

Auburn Budget Committee Meeting
November 15, 2018
Auburn Town Hall

Members Present: Peter Miles, Chairman; Kevin Downing, David Wesche, Paula Marzloff, Dan Carpenter, Alan Villeneuve and James Headd

Others Present: Finance Assistant Patricia Rousseau, Building Inspector Carrie Rouleau-Cote, Fire Chief Mike Williams, Deputy Fire Chief Bob Selinga, Finance Director Adele Frisella and Town Administrator Bill Herman

Meeting called to order at 7:00 pm

Approval of Meeting Minutes

Alan Villeneuve moved to accept the minutes of the November 8, 2018 meeting with a noted typographical correction. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Schedule for November 29th Meeting

Chairman Miles noted the November 29th meeting would involve the review of the Auburn School District budget. There had been a suggestion to begin the meeting at 6 PM, and he wanted to sense of the committee members. The consensus of the members present was to begin the meeting at 6:30 PM.

Direct Assistance

General Welfare Assistance

Requesting \$17,000, a reduction of \$500 from 2018. Year to date expended \$7,346.62

Ms. Rousseau noted she had not yet served a full year as Welfare Officer, and noted we were coming into the more expensive months for heating assistance. But she did not believe she would spend all of this year's appropriations, and was recommending a slight reduction for the coming year.

Alan Villeneuve moved to approve Direct Assistance at a total of \$17,000 as presented, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Building Inspector / Code Enforcement Officer

Engineering Services

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

Legal Services

Requesting \$5,000, level funded from 2018. Year to date expended \$56.12

Cell Phone Reimbursement

Requesting \$600, level funded from 2018. Year to date expended \$450

Office Equipment

Requesting \$500, level funded from 2018. Year to date expended \$449.99

Dues, Workshops, Seminars

Requesting \$3,500, level funded from 2018. Year to date expended \$3,130.17

Books

Requesting \$500, level funded from 2018. Year to date expended \$149.99

Safety Equipment

Requesting \$150, level funded from 2018. Year to date expended \$0

Printing, Forms, Supplies

Requesting \$300, level funded from 2018. Year to date expended \$0

Vehicle Repairs & Maintenance

Requesting \$750, level funded from 2018. Year to date expended \$158.12

Vehicle Fuel / Mileage

Requesting \$500, level funded from 2018. Year to date expended \$496.10

Mrs. Rouleau-Cote note the legal services line is always a guess as to what actions may happen during the course of a year. She noted currently, the Building Inspector was involved in two pending cases, one of which is scheduled for a December hearing. She reported that permits for new homes continues at about 35 new homes a year, with year to date a total of 688 permits being issued, which is pretty close to last year's total. She indicated there has been no real subdivision growth in the past three to four years since the voters approved a zoning change eliminating cluster development. She warned that once the current lots previously approved are build out within the next three years, growth is likely to be extremely limited.

Alan Villeneuve moved to approve Building Inspection proposal totaling \$12,300, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Fire Department

Fire Chief Mike Williams introduced himself and Deputy Chief Bob Selinga and provided a brief overview of activity at the Fire Department since his tenure as Fire Chief.

Occupational Health & Safety

Requesting \$1,000, an increase of \$500 from 2018. Year to date expended \$242

Chief Williams noted this line covers a number of inoculations including flu and Hepatitis A & B as members may require. The officers are working on updating a complete list of the status of Fire Department members and their inoculations.

Paula Marzloff moved to approve Occupational Health & Safety at \$1,000, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously.

Forest Fires

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

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

Equipment Maintenance

Requesting \$4,500, an increase of \$300 from 2018. Year to date expended \$4,513.38

Chief Williams provided a breakdown of anticipated expenses, which was inclusive of maintenance for all small tools, saws and pumps.

Alan Villeneuve moved to approve Equipment Maintenance at \$4,500, seconded by Kevin Downing. A vote was taken; all were in favor, the motion carried unanimously.

Radio Repair

Requesting \$1,000, level funded from 2018. Year to date expended \$0199.30

Alan Villeneuve moved to approve Radio Repair for \$1,000, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Derry Dispatch

Requesting \$51,880, an increase of \$3,646 from 2018. Year to date expended \$48,241.50

Chief Williams noted this is a contracted item. Mr. Herman indicated he believed the Town was nearing the end of the contract, but thought there were still two years left on the existing contract.

David Wesche moved to approve Derry Dispatch at \$51,880, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Fire & Rescue Training

Requesting \$20,300, an increase of \$3,300 from 2018. Year to date expended \$3,693.23

Chief Williams reported he and the officers are focusing on providing training to department members in the coming year that will meet identified needs, while also serving as an incentive to attract new members. He indicated the officers are working to increase the roster of active members, noting there are currently less than 20 on the department who are firefighters, while the total roster is approximately 28 members including scene support and medical only personnel. He indicated the proposed budget was based on a potential of \$600 per member.

Alan Villeneuve moved to approve Training at \$20,300, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Hazmat

Requesting \$6,700, level funded from 2018. Year to date expended \$6,687.56

Chief Williams noted this is Auburn's share of operating expenses for the regional hazardous materials district.

David Wesche moved to approve Hazmat at \$6,700, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Building Maintenance

Requesting \$10,000, an increase of \$1,000 from 2018. Year to date expended \$13,774.04

Chief Williams noted this account covers maintenance for both the fire department portion of the Safety Complex and Station 2 at Pingree Hill Road. He outlined a number of anticipated work efforts including repairs needed to the mezzanine at Station 2 and HVAC repairs needed at the Safety Complex.

Alan Villeneuve moved to approve Building Maintenance at \$10,000, seconded by Kevin Downing. A vote was taken; all were in favor, the motion carried unanimously.

Fire & Rescue New Equipment

Requesting \$16,000, an increase of \$1,000 from 2018. Year to date expended \$5,209.49

Chief Williams the largest single item in the budget account was the replacement of a hydraulics power plant for the Jaws of Life on Engine 2, which was estimated as an \$8,000 repair.

David Wesche moved to approve New Equipment at \$16,000, seconded by Kevin Downing. A vote was taken; all were in favor, the motion carried unanimously.

New Radios

Requesting \$7,700, an increase of \$3,500 from 2018. Year to date expended \$2,714.30

Chief Williams reported the dispatch center is converting to a digital frequency from analog, and the department needs to make some adjustments as a result. This budget account will provide new radios for the Gator, Tanker 1 and the Communications Room at the Safety Complex

Paula Marzloff moved to approve New Radios at \$7,700, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

SCBA Maintenance

Requesting \$5,000, level funded from 2018. Year to date expended \$1,437.81

Deputy Chief Selinga noted the department had purposely kept expenses down in this area during 2018 once it was known the Town was approved for funding for the replacement and upgrade of all its SCBA equipment along with Chester and Sandown.

Alan Villeneuve moved to approve SCBA Maintenance at \$5,000, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Water Hydrants

Requesting \$13,112, an increase of \$3,112 from 2018. Year to date expended \$8,585.50

Chief Williams noted this is a contracted service provided by Manchester Water Works. Mr. Herman noted the rates are regulated through the Public Utilities Commission and MWW doesn't have the ability to offer reduced rates as a result.

Alan Villeneuve moved to approve Water Hydrants at \$13,112, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Dues, Subscriptions & Software

Requesting \$5,000, an increase of \$1,000 from 2018. Year to date expended \$2,009.10

Paula Marzloff moved to approve Dues, Subscriptions & Software at \$5,000, seconded by Kevin Downing. A vote was taken; all were in favor, the motion carried unanimously.

Rescue Supplies

Requesting \$3,000, an increase of \$1,000 from 2018. Year to date expended \$1,831.56

Kevin Downing moved to approve Rescue Supplies at \$3,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Protective Clothing

Requesting \$14,000, level funded from 2018. Year to date expended \$7,837.90

Chief Williams and Deputy Chief Selinga reported this is intended to purchase five sets of personal protective suits, in addition to spare hoods, boots and gloves. They indicated a firefighter's PPE has a 10 year life span under NFPA Standards, and the Department was currently undertaking an effort to inventory all of the PPE currently in service with which department members. This will enable to department to fully identify all gear in service, its age and an anticipated replacement cycle moving forward.

David Wesche moved to approve Protective Clothing at \$14,000, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Office & Cleaning Supplies

Requesting \$2,500, level funded from 2018. Year to date expended \$2,615.12

Paula Marzloff moved to approve Cleaning Supplies at \$2,500, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Misc. Grants

Requesting \$5,000, a reduction of \$2,236 from 2018. Year to date expended \$750

Chief Williams noted this line is included as a place holder for the Town's share of grants applied for to be determined in 2019. He indicated he has submitted grants for a clothing extractor, a clothes dryer and an exhaust extraction system for the Pingree Hill Fire Station.

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

Dry Hydrants

Requesting \$2,000, an increase of \$1,500 from 2018. Year to date expended \$0

Deputy Chief Selinga noted the department needs to do some work to improve maintenance of dry hydrants. He indicated for several, they are going to have divers go into the cisterns to inspect and repair or replace a strainer at the source pipe to ensure a clean supply of water is coming through the hoses.

Alan Villeneuve moved to approve Dry Hydrants at \$2,000, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Information Technology

Requesting \$5,000, an increase of \$3,000 from 2018. Year to date expended \$2,355

Chief Williams noted this had been an area of concern when he assumed his position and work was needed to improve the system including providing different levels of security and system access depending on rank and work assignments. In budgeting to move forward, all IT services and equipment have been included in this budget, and the department has contracted with the same IT vendor who handles Town Hall and Police Department systems. He noted the work includes Cloud back-up on the file servers, annual maintenance and service on all systems, and unexpected replacement issues.

Alan Villeneuve moved to approve Information Technology at \$5,000, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Fire Truck Maintenance

Requesting \$38,600, an increase of \$4,600 from 2018. Year to date expended \$37,943.40

Chief Williams noted the \$4,600 increase is due to pump repairs that have been identified for Tanker 2 to keep it in service. The remainder of the budget has been itemized for routine and scheduled work, service and tires for all 10 vehicles within the department, in addition to annual pump service, aerial and ground ladder tests, and hose testing.

Alan Villeneuve moved to approve Fire Truck Maintenance at \$38,600, seconded by Kevin Downing. A vote was taken; all were in favor, the motion carried unanimously.

Apparatus Fuel

Requesting \$9,000, level funded from 2018. Year to date expended \$6,055.84

Alan Villeneuve moved to approve Apparatus Fuel at \$9,000, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Derry Ambulance Service

Ambulance

Requesting \$84,735, an increase of \$839 from 2018. Year to date expended \$83,896

Chief Williams noted this is a contracted service with the Town of Derry to provide 24/7 EMS and ambulance service to Auburn. He reported Derry provides one of the better

services in the State and he felt they have served Auburn well. Mr. Herman indicated 2019 marks Year Two of an eight-year contract.

David Wesche moved to approve Derry Ambulance Service at \$84,735, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.

Emergency Management

OEM (FEMA) Expenditure

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

Training

Requesting \$1, a reduction of \$199 from 2018. Year to date expended \$0

Public Media

Requesting \$7,500, a reduction of \$600 from 2018. Year to date expended \$8,100

Equipment & Gear

Requesting \$1, a reduction of \$125 from 2018. Year to date expended \$0

Budget Committee members had considerable questions concerning the mass notification system budgeted at \$7,500. Questions concerned how many calls and notices has it generated, how it is operated, how many subscribers it has, etc. Chief Williams indicated he was not fully familiar with the system known as Everbridge as he and Deputy Chief Selinga had just received initial training on the system in recent weeks. He noted APD Records Manager and Community Outreach Melissa Gates has largely been responsible for the system. A number of the committee members indicated they subscribed to the system and have received a very few notices leading them to question the value of the system based on the cost to have the system. Mr. Herman noted with the change in leadership at the Fire Department, there was a significant amount of time that passed without attention paid to this program, although he advised the committee that the cost should not be a surprise as Chief Gannon had fully informed the Selectmen and the Budget Committee of the ongoing costs last year when he requested \$8,100 to implement the system in 2018. He was up front that the ongoing costs would be \$7,500 and both boards indicated they agreed at that time.

Dan Carpenter moved to table consideration of Emergency Management – Public Media until further information can be provided. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Alan Villeneuve moved to approve OEM (FEMA) Expenditure, Training and Equipment & Gear at the combined total of \$3 as presented. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Fire Apparatus

Fire Apparatus Lease/Purchase

Requesting \$120,910, a decrease of \$51,786 from 2018. Year to date expended \$172,695.61

Mr. Herman noted this line covers the lease-purchase payments for Engine 1 (\$72,655.61) and the Medium Rescue Vehicle (\$48,213.46) which had previously been approved by voters.

Alan Villeneuve moved to approve Fire Apparatus at \$120,910, seconded by Kevin Downing. A vote was taken; all were in favor, the motion carried unanimously.

Other Business

Alan Villeneuve advised the Budget Committee that the School Board has completed its work on the proposed school budget and it is up approximately a million dollars over the current year, inclusive of the first full year of principle and interest for the school construction bond. Two budget items he highlighted included no increase for health insurance coverage and the provision for an additional first grade teacher due to class size.

He also indicated the school renovation and addition project is going well, specifically noting that the guaranteed maximum prices on items received through bidding have come in below the project costs estimated which would enable the School Board to attack some of the alternatives left off the base plan. He said no decision have been made in that area, but he felt it was likely a new baseball field was likely the first item that would be addressed. At this point, he said all is going well and the project is on schedule for the new addition to be open in time for September 2019.

Adjourn

David Wesche moved to adjourn the meeting at 8:15 PM. Seconded by Paula Marzloff. A vote was taken; all were in agreement, the motion carried unanimously.

The meeting adjourned at 8:15 PM.