

**Town of Auburn
Budget Committee
December 4, 2014**

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

Others Present: Fire Chief, Bruce Phillips; Town Administrator William Herman; Finance Director Adele Frisella; Dennis Viera; and Secretary Amy Casparius

Meeting called to order at 7:02 PM

Fire Department 4220

3-390-5 Derry Dispatch

Requesting \$40,658, level funded from 2014. Year to date expended \$38,810

Chief Bruce Phillips is returning to the Committee with details of how Derry Fire Dispatch calculates their yearly charge to Auburn. The calculation is determined by the population, total call volume, and the percentage of usage. Call volume for Auburn is up about 14% from 2014.

The Chief recommends Derry Dispatch, because it is a fire dispatch only, they have two dispatchers on with the exception of Midnight to seven (7) A.M., and we have a good working relationship.

Alan Villeneuve moved to approve Derry Dispatch at \$40,658, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

7-700-1 Fire Truck Lease/Purchase

Requesting \$12,700.00 for a three year lease to own Tahoe.

This is a three year lease to purchase option. Chief Phillips stated that all of the outfitting will be done in house by the Fire Department.

Mary Beth Lufkin moved to accept Fire Truck Lease/Purchase at \$12,700, seconded by James Headd. A vote was taken; Voting yes were Mary Beth Lufkin, David Wesche, James Headd, Alan Villeneuve and Daniel Carpenter. Voting no was Paula Marzloff. The motion carried.

Ambulance 4215

3-390-0 Derry Ambulance Service

Requesting \$66,185, an increase of \$3,152 from 2014. Year to date expended \$60,167

The Chief indicated he is extremely pleased with the service provided, and specifically noted how Derry dedicates an ambulance to Auburn which would not happen with a private service. This past year Auburn has only had to request Mutual Aid a few times.

Paula Marzloff moved to approve Derry Ambulance Service at \$66,185, seconded by

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

Town Administrator William Herman and Finance Director Adele Frisella presented the rest of the agenda

Executive Department 4130

2-250-1 Selectmen Expenses

Requesting \$3,750 level funded from 2014. Year to date expended \$2,812

Dave Wesche moved to approve Selectmen Expenses at \$3,750, seconded by Mary Beth Lufkin. Jim Headd recused himself from voting. A vote was taken, all were in favor, the motion carried.

6-620-1 Town Report

Requesting \$2,250, level funded from 2014. Year to date expended \$2,217.41

David Wesche moved to approve Town Report at \$2,250, seconded by Paul Marzloff. A vote was taken; all were in favor, the motion carried.

6-660-2 Voter Guide

Requesting \$4,100, an increase of \$180 from 2014. Year to date expended \$3,919.10

This line item covers the printing and postage for the Deliberative Session mailer and Voter Guide booklet. Both publications are mailed to every household in Auburn.

Alan Villeneuve moved to approve Voter Guide at \$4,100, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Financial Administration 4150

3-310-1 Audit

Requesting \$14,000, level funded from 2014. Year to date expended \$12,021

Paula Marzloff moved to approve Audit at \$14,000, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

3-310-2 Deed Research

Requesting \$400, level funded from 2014. Year to date expended \$0

Paula Marzloff moved to approve Deed Research at \$400, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.

3-330-2 Annual Assessing Update

Requesting \$27,000, level funded from 2014. Year to date expended \$27,456.30

This is a five (5) year contract renewed by The Selectmen.

David Wesche moved to approve Annual Assessing Update at \$27,000, seconded by Daniel Carpenter. A vote was taken; all were in favor, the motion carried.

Government Buildings & Maintenance 4194

5-520-1 Electricity

Requesting \$8,100, an increase of \$300 from 2014. Year to date expended \$6,596.79

This line item covers the Highway Garage, Old Fire Station and Town Hall.

Paula Marzloff moved to approve Electricity at \$8,100, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.

Heating Oil

Requesting \$20,000, an increase \$3,000 from 2014. Year to date expended \$19,665.53

Mary Beth Lufkin moved to approve Heating Oil at \$20,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

5-550-1 Repairs & Maintenance

Requesting \$5,500, a decrease of \$420 from 2014. Year to date expended \$12,621.11

Paula Marzloff moved to approve Repairs & Maintenance at \$5,520, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried.

5-550-2 Property Mowing

Requesting \$28,000, level funded from 2014. Year to date expended \$27,809.96

Bill Herman noted this was for a spring and a fall clean-up, and all regular mowing of all Town properties except for the two Town cemeteries.

David Wesche moved to approve Property Mowing at \$28,000, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried.

5-560-1 Plant Costs

Requesting \$1,827, an increase of \$77 from 2014. Year to date expended \$1,279.60

Daniel Carpenter moved to approve Plant Costs at \$1,827, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

6-660-1 Bottled Water

Requesting \$300, a decrease of \$450 from 2014. Year to date expended \$171.67

Paula Marzloff moved to approve Bottled Water at \$300, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.

6-660-2 Janitorial Supplies

Requesting \$500, level funded from 2014. Year to date expended \$332.42

Alan Villeneuve moved to approve Janitorial Supplies at \$500, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried.

Insurance 4196

6-695-1 Municipal Property Liability

Requesting \$53,727, an increase of \$7,843 from 2014. Year to date expended \$45,884

David Wesche moved to approve Municipal Property Liability at \$53,727, seconded by Paula Marzloff. Mary Beth Lufkin did not vote; she had stepped out of the room prior to the vote. A vote was taken; all were in favor, the motion carried.

Advertising and Regional Associations 4197

0-001-1 NH Municipal Association

Requesting \$4,651, an increase of \$4 from 2014. Year to date expended \$4,646.86

Paula Marzloff moved to approve NH Municipal Association at \$4,651, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.

0-001-2 Southern NH Planning Commission

Requesting \$3,247, an increase of \$63 from 2014. Year to date expended \$3,184.02

The Committee was interested to know if other options such as an engineering firm would be less expensive. Mr. Herman stated that an engineering firm would not be less expensive based on the wages schedules of the planning commission.

Alan Villeneuve moved to approve Southern NH Planning Commission at \$3,247, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.

General Government 4199

2-290-2 General Reimbursement

Requesting \$4,000, level funded from 2014. Year to date expended \$3,070.99

Bill Herman reported this was largely for mileage reimbursement to Town staff for work-related use of personal vehicles.

Alan Villeneuve moved to approve General Reimbursement at \$4,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

3-310-2 Consulting Services

Requesting \$16,450, a decrease of \$6,550 from 2014. Year to date expended \$8,186.02

Alan Villeneuve moved to approve Consulting Services at \$16,450, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.

3-340-1 Maintenance Contracts

Requesting \$28,600, an increase of \$1,638 from 2014. Year to date expended \$6,098.95

Alan Villeneuve moved to approve Maintenance Contracts at \$28,600, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.

3-390-1 Tax Map Update

Requesting \$5,500, level funded from 2014. Year to date expended \$2,920

Alan Villeneuve moved to approve Tax Map Update at \$5,500, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

3-390-4 Recording Fees

Requesting \$500, level funded from 2014. Year to date expended \$400.24

David Wesche moved to approve Recording Fees at \$500, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried.

5-410-1 Bank Charges/Fees

Requesting \$150, a decrease of \$100 from 2014. Year to date expended \$85.33

Paula Marzloff moved to approve Bank Charges/Fees at \$150, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.

5-510-0 Internet Services

Requesting \$950, an increase of \$150 from 2014. Year to date expended \$828.98

Davie Wesche moved to approve Internet Services at \$950, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried.

5-510-1 Telephone

Requesting \$4,740, an increase of \$40 from 2014. Year to date expended \$4,160.33

Daniel Carpenter moved to approve Telephone at \$4,740, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried.

6-610-1 Office Equipment

Requesting \$5,500, level funded from 2014. Year to date expended \$3,551.71

Adele Frisella reported this account is used mainly to maintain and update the Town's computer systems with one or two computers replaced annually.

Alan Villeneuve moved to approve Office Equipment at \$5,500, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

6-611-1 Copy Machine Lease

Requesting \$2,000, an increase of \$1,999 from 2014. Year to date expended \$0

This is to replace the five (5) year old copier. This will be a two (2) or three (3) year lease.

Alan Villeneuve moved to approve Copy Lease at \$2,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

6-620-3 Newsletter

Requesting \$16,000, level funded from 2014. Year to date expended \$13,975.58

Mary Beth Lufkin moved to approve Newsletter at \$16,000, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried.

6-630-1 Postage

Requesting \$8,500, level funded from 2014. Year to date expended \$6,463.75

Alan Villeneuve moved to approve Postage at \$8,500, seconded by Daniel Carpenter. A vote was taken; all were in favor, the motion carried.

6-645-1 Conferences, Seminars & Dues

Requesting \$2,500, level funded from 2014. Year to date expended \$1,130.11

Alan Villeneuve moved to approve Conference, Seminars & Dues at \$2,500, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried.

6-670-1 Office Supplies

Requesting \$8,000, level funded from 2014. Year to date expended \$6,292.12

Mary Beth Lufkin moved to approve Office Supplies at \$8,000, seconded by Daniel Carpenter. A vote was taken; all were in favor, the motion carried.

6-680-1 Advertising

Requesting \$1,000, level funded from 2014. Year to date expended \$539.90

David Wesche moved to approve Advertising at \$1,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

6-690-1 Miscellaneous Budget Expenditures

Requesting \$100, level funded from 2014. Year to date expended \$638

Paula Marzloff moved to approve Miscellaneous Budget Expenditures at \$100, seconded by James Headd. A vote was taken; all were in favor, the motion carried.

Other Public Safety 4299

0-391-0 Town Details

Requesting \$4,000, a decrease of \$3,219 from 2014. Year to date expended \$149.35

Bill Herman stated this is a line item from which the expenses of Town police details for the Highway Department, Parks & Recreation Commission at events or other similar activities would be covered.

Mary Beth Lufkin moved to approve Town Details at \$4,000, seconded by James Headd. A vote was taken. Voting yes were Paula Marzloff and James Headd; Voting no were Daniel Carpenter, Alan Villeneuve, David Wesche and Mary Beth Lufkin. The motion failed.

Alan Villeneuve moved to approve Town Details at \$2,000, seconded by David Wesche. A vote was taken. Voting yes were Daniel Carpenter, Alan Villeneuve, David Wesche and Mary Beth Lufkin. Voting no were Paula Marzloff and James Headd. The motion carried.

Street Lights 4316

3-390-1 Street Lights

Requesting \$13,500, level funded from 2014. Year to date expended \$10,898.99

This line item covers the annual expense for approximately 70 street lights that are spread throughout the community.

Paula Marzloff moved to approve Street Lights at \$13,500, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried.

Solid Waste 4324

3-390-1 Hazardous Waste

Requesting \$6,700, an increase of \$1,200 from 2014. Year to date expended \$5,126.10

Bill Herman explained this line item covers the expense to hold an annual E-Waste Collection event, and an annual Household Hazardous Waste Collection Day with the Towns of Raymond and Nottingham.

5-390-0 Landfill Monitoring

Requesting \$8,000, a decrease of \$500 from 2014. Year to date expended \$8,259.75

The landfill needs to have water samples tested from eight (8) or nine (9) wells twice a year. The Committee asked how long the testing must be done. Mr. Herman stated that there must always be testing, but we have dropped from quarterly testing to twice-a-year testing. The goal is to get down to a once-a-year test.

5-390-1 Roadside PickUp Container

Requesting \$1,000 an increase of \$1,000 from 2014. Year to date expended \$150

Container service and Deposit Hauling for scrap and metals collected by the Town.

Alan Villeneuve moved to approve Hazardous Waste at \$6,700, Landfill Monitoring at \$8,000 and Roadside PickUp Container at \$1,000 totaling \$15,700, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.

Patriotic Purposes 4583

0-001-1 Flags

Requesting \$1,900, an increase of \$900 from 2014. Year to date expended \$602.79

David Wesche moved to approve Flags at \$1,900, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.

0-001-2 Auburn Historical Association

Requesting \$5,000, level funded from 2014. Year to date expended \$5,000

Paula Marzloff moved to approve Auburn Historical Association at \$5,000, seconded by

Alan Villeneuve. Daniel Carpenter requested himself from the vote. A vote was taken; all were in favor, the motion carried.

Debt Service

4711-4-410-1 Long Term Bond - Principle

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

4721-4-420-1 Long Term Bond - Interest

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

4723-4-420-1 Tax Anticipation - Interest

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

David Wesche moved to approve Long Term Bond – Principle, Long Term Bond – Interest, and Tax Anticipation – Interest totaling \$3.00, seconded by Daniel Carpenter. A vote was taken; all were in favor, the motion carried.

Personnel Administration 4155

2-210-1 Health Insurance

Requesting \$257,634, an increase of \$4,334 from 2014. Year to date expended \$183,481.67

2-211-1 Dental Insurance

Requesting \$17,022, a decrease of \$340 from 2014. Year to date expended \$15,481.95

2-213-1 Disability Insurance

Requesting \$9,661, a decrease of \$1,436 from 2014. Year to date expended \$10,419.15

Bill Herman explained these line items include funding for an eighth full time police officer for July through December at \$11,388; \$1,288 and \$230 respectively

Mary Beth Lufkin moved to approve Health Insurance at \$257,634; Dental Insurance at \$17,022 and Disability Insurance at \$9,661 totaling \$284,317. Seconded by James Headd. A vote was taken; all were in favor, the motion carried.

Wages and Salaries

William Herman and Adele Frisella provided the Budget Committee with a spreadsheet detailing information and financial numbers associated with a potential Cost of Living Adjustment (COLA) and a Step Increase for town employees. Mr. Herman indicated the Town Personnel Policy provides a formula for calculating a potential COLA, but it is not guaranteed unless it is specifically budgeted. The formula is the average of the Social Security COLA (1.7%) and the Consumer Price Index (CPI) for October (1.2%). As a result, the proposed COLA is 1.45%.

Alan Villeneuve moved to approved funding for a 1.45% COLA and a Step Increase totaling \$1,740,015 for all Town employees not included in a collective bargaining unit as recommended by the Board of Selectmen, seconded by David Wesche. A vote was taken; all were in favor, the motion carried

Warrant Articles

Town Buildings Rehabilitation Capital Reserve Fund

The Budget Committee received the following warrant article recommended by the Board of Selectmen.

To see if the Town will vote to raise and appropriate the sum of Sixty-thousand dollars (**\$60,000**) 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, 2014 with no amount to be raised by taxation. (Recommended by the Board of Selectmen)
(Recommended / Not Recommended by the Budget Committee)

Members of the Committee believe that \$60,000 is a lot of money in one year. The Board of Selectmen feel that having the fund always at \$100,000 is necessary.

James Headd moved the Budget Committee recommend the Warrant Article to fund Town Buildings Rehabilitation Capital Reserve Fund, seconded by David Wesche. A vote was taken. Voting yes (in favor of Recommending) were James Headd, Paula Marzloff, and David Wesche. Voting no were Alan Villeneuve, Daniel Carpenter, and Mary Beth Lufkin. Chairman Peter Miles cast the deciding vote in favor of the warrant, the motion carries.

Mosquito Control Program

The Budget Committee received the following warrant article recommended by the Board of Selectmen.

To see if the Town will vote to raise and appropriate the sum of Thirty-four thousand six hundred and seventy-five dollars (**\$34,675**) to implement a comprehensive mosquito control program to include the integration of various methods of reducing mosquito vector species of West Nile Virus and Eastern Equine Encephalitis. (Recommended by the Board of Selectmen)
(Recommended/ Not Recommended by the Budget Committee)

Alan Villeneuve moved the Budget Committee not recommend the warrant article to fund the Mosquito Control Program, seconded by Daniel Carpenter. A vote was taken. Voting Yes (in favor of Not Recommending) were Mary Beth Lufkin, David Wesche, Alan Villeneuve and Paula Marzloff. Voting No was James Headd. The motion carried.

Adjourn

David Wesche moved to adjourn the meeting at 8:53 P.M. Seconded by Paula Marzloff. A vote was taken; all were in agreement, the motion carried unanimously.

The meeting adjourned at 8:53 P.M.