

Auburn Budget Committee Meeting
December 20, 2018
Auburn Town Hall

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

Others Present: Library Trustees Joseph Forest and Brenda Beer, Parks & Recreation Commissioners Lisa Canavan, Marge McEvoy, Pat Kelley, Zach Eaton and David Oliviera, Parks & Recreation Coordinator Amy Lachance, Selectman Keith Leclair, 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 December 6, 2018 meeting. Seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Fire Department

Tower License & Equipment

Requesting \$1,942.00, a new item all together.

Mr. Herman reported Fire Chief Williams brought before the Board of Selectmen on December 17th a new request originating from the Town of Chester concerning new equipment and maintenance required on a communications tower that services the Towns of Auburn, Chester and Derry. Chester is requesting the three towns share the cost equally through an "Agreement on Tower License Fees, Costs and Maintenance". The total cost of \$5,826.00 would result in each community paying \$1,942.00 towards this effort. The Board of Selectmen approved the expense and agreement on December 17th.

Dan Carpenter moved to approve Tower License & Equipment at a total of \$1,942 as presented, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Emergency Management

Public Media

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

Mr. Herman provided the Committee with a copy of a three-year quotation for the Everbridge emergency notification program that had been executed by former Fire Chief

Gannon, and an e-mail notification Chief Williams has received through the NH Department of Safety concerning the “NH Alerts” emergency notification system. Mr. Herman indicated Chief Williams intends to pursue Auburn’s full participation in the “NH Alerts” program in 2019, and did not have objection to not funding the Everbridge program.

Peter Miles moved to approve OEM Public Media at a total of \$0, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Griffin Public Library

Library Operating Expenses

Requesting \$47,859, an increase of \$3,778 from 2018. Year to date expended \$44,081

Mr. Carpenter noted the Library Trustees had originally requested \$49,450 for operating expenses and the Board of Selectmen approved \$47,859. He asked what the difference between the two numbers was. Mr. Herman noted when the Trustees and Library Director originally presented their proposal in August, it included approximately \$3,000 for the replacement of the outdoor sign. The Selectmen asked for additional quotes to be sought and, ultimately a proposal for \$1,172 was secured and approved. The Trustees had also requested \$4,000 to replace an air conditioning unit, and the Board has agreed to fund that through the building improvements fund and not the operating budget.

Paula Marzloff moved to approve Library Operating Expenses at a total of \$47,859 as presented, seconded by Alan Villeneuve. A vote was taken; all were in favor, the motion carried unanimously.

Parks & Recreation

Senior Trips

Requesting \$7,000, level funded from 2018. Year to date expended \$6,124.72

David Wesche moved to approve Senior Trips at a total of \$7,000 as presented, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Family Events

Requesting \$15,350, a decrease of \$800 from 2018. Year to date expended \$15,158.28

Mr. Carpenter asked what the plans would be for the Winter Carnival if ice is not possible on the skating rinks. Mrs. Lachance reported the Winter Carnival would go on

ice or no ice. It will be an evening event at the Safety Complex property inclusive of a bonfire and other activities. Mr. Carpenter asked what the \$10,750 covered for the Old Home Day event. Mrs. Lachance noted the single biggest expense is \$6,000 for fireworks. The remaining \$4,750 covers various entertainment items including bands, face painting, petting farm and other activities.

Kevin Downing moved to approve Family Events at a total of \$10,750 as presented, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Basketball Program

Requesting \$600, a decrease of \$600 from 2018. Year to date expended \$828.55

Mr. Villeneuve asked what basketball rims were being replaced, and Mrs. Lachance indicated they were at the courts by the Safety Complex and at Appletree Park.

Paula Marzloff moved to approve Basketball Program at a total of \$600 as presented, seconded by Kevin Downing. A vote was taken; all were in favor, the motion carried unanimously.

Ski Program

Requesting \$2,800, level funded from 2018. Year to date expended \$2,658.55

Alan Villeneuve moved to approve Ski Program at a total of \$2,800 as presented, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Community Service Awards

Requesting \$250, level funded from 2018. Year to date expended \$207.30

Kevin Downing moved to approve Community Service Awards at a total of \$250 as presented, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Soccer Program

Requesting \$1,950, an increase of \$50 from 2018. Year to date expended \$1,899.29

Paula Marzloff moved to approve Soccer Program at a total of \$1,950 as presented, seconded by Kevin Downing. A vote was taken; all were in favor, the motion carried unanimously.

Senior Dinners

Requesting \$1,800, level funded from 2018. Year to date expended \$1,651.77

David Wesche moved to approve Senior Dinners at a total of \$1,800 as presented, seconded by Kevin Downing. A vote was taken; all were in favor, the motion carried unanimously.

Mileage Reimbursement

Requesting \$1,800, an increase of \$600 from 2018. Year to date expended \$2,373.89

Mr. Carpenter asked why the requested increase and Mrs. Lachance indicated it is in recognition of expenses actually incurred. Mr. Herman also noted the IRS mileage reimbursement rate increases to 58-cents per mile as of January 1st. Mr. Villeneuve indicated he was aware a maintenance vehicle appears elsewhere in the budget, so he assumed this line would become one used for gasoline and vehicle maintenance. Mrs. Lachance indicated that was correct.

Alan Villeneuve moved to approve Mileage Reimbursement at a total of \$1,800 as presented, seconded by Kevin Downing. A vote was taken; all were in favor, the motion carried unanimously.

General Maintenance

Requesting \$27,275, an increase of \$7,100 from 2018. Year to date expended \$19,444.77

Mrs. Lachance noted the largest single item in the budget account was the purchase of a used pick-up truck for maintenance work at a cost of \$10,000. Committee members made various inquiries about pending projects including paving an apron at the parking lot of Circle of Fun Playground, tree cutting at Appletree Parks and the purchase of the maintenance vehicle.

David Wesche moved to approve General Maintenance proposal totaling \$27,275, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Ice Rink

Requesting \$4,000, an increase of \$2,200 from 2018. Year to date expended \$1,865.28

Mrs. Lachance reported the Commission is still having trouble maintaining water / ice at the skating rinks. She indicated in working with Mike Dross and Mickey Rolfe, they are looking at a commercial application of liquid asphalt and sand to try and seal the skating area and the berm around it. The process is similar to how the older rink had been maintained and the cost estimate came through the vendor. For 2019 winter season, the Commission is going to use plastic on at least one rink to see if they can retain the water / ice. Zach Eaton indicated the cost of the plastic is about \$360 for the smaller rink and approximately \$550 for the larger rink. It was estimated the Commission had already spent approximately \$5,500 over the past three years on various repairs to the ice rinks, but without success. Commission members suggested if the application of

liquid asphalt doesn't work, but the use of plastic does, the Town may be looking at using plastic moving forward.

Alan Villeneuve moved to approve Ice Rink at a total of \$4,000 as presented, seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Trash Removal

Requesting \$600, level funded from 2018. Year to date expended \$191.84

Chemical Toilets

Requesting \$5,400, level funded from 2018. Year to date expended \$6,224.55

Alan Villeneuve moved to approve Trash Removal at a total of \$600 and Chemical Toilets at a total of \$5,400 as presented, seconded by Kevin Downing. A vote was taken; all were in favor, the motion carried unanimously.

Tools

Requesting \$3,500, a decrease of \$1,500 from 2018. Year to date expended \$5,415

Mrs. Lachance and Mrs. McEvoy noted these item is largely to cover smaller hand tools, and is the remainder of the list requested last year which had been split in two to be funded over two different budget years.

Paula Marzloff moved to approve Tools proposal totaling \$3,500, seconded by Jim Headd. A vote was taken; all were in favor, the motion carried unanimously.

Office Supplies

Requesting \$200, level funded from 2018. Year to date expended \$92.07

Kevin Downing moved to approve Office Supplies at a total of \$200 as presented, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Recreation Improvements

Recreation Improvements

Requesting \$136,000, an increase of \$116,000 from 2018. Year to date expended \$9,343.20

Mr. Herman advised the Budget Committee that instead of reviewing the list of approximately 10 different items that was originally presented to the Board of Selectmen, the \$136,000 is comprised of the last three items listed including upgrade to lighting on the Major Field, \$35,000; adding lights to the soccer field, \$48,000 and adding lights to the softball field, \$53,000.

Zack Eaton reported on the current conditions on the Majors field lights and how the demand for power from the halogen lights is more than the current panel can handle. The proposed improvements to the Majors Filed lights is to replace the current halogen lights with LED units in order to reduce the demand for power, which would enable the existing service to then also provide power for LED lights on the soccer and softball fields. He indicated they have been advised the LED units are one-quarter the power draw as their current lights.

Mr. Villeneuve asked if something other than wooden poles had been looked at the for soccer field lights. Pat Kelley reported they had looked at galvanized steel poles and wood poles, but the galvanized steel added approximately \$20,000 more in cost for materials and installation. He noted the soccer field lights would consists of four 50-foot poles.

David Wesche moved to approve Recreation Improvements at a total of \$136,000 as presented.

Mr. Villeneuve indicated he liked the idea of the Majors upgrade and the lighting of the soccer field, but he was not sure there is merit to lighting the softball field at this point in time. He did not think there was as much use or need for that lighting as there was for the other sports. Mr. Eaton indicated they hold a lot of tournaments on the softball field, but he indicated it was not a huge need. It was something on their radar, and the Selectmen had suggested doing all the work at one time.

Mr. Villeneuve said he did not see the driving need for the softball field to be lighted, and he said he would recommend that the Town gets the two fields up and running as proposed before looking to include a third field in the process. He asked if the proposed lights accommodate the Dark Sky standards contained in the Town's zoning regulations, and Mr. Kelley indicated the lights will be designed to focus solely on the field and not beyond in the same manner as the lights at the ice skating rinks and basketball court.

David Wesche withdrew his motion, indicating he sensed an alternative approach was developing.

Mr. Villeneuve asked if any consideration had been given to improving lighting around the concession building and potentially for the parking lot area as part of this effort. He felt if we were extending the ability to use the fields later into the evening, the Town should also ensure folks were able to get in and out of the property safely. Mr. Eaton indicated they had not, but were willing to develop a cost for the additional lights.

Alan Villeneuve moved to approve Recreation Improvements at a total of \$83,000 including \$35,000 for the Majors Field and \$48,000 for the Soccer Field, seconded by David Wesche. A vote was taken; all were in favor, the motion carried unanimously.

Mr. Miles advised the Parks & Recreation Commission if they could develop a cost proposal for improving the other lighting in the parking lot and near the concession building, they could present it to the Committee for final consideration at their January 10, 2019 meeting.

Finance Administration

Audit

Requesting \$13,000, a decrease of \$1,000 from 2018. Year to date expended \$11,950

David Wesche moved to approve Audit at \$13,000, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Executive Department

Selectmen Expenses

Requesting \$3,750, level funded from 2018. Year to date expended \$3,750

Town Report

Requesting \$2,000, level funded from 2018. Year to date expended \$1,451.27

Voter Guide

Requesting \$4,275, an increase of \$575 from 2018. Year to date expended \$3,902.60

David Wesche moved to approve Selectmen Expenses, Town Report and Voter Guide at a total of \$10,025 as presented. Seconded by Dan Carpenter. A vote was taken; all were in favor, the motion carried unanimously.

Government Buildings and Maintenance

Town Hall Telephone/Internet

Requesting \$4,500, a decrease of \$600 from 2018. Year to date expended \$3,700.92

Highway Telephone/Internet

Requesting \$1,200, level funded from 2018. Year to date expended \$1,042.04

PD/ACO Telephone/Internet

Requesting \$10,000, a decrease of \$250 from 2018. Year to date expended \$8,427.51

FD/OEM Telephone/Internet

Requesting \$7,500, an increase of \$600 from 2018. Year to date expended \$7,168.38

P&R Telephone/Internet

Requesting \$100, a decrease of \$500 from 2018. Year to date expended \$0

Town Hall Electric

Requesting \$4,800, an increase of \$800 from 2018. Year to date expended \$2,841.26

Highway Electric

Requesting \$3,000, an increase of \$200 from 2018. Year to date expended \$1,581.86

Safety Complex Electric

Requesting \$13,500, level funded from 2018. Year to date expended \$9,123.67

Pingree Hill Station Electric

Requesting \$2,500, an increase of \$300 from 2018. Year to date expended \$1,331.54

P&R Electric

Requesting \$2,200, an increase of \$200 from 2018. Year to date expended \$2,074.25

Town Hall Heating

Requesting \$5,200, an increase of \$1,260 from 2018. Year to date expended \$3,632.59

Highway Heating

Requesting \$4,500, a decrease of \$3,000 from 2018. Year to date expended \$2,286.44

Safety Complex Heating

Requesting \$14,000, an increase of \$3,000 from 2018. Year to date expended \$10,981.15

Pingree Hill Station Heating

Requesting \$3,000, an increase of \$500 from 2018. Year to date expended \$2,772.84

Repairs & Maintenance

Requesting \$4,900, a decrease of \$1,000 from 2018. Year to date expended \$2,499.50

Municipal Property Mowing

Requesting \$30,000, an increase of \$2,000 from 2018. Year to date expended \$27,910

Plant Costs

Requesting \$4,660, a decrease of \$150 from 2018. Year to date expended \$4,157.62

Bottled Water

Requesting \$300, level funded from 2018. Year to date expended \$152.23

Janitorial Supplies

Requesting \$400, a decrease of \$100 from 2018. Year to date expended \$6.26

Committee members questioned costs associated with heating various buildings and the lawn mowing budget account. Mr. Herman noted the mowing account was increased by \$2,000 to provide for fertilization at the Safety Complex and Town Hall properties, while the mowing contract remained at \$28,000. He noted the Town is currently out to bid for the mowing contract inclusive of town properties, two cemeteries and the School District.

Alan Villeneuve moved to approve Government Buildings and Maintenance at a total of \$116,260 as presented. Seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

General Government

General Reimbursement

Requesting \$3,700, a decrease of \$500 from 2018. Year to date expended \$3,384.20

Consulting Services

Requesting \$20,490, a decrease of \$1,000 from 2018. Year to date expended \$12,349.30

Contracts, Software & Maintenance

Requesting \$41,525, an increase of \$7,981 from 2018. Year to date expended \$33,232.69

Tax Map Update

Requesting \$6,100, level funded from 2018. Year to date expended \$2,400

Recording Fees

Requesting \$450, a decrease of \$150 from 2018. Year to date expended \$248.70

Bank Charges / Fees

Requesting \$320, an increase of \$20 from 2018. Year to date expended \$317.75

Office Equipment

Requesting 5,500, level funded from 2018. Year to date expended \$4,474.73

Copy Machine Lease

Requesting \$1.00, a decrease of \$1,199 from 2018. Year to date expended \$653.61

Newsletter

Requesting \$18,500, level funded from 2018. Year to date expended \$18,423.90

Postage

Requesting \$7,000, a decrease of \$500 from 2018. Year to date expended \$5,826.87

Conferences, Seminars & Dues

Requesting \$4,000, an increase of \$700 from 2018. Year to date expended \$2,839.59

Office Supplies

Requesting \$6,000, a decrease of \$1,500 from 2018. Year to date expended \$4,496.81

Advertising

Requesting \$600, a decrease of \$400 from 2018. Year to date expended \$298.15

Miscellaneous Expenditures

Requesting \$1,250, an increase of \$500 from 2018. Year to date expended \$1,451.89

Mr. Villeneuve asked what the Reimbursement line was for, and Mr. Herman it was mainly mileage reimbursement with the largest portion going towards the nearly daily bank deposit activity for the Town. Adele Frisella noted there was an increase in the Contracts, Software and Maintenance account as the Town Hall needs to replace its file server with an upgraded model. The equipment, software and installation is budgeted at nearly \$7,000.

David Wesche moved to approve General Government at a total of \$115,436 as presented, seconded by Paula Marzloff. A vote was taken; all were in favor, the motion carried unanimously.

Health Officer

Mileage

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

Dues & Memberships

Requesting \$255, level funded from 2018. Year to date expended \$70

David Wesche moved to approve Health Officer at \$355, seconded by Kevin Downing. A vote was taken; all were in favor, the motion carried unanimously.

Other Public Safety

Town Details

Requesting \$1,000, level funded from 2018. Year to date expended \$244.54

Mr. Herman noted this account is to cover the cost of police details should the Town require a detail at an event or function.

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

Other Business

Peter Miles noted the next Budget Committee meeting was scheduled for Thursday, January 10, 2019. It was determined the Committee would likely have one warrant article from the School District; three warrant articles from the Town and potentially a lighting cost estimate for the Eddows Field parking lot from the Parks & Recreation Commission to consider. A meeting of the Budget Committee will be scheduled at 6:30 PM to handle those items, with the public hearing on the Town and School District budgets to be scheduled at 7:00 PM.

Alan Villeneuve advised the Budget Committee the School Board and the Town have worked together to schedule the two Deliberative Sessions on the same day, one after the other. It was anticipated it might help boost attendance at the meetings, while reduce the cost from holding different meetings on different dates.

Mr. Villeneuve reported the school construction project is moving forward positively with about 90% of the items planned bought out and the project is running nearly \$200,000 under budget. The School District was also informed this morning that it has been approved for \$138,000 in State funds for security items included in the construction project. He provided an overview of the status of the construction project.

Responding to a question, Mr. Villeneuve reported the School District had the body discovered on site during the archeological review of the property reinterred a few weeks ago. He also noted the School District is working to place the playing fields up on the leach fields to stay away from the archeologically sensitive area.

Adjourn

Alan Villeneuve moved to adjourn the meeting at 8:18 PM. Seconded by David Wesche. A vote was taken; all were in agreement, the motion carried unanimously.

The meeting adjourned at 8:18 PM.