

Auburn Budget Committee Meeting  
November 12, 2015  
Auburn Town Hall

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

Others Present: Police Commissioners David Dion and Glenn Shaw; Police Chief Edward Picard; Police Lt. Ray Pelton; Detective Sergeant Charles Chabot; Office Manager Lillian Deeb; Animal Control Officer Jarlene Cornett, Finance Director Adele Frisella and Town Administrator Bill Herman

Meeting called to order at 7:00 pm

***Minutes of November 5, 2015 Meeting***

**David Wesche moved to accept the minutes as printed, second by Mary Beth Lufkin. A vote was taken: Voting Yes were Bert, David, Paula, Mary Beth, Dan and Alan. Jim abstained. The motion carried.**

***Animal Control Officer***

Animal Control Officer Jarlene Cornett noted she was presenting a level funded budget request for the coming year. Dan Carpenter asked how many dogs are picked up in a year. Mrs. Cornett indicated she did not have an exact number, but that the Town does not have as many pick-ups as it did previously as she has access to the data base of licensed dogs in Auburn, and she is better able to match at-large dogs with their owners to avoid a pick-up. She estimated her call volume varies, but probably averages 20 calls per week. She noted her calls are logged and conversations noted in her log book to maintain an accurate record of various interactions and incidents.

*Animal Control Officer*

Requesting total budget accounts of \$3,040, which is level funded from 2015. Year to date expended \$2,167.77

**Paula Marzloff moved to approve Animal Control Officer at \$3,040, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

## ***Police Department***

Police Commission Chairman Dion introduced the members of the Auburn Police Department and the members of the Budget Committee. Police Lt. Ray Pelton presented an overview of the current year including the hiring of a new full-time officer authorized in the budget; the shift scheduling and patrol miles with the increased patrol coverage; overall calls for service; the New Hampshire Opioid crisis in Auburn; a computer crime which damaged the APD computer systems and the overall community support and activities the Department was involved in during 2015. Committee members and department representatives had a conversation in general about issues facing the community and the department.

Commissioner Dion and Officer Manager Deed next presented a line item review of the department's proposed budget.

### *DWI and Sobriety Checkpoint Patrol*

Requesting \$5,000, level funded from 2015. Year to date expended \$4,280.42

### *Selective Traffic Control*

Requesting \$4,000, level funded from 2015. Year to date expended \$5,113.85

### *Witness Fees*

Requesting \$2,000, level funded from 2015. Year to date expended \$1,682.89

### *PD OHRV*

Requesting \$1, level funded from 2015. Year to date expended \$0

**David Wesche moved to approve \$11,001 for the four account lines of DWI and Sobriety Checkpoint Patrol, Selective Traffic Control, Witness Fees and PD OHRV, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried.**

### *Police Uniforms*

Requesting \$8,450, which is level funded from 2015. Year to date expended \$5,322.56

**Bert Ouellette moved to approve Police Uniforms at \$8,450, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.**

### *Computer Services*

Requesting \$27,436, which is an increase of \$15,436 from 2015. Year to date expended \$22,706.77.

The budget line includes funding for improving the department's computer systems to include a new file server, I-Cloud back-up of all data files; a new router, additional back-up drives, virus protection for nine computers and seven laptops; hosted exchange &

archive e-mail systems; the department's main operating system IMC, and general maintenance and tech support.

Mrs. Deeb and Lt. Pelton outlined in detail the problems experienced during 2015 and steps taken to secure the department's systems, and these items are the next steps to move forward. Commissioner Dion indicated the department absorbed the critical improvements needed in 2015 within the department budget. Alan Villeneuve felt the department did everything it had to do in order to remain operational, but he didn't think these sorts of expenses should be paid for in the operating budget. He felt it should be done on the capital side, suggesting the Board of Selectmen use reserve funds it has for this purpose. The Town Administrator noted if the reference was to the Town's undesignated fund balance, the Board of Selectmen did not have the authority to spend those funds unless a formal process involving approvals from both the Budget Committee and the Commissioner of the NH Department of Revenue Administration. And to accomplish that, the Board would have to demonstrate it could not handle the expense through the operating budget as the police department did. Mr. Villeneuve indicated he meant the Town Building Improvement Fund, to which Mr. Herman indicated that is specific to physical building improvements and it would be inappropriate to spend those monies on computer systems.

Mary Beth Lufkin indicated she noted the large areas of increase in the proposed budget were for computer services, office equipment and police cruisers, and was wondering if there was another area where maybe the department could forgo funding to keep the computer line intact. Mrs. Deeb indicated they had previously discussed this and if necessary, the department could forgo the proposed photocopier replacement for one more year if it were necessary.

**Paula Marzloff moved to approve Computer Services at \$27,436, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.**

*Custodial Services*

Requesting \$7,120, level funded from 2015. Year to date expended \$5,310

**Mary Beth Lufkin moved to approve Custodial Services at \$7,120, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.**

*Medical Services*

Requesting \$1,200, which is level funded from 2015. Year to date expended \$252.20

**Mary Beth Lufkin moved to approve Medical Services at \$1,200, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.**

*Court Prosecutor*

Requesting \$14,000, level funded from 2015. Year to date expended \$10,500.

Mary Beth Lufkin asked if this might be an area that could be trimmed some to help cover other expenses. Commissioner Dion reported they have a contract with an attorney at a flat rate that is billed monthly. He indicated that they had worked with him to maintain a level funded amount for 2016. Chief Picard reported the prosecutor has become a valuable asset to the police department handling all of the prosecutions at the circuit court level, which often times lead to pre-trial pleadings that eliminate the need for police officers to attend trials enabling officers to remain on patrol in Auburn.

**David Wesche moved to approve Court Prosecutor at \$14,000, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried.**

*Radar*

Requesting \$1,145, which is level funded 2015. Year to date expended \$702.50.

**Alan Villeneuve moved to approve Radar at \$1,145, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.**

*Radio Maintenance*

Requesting \$6,300, which is a decrease of \$2,420 from 2015. Year to date expended \$5,608.98.

**Mary Beth Lufkin moved to approve Radio Maintenance at \$6,300, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.**

*Training*

Requesting \$4,200, level funded from 2015. Year to date expended \$3,764.05

**Dan Carpenter moved to approve Training at \$4,200, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried.**

*Photography*

Requesting \$300, level funded from 2015. Year to date expended \$0

**Paula Marzloff moved to approve Photography at \$300, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried.**

*Public Relations*

Requesting \$3,500, level funded from 2015. Year to date expended \$4,043.96

**Alan Villeneuve moved to approve Public Relations at \$3,500, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.**

*Telephone*

Requesting \$9,100, a reduction of \$200 from 2015. Year to date expended \$7,225.43

**Mary Beth Lufkin moved to approve Telephone at \$9,300, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.**

*Electricity*

Requesting \$6,325, an increase of \$325 from 2015. Year to date expended \$5,211.11

This line item covers one-half of the total expense for electricity for the Safety Complex. The other half is included in the Fire Department budget.

**David Wesche moved to approve Electricity at \$6,325, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried.**

*Heating Oil*

Requesting \$8,700, level funded from 2015. Year to date expended \$4,332.52

This line item covers one-half of the total expense for heating oil for the Safety Complex. The other half is included in the Fire Department budget. Discussion ensued concerning fluctuating and declining prices.

**Paula Marzloff moved to approve Heating Oil at \$7,500, seconded by Dan Carpenter. A vote was taken: Voting Yes were Dan, Alan, Bert, Mary Beth, David, and Paula. Voting No was Jim. The motion carried.**

*Plant Costs*

Requesting \$8,000, level funded from 2015. Year to date expended \$6,170.78

**Dan Carpenter moved to approve Plant Costs at \$8,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.**

*Equipment*

Requesting \$5,050, level funded from 2015. Year to date expended \$5,416.56

**David Wesche moved to approve Equipment at \$5,050, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried.**

*Office Equipment*

Requesting \$6,580, an increase of \$5,320 from 2015. Year to date expended \$1,446.56

Mrs. Deeb noted the purchase of a replacement photocopier for the department was the reason for the proposed increase. There was discussion concerning the philosophies of purchasing versus lease/purchasing. Alan Villeneuve felt that it was possible for the Town to secure better pricing by purchasing with the school district. He noted the SAU spends a total of \$38,000 system wide for photocopiers, and they operate a large number of them. He felt there is better buying power with larger quantities.

**Mary Beth Lufkin moved to approve Office Equipment at \$6,580, seconded by David Wesche. A vote was taken: Voting Yes were – Dan, Bert, Mary Beth, David, Paula and Jim. Voting No – Alan. The motion carried.**

*Postage*

Requesting \$600, level funded from 2015. Year to date expended \$540

**Paula Marzloff moved to approve Postage at \$600, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.**

*Subscriptions*

Requesting \$4,370, an increase of \$370 from 2015. Year to date expended \$2,990.20

**Mary Beth Lufkin moved to approve Subscriptions at \$4,370, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.**

*Firearms*

Requesting \$5,800, level funded from 2015. Year to date expended \$3,413.52

**David Wesche moved to approve Firearms at \$5,800, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried.**

*Supplies*

Requesting \$2,250, level funded from 2015. Year to date expended \$2,180.64

**Mary Beth Lufkin moved to approve Supplies at \$2,250, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried.**

*Canine Supplies*

Requesting \$3,000, an increase of \$2,999 from 2015. Year to date expended \$0

Lt. Pelton explained the department was moving forward to re-establish the K-9 Program they had several years ago. He indicated when he was the K-9 Officer, they responded to 219 calls for service during the five years they actively had a K-9. At present, canine "Athos" and K-9 equipment with a total value of \$7,500 has been donated to the department, and the budget appropriation would be for food, veterinary care and related expenses. Lt. Pelton indicated the primary use of the K-9 will be for narcotic detection with the intention being to reduce current incidents in Auburn. The K-9 and officer handler will have to undergo a three month training program. The training itself does not have a fee, but the Town will be covering the officer's time for the training.

**David Wesche moved to approve Canine Supplies at \$3,000, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried.**

*Police Commission Expenses*

Requesting \$100, level funded from 2015. Year to date expended \$134.65

**Alan Villeneuve moved to approve Police Commission Expenses at \$100, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.**

*Office Supplies*

Requesting \$2,250, level funded from 2015. Year to date expended \$1,811.67

**Mary Beth Lufkin moved to approve Office Supplies at \$2,250, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.**

*Advertising*

Requesting \$200, level funded from 2015. Year to date expended \$200

**David Wesche moved to approve Advertising at \$200, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried.**

*Other Contingencies*

Requesting \$200, level funded from 2015. Year to date expended \$163.12

**Mary Beth Lufkin moved to approve Other Contingencies at \$200, seconded by David Wesche. A vote was taken; all were in favor, the motion carried.**

*Cruisers*

Requesting \$57,331, an increase of \$6,280 from 2015. Year to date expended \$52,357.64

This line item covers the second year payment for current lease/purchase agreement for one cruiser acquired in 2015, and the costs for two additional lease/purchase agreements to replace two older cruisers in 2016. The increased cost is due to the department having moved from Crown Victoria & Taurus model sedans to Explorer models. The additional \$6,280 is to cover the increased outfitting costs of the two new vehicles. Lt. Pelton indicated it cost approximately \$8,000 per vehicle to set-up the new cruisers.

**David Wesche moved to approve Cruisers at \$57,331, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried.**

*Motorcycle*

Requesting \$4,000, a reduction of \$500 from 2015. Year to date expended \$3,695.57

**David Wesche moved to approve Motorcycle at \$4,000, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried.**

### *Cruiser Maintenance*

Requesting \$10,550, an increase of \$1,050 from 2015. Year to date expended \$9,893.80

**Paula Marzloff moved to approve Cruiser Maintenance at \$10,550, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried.**

### *Cruiser Fuel*

Requesting \$28,000, a decrease of \$2,000 from 2015. Year to date expended \$19,265.80

**Mary Beth Lufkin moved to approve Cruiser Fuel at \$28,000, seconded by Alan Villeneuve. A vote was taken: Voting Yes were Alan, Bert, Mary Beth, David, Paula and Jim. Voting No was Dan. The motion carried.**

### ***Wages and Salaries***

Town Administrator Herman reported the Joint Personnel Committee of the Board of Selectmen, Police Commissioners and Library Trustees had determined for FY 2016, they would propose funding step increases for Town employees, but that there would not be a general Cost of Living Adjustment (COLA) in addition to steps. As a result, Finance Director Adele Frisella prepared a wage and salary budget report to breakdown the cost of step increases by account line and by department.

Mr. Herman reported the current wages & salaries for all positions should no step increase be budgeted totals \$1,760,067. The wage and salaries for all positions including a step increase as recommended by the Selectmen, Police Commissioners and Library Trustees totals \$1,776,990. This is exclusive of those fulltime and part-time police officers included in a collective bargaining agreement. Any wage adjustments for those positions would have to be addressed separately in a special warrant article.

There was a discussion on portions of the proposal and the handling of certain positions.

**Mary Beth Lufkin moved to approve wages and salaries for all Town departments and operations inclusive of step increases as recommended by the Board of Selectmen totaling \$1,776,990, seconded by David Wesche. A vote was taken: Voting Yes were Dan, Bert, Mary Beth, David, Paula and Jim. Abstaining was Alan. The motion carried unanimously.**

### ***Adjourn***

**Paula Marzloff moved to adjourn the meeting at 8:38 PM. Seconded by Jim Headd. A vote was taken; all were in agreement, the motion carried unanimously. The meeting adjourned at 8:38 PM.**