

Auburn Budget Committee Meeting
November 8, 2018
Auburn Town Hall

Members Present: Peter Miles, Chairman; Mary Beth Lufkin, Vice Chair; Kevin Downing, David Wesche, Dan Carpenter, Alan Villeneuve and James Headd

Others Present: Planning Board Chair Ronald Poltak, Police Commissioners David Dion, Dennis McCarthy and Michael Rolfe; Police Chief Edward Picard, Police Lt. Ray Pelton, Police Sergeant Charles Chabot, APD Office Manager Lillian Deeb and Town Administrator Bill Herman

Meeting called to order at 7:00 pm

Approval of Meeting Minutes

David Wesche moved to accept the minutes of the November 1, 2018 meeting as printed. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Planning & Zoning

Mileage

Requesting \$500, level funded from 2018. Year to date expended \$0

Engineering Services

Requesting \$3,000, level funded from 2018. Year to date expended \$0

Legal Expenditures

Requesting \$20,000, a \$1,000 reduction from 2018. Year to date expended \$11,029.60

Maps

Requesting \$650, an increase of \$400 from 2018. Year to date expended \$650

Master Plan & Regulatory Update

Requesting \$12,500, an increase of \$5,600 from 2018. Year to date expended \$8,185.50

Recording Fees

Requesting \$250, level funded from 2018. Year to date expended \$0

Printing

Requesting \$1,000, level funded from 2018. Year to date expended \$547.16

Dues, Workshop & Seminars

Requesting \$1,200, level funded from 2018. Year to date expended \$270.00

Books

Requesting \$500, level funded from 2018. Year to date expended \$0

Printed Forms & Supplies

Requesting \$50, level funded from 2018. Year to date expended \$0

Legal Ads

Requesting \$2,000, a reduction of \$1,000 from 2018. Year to date expended \$2,100.96

Mr. Poltak noted the Planning Board budget was basically level funded except for legal expenditures which was reduced by \$1,000 and Master Plan and Regulatory Updates, which was increased by \$5,600. He reported the Planning Board completed the Master Plan during 2018, and in 2019 would focus on three main update of ordinances to reinforce and update specific areas identified in the Master Plan including the provision of senior housing (55+), lighting for commercial and industrial development and sign regulations to come into compliance with a US Supreme Court decision. An area of discussion for the Budget Committee was the amount of funds budgeted for legal expenditures, which appeared not to exceed \$16,000 in the past four years. It was felt the budgeting of \$20,000 was too much.

Mary Beth Lufkin moved to approve Planning and Zoning at a total of \$39,650, seconded by David Wesche. A vote was taken: Yes – Kevin, Alan, David and Mary Beth. No – Dan and Jim. The motion carried.

Police Department

Ray Pelton presented a year in review overview to the Budget Committee that touched on the activity level of the department, staffing, cruiser & patrol mileage, crime and arrest statistics during 2018, various community programs run during 2018 and other information points to provide the Budget Committee with an overview of the current year. The Committee members thanked the Department for the presentation.

David Wesche and Alan Villeneuve wondered if the Department was before the Budget Committee prematurely as there did not appear to be any recommendations from the Board of Selectmen. Mr. Herman noted the Police Department presented to the Selectmen on November 5th. They requested additional information or input on two lines – computer services and cruisers, but did not take a vote on any part of the budget. Mr. Headd agreed the Board was interested in further information to come from the Police Commissioners concerning computers and cruisers. Mr. Herman indicated

there was no indication from any of the Selectmen that there was opposition to any of the other line items, but the Board did not formally take a vote on them as of yet. The Police Commissioners will be looking at these two items at their meeting on November 13th.

Police Chief Picard presented the budget.

DWI & Sobriety Patrols

Requesting \$5,000, level funded from 2018. Year to date expended \$2,140.75

Selective Traffic Control

Requesting \$4,000, level funded from 2018. Year to date expended \$4,081.79

Witness Fees

Requesting \$2,000, level funded from 2018. Year to date expended \$1195.45

OHRV Patrols

Requesting \$1.00, level funded from 2018. Year to date expended \$0

Alan Villeneuve moved to approve the three patrol and one witness fee lines for a total of \$11,001, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.

Uniforms

Requesting \$8,050, a decrease of \$150 from 2018. Year to date expended \$3,032.66

Dan Carpenter moved to approve Uniforms at \$8,050, seconded by Kevin Downing. A vote was taken; all were in favor, the motion carried unanimously.

Computer Services

Requesting \$30,000, an increase of \$6,500 from 2018. Year to date expended \$21,513.91

The Department provided an overview of the equipment and updates needed for the police computer systems, including replacement of the eight laptop units in the police cruisers. The department anticipates there being as much as a \$30,000 surplus in the police department budget in 2018, and is considering making some of these purchases from 2018 funds and reduce the 2019 budget accordingly. TO determine that, the Commissioners need more time.

Mary Beth Lufkin moved to table Computer Services at this time, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Custodial Services

Requesting \$7,120, level funded from 2018. Year to date expended \$6,008

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

Medical Services

Requesting \$1,200, level funded from 2018. Year to date expended \$419.98

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

Court Prosecutor

Requesting \$19,100, level funded from 2018. Year to date expended \$14,249.97

Mr. Miles asked how having a prosecutor was working out, and Chief Picard indicated it was fantastic.

Mary Beth Lufkin moved to approve Court Prosecutor at \$19,100, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Radar

Requesting \$950, a reduction of \$195 from 2018. Year to date expended \$1,334.16

A question was asked concerning funding for the replacement of the radar trailer. It was reported the department has secured 50% funding from a grant through the NH Highway Safety Office, while the other 50% has been raised from private donations. It is expected the Town will make the purchase early in the New Year.

Mary Beth Lufkin moved to approve Radar at \$950, seconded by Kevin Downing. A vote was taken; all were in favor, the motion carried unanimously.

Radio Maintenance

Requesting \$5,050, a decrease of \$650 from 2018. Year to date expended \$6,151.05

Mary Beth Lufkin moved to approve Radio Maintenance at \$5,050, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Training

Requesting \$5,000, level funded from 2018. Year to date expended \$4,695.97

Alan Villeneuve moved to approve Training at \$5,000, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Photograph

Requesting \$300, level funded from 2018. Year to date expended \$281.93

David Wesche moved to approve Photography at \$300, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously.

Public Relations

Requesting \$3,500, level funded from 2018. Year to date expended \$3,527.35

Mary Beth Lufkin moved to approve Public Relations at \$3,500, seconded by Kevin Downing. A vote was taken; all were in favor, the motion carried unanimously.

Plant Costs

Requesting \$7,800, a reduction of \$200 from 2018. Year to date expended \$7,018.26

Mary Beth Lufkin moved to approve Plant Costs at \$7,800, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Equipment

Requesting \$6,000, an increase of \$1,000 from 2018. Year to date expended \$6,973.80

Mary Beth Lufkin moved to approve Equipment at \$5,000, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.

Office Equipment

Requesting \$2,000, level funded from 2018. Year to date expended \$1,702.13

Mary Beth Lufkin moved to approve Office Equipment at \$2,000, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Postage

Requesting \$600, level funded from 2018. Year to date expended \$428.69

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

Subscriptions

Requesting \$4,000, level funded from 2018. Year to date expended \$3,881.65

Mary Beth Lufkin moved to approve Subscriptions at \$4,000, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.

Firearms

Requesting \$5,800, level funded from 2018. Year to date expended \$5,130.22

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

Supplies

Requesting \$2,250, level funded from 2018. Year to date expended \$1,508.45

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

Canine Supplies

Requesting \$3,000, level funded from 2018. Year to date expended \$2,920.16

David Wesche moved to approve Canine Supplies at \$3,000, seconded by Paula Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.

Police Commission Expenses

Requesting \$100, level funded from 2018. Year to date expended \$0

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

Office Supplies

Requesting \$2,250, level funded from 2018. Year to date expended \$1,954.52

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

Advertising

Requesting \$200, level funded from 2018. Year to date expended \$200.06

Mary Beth Lufkin moved to approve Advertising at \$200, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.

Other Contingencies

Requesting \$200, level funded from 2018. Year to date expended \$177

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 unanimously.

Cruisers

Requesting \$74,640, an increase of \$3,120. Year to date expended \$73,492.51

Lt. Pelton reported the department was maintaining its normal replacement of two cruisers with this budget allocation. He noted the department is running two different patrols per shift between 8 AM and Midnight and one patrol between Midnight and 8 AM. With the rotation, the Town is able to maintain newer vehicles with lower mileage, and avoid what can be costly repairs and maintenance with older vehicles. He indicated the department currently has a fleet of eight cruisers, so a vehicle could be in service for upwards of four years before being replaced. Police Commissioner Dion noted when the budget was presented to the Commissioners, this was the figure that was approved. However, the Commissioner had agreed to look at this again to determine whether there would be two new cruisers secured or one. It was noted the total cost in 2019 of acquiring two new cruisers and putting them into service is \$43,808, while the cost of one cruiser would be \$21,904. Police Commissioner McCarthy noted the Commission would be meeting on November 13th to look at this item. He indicated it would be alright for the Budget Committee to approve the current \$74,640 proposal and, should the Commissioners reduce this item, they will come back to the Budget Committee with that recommendation.

David Wesche moved to approve Cruisers at \$74,640, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.

Motorcycle

Requesting \$3,500, level funded from 2018. Year to date expended \$3,094.90

David Wesche moved to approve Motorcycle at \$3,500, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.

Cruiser Maintenance

Requesting \$10,550, level funded from 2018. Year to date expended \$8,292.62

Mary Beth Lufkin moved to approve Cruiser Maintenance at \$10,550, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Cruiser Fuel

Requesting \$25,000, level funded from 2018. Year to date expended \$17,401.43

Alan Villeneuve moved to approve Cruiser Fuel at \$25,000, seconded by Kevin Downing. A vote was taken; all were in favor, the motion carried unanimously.

Legal Expenditures

General Representation

Requesting \$30,000, a reduction of \$5,000 from 2018. Year to date expended \$15,701.55

Labor Relations

Requesting \$6,000, a reduction of \$1,000 from 2018. Year to date expended \$6,564.57

David Wesche moved to approve Legal Expenditures at a total of \$36,000, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.

Advertising & Regional Associations

NH Municipal Association

Requesting \$5,400, an increase of \$131 from 2018. Year to date expended \$5,269

Southern NH Planning Commission

Requesting \$3,913, an increase of \$353 from 2018. Year to date expended \$7,298.94

Mary Beth Lufkin moved to approve Advertising and Regional Associations at a total of \$9,313, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Street Lights

Street Lighting

Requesting \$18,000, an increase of \$4,500 from 2018. Year to date expended \$13,288.85

Mr. Herman noted there were approximately 40 street lights scattered throughout the community. He noted the increase is based on a calculation of the current year's expenditures and where they will likely close out at, in addition to a provision of an 18% rate increase that has been requested for the coming year. Mrs. Lufkin noted on its face it sounded like a lot of money, but when broken down it comes to approximately \$1 per day, which was more than acceptable.

Mary Beth Lufkin moved to approve Street Lights at \$18,000, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Intergovernmental Welfare Payments

Rockingham County Community Action Program

Requesting \$4,471, level funded from 2018. Year to date expended \$4,471

Mary Beth Lufkin moved to approve Intergovernmental Welfare Payments at \$4,471, seconded by Kevin Downing. A vote was taken; all were in favor, the motion carried unanimously.

Patriotic Purposes

Dan Carpenter recused himself for consideration of this item.

Flags

Requesting \$1,500, a reduction of \$350 from 2018. Year to date expended \$402.42

Auburn Historical Association

Requesting \$5,000, level funded from 2018. Year to date expended \$5,000

David Wesche moved to approve Patriotic Purposes at a total of \$6,500, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.

Debt Service

Long Term Bond Principal

Requesting \$1, level funded from 2018. Year to date expended \$0

Long Term Bond Interest

Requesting \$1, level funded from 2018. Year to date expended \$0

Tax Anticipation Interest

Requesting \$1, level funded from 2018. Year to date expended \$0

David Wesche moved to approve Debt Service at a total of \$3, seconded by Mary Beth Lufkin. A vote was taken; all were in favor, the motion carried unanimously.

Adjourn

Jim Headd moved to adjourn the meeting at 8:34 PM. Seconded by Mary Beth Lufkin. A vote was taken; all were in agreement, the motion carried unanimously.

The meeting adjourned at 8:34 PM.