children are a part of every community within our state and range in age from birth to 21. National studies show that children with a CASA volunteer benefit in countless ways – they are more likely to be placed in safe, permanent homes, receive better mental, emotional and physical health services, and have fewer placement changes than children without a focused advocate. With the support of a CASA advocate, neglected and abused children have access to a brighter future.

Thank you so much for your consideration of this request for your next funding cycle. Should you require additional materials to support this letter, please contact Tarah Bergeron, Development Associate at (603) 626-4600 x2113 or by emailing [tbergeron@casanh.org](mailto:tbergeron@casanh.org).

I look forward to updating you with our progress and the impact that your support will have on New Hampshire's victimized children.

All my best,



Marcia R. Sink

President & CEO





July 6, 2023

**Adele Frisella, Finance Director**  
**Town of Auburn**  
P.O. Box 309  
Auburn, NH 03032

Dear Ms. Frisella and Auburn Selectmen,

I am writing to ask your consideration of providing continued support to the Visiting Nurse Association of Manchester and Southern New Hampshire (VNA). As you are aware, the VNA continues to provide programs and services to residents of Hooksett. Your contribution would greatly help the VNA in meeting our mission of providing care for those without insurance or the ability to pay for all or part of the care they so greatly need. It would enable us to assist Hooksett residents of all ages facing the challenges of recovering from surgery, physical disabilities, short-term, chronic, and life-limiting illnesses. It would allow people to remain at home, where they want to be. Our programs include both home health, maternal child health and hospice visits.

The VNA of Manchester and Southern NH provided services to **72** Auburn residents totaling **698** visits during the past year. Listed below is a breakdown of those services:

- **13** maternal child health moms and babies
- **55** home health patients, many frail and elderly
- **4** hospice patients and their families providing care during their final months of life

The VNA is dependent on city and town funds, and the generosity of the community to continue to service those who are under insured and without insurance. We are requesting your continued support of **\$2,500.00** as provided in the past.

Please feel free to contact Donna Frizzell, Director of Home Health and Community Services, should you need any further service information, would like additional community health services, or to schedule a speaker for an event. You can reach her directly at (603) 663-4029. We look forward to another year of providing high-quality care to the residents of Hooksett.

Thank you for your consideration.

Sincerely,

*Rachel Chaddock*

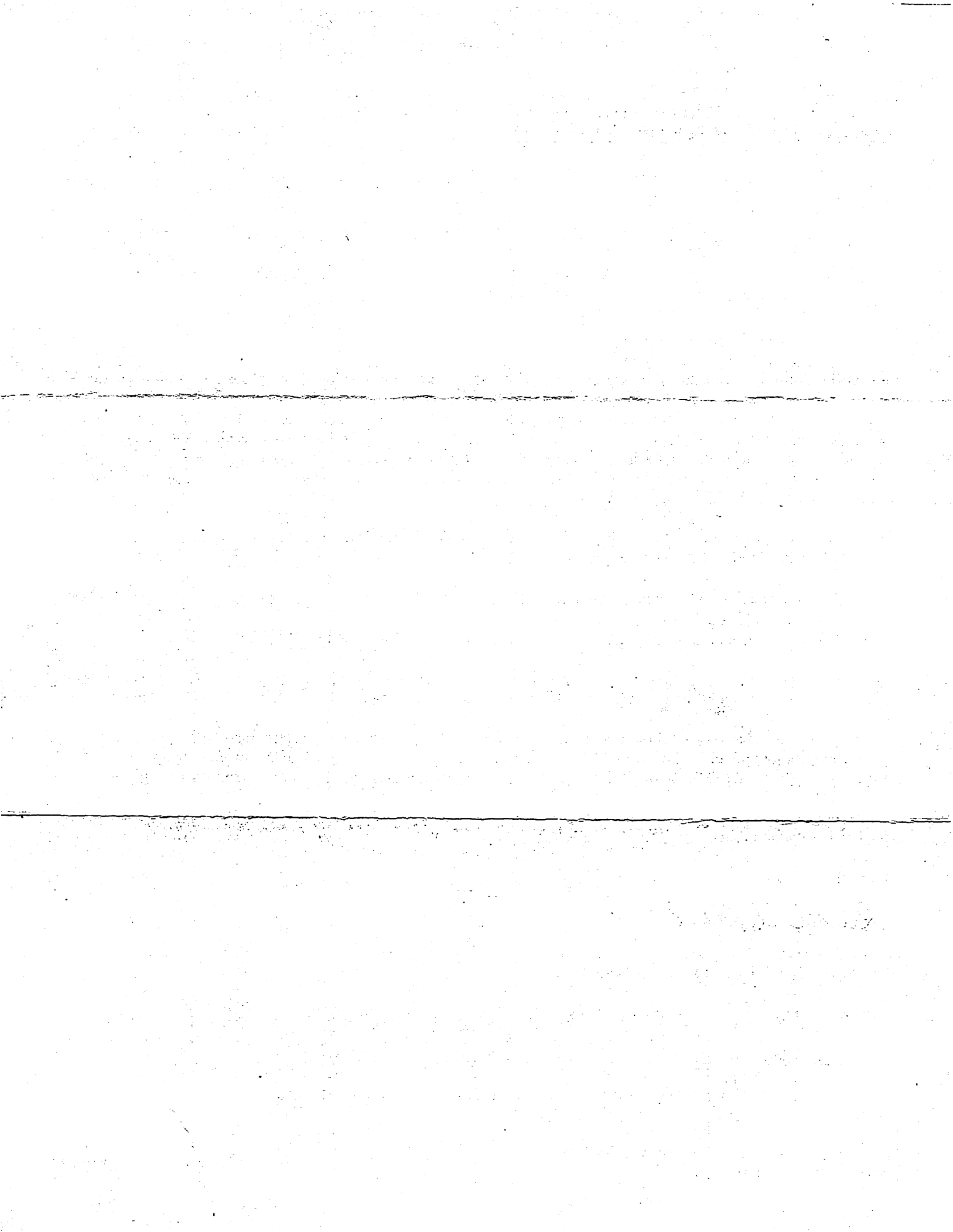
Rachel Chaddock, MS, BS, RN  
Vice President of Home and Community Services

Enclosure

1070 Holt Avenue  
Suite 1400  
Manchester, NH 03109  
Toll Free: (800) 624-6084  
Phone: (603) 622-3781  
Fax: (603) 641-4074  
www.manchestervna.org

VNA HOME HEALTH & HOSPICE SERVICES | VNA PERSONAL SERVICES

*An affiliate of Elliot Health System*



# Home Health & Hospice Care

**Administrative Office:**  
7 Executive Park Drive, Merrimack, NH 03054  
Tel 603-882-2941 / Fax 603-423-9701

**Community Hospice House:**  
210 Naticook Road, Merrimack, NH 03054

Town of Auburn  
Finance Director  
PO Box 309  
Auburn NH 03032

July 11, 2023

Dear Director:

01-4415-3-370-5

Home Health & Hospice Care's mission as a non-profit (**Tax ID # 23-7331452**) Visiting Nurse Association and hospice is to care for patients in their homes and in the Community Hospice House (when needed). We provide highly skilled, compassionate, quality medical care, even when a patient does not have insurance or resources. In order to do this critical work, we depend on the generosity of our donors and grants from the municipalities we serve.

In FY2023, we made **580 visits** (up from 227 the previous year) to residents of Auburn. This included **266** visits by a Registered Nurse, **102** visits by a Licensed Nursing Assistant, **186** visits by a Physical, Occupational or Speech Therapist, **15** visits by a Medical Social Worker, **5** visits by a Chaplin, and **6** visits by our Physician. In addition, **2** residents of Auburn died at the Community Hospice House. In total, we cared for **23** residents of Auburn.

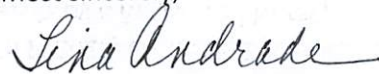
Today, both Physicians, their patients and municipalities recognize the great value that home care brings, both in comfort and cost. Funds contributed by the Town of Auburn will only be used after insurance and state and federal funding options have been exhausted.

**We are respectfully requesting a Municipal Grant of \$1,000 to be considered in your next budget.**

Should you have any questions or need additional information, I can be reached at [tina.andrade@hhhc.org](mailto:tina.andrade@hhhc.org) or 603 882-2941.

We are deeply grateful for your past support and the opportunity to continue to care for residents of Auburn.

Most sincerely,



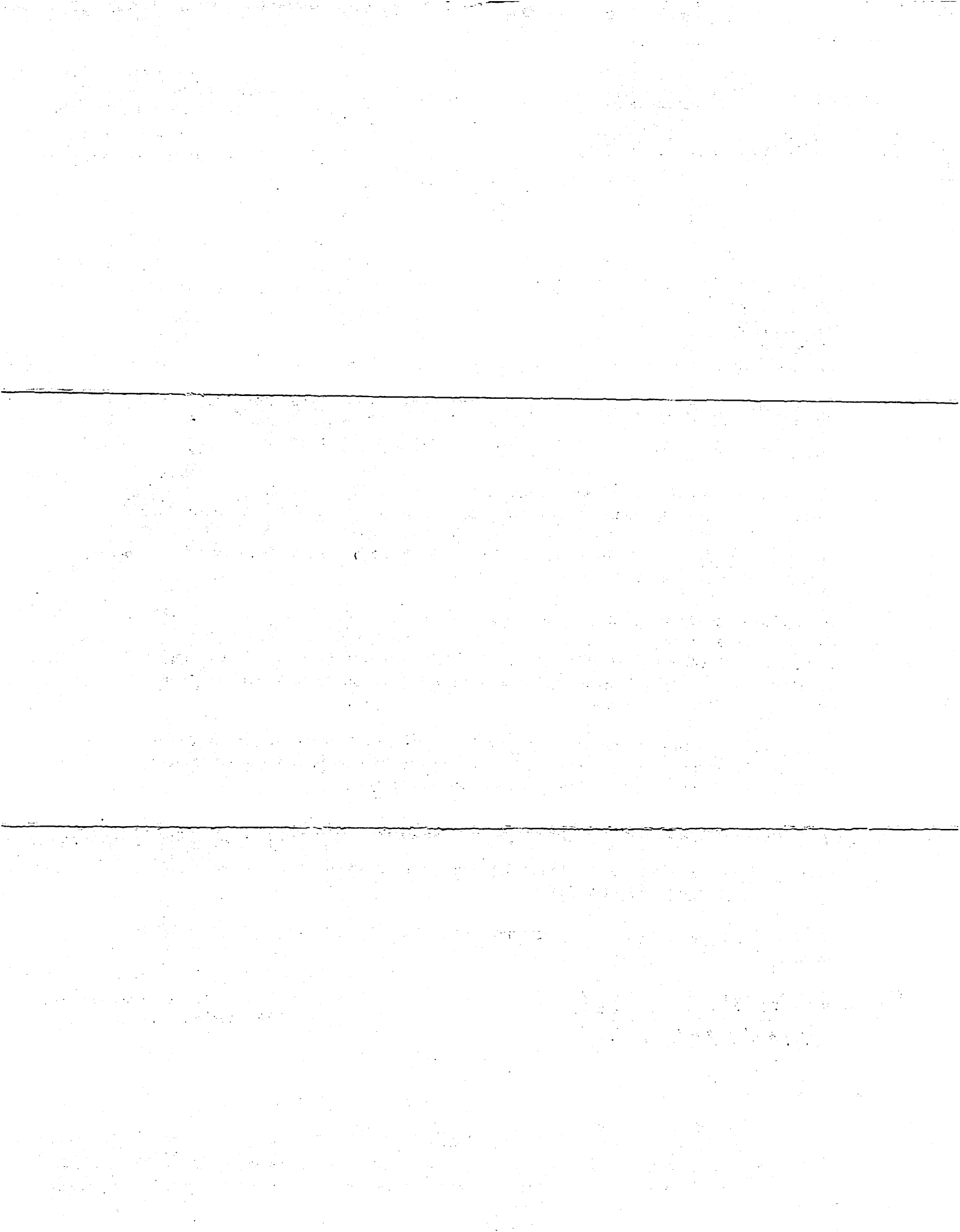
Tina Andrade  
Director of Philanthropy

[www.hhhc.org](http://www.hhhc.org)

Nursing Services • Rehabilitation Therapies • Wound Care • Infusion Therapy • Maternal & Pediatric Services  
Bereavement Services & Grief Support Groups • Community Clinics • Volunteer Services • Patient Education







# Rockingham Nutrition & Meals on Wheels Program

106 North Road Brentwood, NH 03833 (603) 679-2201

[www.RockinghamMealsOnWheels.org](http://www.RockinghamMealsOnWheels.org)

July 28, 2023

Selectmen  
Town of Auburn  
P. O. Box 309  
Auburn, NH 03032

Dear Selectmen:

Thank you for your consideration of this request and for your past support. RNMOW requests financial support from the Town of Auburn to provide meals and safety services to residents who look to us for assistance. RNMOW provides services year round, we operate Monday – Friday, with provisions for weekends for clients with greater needs.

## SERVICE PROVIDED TO TOWN RESIDENTS LAST YEAR

17 Auburn Residents were served 2,927 Nutritious Meals



## TOWN SUPPORT MEANS MEALS FOR TOWN RESIDENTS IN NEED

**Total cost to provide Auburn residents these meals: \$30,880**

We are asking the Town of Auburn to contribute \$2,000

towards the cost of services to Auburn residents.

**Although RNMOW does receive Federal funding, current reimbursement rates force us to raise 36% of the cost of each meal from local sources.** We must fundraise for every meal served but we only ask the Town to contribute a small portion of this cost. We make up the rest through other sources, including voluntary donations from clients.

**Your support helps prevent waiting lists** Town support also helps us to feed clients who need and qualify for the service, however, we exceeded the number of meals allowed under our contracts last year and we are projected to do the same this year. We must raise the funds to pay the total cost of each of these meals or start a waiting list. We have never had a waiting list and hope we are never forced to start one.

## MEALS ON WHEELS DELIVERS FOR AUBURN AND ITS RESIDENTS

**Individual Impact** In addition to the nutritious meal helping promote physical health, our staff with their everyday gestures and conversations also further promotes emotional wellbeing, especially for those clients who are more isolated.

*"You do a great job trying to please everyone. What would we do without you? It's difficult for me to go shopping and food is so expensive these days. I have a great girl that delivers my meal right to my door. She is a good friend and I look forward to seeing her every day".*

- RNMOW Client

**Family Impact** In many cases, our clients no longer have a stay-at-home family member or their family may live far away. We are able to help these families by feeding and checking in on their loved one, with the assurance that as any concerns arise we will bring it to their attention.

*"Your driver found my father unconscious in his home earlier this month, which I'm sure must have been scary. Because of her excellent judgment, my dad's life was saved. He's recovering at a rehab nearby, and I just couldn't be more grateful." - Family member of RNMOW client*

**Community Impact** The benefits of Meals on Wheels go beyond the impact on the individual. Our services directly benefit your town in the following ways:

- **Town welfare costs.** Many of our clients are low income, Meals on Wheels feeds residents with only a suggested donation of \$3.00 a meal, people may pay any amount they can afford.
- **County taxes.** Meals on Wheels reduces nursing home placements. People who are unable to shop or cook for themselves are far more likely to end up in a nursing home.

## MEALS ON WHEELS: A WORTHWHILE INVESTMENT WITH A HISTORY OF SUCCESS


Meals on Wheels works. Our most recent client survey with 576 respondents showed service going to high-need clients:

- 57% of the clients were over 80 years old;
- 80% responded that this was their main meal of the day;
- 90% told us that Meals on Wheels helped them to remain in their home.

RNMOW has been serving Auburn residents since 1980. We strive to do our best to keep our requests reasonable, our costs under control, and the quality of our service high for the people of Auburn.

Thank you again for your consideration.

Sincerely,



Tim Diaz  
Executive Director

**Support for Independent & Healthy Aging**

Serving older adults since 1978 as a 501 C3 nonprofit