

**Town of Auburn
BUDGET COMMITTEE
Town Hall
January 16, 2020**

6:30 PM

Approval of Meeting Minutes

- Meeting of December 12, 2019

Budget Presentations:

- Solid Waste / Landfill Monitoring (Bill Herman) 6:35 PM
- Warrant Article #4 – Appropriation to Town Buildings Rehabilitation
Capital Reserve Fund (Keith Leclair / Bill Herman) 6:40 PM
- Auburn School District Warrant Articles (Alan Villeneuve) 6:45 PM

7:00 PM

Pursuant to RSA 32:5 I, the Auburn Budget Committee will hold a public hearing on the proposed 2020 Fiscal Year (January 1 through December 31, 2020) Auburn Town Budget and the proposed 2020-2021 Fiscal Year Auburn School District Budget on Thursday, January 16, 2020 at 7:00 P.M. at the Auburn Town Hall.

Other Business:

Deliberative Session Meetings: Saturday, February 1, 2020
School District Meeting immediately followed by Town Meeting

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."

BUDGET COMPARISON -- FY '19 and FY '20 RUNNING TOTAL

<u>Department</u>	<u>2019 Budget</u>	<u>2020 BOS Proposed</u>	<u>2020 Bud Com</u>	<u>Difference</u>
Executive	279,499	283,544	283,544	4,045
Election & Registration	89,647	114,956	114,956	25,309
Financial Administration	107,854	100,890	100,890	(6,964)
Legal Expense	36,000	30,000	30,000	(6,000)
Personnel Administration	406,379	464,499	464,499	58,120
Planning & Zoning	49,151	49,151	47,151	(2,000)
General Government Buildings	139,230	135,839	135,839	(3,391)
Cemeteries	33,960	34,382	34,382	422
Insurance	112,024	117,595	117,595	5,571
Regional Associations	9,313	9,337	9,337	24
Other General Government	115,437	111,871	111,871	(3,566)
Police	1,283,215	1,294,489	1,294,289	11,074
Ambulance	84,735	86,858	86,858	2,123
Fire	476,189	520,385	519,885	43,696
Building Inspection	72,518	73,404	73,404	886
Emergency Management	3	1,804	1,804	1,801
Other Public Safety (Details)	1,000	1,000	1,000	0
Highways & Streets	997,997	1,007,255	1,007,255	9,258
Street Lighting	18,000	14,000	14,000	(4,000)
Solid Waste	22,401	25,751	22,051	(350)
Health Officer	2,638	2,698	2,698	60
Animal Control	21,266	21,929	21,929	663
Health Agencies	5,875	5,875	5,875	0
Public Assistance	17,001	15,501	15,501	(2,000)
Intergovernmental Welfare	4,471	4,471	4,471	0
Parks & Recreation	125,867	117,487	117,487	(8,380)
Library	183,324	201,099	201,099	17,775
Patriotic Purposes	6,500	11,500	11,500	5,000
Conservation Commission	2,571	2,139	2,139	(432)
Debt Service	3	3	3	0
<u>Capital Outlay</u>				
Fire Truck	120,910	120,910	120,910	0
Road Reconstruction	650,000	500,000	500,000	(150,000)
Recreation Improvement	91,332	5,700	3,700	(87,632)
Evaluation of Library & Property	0	28,850	28,850	28,850
TOTAL	\$5,566,310	\$5,515,172	\$5,506,772	(\$60,038)
Special Warrant Articles				
Collective Bargaining Agreement	46,052	14,842	14,842	(31,210)
Building Rehabilitation CRF	60,000	98,000		
Property Improvement ETF	50,000	25,000	25,000	(25,000)
Apparatus & Vehicles ETF	0	25,000	25,000	25,000
Storage Garage Building	0	43,000	43,000	43,000
GRAND TOTAL	\$5,722,362	\$5,721,014	\$5,614,614	(\$48,248)

As of January 6, 2020 Board of Selectmen's Meeting
As of December 12, 2019 Budget Committee Meeting
As of October 30, 2019 Joint Personnel Board Meeting

2020 PROPOSED SOLID WASTE TOWN OF AUBURN

		1 Expended 2016 As of December	2 Expended 2017 As of December	3 Expended 2018 As of December	4 Budgeted 2019 As of December	5 Expended YTD 2019 As of December	6 Dept/Comm Request 2020	7 % Chg 19/20	8 BOS Approved 2020	9 Budget Comm Approved 2020
General Fund										
Solid Waste Disposal										
01-4324-3-390-1	Solid Waste Hazardous	7,557.66	10,267.07	7,927.34	10,400.00	9,258.82	10,050.00	-3%	10,050.00	10,050.00
<i>Narrative for Column # 6</i>										
Twice annual monitoring wells and groundwater sampling, testing, and submission to NHDES. New State PFAS standard to take effect October 1st may have a negative impact on this budget account.										
<i>Narrative for Column # 8</i>										
BOS approved 9/16/2019.										
<i>Narrative for Column # 9</i>										
Budget Committee approved 10/17/2019.										
01-4324-5-390-0	Landfill Monirtoring	4,300.00	9,100.00	10,200.00	12,000.00	7,900.00	12,000.00		15,700.00	12,000.00
<i>Narrative for Column # 6</i>										
Shred Day \$750										
E-Waste Collection Event \$4,800										
Household Hazardous Waste Day \$4,500										
<i>Narrative for Column # 8</i>										
BOS approved 9/16/2019. BOS reconsidered based on NHDES Permit requirements 1/6/2020										
<i>Narrative for Column # 9</i>										
Budget Committee approved 10/17/2019.										
01-4324-5-390-1	Roadside PickUp Container	200.00	0.00	0.00	1.00	0.00	1.00		1.00	1.00
<i>Narrative for Column # 8</i>										
BOS approved 9/16/2019.										
<i>Narrative for Column # 9</i>										
Budget Committee approved 10/17/2019.										
Solid Waste Disposal Total		12,057.66	19,367.07	18,127.34	22,401.00	17,158.82	22,051.00	-2%	25,751.00	22,051.00
Grand Total:		12,057.66	19,367.07	18,127.34	22,401.00	17,158.82	22,051.00	-2%	25,751.00	22,051.00



Stantec Consulting Services Inc.
5 Dartmouth Drive, Suite 200, Auburn NH 03032
Tel: (603) 669-8672, Fax: (603) 669-7636

January 3, 2020
File: 191710504

Attention: Mr. William Herman
Town Administrator
Town of Auburn
47 Chester Road
Auburn, NH 03032

Reference: Proposal for 2020 GMP Monitoring Activities
Auburn Town Landfill, Chester Turnpike, Auburn, NH
NHDES Site #199002015, Project #1521

Dear Mr. Herman,

Stantec Consulting Services Inc. (Stantec) is pleased to provide the Town of Auburn with this proposal to the 2020 groundwater monitoring and reporting tasks associated with the above-referenced site. The site location is depicted on Figure 1 (attached). The 2020 groundwater monitoring and reporting tasks are required by Groundwater Management Permit (GMP) #GWP-199002015-A-004 (attached), which was issued by the New Hampshire Department of Environmental Services (DES) to monitor groundwater and surface water quality in the vicinity of the closed town landfill. The transmittal letter for the GMP dated December 18, 2019 (attached) also requested the installation of two additional monitoring wells downgradient of the landfill to help evaluate the extent of per- and polyfluoroalkyl substances (PFAS) detected previously in landfill monitoring wells. These tasks are included in the 2020 proposed scope as well.

PROPOSED SCOPE OF WORK

Task 1 - GMP Water Quality Monitoring for 2020

Based on the GMP requirements, samples will be collected during 2020 from the monitoring wells and surface water locations specified in the table below.

Monitoring Location	Sampling Frequency	Parameters	Reporting Requirements
MW-1, MW-2, MW-3, MW-4, SW-1, and SW-2	April 2020	Specific conductance @25°C, pH, Nitrate, Sulfate, Total Kjeldahl Nitrogen (TKN), Chloride, Dissolved Iron and Manganese (monitoring wells), Total Iron and Manganese (surface water), and Static Water Levels (monitoring wells only), PFAS using an isotope dilution method compliant with the USDOD Quality Systems Manual 5.2 (or later) Table B-15, or USEPA Method 537.1, and Static Water Levels (monitor wells only)	Annual Summary Report due in June 2020



January 3, 2020
Mr. William Herman
Page 2 of 6

**Reference: Proposal for 2020 GMP Monitoring Activities
Auburn Town Landfill, Chester Turnpike, Auburn, NH
NHDES Site #199002015, Project #1521**

Monitoring Location	Sampling Frequency	Parameters	Reporting Requirements
MW-1, MW-2, MW-3, MW-4, SW-1, and SW-2	April 2020	1,4-Dioxane by EPA 8270 SIM (using a 0.25 µg/L reporting limit)	Annual Summary Report due in June 2020

Water levels and field parameter measurements will be collected from the monitoring wells prior to purging. Purging will include the removal of a minimum of three standing well volumes using dedicated polyethylene tubing and either a Delrin® foot valve (inertial pump) or a peristaltic pump. Following purging, samples will be collected using the same dedicated equipment into laboratory-supplied containers, field preserved, and transported to a New Hampshire-certified laboratory for analysis of the parameters indicated in the table above. Surface water samples will be collected as grab samples and analyzed for the in the table above.

PFAS sample collection will be in accordance with DES Standard Operating Procedure (SOP) #HWRB-21. For quality assurance/quality control (QA/QC), one field blank was also collected and analyzed for PFAS. At the request of DES, the PFAS compounds to be reported will include a broad list (attached) to help evaluate the potential source(s), fate, and transport of PFAS impacts.

The current GMP requires that following the April sampling events the results of the analysis be included in an Annual Summary Report which will include a description of the work performed, summaries of the collected data, and copies of the laboratory reports. The information will be provided to the Town and to the NHDES via upload to the OneStop website during June 2020. The PFAS data will also be uploaded to the DES Environmental Monitoring Database.

Task 2 - Additional Well Installation

A description of the proposed well installation tasks is provided below. The proposed locations of the two wells are depicted on attached Figure 2.

Pre-Drilling Activities - Prior to the initiation of drilling activities, Stantec will perform the following tasks:

- Update the site-specific health and safety plan (HASP) in accordance with OSHA guidelines and Stantec protocols;
- Stantec will provide notification to Dig Safe to mark underground utilities located in the vicinity of the proposed wells and will contract with a private utility locate service provider to identify potential underground utilities/structures at the planned drilling locations; and



**Reference: Proposal for 2020 GMP Monitoring Activities
Auburn Town Landfill, Chester Turnpike, Auburn, NH
NHDES Site #199002015, Project #1521**

- Stantec will contract with a New Hampshire-licensed driller for the advancement of soil borings and installation of monitoring wells at the approved locations.

The proposed two monitoring wells (MW-101 and MW-102) are depicted on attached Figure 2. Borings will be advanced using hollow-stem augers to a depth of 5-7 feet below the field-determined water table (assumed maximum depth 20 feet). Soil samples will be collected at five (5)-foot intervals using a split-spoon sampler driven 24-inches. Collected soil samples will be field screened using a photoionization detector (PID) and characterized for grain size, color, moisture content, as well as for any evidence of contamination (odor, staining). Soil classification will be documented in the project notebook or on field data sheets. Soil samples will not be collected for laboratory analysis.

Following the completion of the borings to the proposed termination depth, they will be completed as monitoring wells using flush-threaded 2.0-inch (inside diameter) polyvinyl chloride (PVC) casing and screen (with 0.010-inch slots). The screen length will be 10 feet. Clean filter sand will be installed around the screen interval to a depth 1 to 2 feet above the well screen, followed by a 1- to 2-foot hydrated bentonite seal. The remaining annular space will be filled with drill cuttings and clean filter sand to the surface. A lockable expandable plug will be installed in the PVC casing stick-up. The well will be protected at the surface with a 5-inch diameter lockable steel casing.

Once installed, the wells will be developed by surging and pumping to remove fines introduced during installation using high density polyethylene (HDPE) tubing and a Delrin® foot valve (inertial pump) or polyethylene tubing and a peristaltic pump. An attempt will be made to evacuate 10 well volumes of groundwater during a maximum well development period of one hour per well. Additionally, the tops of the PVC well casings, the tops of the steel protective casings, and the ground surface at each well will be surveyed for elevational control and will be tied into the existing well network so that future groundwater levels can be used when preparing groundwater flow maps for the landfill.

Task 3 – New Monitoring Well Sampling/Reporting

One round of groundwater samples from the two new monitoring wells will be collected during the planned April 2020 GMP sampling event described above. Sampling for PFAS will be as described above for the landfill monitoring wells. Reporting related to the installation of the new wells will be provided in the GMP Annual Summary Report for the April 2020 sampling event described above.



January 3, 2020
Mr. William Herman
Page 4 of 6

**Reference: Proposal for 2020 GMP Monitoring Activities
Auburn Town Landfill, Chester Turnpike, Auburn, NH
NHDES Site #199002015, Project #1521**

COST

Stantec will complete the 2020 proposed scope of work for the lump sum fees provided in the table below.

Task	Cost
1. April 2020 GMP Sampling and Periodic Summary Report	\$9,400.00
2. Additional Well Installation	\$6,300.00
3. Additional Well Sampling and Reporting	Included in Task 1
Total	\$15,700.00

SCHEDULE

The project tasks will be completed in accordance with the time frames described above.

PROJECT MANAGEMENT

David A. Allwine, a New Hampshire Professional Geologist, will serve as the Stantec project manager for this work. Ms. Leigh-Anne Sapienza will also be available to assist you should Mr. Allwine not be available.

ACCEPTANCE AND TERMS AND CONDITIONS

If this proposal is acceptable, please provide your authorization to begin work by signing below in the space provided and returning it to our attention via fax at fax number (603) 669-7636 or by email to david.allwine@stantec.com. This work will be conducted in accordance with the attached Stantec Terms and Conditions, which are incorporated herein by reference.



January 3, 2020
Mr. William Herman
Page 5 of 6

**Reference: Proposal for 2020 GMP Monitoring Activities
Auburn Town Landfill, Chester Turnpike, Auburn, NH
NHDES Site #199002015, Project #1521**

We appreciate the opportunity to continue assisting the Town of Auburn with this project. If you have any questions, please do not hesitate to contact the undersigned.

Regards,

STANTEC CONSULTING SERVICES INC.

David A. Allwine, PG
Senior Associate
Phone: (603) 206-7553
Mobile: (603) 498-6135
David.Allwine@stantec.com

Attachments: GMP No. GWP-199002015-A-004 including 12/20/2019 Transmittal Letter
Figure 1 - Site Location Plan
Figure 2 – Location of Proposed Monitoring Wells
Proposed List of PFAS Compounds
Stantec Terms and Conditions

c. File

Warrant Article – Appropriation to Town Buildings Rehabilitation CRF

To see if the Town will vote to raise and appropriate the sum of Ninety-eight--thousand dollars (**\$98,000**) to be placed into the Town Buildings Rehabilitation Capital Reserve Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2019 with no additional amount to be raised by taxation in 2020. **(Recommended by the Board of Selectmen)**

(Recommended / Not Recommended by the Budget Committee)

**TOWN WARRANT
STATE OF NEW HAMPSHIRE**

To the inhabitants of the Town of Auburn, in the County of Rockingham in said State, qualified to vote in Town affairs:

You are hereby notified that the **First Session** of the annual Town Meeting will be held in the gymnasium of the Auburn Village School in Auburn, New Hampshire, on **Saturday, February 1, 2020**, immediately following the Auburn School District Deliberative Session that begins at 9:00 a.m., for the explanation, discussion and debate of each Warrant Article, and to transact all business other than voting by official ballot. Warrant articles may be amended at this session per RSA 40:13, IV, subject to the following limitations:

- (a) Warrant Articles whose wording is prescribed by law shall not be amended.
- (b) Warrant Articles that are amended shall be placed on the official ballot for final vote on the main motion as amended.
- (c) No warrant article shall be amended to eliminate the subject matter of the article. An amendment that changes the dollar amount of an appropriation in a warrant article shall not be deemed to violate this subparagraph.

You are hereby notified that the **Second Session** of the annual Town Meeting will be held in the gymnasium of the Auburn Village School in Auburn, New Hampshire, on **Tuesday, March 10, 2020**, beginning at **7:00 a.m.** and ending at **7:00 p.m.** to elect officers of the Town by official ballot, to vote on questions required by law to be inserted on said official ballot and to vote on all Warrant Articles as accepted or amended by the First Session.

First: To bring your ballots for:

- Selectman for three years
- Moderator for two years
- Town Clerk for three years
- Tax Collector for three years
- Treasurer for three years
- Supervisor of the Checklist for six years
- Planning Board for three years
- Library Trustee for three years
- Cemetery Trustee for three years
- Trustee of the Trust Funds for three years
- Police Commission for three years

Second: To see if the Town will vote to adopt the following amendments to the existing Town Zoning Ordinance as proposed and recommended by the Auburn Planning Board, in conformance with NH RSA 675:1, et seq., and include the following: (The full text of the proposed regulations is posted and available for inspection at the Town Hall and on the Town of Auburn web site – www.auburnnh.us)

Are you in favor of the adoption of Amendment No 1 as proposed by the Auburn Planning Board for the Town of Auburn Zoning Ordinance as follows:

Delete Article 8- Reserved for Elderly Housing Regulations its entirety and replace it with **Article 8- 55 and Older Housing Regulations**. If adopted, the ordinance will expand and/or redefine requirements for housing designed for 55 and older residents including, but not limited to, decreasing the minimum and increasing the maximum sizes of housing units; reducing the density allowance for housing units; establishing requirements for road construction; requiring covered parking spaces; and specifying additional requirements for landscaping, fire suppression systems, outdoor lighting, building design and site layout.

[NOTE: A copy of the text of the proposed amendment is available for review at the Auburn Town Offices and is also posted with the text of the proposed amendments at the Auburn Town Offices and on the Town of Auburn web site – www.auburnnh.us.]

Third: To see if the Town will vote to approve the cost items for year two of a three-year collective bargaining agreement which resulted from negotiations between the Auburn Board of Selectmen, the Auburn Police Commission and the Auburn Police Union, Local 216 and which represents an estimated increase of \$14,482 over FY 2019 salaries, fringe benefits and other cost items at the current staffing level for the ensuing year; and further to raise and appropriate the sum of Fourteen thousand four hundred eighty-two dollars (**\$14,482**), such sum representing the negotiated increase over 2019 salaries, fringe benefits and other cost items at the current staffing levels. Cost items for FY2021 will be presented to the voters for their approval in March 2021 in accordance with the terms of the collective bargaining agreement. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

Fourth: To see if the Town will vote to raise and appropriate the sum of Ninety-eight-thousand dollars (**\$98,000**) to be placed into the Town Buildings Rehabilitation Capital Reserve Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2019 with no additional amount to be raised by taxation in 2020. **(Recommended by the Board of Selectmen)**

(Recommended / Not Recommended by the Budget Committee)

Fifth: To see if the Town will vote to raise and appropriate the sum of Twenty-five-thousand dollars (**\$25,000**) to be placed into the Town Properties Rehabilitation Expendable Trust Fund previously established. This sum to come from the unreserved fund balance (surplus) as of December 31, 2019 with no additional amount to be raised by taxation in 2020. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

Sixth: To see if the Town will vote to establish a Fleet Maintenance and Replacement Expendable Trust Fund pursuant to the provisions of RSA 31:19-a, to enable the Town to address large, unanticipated expenses in the operation, maintenance and/or replacement of the fleet of vehicles and equipment utilized by Town departments; to raise and appropriate the sum of Twenty-five-thousand dollars (**\$25,000**) to put in the fund, with this amount to come from the unexpended fund balance as of December 31, 2019; and to designate the Board of Selectmen as agents to expend from this fund. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

Seventh: To see if the Town will vote to raise and appropriate the sum of Forty-three thousand dollars (**\$43,000**) for the purpose of building a 20' x 40' storage building on Town property at 55

Eaton Hill Road. This sum to come from the Municipal Aid revenue from the State of New Hampshire with no additional amount to be raised by taxation in 2020.

(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)

Eighth: To see if the Town will vote to accept the Marion Heald Scholarship Fund to be administered and invested by the Trustees of Trust Funds, who will manage the fund for the purpose for which the Marion Heald Scholarship Foundation was established, pursuant to the provisions of RSA 31:19-a, IV.”

Ninth: To see if the Town will vote to adopt the provisions of RSA 72:61-64 inclusively, which provide for an optional property tax exemption from the property’s assessed value, for property tax purposes, for persons owning real property, which is equipped with solar energy systems intended for use at the immediate site. Such property tax exemption shall be in the amount equal to 50% of the assessed value of the qualifying solar energy system equipment under these statutes. (Majority vote required) **(By petition submitted and signed by at least twenty-five (25) certified petitioners)**

Tenth: To see if the Town will vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$5,510,472?** Should this article be defeated, the default budget shall be **\$5,608,203**, which is the same as last year with certain adjustments required by previous action of the Town of Auburn or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. NOTE: This operating budget warrant article does not include appropriations contained in any other warrant article. **(Recommended by the Board of Selectmen) (Recommended by the Budget Committee)**

Eleventh: To transact any other business that may legally come before the Town Meeting.

Given under our hands and seals this _____ day of January 2020.

Richard W. Eaton, Chairman

Keith N. Leclair, Selectman

Todd R. Bedard, Selectman
Auburn Board of Selectmen



**2020
WARRANT**

DRAFT
PROPOSED BUDGET NOT FINALIZED
THIS COPY FOR REVIEW PURPOSES ONLY

IV.A.

Auburn Local School

The inhabitants of the School District of Auburn Local School in the state of New Hampshire qualified to vote in School District affairs are hereby notified that the two phases of the Annual School District Meeting will be held as follows:

First Session of Annual Meeting (Deliberative Session):

Date:

Time:

Location:

Details:

Second Session of Annual Meeting (Official Ballot Voting)

Date:

Time:

Location:

Details:

GOVERNING BODY CERTIFICATION

We certify and attest that on or before <DATE>, a true and attested copy of this document was posted at the place of meeting and at <LOCATION> and that an original was delivered to <OFFICIAL>.



Article 01 election of officers

To choose the following school district officer(s):

- a) One School Board Member 3-year term

☐ Yes ☐ No

Article 02 Collective Bargaining Agreement

Shall the School District approve the cost items included in the collective bargaining agreement reached between the Auburn School District and the Auburn Education Association which calls for the following increases in salaries and benefits at the current staffing level over those paid in the prior fiscal year:

Fiscal Year	Estimated Increase
2020-2021	\$133,435
2021-2022	\$113,257
2022-2023	\$121,078

and further to raise and appropriate \$133,435 for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels? (Recommended by the School Board) (Recommended by the Budget Committee)

☐ Yes ☐ No

Article 03 Operating Budget

Shall the Auburn School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$16,212,656? Should this article be defeated, the default budget shall be \$15,927,999 which is the same as last year, with certain adjustments required by previous action of the Auburn School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (Recommended by the School Board) (Recommended by the Budget Committee)

☐ Yes ☐ No

Article 04 Sell property and deposit proceeds into ETF

Shall the School District raise and appropriate up to \$1,500,000 to be added to the School Construction and Expendable Trust Fund established in March 2002 with said sum to come from the proceeds of the sale of Lot #10-19 located on Hooksett Road in Auburn that was previously authorized by vote of the District in March 2016 and no amount to be raised by additional taxation?

This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the property is sold or by June 30, 2025, whichever is sooner.

☐ Yes ☐ No

PUBLIC NOTICE
PUBLIC HEARING
AUBURN, NEW HAMPSHIRE

Pursuant to RSA 32:5 I, the Auburn Budget Committee will hold a public hearing on the proposed 2020 Fiscal Year (January 1 through December 31, 2020) Auburn Town Budget and the proposed 2020-2021 Fiscal Year Auburn School District Budget on Thursday, January 16, 2020 at 7:00 P.M. at the Auburn Town Hall.

In the event of inclement weather necessitating the cancellation of the planned hearing, it will be re-scheduled to be held on Tuesday, January 21, 2020 at 7:00 P.M. at the Auburn Town Hall.

AUBURN BUDGET COMMITTEE
Auburn, NH
December 16, 2019

**Auburn Budget Committee Meeting
December 12, 2019
Minutes**

Members Present: Peter Miles, Chairman; Mary Beth Lufkin, Vice-Chair, Paula Marzloff, Dan Carpenter, David Wesche, Alan Villeneuve, and Keith Leclair

Others Present: Town Administrator William Herman, Finance Director Adele Frisella, Parks & Recreation Coordinator Amy LaChance, and Parks & Recreation Commissioners Patricia Rousseau, Marge McEvoy and Patrick Kelley

Chair Miles called the meeting to order at 7:00 PM and introduced the Board members.

Approval of Meeting Minutes

Meeting of November 14, 2019

Mrs. Marzloff motioned to accept the November 14, 2019 minutes. Mr. Villeneuve seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Meeting of November 21, 2019

Mr. Leclair motioned to accept the November 21, 2019 minutes. Mrs. Marzloff seconded the motion. A vote was taken, Mr. Wesche abstained, the motion carried 6-0-1.

Budget Presentations:

Parks & Recreation (Amy Lachance and P&R Commission)

Parks & Recreation Coordinator Amy LaChance presented the proposed FY2020 budget for Parks & Recreation in the amount of \$57,976.

Vice-Chair Lufkin asked Mrs. LaChance the plans and goals for Parks & Recreation next year and Mrs. LaChance noted they will cut back on major projects next year and use the revolving fund to fund programs. Mrs. Marzloff asked about the skating rink and Mrs. LaChance noted Parks & Recreation's plan is to put in a plastic sheet on one rink before flooding it once the weather is stable. But the longer term goal is to find a permanent repair rather than small fixes that may or may not work. Mr. Villeneuve recommended cutting back on the number of account lines like ice rink and putting the light bulbs, although specific to the rink, into the maintenance line.

Mr. Villeneuve asked about Old Home Days and revenues from charging vendors possibly being used to offset some costs such as fireworks and Mrs. LaChance noted this was the first year they had food trucks and everyone seemed pleased. She said they took in between \$1,800 and \$2,000 in revenue from that, while fireworks cost approximately \$5-6,000.

Vice-Chair Lufkin asked how many citizens participated in the event and whether there were a lot from out of Town. Mr. Leclair noted there were definitely participants from out of Town, although it would be hard to track. Mr. Carpenter noted there was a good turnout.

Mrs. LaChance reviewed some of the programs such as basketball and skiing and the award plaques. Mr. Villeneuve discussed the rotation of soccer equipment, goals and replacing sandbags when they are worn out.

Mr. Villeneuve asked about expenses associated with the new vehicle and Mrs. LaChance noted this was the first year with the truck.

Mr. Carpenter asked about replacing benches and Mrs. LaChance noted some were 10-12 years old and need replacing.

Mr. Villeneuve asked about winterizing the sprinkler system and whether it was included in any of the lawn maintenance agreements out to bid. Mr. Herman noted winterizing was not part of the RFP. Mr. Leclair added two or three of the vendors who submitted bids did include that as a footnote.

Mr. Villeneuve asked what new tools would be purchased and Mr. Leclair explained the line was not for purchase of tools, it was for maintenance and replacement of existing tools, as needed.

Mrs. Marzloff asked why nothing was spent to date on the office supplies line and Mrs. LaChance explained that she has ordered supplies, which she tries to do once or twice a year, and has not received that bill yet.

Mr. Leclair explained some of the improvement lines such as the softball lights which are in the CIP for next year and the fence repair which will be done with this year's state aid to municipalities funding.

Mr. Leclair noted there is \$4,000 in the budget in the event the storage garage warrant article does not pass, but this will not solve the storage problem and they would need to keep the storage area being rented if they can only purchase the 10x15 shed. Mr. Wesche asked what kinds of things are being stored at volunteers' homes and Mrs. McEvoy noted flags, garbage cans, benches, a flat trailer, a slide, ladders, tools, blowers, chainsaw, gas grill, table and chairs, a tent, firepit and signs. Vice-Chair Lufkin asked where the storage area would go and Mr. Leclair explained at the Safety Complex behind the basketball courts which is a flat area with power that would have to be excavated as it is formerly a stump dump. Mr. Leclair feels the new storage garage building proposed for the warrant article should be racked eventually and could be shared with police and fire. Mrs. LaChance would manage the use of the garage storage. Chair Miles asked the expected life of the proposed building and Mr. Leclair did not know. Mr. Carpenter noted two side by sides could be put together and the middle cut out. Mr. Villeneuve noted he was not in favor of the 10x15 shed.

Mr. Wesche motioned to approve the Recreation Senior Trips line item of the FY 2020 Parks & Recreation Budget in the amount of \$7,000. Vice-Chair Lufkin seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Vice-Chair Lufkin motioned to approve the Recreation Family Events line item of the FY 2020 Parks & Recreation Budget in the amount of \$15,350. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Villeneuve motioned to approve the Recreation Ski Program line item of the FY 2020 Parks & Recreation Budget in the amount of \$2,800. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Vice-Chair Lufkin motioned to approve the Recreation Community Service Award line item of the FY 2020 Parks & Recreation Budget in the amount of \$250. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Carpenter motioned to approve the Recreation Soccer Program line item of the FY 2020 Parks & Recreation Budget in the amount of \$1,900. Mr. Villeneuve seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Wesche motioned to approve the Recreation Senior Dinners line item of the FY 2020 Parks & Recreation Budget in the amount of \$1,800. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mrs. Marzloff motioned to approve the Recreation Mileage Reimbursement line item of the FY 2020 Parks & Recreation Budget in the amount of \$2,240. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Vice-Chair Lufkin motioned to approve the Recreation Playground & Parks line item of the FY 2020 Parks & Recreation Budget in the amount of \$3,000. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Vice-Chair Lufkin motioned to approve the Recreation General Maintenance line item of the FY 2020 Parks & Recreation Budget in the amount of \$13,837. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Carpenter motioned to approve the Recreation Ice Rink line item of the FY 2020 Parks & Recreation Budget in the amount of \$200. Vice-Chair Lufkin seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Villeneuve motioned to approve the Recreation Trash Removal line item of the FY 2020 Parks & Recreation Budget in the amount of \$600. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Vice-Chair Lufkin motioned to approve the Recreation Chemical Toilets line item of the FY 2020 Parks & Recreation Budget in the amount of \$6,520. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Vice-Chair Lufkin motioned to approve the Recreation Tools line item of the FY 2020 Parks & Recreation Budget in the amount of \$500. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Villeneuve motioned to approve the Recreation Office Supplies line item of the FY 2020 Parks & Recreation Budget in the amount of \$200. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Recreation Improvements (Amy Lachance and P&R Commission)

Mrs. LaChance presented the proposed FY2020 Recreation Improvements budget in the amount of \$5,700.

Vice-Chair Lufkin motioned to approve the Recreation Improvements FY2020 budget in the amount of \$5,700. Mr. Wesche seconded the motion.

Mr. Villeneuve noted he was not in favor of the 10x15 shed particularly if the Committee was recommending the building of the storage garage. He would suggest, instead, the \$4,000 item be reduced to \$2,000 in order to provide funding for the potential rental of a storage unit should the storage garage article not be approved by the voters.

Vice-Chair Lufkin withdrew her motion. Mr. Wesche withdrew the second.

Mr. Villeneuve motioned to approve the Recreation Improvements FY2020 budget in the amount of \$3,700. Vice-Chair Lufkin seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Fire Department/Per Diem Firefighter Wages (Bill Herman)

Mr. Herman presented the proposed Per Diem Firefighters line item of the FY2020 Fire Department Budget in the amount of \$13,440.

Mr. Herman referenced the proposal submitted by the Fire Department for \$19,968 and the amount ultimately approved by the Board of Selectmen which reduced the line to \$13,440. This would allow the program begin in May with split shifts on Saturday and Sunday from 8-2 and 10-4. Mr. Villeneuve noted he would like to see the same coverages during the week and Mr. Leclair noted he believed the Department had run call statistics and planned for the times when calls were not being responded to.

Vice-Chair Lufkin motioned to approve the Per Diem Firefighter Wages line of the FY 2020 Fire Department budget in the amount of \$13,440. Mr. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Fire Department/Pingree Hill Station (Bill Herman)

Mr. Herman presented the proposed Improvements to Buildings budget in the amount of \$28,000 relative to repairs and upgrades for Fire Station #2.

Mr. Herman noted the repairs were itemized during an inspection tour the Board of Selectmen took at Station #2 and \$57,000 was originally requested. For the 2020 budget, the Board of Selectmen agreed to provide funding for leveling the main floor of the building, and repairing and updating the kitchen area and the bathrooms for \$28,000. Mr. Carpenter asked if the station was being used and Mr. Leclair noted it is also used as a Town shelter and warming station. Mr. Villeneuve asked if there was any reason this was not coming from the building fund and Mr. Leclair noted if the Town should budget for this it could be put in the budget whereas the building fund should be used for unexpected repairs. Mr. Villeneuve proposed increasing the building fund by \$28,000 rather than doing it this way and would rather vote to have \$98,000 added to the building fund rather than funds coming from new taxes and having a new line in the budget. Mr. Leclair noted the risk is if the amount is too large it could be voted down. Mr. Wesche asked if the line could be approved contingent upon this and asked what the unexpended fund balance was. Mr. Herman noted the balance is approximately \$2 million dollars.

Mr. Villeneuve motioned to approve the FY2020 Improvement to Buildings budget in the amount of \$0.00. Mr. Wesche seconded the motion.

Mrs. Marzloff indicated she was not comfortable zeroing out a line, but thought instead it should be reduced to \$1.00.

Mr. Villeneuve withdrew his motion. Mr. Wesche withdrew the second.

Mr. Villeneuve motioned to approve the FY2020 Improvement to Buildings budget in the amount of \$1.00. Mr. Wesche seconded the motion. A vote was taken: Mr. Carpenter, Mr. Villeneuve, Mr. Wesche and Mrs. Marzloff were in favor; Vice-Chair Lufkin and Mr. Leclair were opposed. The motion carried 4-2-1.

Road Reconstruction (Bill Herman)

Mr. Herman presented the proposed FY2020 Road Reconstruction Budget in the amount of \$500,000.

Mr. Herman noted Road Agent Dross initially requested \$650,000 in order to reconstruct the upper portion of Pingree Hill Road and Squirrel Drive next year, in addition to the top coat of pavements for this year's projects at Spofford Road, Lakeview Way and the five-way intersection of Coleman Road, Chester Turnpike and Dearborn Road. The Selectmen reduced this amount to \$500,000 which would only cover Pingree Hill Road to be reconstructed and topcoats for this year's projects at Spofford Road, Lakeview Way and the five-way intersection of Coleman Road, Chester Turnpike and Dearborn Road. Mrs. Marzloff felt \$500,000 was not enough.

Mr. Villeneuve motioned to approve the Road Reconstruction budget for FY 2020 in the amount of \$500,000. Vice-Chair Lufkin seconded the motion. A vote was taken: Vice Chair Lufkin, Mr. Wesche, Mr. Leclair and Mr. Villeneuve were in favor; Mrs. Marzloff and Mr. Carpenter were opposed. The motion carried 4-2-1.

Library Land & Building Evaluation (Bill Herman)

Mr. Herman presented the proposed FY2020 Library Land & Building Evaluation budget in the amount of \$28,850 and provided the letter from Stantec dated August 3, 2018 estimating the expansion assessment fee.

Mr. Villeneuve motioned to approve the Library Land & Building Evaluation line of the FY 2020 budget in the amount of \$28,850. Mr. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Government Buildings & Maintenance – Municipal Property Mowing

Vice-Chair Lufkin motioned to approve the Municipal Property Mowing line item of the FY2020 Government Buildings & Maintenance budget in the amount of \$34,900. Mr. Villeneuve seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Storage Garage Building (Warrant Article)

Mr. Villeneuve referenced the former committee assigned to look at this and having a needs assessment done and for those reasons noted he would not support it.

Vice-Chair Lufkin motioned to recommend the FY2020 Storage Garage Building Warrant Article in the amount of \$43,000. Mrs. Marzloff seconded the motion. A vote was taken: Vice Chair Lufkin, Mrs. Marzloff, Mr. Wesche and Mr. Leclair were in favor; Mr. Villeneuve and Mr. Carpenter were opposed. The motion carried 4-2-1.

Appropriation to Town Buildings Rehabilitation CRF (Warrant Article)

Mr. Villeneuve motioned to table recommendation of the FY2020 Town Buildings CRF Warrant Article in the amount of \$70,000. Mr. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Appropriation to Town Properties CRF (Warrant Article)

Mr. Villeneuve asked how much was in the fund now and Mr. Herman noted there was \$50,000 and whatever interest it may have earned this past year. Mr. Leclair noted the fund could be used for the softball field lights at Wayne Eddows next year and the proposed retrofitting to LEDs of the Town street lights.

Mr. Carpenter motioned to recommend the FY2020 Appropriation to Town Properties Warrant Article in the amount of \$25,000. Mr. Leclair seconded the motion. A vote was taken: Vice Chair Lufkin, Mr. Wesche, Mr. Leclair and Mr. Carpenter were in favor; Mr. Villeneuve and Mrs. Marzloff were opposed. The motion carried 4-2-1.

Apparatus and Vehicles ETF (Warrant Article)

Mr. Leclair noted last year the Town spent \$10,000 for repairs for one Fire Truck that were not budgeted for and creating this account would put money aside for those unexpected repairs.

Vice-Chair Lufkin motioned to recommend the FY2020 Apparatus and Vehicles ETF Warrant Article in the amount of \$25,000. Mrs. Marzloff seconded the motion. A vote was taken; all were in favor, the motion carried unanimously.

Collective Bargaining Agreement – Auburn Police Union (Warrant Article)

Mr. Villeneuve motioned to recommend the FY2020 Collective Bargaining Agreement – Auburn Police Union in the amount of \$14,482. Mr. Carpenter seconded the motion. A vote was taken; all were in favor, the motion carried unanimously.

The Chair recessed the meeting at 8:30 PM. The meeting resumed at 8:45 PM.

Auburn School District (Alan Villeneuve)

Mr. Villeneuve presented the revised FY2020-2021 School District budget which increased by \$43,823 since the November 21st meeting of the Budget Committee.

Mr. Villeneuve discussed the adjustments made by the School Board earlier this week including the instructional coach and Fourth Grade teacher's positions. The Fourth Grade has 73 kids with three teachers and plan to have 77 kids next year which is slightly above the average of 25 the Town goes by, but under the State average of 30. There is difficulty staffing substitute teachers and administrators are having to cover. This affects 643 kids in K-4 and Grades 5 - 8 who have different schedules. Mr. Villeneuve noted the School Board hopes to improve upon Fifth and Sixth Grade test scores.

Mr. Leclair asked about the lawn maintenance proposal with Kenyon which he noted seemed high compared to other bids the Town has received. Mr. Villeneuve noted the School Board's include irrigation, fertilizer and the ballfield which is not in yet. No fertilizer would be needed the first two years. Mr. Villeneuve noted the pipe in the brook has to be removed and put back and the hours for work are more restricted. Mrs. Marzloff asked when the bid process closed, and Mr. Herman noted December 2nd. Vice-Chair Lufkin asked the cost for the fertilization in that number and Mr. Villeneuve noted he did not have that. Mr. Leclair requested more bids be obtained before the public hearing.

Mr. Carpenter motioned to approve the \$43,823 increase of the Auburn School District FY 2020 budget. Mr. Villeneuve seconded the motion. A vote was taken; Mr. Carpenter, Mr. Villeneuve and Mrs. Marzloff were in favor; Mr. Leclair, Vice-Chair Lufkin and Mr. Wesche were opposed. Chair Miles voted nay. The motion failed 3-4-0.

Vice-Chair Lufkin motioned to approve a \$40,000 increase of the Auburn School District FY2020 budget. Mr. Leclair seconded the motion. A vote was taken; Mr. Villeneuve was opposed, the motion carried 5-1-1.

Other Business

Next Meeting: Thursday, January 16, 2020 – Town Hall – 7:00 PM

Adjourn

Mr. Villeneuve moved to adjourn the meeting at 9:15 PM, seconded by Mrs. Marzloff. A vote was taken; all were in agreement, the motion carried unanimously. The meeting adjourned at 9:15 PM.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary