

Auburn Budget Committee Meeting
November 19, 2015
Auburn Town Hall

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

Members Absent: Mary Beth Lufkin

Others Present: Town Clerk Joanne Linxweiler, Cemetery Trustee Chair David Jenkins, Moderator Jim Tillery, Planning Board Chair Ronald Poltak, Susan Jenkins, Finance Director Adele Frisella and Town Administrator Bill Herman

Meeting called to order at 7:03 pm

Minutes of November 12, 2015 Meeting

The Chair tabled the approval of the November 12, 2015 meeting minutes until the next meeting as the minutes had not been circulated in advanced to the committee members.

Elections, Registrations & Vital Statistics

Town Clerk Joanne Linxweiler noted many of her budget lines had quadrupled from the current year as there was one election in 2015 and there are four elections in 2016 including the Presidential Primary in February, Town Elections / Meeting in March, State Primary Election in September and General Election in November.

Assistant E&R Clerk

Requesting total budget account of \$700, which is a \$525 increase from 2015. Year to date expended \$150.

Assistant E&R Moderator

Requesting total budget account of \$600, which is a \$450 increase from 2015. Year to date expended \$0.

Selectmen – E&R

Requesting total budget account of \$1,800, which is a \$1,350 increase from 2015. Year to date expended \$300.

Town Clerk – E&R

Requesting total budget account of \$900, which is a \$600 increase from 2015. Year to date expended \$300.

Ballot Clerks – E&R

Requesting total budget account of \$2,800, which is a \$2,100 increase from 2015. Year to date expended \$725.

Moderator – E&R

Requesting total budget account of \$900, which is a \$600 increase from 2015. Year to date expended \$300.

Booth – Set-up

Requesting total budget account of \$1,200, which is a \$900 increase from 2015. Year to date expended \$300.

E&R – Equipment/Booths

Requesting total budget account of \$1, which is level funded from 2015. Year to date expended \$0.

Ballots

Requesting total budget account of \$3,000, which is level funded from 2015. Year to date expended \$1,863.92.

David Wesche moved to approve Assistant E&R Clerk, Assistant E&R Moderator, Selectmen – E&R, Town Clerk – E&R, Ballot Clerks – E&R, Moderator – E&R, Booths – Set-up, E&R – Equipment/Booths, and Ballots for a total of \$11,901, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Record Preservation

Requesting total budget account of \$4,000, which is a decrease of \$2,000 from 2015. Year to date expended \$340, although the Town Clerk noted she had just received an invoice for work completed that will expend most of the balance of the line item.

Dan Carpenter asked how much more work was there to do in this area. Mrs. Linxweiler reported most of the Town's oldest records have been preserved and they were now focused on the binding of minutes of the various Town boards and commissions. She indicated the minutes prior to 1999 has to be photocopied onto acid-free paper prior to being bound. At the current time, she indicated all minutes from 1999 to 2015 have been bound. She felt it would take several years to get caught up on the binding of minutes, and each bound volume costs about \$600.

Alan Villeneuve moved to approve Record Preservation at \$4,000, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Town Clerk Dues & Conferences

Requesting total budget account of \$1,000, which is a decrease of \$1,000 from 2015. Year to date expended \$1,534.32.

Mrs. Linxweiler noted she would be retiring next year, and the conference budget line would provide funds for the Town Clerk Conference and a New England Regional Conference for her successor.

Alan Villeneuve moved to approve Town Clerk Dues & Conferences at \$1,000, seconded by Bert Ouellette. A vote was taken; all were in favor, the motion carried unanimously.

Law Books

Requesting total budget account of \$600, which is level funded from 2015. Year to date expended \$175.95.

Dog Tags

Requesting total budget account of \$400, which is a \$50 increase from 2015. Year to date expended \$384.45.

Voter Cards

Requesting total budget account of \$100, which is level funded from 2015. Year to date expended \$0.

Meals – E&R

Requesting total budget account of \$1,400, which is an increase of \$1,050 from 2015. Year to date expended \$266.54.

Paula Marzloff moved to approve Law Books, Dog Tags, Voter Cars and Meals – E&R for a total of \$2,500, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously.

Cemeteries

Cemetery Trustee Chair David Jenkins reported work at the cemeteries has been completed for the year, and the Trustees are about to put chains at the cemetery entrances to close them for the winter. During the past year, a considerable amount of work has been done on the mapping of the two cemeteries by Don Dollard. They are focused on correcting the maps in both cemeteries in terms of lots, lot ownership and location of headstones. The Trustees are also moving from an older card file to also an Excel database file of the lots in each cemetery. Alan Villeneuve asked where the maps might be available to the public, and Mr. Jenkins indicated they are available at the Town Hall through the Town Clerk's Office. Mr. Villeneuve asked if it were possible to

post the maps online to make them more available, and it was agreed to look at that possibility.

Mr. Jenkins noted the Trustees were not able to replace the vault roof at the Longmeadow Cemetery or to remove approximately 11 trees at the Longmeadow Cemetery. These work efforts will be at the top of the Trustee's list for 2016. Mr. Jenkins also noted the Trustees were at the end of their current three-year contract for lawn mowing services, and would be going out to bid again for the coming season. Mr. Villeneuve asked if the mowing was part of the Town contract. Mr. Herman indicated one cemetery had been in the past and one had not. When both cemeteries were placed under one Board of Cemetery Trustees, they preferred to have their work bid separately from the Town.

Cemetery Mowing

Requesting total budget account of \$11,000, which is a \$1,000 increase from 2015. Year to date expended \$8,635.

Cemetery Fertilization

Requesting total budget account of \$1,150, which is a decrease of a \$1,550 from 2015. Year to date expended \$1,130.

Cemetery Property Maintenance

Requesting total budget account of \$9,000, which is a \$500 increase from 2015. Year to date expended \$7,131.89.

Cemetery Mapping

Requesting total budget account of \$7,000, which is a \$5,500 increase from 2015. Year to date expended \$6,876.

Cemetery Supplies

Requesting total budget account of \$500, which is level funded from 2015. Year to date expended \$356.78.

Cemetery Miscellaneous

Requesting total budget account of \$500, which is level funded from 2015. Year to date expended \$52.22.

Cemetery Dues & Memberships

Requesting total budget account of \$200, which is level funded from 2015. Year to date expended \$0.

David Wesche moved to approve the bottom line of the Cemetery budget of \$29,350 as presented, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously.

Planning and Zoning

Paula Marzloff recused herself from the Budget Committee for the Planning and Zoning budget.

Planning Board Chair Ronald Poltak presented the planning and zoning budget which he described as a maintenance budget except for the Master Plan & Regulatory Updates account, which funds the rewriting of the Town's Master Plan. Mr. Poltak noted Auburn's last Master Plan was completed nine years ago and state statutes indicate it should be done once every seven years. In addition to the Master Plan, the Planning Board is currently working on updating the Town's road construction standards; commencing work to do a current Capital Improvement Program (CIP) for the Town; updating all current Town land use regulations due to changes in law; and are working to update the Town's Cluster Development regulations. He noted the Board of Selectmen allocated \$22,000 from the Town's 2015 budget to cover these tasks, and it was agreed the cost of the Master Plan would be budgeted in 2016.

Mileage

Requesting total budget account of \$500, which is level funded from 2015. Year to date expended \$434.99.

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

Engineering Services

Requesting total budget account of \$3,000, which is level funded from 2015. Year to date expended \$0.

Bert Ouellette moved to approve Engineer Services at \$3,000, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously.

Legal Expenditures

Requesting total budget account of \$29,000, which is level funded from 2015. Year to date expended \$7,326.75.

The Committee discussed the budget amount versus the expenditure amount in 2015, and felt a reduction could be in order for 2016. Mr. Herman noted \$10,000 of the \$22,000 the Board of Selectmen allocated for various projects outlined previously by Mr. Poltak is from this line and has not yet been expended. Mr. Poltak expressed concern for moving forward with changing and updating regulatory standards and the impacts to come for the Planning Board, Zoning Board of Adjustment and Conservation Commission. He felt they will need and rely on increased legal advice during this process, and asked why he should be penalized for doing a good job in the past. Alan Villeneuve suggested from his mind, he was not so sure the legal work wasn't going to come out of the Master Plan line item and other expenses were not going to rise. He

felt a legal account of \$24,000 was a modest reduction and still provided more funds than the Planning Board spent in 2015. Jim Headd indicated the Board of Selectmen were in strong support of the proposal as presented and for providing the resources necessary in the Master Plan and other related work efforts.

Alan Villeneuve moved to approve legal expenditures at \$24,000, seconded by David Wesche. A vote was taken: Yes – Alan and David. No – Dan, Bert and Jim. The motion failed.

Bert Ouellette moved to approve Legal Expenditures at \$29,000, seconded by Jim Headd. A vote was taken: Yes – Dan, Bert and Jim. No – Alan and David. The motion carried.

Maps

Requesting total budget account of \$250, which is level funded from 2015. Year to date expended \$0.

Bert Ouellette moved to approve Maps at \$250, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Master Plan & Regulatory Updates

Requesting total budget account of \$31,950, which is an increase of \$27,950 from 2015. Year to date expended \$0.

Alan Villeneuve asked how the vendors were chosen for this work. Mr. Poltak reported he has contacted the Southern New Hampshire Planning Commission who specializes in data gathering and mapping, and Stantec Consulting. It is his intention to utilize both vendors and combine their work efforts together. Mr. Villeneuve said the Master Plan process is an interesting one to go through, but from his observations it is rarely consulted in the planning practice. He asked if there is a plan to encourage the use of the Master Plan in order to get more value out of the investment in the plan. Mr. Poltak agreed, noting the Master Plan process requires a visioning session to see what local residents want the Town to look like in five years, 10 years, etc. Then the Master Plan is developed with a Capital Improvements Program to implement that vision.

Bert Ouellette moved to approve Master Plan & Regulatory Updates at \$31,950, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.

Recording Fees

Requesting total budget account of \$250, which is level funded from 2015. Year to date expended \$0.

Printing

Requesting total budget account of \$1,000, which is level funded from 2015. Year to date expended \$0.

Dues, Workshops & Seminars

Requesting total budget account of \$600, which is level funded from 2015. Year to date expended \$920.

Books

Requesting total budget account of \$500, which is level funded from 2015. Year to date expended \$226.95.

Safety Equipment

Requesting total budget account of \$1, which is level funded from 2015. Year to date expended \$0.

Printed Forms and Supplies

Requesting total budget account of \$50, which is level funded from 2015. Year to date expended \$0.

Legal Ads

Requesting total budget account of \$3,000, which is level funded from 2015. Year to date expended \$2,013.57.

Jim Headd moved to approve Recording Fees, Printing, Due, Workshops & Seminars; Books; Safety Equipment; Printed Forms & Supplies; and Legal Ads as presented for a total of \$5,401, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously.

Road Reconstruction

Paula Marzloff returned to the Budget Committee after the Planning and Zoning budget was concluded.

Road Reconstruction

Requesting \$800,000, level funded from 2015. Year to date expended \$572,067.05

Mr. Herman noted there remains a couple of outstanding invoices at this time, but the Road Agent anticipates a balance of approximately \$132,000, which he is working with the Board of Selectmen to handle one final project this fall. Alan Villeneuve wanted to be certain the Town is doing the work planned, in addition to doing the maintenance work that is needed as well. He wondered whether the Town is understaffed in terms of contractors for this work. Jim Headd indicated all work that was planned on for 2015 has been completed, in addition to a few extra projects like the waterline replacement on Cottage Avenue and the culvert replacement project on Raymond Road.

Alan Villeneuve moved to approve Road Reconstruction at \$800,000, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Street Lights

Street Lights

Requesting \$13,500, level funded from 2015. Year to date expended \$10,161.36

Mr. Herman noted there were 101 street lights throughout the community covered by this budget line. Dan Carpenter asked if consideration has been given to potentially moving to LED lights for street lights. Mr. Herman indicated there had been some discussion, and they would be gathering more detailed information this coming year. He knew a number of communities, including Derry and Manchester, have recently moved in this direction with reports of three-year paybacks for the investment of making the change.

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

Other Public Safety

Town Details

Requesting \$1,000, a decrease of \$1,000 from 2015. Year to date expended \$0

Mr. Herman noted this account is to cover any police details the Town might utilize, mainly for road construction projects. David Wesche asked where would flaggers be paid from should the Road Agent utilize them, and Mr. Herman indicated from either the Highway Department or Road Reconstruction budgets.

Paula Marzloff moved to approve Town Details at \$1,000, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.

Patriotic Purposes

Flags

Requesting \$1,500, a decrease of \$400 from 2015. Year to date expended \$1,641.84

Auburn Historical Association

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

David Wesche moved to approve Patriotic Purposes at \$6,500, seconded by Paula Marzloff. A vote was taken: Yes – Alan, Bert, David, Paula and Jim. Abstain – Dan. The motion carried.

Other Business

Town Administrator Herman noted the next two meetings of the Budget Committee would be focused on the School District budget. The meeting dates are Thursday, December 3rd at 7 PM at the Town Hall and Saturday, December 5th at 8 AM at the school.

Alan Villeneuve indicated the Saturday meeting would be held at the Library of the Auburn Village School. They would serve breakfast at 8 AM and look to begin the meeting at 8:30 AM. He thought they would be able to complete their efforts around 11:30 AM.

Mr. Villeneuve indicated the School Board is still working on the budget, but that it was down by approximately \$100,000 from the current year.

Adjourn

Jim Headd moved to adjourn the meeting at 8:02 PM. Seconded by Paula Marzloff. A vote was taken; all were in agreement, the motion carried unanimously.

The meeting adjourned at 8:02 PM.