

Auburn Budget Committee Meeting  
November 9, 2017  
Auburn Town Hall

Members Present: Peter Miles, Chairman; Mary Beth Lufkin, Vice Chair; Kevin Downing, David Wesche, Paula Marzloff, Dan Carpenter, Keith Leclair and James Headd

Others Present: Town Clerk Kathleen Sylvia, Tax Collector Susan Jenkins, Cemetery Trustee Don Dollard, Parks & Recreation Coordinator Amy Lachance, Parks & Recreation Commissioners David Nye, Marge McEvoy, Zachary Eaton, Lisa Canavan and Pat Kelley; Mike Dobmeier, David Jenkins, Finance Director Adele Frisella and Town Administrator Bill Herman

Meeting called to order at 7:00 pm

***Approval of Meeting Minutes***

**Paula Marzloff moved to accept the minutes of the October 26, 2017 meeting as printed. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

Mr. Carpenter noted the discussion recorded on Page 3 with respect to the area of Rockingham Road and the potential of rezoning once public water and/or sewer is available in the area. Mr. Carpenter felt that is too long a period to wait and the Planning Board should look at the re-zoning now, or water & sewer service may never come to that area. Mrs. Marzloff indicated the Planning Board has been discussing that and it is their belief that when the Town reconstructs Rockingham Road, it should do so with the placement of dry water and sewer lines in place in a similar manner as Dartmouth Drive.

***Patriotic Purposes / Auburn Historic Association***

Dan Carpenter recused himself from the Budget Committee as he serves as the President of the Auburn Historic Association.

***Auburn Historic Association***

Requesting \$5,000, level funded from 2017. Year to date expended \$5,000

Mr. Carpenter noted the Budget Committee has requested in the past a report on the finances of the Auburn Historic Association. Mr. Carpenter provided the Committee with an overview of the operating expenses and revenues of the Auburn Historical

Association for 2015, 2016 and 2017, and anticipated budget for 2018. The Committee thanked Mr. Carpenter for the information.

**Mary Beth Lufkin moved to approve Patriotic Purposes / Auburn Historic Association at \$5,000 as presented, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

Dan Carpenter resumed his seat on the Budget Committee.

### ***Cemeteries***

#### *Mowing*

Requesting \$11,500, an increase of \$500 from 2017. Year to date expended \$10,810

#### *Fertilization*

Requesting \$1,130, a decrease of \$70 from 2017. Year to date expended \$1,130

#### *Property Maintenance*

Requesting \$7,000, a decrease of \$2,000 from 2017. Year to date expended \$7,267.55

#### *Mapping*

Requesting \$1,500, a decrease of \$1,000 from 2017. Year to date expended \$0

#### *Longmeadow Cemetery*

Requesting \$2,000, a decrease of \$8,000 from 2017. Year to date expended \$4,455.50 (*with \$5,545.50 to be encumbered for work in 2018*)

#### *Supplies*

Requesting \$600, a decrease of \$200 from 2017. Year to date expended \$92.50

#### *Miscellaneous*

Requesting \$300, level funded from 2017. Year to date expended \$206.87

#### *Mileage*

Requesting \$300, an increase of \$300 from 2017. Year to date expended \$0

#### *Dues & Memberships*

Requesting \$100, level funded from 2017. Year to date expended \$50

Mr. Dollard reported on work done in both the Auburn Village Cemetery and the Longmeadow Cemetery in 2017, and on plans for work to be performed in 2018. Mr. Carpenter asked if any work was planned in the Robie Cemetery off Winters Way. Mr. Dollard reported he was aware of the cemetery, but noted it was private and the Cemetery Trustees do not have legal authority to perform any work there. He indicated

this had been something discussed with the Charitable Trusts Unit in the Department of Justice. Mr. Carpenter felt it is in need of some work, and Mr. Leclair asked Mr. Carpenter to discuss it with him after the meeting.

**David Wesche moved to approve Cemeteries at \$24,430, seconded by Keith Leclair. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Elections & Registrations***

#### *Checklist Supervisors*

Requesting \$3,200, an increase of \$1,800 from 2017. Year to date expended \$1,231.75

Susan Jenkins reported the increase in the budget request is that 2017's budget was based on one local election in March and in 2018 there will be three elections including a local election in March, a State Primary in September and a State General election in November. She also noted various changes made in state law during the past year requires additional time and work in reporting and data entering for the state after elections are held.

**David Wesche moved to approve Checklist Supervisors at \$3,200, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Financial Administration***

Paula Marzloff recused herself from acting on this section.

#### *Deed Research*

Requesting \$500, level funded from 2017. Year to date expended \$320

#### *Tax Bill Printing*

Requesting \$3,000, level funded from 2017. Year to date expended \$2,226.59

#### *Tax Collector Education*

Requesting \$1,100, level funded from 2017. Year to date expended \$870

**David Wesche moved to approve Financial Administration – Tax Collection at \$4,600, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

Paula Marzloff returned to the Budget Committee.

## ***Election, Registration & Vital Statistics***

### *Election Personnel*

Requesting \$8,000, an increase of \$5,775 from 2017. Year to date expended \$4,975

### *Record Preservation*

Requesting \$4,000, level funded from 2017. Year to date expended \$3,600

### *Town Clerk Dues & Conferences*

Requesting \$2,000, an increase of \$275 from 2017. Year to date expended \$1,162.13

### *Law Books*

Requesting \$700, an increase of \$50 from 2017. Year to date expended \$234.85

### *Election Expenses*

Requesting \$8,000, an increase of \$4,350 from 2017. Year to date expended \$4,595.94

### *Dog Tags*

Requesting \$500, level funded from 2017. Year to date expended \$411.54

Kathleen Sylvia reported the bulk of the increase in her budget request is based on the holding of three elections in 2018 as opposed to one in 2017. She noted over expenditures in the elections budget lines were the result of an unanticipated Special Election for State Representative, which resulted in both a Primary and a General election. However, the State required these to be hand-count elections which avoided the expense of programming the voting machines.

David Wesche asked how much more work was required under Record Preservation. Mrs. Sylvia indicated she felt there were approximately two more years (2018 and 2019) of significant presentation work remaining.

**Paula Marzloff moved to approve Elections, Registration and Vital Statistics at \$23,200, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

## ***Parks and Recreation***

Chairman Miles indicates due to the size of the Parks and Recreation budget, the Committee would review and vote on each line item.

### *Senior Trips*

Requesting \$7,000, level funded from 2017. Year to date expended \$5,687.95

Amy Lachance, Parks & Recreation Coordinator, noted there was a \$15 per person fee charged for each event, so there was some off-setting revenue coming to the general fund.

**Mary Beth Lufkin moved to approve Senior Trips at \$7,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

*Family Events*

Requesting \$16,150, an increase of \$2,550 from 2017. Year to date expended \$13,433.77

Mrs. Lachance noted the events included a spring Old Home Day (\$10,750); two concerts in the park (\$2,800), a Coffee House concert (\$800), and a Winter Carnival (\$1,800). Mr. Leclair asked about how many folks attended the Old Home Day event this year. The best estimate provided was about 2,000 individuals. Mr. Carpenter asked if the cost of fireworks was part of this budget, and was told \$5,000 to \$6,000 for fireworks was included. Mr. Leclair noted the cost of holding the Duck Race event was approximately \$6,500, and he asked Mr. Carpenter how many people attended that event. Mr. Carpenter said it was the best attended event in Auburn with 2,500 or more individuals attending. David Nye noted 2017 was the first year of the Old Home Day format held at the Safety Complex grounds and he felt the attendance would grow. Mr. Leclair asked how many people attended the fireworks versus attending everything else held in the afternoon. No one from Parks & Recreation could provide the information.

**Paula Marzloff moved to approve Family Events at \$16,500, seconded by Jim Headd. A vote was taken; Yes – Kevin, Jim, Keith, David, Paula, Mary Beth. No – Dan. The motion carried.**

*Basketball Program*

Requesting \$1,200, an increase of \$400 from 2017. Year to date expended \$447.92

**Mary Beth Lufkin moved to approve Basketball Program at \$1,200, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

*Ski Program*

Requesting \$2,800, level funded from 2017. Year to date expended \$2,629.76

Mrs. Marzloff asked if there was any off-setting revenue to this expense, and Mr. Herman said there was not. This is just the cost of the bus transportation. The ski program itself is managed through the Auburn Village School.

**Mary Beth Lufkin moved to approve Ski Program at \$2,800, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.**

#### *Community Service Award*

Requesting \$750, an increase of \$500 from 2017. Year to date expended \$100

Mrs. Lachance noted this would cover annual Community Service Awards and gifts for \$250 and the establishment of a memorial bench in honor of Helen Hiltz at one of the park properties. Mr. Carpenter asked if donations towards a memorial bench had been sought and the response was no. He felt it would be better if someone who represents the entire town, like the Board of Selectmen, might make these decisions instead of a sub-group. Mr. Herman asked if the Parks & Recreation Commission hadn't renamed their community service award the "Helen Hiltz Community Service Award", and Mr. Nye said the Commission had named the award for Mrs. Hiltz.

**Dan Carpenter moved to approve Community Service Award at \$250, seconded by Keith Leclair. A vote was taken; Yes – Dan, Mary Beth, David and Keith. No – Paula, Kevin and Jim. The motion carried.**

#### *Soccer Program*

Requesting \$1,900, an increase of \$800 from 2017. Year to date expended \$825.45

Mrs. Lufkin asked if there were revenues from the YMCA for the use of the soccer field. Mrs. Frisella reported there was about \$1,500 per year in fees for the use of the soccer field from multiple entities including the YMCA. Mr. Kelley noted there are eight goals and nets for the soccer field, and the YMCA has purchased half of them. The Commission has looked at the YMCA for some assistance with the property instead of just a cash fee for use of the fields.

**Keith Leclair moved to approve Soccer Program at \$1,900, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

#### *Senior Dinners*

Requesting \$1,800, an increase of \$300 from 2017. Year to date expended \$1,429.38

**Mary Beth Lufkin moved to approve Senior Dinners at \$1,800, seconded by Paula Marzloff. A vote was taken; Yes – Kevin, Jim, Keith, David, Paula, Mary Beth. No – Dan. The motion carried.**

#### *Mileage Reimbursement*

Requesting \$1,200, an increase of \$400 from 2017. Year to date expended \$1,663.81

Mr. Leclair questioned if the Commission was budgeting enough in this area as they have already over spent the \$1,200 with several months left in the year. Mr. Dobmeier indicated the loss of the old fire station in the center of town has resulted to individuals needing to travel to different locations throughout town. Mr. Carpenter indicated he did not believe the Parks & Recreation staff needed to be checking the parks for needles on a daily basis. Mrs. Marzloff felt the Town could have an exposure for negligence if they

didn't. Mr. Headd indicated the Town's exposure is relatively the same with or without the needles check.

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

*Playground & Parks*

Requesting \$3,000, an increase of \$1,000 from 2017. Year to date expended \$2,289.10

**Paula Marzloff moved to approve Playground & Parks at \$3,000, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

*General Maintenance*

Requesting \$20,175, an increase of \$12,275 from 2017. Year to date expended \$6,262.79

Mrs. Lachance and Mr. Nye outlined the work anticipated for 2018 including replacement of kid cushion at Eddows Field and Appletree Park, repair brick walkway and provide electric service to Bicentennial Park, tree cutting at Circle of Fun and Appletree Park, clean monuments, miscellaneous repairs and fertilizer treatments, aeration and overseeding for Eddows Fields and the Safety Complex field.

Mr. Nye noted \$2,000 was to bring electrical service to Bicentennial Park to light the park up at night, in addition to being able to provide power for events held there.

Several Committee members questioned the line of \$5,900 for tree cutting work and how it was derived. Mr. Nye reported it is for Parks & Recreation staff to cut trees and brush, potential chip some materials and haul off others. Mr. Leclair felt work of this nature and expense should be put out to bid, to which Mr. Nye felt it would be more expensive for a tree company to perform this work.

Mr. Carpenter asked wither the total cost of fertilization, aeration and overseeding of approximately \$5,700 was a one-time expense or would be an annual expense. Mr. Nye said it would be an annual expense.

**Mary Beth Lufkin moved to approve General Maintenance at \$20,175, seconded by Kevin Downing. A vote was taken; Yes – Kevin, Jim, David, Paula, Mary Beth. No – Keith and Dan. The motion carried.**

*Ice Rink*

Requesting \$1,800, a decrease of \$1,200 from 2017. Year to date expended \$2,491.99

**Mary Beth Lufkin moved to approve Ice Rink at \$1,800, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.**

*Trash Removal*

Requesting \$600, an increase of \$300 from 2017. Year to date expended \$170.25

**Paula Marzloff moved to approve Trash Removal at \$600, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

*Chemical Toilets*

Requesting \$5,400, level funded from 2017. Year to date expended \$4,978.66

**David Wesche moved to approve Chemical Toilets at \$5,400, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.**

*Recreation Tools*

Requesting \$5,000. This is a new line item that has not been budgeted previously.

Mr. Dobmeier reported he had been told to develop a budget for tools needed for the maintenance work of the Parks & Recreation Commission. Currently, the individuals involved use their own rakes, shovels, wheelbarrows, chainsaws, etc., at no expense to the Town. He said they are requesting the Town provide the basic tools that they need to use. Mr. Dobmeier had originally produced a list of tools and equipment totaling \$9,430. After several meetings and discussions, the Board of Selectmen reduced that amount to \$5,000.

Mr. Leclair and Mr. Carpenter asked where these tools would be stored and will there be an inventory system. Mr. Headd indicated the Board intends to propose the building of a storage building / garage at the Safety Complex property, which is where Parks & Recreation would have storage space. Mr. Carpenter felt perhaps the budget request for tools is a year early seeing how we do not know whether voters will approve building a garage or not. Without a designated area and with multiple people using the equipment, he anticipated they would be lost and have to be replaced. Mr. Dobmeier and Mr. Nye both indicated if the garage is not approved, then a second self-storage unit may be necessary or they will be stored in individuals' barns or garages as other P&R equipment is now. Mr. Nye said they were not going to be using their own tools and equipment any longer.

**Mr. Carpenter moved to approved Recreation Tools at \$1,000. There was no second to the motion.**



General conversation was held concerning increased liability to the Town for Town employees performing some of this work as opposed to being contracted out to private vendors. Mr. Miles asked whether there was an equipment tracking and inventory system in place, and Mr. Herman and Mrs. Frisella said there was not except for bigger pieces of equipment or more expensive items. They said a system would have to be developed to maintain inventory control.

**Jim Headd moved to approve Recreation Tools at \$5,000, seconded by Kevin Downing. A vote was taken; Yes – Kevin, Jim, Paula and Mary Beth. No – David, Keith and Dan. The motion carried.**

#### *Office Supplies*

Requesting \$200, level funded from 2017. Year to date expended \$108.32

**Paula Marzloff moved to approve Office Supplies at \$200, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.**

#### ***Recreation Improvements***

Mrs. Lachance reported the Commission had initially proposed improvement projects totaling \$93,861, but the Board of Selectmen had removed \$73,978 proposed for the completion of Phase II of the parking lot expansion at Eddows Field. She indicated the Town will be applying for grant funding towards this project, but award of the funds would not take place prior to September 2018, which would effectively put the work off until 2019.

The remainder of the improvements work included repair and relocation of two gates at Eddows Field, \$3,000; replacement of softball field fence, \$7,600; Yellow toppers for softball and T-ball fields fence, \$1,183; Dugouts for T-Ball field, \$5,500; two benches for Safety Complex field, \$1,000; and two “walls” for wall ball at Eddows Fields and Circle of Fun, \$1,600.

Mr. Wesche asked if additional fields are planned for this property, and Mr. Nye indicated that would be Phase III to include several additional fields. Mr. Wesche asked if an analysis has been done for how many fields and what type of fields are needed in Auburn. Mr. Nye indicated there had been and a plan has been developed for the property. Mr. Herman noted the analysis Mr. Wesche asked about has not been done, but the Town engineers have mapped out what additional fields the property could support if the property were fully developed.

Mrs. Lufkin asked whether the Auburn Little League pays for any use of the existing fields, and Mr. Eaton reported the Little League has invested just under \$10,000 into the fields for various improvements including the irrigation system.

Several questions were asked about “wall ball”. Mr. Nye reported the kids are currently using the building and walkway at Eddows Field for this purpose, and it would be better to provide a designated area for this purpose. He noted the wall would be wooden construction.

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

### ***Debt Service***

#### *Principle – Bonds & Notes*

Requesting \$1.00, level funded from 2017. Year to date expended \$0

#### *Interest – Bonds & Notes*

Requesting \$1.00, level funded from 2017. Year to date expended \$0

#### *Interest – Tax Anticipation Note*

Requesting \$1.00, level funded from 2017. Year to date expended \$0

**Jim Headd moved to approve Debt Service at \$3.00, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.**

### ***Other Business***

David Wesche noted it pains him the Town spends money on the maintenance and improvement to the Parks & Recreation fields, and doesn't spend money on the fields at the Auburn Village School for the school children. Mr. Leclair indicated the School Board is looking at that issue and anticipates addressing it in March.

### ***Adjourn***

**Paula Marzloff moved to adjourn the meeting at 8:37 PM. Seconded by David Wesche. A vote was taken; all were in agreement, the motion carried unanimously.**

The meeting adjourned at 8:37 PM.