

**Auburn Budget Committee Meeting  
October 17, 2019  
Minutes**

**Members Present:** Peter Miles, Chairman; Mary Beth Lufkin, Vice Chair, Paula Marzloff, Dan Carpenter, Kevin Downing, Alan Villeneuve and Keith Leclair

**Others Present:** Finance Assistant Patricia Rousseau, Animal Control Officer Jarlene Cornett, Finance Director Adele Frisella and Town Administrator William Herman

Chair Miles called the meeting to order at 7:02 PM and introduced the Board members.

**Approval of Meeting Minutes**

Meeting of October 10, 2019

***Mr. Leclair motioned to accept the October 10, 2019 minutes with a Scribner's note on Page 2, Paragraph 3. Seconded by Mr. Carpenter. A vote was taken; all were in agreement, the motion carried unanimously.***

**Presentation of the 2019 Tax Rate**

Ms. Frisella provided a copy of NH Department of Revenue Administration 2019 Tax Rate and breakdown for the Town of Auburn at \$18.81 per thousand dated October 16, 2019.

Mr. Herman noted the rate was set lower than anticipated in March, which is reflective of the assessed valuation being higher: \$7-8 million increase was planned and the actual was \$15 million. The School received \$300,000 more from state education funding than the year before, and there was a higher returned surplus from the school district than originally anticipated. The School District had anticipated a return of \$400,000 and was closer to \$575,000.

**Budget Presentations:**

Public Assistance (Patricia Rousseau)

Mrs. Rousseau presented the Public Assistance budget in the amount of \$15,500 which is a 9% decrease from last year.

Mrs. Rousseau noted she only had spent \$150 so far in the current year as she has been able to redirect applicants to other service agencies for assistance. To be compliant with the RSA, Mrs. Rousseau noted no matter the amount appropriated for public assistance, the Town had a legal obligation to provide assistance to qualifying individuals regardless of appropriation. She noted this area can be somewhat unpredictable. The winter months are coming, and fuel assistance is a need. In 2018, the total amount of public assistance expended was \$8,876.

***Mrs. Lufkin motioned to approve the FY 2020 Public Assistance budget in the amount of \$15,500. Mrs. Marzloff seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.***

Animal Control (Jarlene Cornett)

Ms. Cornett presented the Animal Control budget in the amount of \$2,390 which is a 2% decrease from last year.

Ms. Cornett indicated she uses her own vehicle to provide this service and wondered whether the miscellaneous line could cover some repairs to her vehicle which she felt would be far less costly than the Town providing a vehicle. Ms. Cornett noted she provides her own insurance and details her own car, and acquired 2-3 traps at no cost to the Town. Mr. Leclair asked how many miles per year were expended. 1,200; Mr. Leclair explained the mileage reimbursement rate (which is set by the US Internal Revenue Service) is all inclusive to cover for wear and tear and insurance. Mr. Carpenter opined that purchasing a vehicle would double the budget. Ms. Cornett noted there are funds in the budget for detailing the car, but she does that herself. Mr. Leclair asked what kind of repairs? Ms. Cornett noted some damage to the interior caused by animals. Mr. Villeneuve noted he was not unsympathetic, but recommended there is a different way to go about it. Mr. Herman noted this was a question more appropriate for the Board of Selectman as to how to use the budget and would put it on the agenda. Mr. Herman clarified Ms. Cornett was asking for how to spend from within an approved budget as opposed to asking for a specific appropriation, which would be for the Board of Selectmen to decide.

***Mr. Villeneuve motioned to approve the budget as presented but removing \$400 from the Miscellaneous line item until Ms. Cornett could come back after discussions with the Board of Selectmen.***

Mr. Leclair disagreed and explained the bottom line could be voted on and the Board of Selectmen could work out how that miscellaneous line could be spent. Mr. Villeneuve's motion did not receive a second.

***Mrs. Lufkin motioned to approve the FY 2020 Animal Control budget in the amount of \$2,390. Mrs. Marzloff seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.***

Executive Department (Bill Herman)

Mr. Herman presented the Executive Department budget in the amount of \$9,650 which is a 4% decrease from last year.

In response to a question, Mr. Herman explained the Selectmen's Expenses is a quarterly payment made to the Board members to cover mileage, phone and other expenses they may incur as a Selectmen. This was an item established by the Budget Committee approximately 12 years ago, in addition to the salary stipend.

***Mrs. Lufkin motioned to approve the FY 2020 Executive Department budget in the amount of \$9,650. Mrs. Marzloff seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.***

Audit (Adele Frisella)

Ms. Frisella presented the Audit portion of the Financial Administration budget in the amount of \$13,000 which is level funded from last year.

***Mr. Villeneuve motioned to approve the Audit portion of the FY 2020 Financial Administration budget in the amount of \$13,000. Mrs. Lufkin seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.***

Assessing (Bill Herman)

Mr. Herman presented the Assessing portion of the Financial Administration budget in the amount of \$28,000 which is an 18% decrease from last year. Mr. Herman explained some of the items assessed in the update which includes all new homes and previously started construction, decks, porches, patios, and additions. In addition, the Town verifies data on 20% of all property each year. This is intended to avoid the expense of a full re-measure and list revaluation once every five years.

***Mr. Carpenter motioned to approve the Assessing portion of the FY 2020 Financial Administration budget in the amount of \$28,000. Mr. Downing seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.***

Legal Expenditures (Bill Herman)

Mr. Herman presented the Legal Expenditures budget in the amount of \$30,000 which is a 17% decrease from last year. Mr. Herman noted the budget has been decreased by \$6,000. Mr. Villeneuve asked if there were any pending items or problems expected. Mr. Herman noted one pending case, the PSNH/Eversource assessment litigation which Auburn was one approximately 100 communities who have been sued since 2014. There are no other anticipated legal cases for 2020.

***Mrs. Lufkin motioned to approve the Legal Expenditures budget for FY 2020 in the amount of \$30,000. Mr. Carpenter seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.***

General Government Buildings (Adele Frisella)

Ms. Frisella presented the General Government Buildings budget in the amount of \$82,442 which is 4% increase over last year.

Mr. Carpenter questioned the Highway Electric and Heating lines. Ms. Frisella noted the Town had a deal on propane with the School at \$1.23 which was more than \$2.00 last year. She also indicated the Board of Selectmen had lowered this budget from the original proposal. Mrs.

Lufkin noted two storage units were included, and Mr. Herman indicated they were units at Castle Rock Self Storage, one of which was for election voting booths and related equipment, and the second was for Parks & Recreation storage. He said the election equipment will be moved to a storage space within the Auburn Village School before the end of the year, which enabled the Selectmen to eliminate the expense of one unit. Ms. Frisella noted mowing, which is currently \$34,900, has not been acted on yet as it is in the process of going back out to bid.

***Mrs. Lufkin motioned to approve the General Government Buildings budget for FY 2020 in the amount of \$82,442. Mr. Downing seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.***

#### Regional Associations (Bill Herman)

Mr. Herman presented the Advertising & Regional Associations budget in the amount of \$9,337 which is level funded from last year.

***Mr. Villeneuve motioned to approve the Regional Associations budget for FY 2020 in the amount of \$9,337. Ms. Lufkin seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.***

#### Town Details (Bill Herman)

Mr. Herman presented the Town Details portion of the Public Safety budget in the amount of \$1,000 which is level funded from last year. Mr. Herman explained this line is for police details should the Town has an event that requires a detail, such as shred day for example.

***Mrs. Lufkin motioned to approve the Town Details budget for FY 2020 in the amount of \$1,000. Mrs. Marzloff seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.***

#### Street Lighting (Bill Herman)

Mr. Herman presented the Public Street Lighting budget in the amount of \$14,000 which is a 22% decrease from last year.

Mr. Carpenter asked if converting the street lights to LEDs had been examined. Mr. Herman noted the Town has 85 public street lights scattered throughout the community, and they were currently looking into the installation costs of such a conversion and the potential cost savings.

***Mr. Villeneuve motioned to approve the Street Lighting budget for FY 2020 in the amount of \$14,000. Mrs. Lufkin seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.***

#### Solid Waste (Bill Herman)

Mr. Herman presented the Solid Waste budget in the amount of \$22,051 which is a 2% decrease from last year.

Mr. Downing asked Mr. Herman if there were any worries with PFOAs for the Town. Mr. Herman explained the Town has done PFOA testing at the closed Town landfill for last two years, and those tests have been fine under the old standards. He said the new standards established by the State's administrative rules process are a concern, and there are a number of legal challenges underway concerning them. So Auburn is potentially at risk as are all municipalities in the state, and they are waiting for the details to be sifted out before doing anything different.

***Mr. Villeneuve motioned to approve the Solid Waste budget for FY 2020 in the amount of \$22,051. Ms. Lufkin seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.***

Health Agencies & Hospitals (Bill Herman)

Mr. Herman presented the Health Agencies & Hospitals budget in the amount of \$5,875 which is level funded from last year.

Mr. Herman provided copies of letters from Southern New Hampshire Services, Lamprey Health Care, Home Health & Hospice Care, Rockingham Nutrition, and the Visiting Nurse Association. Ms. Frisella noted there were no expenditures for Home Health & Hospice Care & Lamprey Health yet this year, but they are in process.

***Mrs. Marzloff motioned to approve the Health Agencies & Hospitals budget for FY 2020 in the amount of \$5,875. Mr. Villeneuve seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.***

Intergovernmental Welfare (Bill Herman)

Mr. Herman presented the Intergovernmental Welfare Payments budget in the amount of \$4,471 which is level funded from last year.

***Mrs. Lufkin motioned to approve the Intergovernmental Welfare budget for FY 2020 in the amount of \$4,471. Mrs. Marzloff seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.***

## **Other Business**

Mr. Villeneuve re-extended his invitation to the Board made at the last meeting to have the November 21, 2019 meeting at the Auburn Village School at 6:30 PM with a tour of the school beginning at 5:30 PM. Mr. Villeneuve will put together a list of other items that are being accomplished.

**Next Meeting: Thursday, October 24, 2019 at 7:00 PM.**

## **Adjourn**

**Vice-Chair Lufkin moved to adjourn the meeting at 7:41 PM, seconded by Mrs. Marzloff. A vote was taken; all were in agreement, the motion carried unanimously.**

The meeting adjourned at 7:41 PM.

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary