

**Auburn Budget Committee Meeting
October 31, 2019
Minutes**

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

Others Present: Town Administrator William Herman, Finance Director Adele Frisella, Town Clerk Kathleen Sylvia, Road Agent Michael Dross,

Chair Miles called the meeting to order at 7:00 PM and introduced the Board members.

Approval of Meeting Minutes

Meeting of October 24, 2019

Mr. Wesche motioned to accept the October 24, 2019 minutes. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Budget Presentations:

Elections, Registrations & Vital Records (Kathleen Sylvia)

Mrs. Sylvia presented the Elections, Registrations & Vital Records budget for FY2020 in the amount of \$38,050.

Mrs. Sylvia noted the Election Personnel and Expenses lines were increased significantly from last year due to there being four elections in 2020.

Mr. Villeneuve questioned the calculations used to project the increase, using actual expense figures provided from 2018 when there were two elections, costing \$12,600. Mrs. Sylvia explained two more ballot clerks were added since then, and the wage rates are higher. There will also be maintenance on the Accu-Vote machine and expenses for set up and take down.

Mrs. Lufkin motioned to approve the FY 2020 Elections, Registrations & Vital Records budget in the amount of \$38,050. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Highways and Streets (Mike Dross)

Road Agent Dross presented the Highways and Streets budget for FY2020 in the amount of \$1,005,002 which is a one percent increase from last year. Mr. Dross noted there were a few line items he would like to recode to address storms and culverts.

Mr. Wesche motioned to approve the Highway Shimming portion of the FY 2020 Highways & Roads budget in the amount of \$180,000. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Villeneuve motioned to approve the Highway Spring/Summer Storms portion of the FY 2020 Highways & Roads budget in the amount of \$8,500. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mrs. Marzloff motioned to approve the Highways Summer Subcontractor portion of the FY 2020 Highways & Roads budget in the amount of \$150,000. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Wesche motioned to approve the Highway Road Striping portion of the FY 2020 Highways & Roads budget in the amount of \$21,000. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Wesche motioned to approve the Highway Tree/Brush Cutting portion of the FY 2020 Highways & Roads budget in the amount of \$42,000. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Villeneuve motioned to approve the Highway Crack Sealing portion of the FY 2020 Highways & Roads budget in the amount of \$1. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Wesche motioned to approve the Highway Cold Patch portion of the FY 2020 Highways & Roads budget in the amount of \$5,000. Mrs. Lufkin seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Wesche motioned to approve the Highway Summer Gravel/Bankrun portion of the FY 2020 Highways & Roads budget in the amount of \$1. Mr. Villeneuve seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Villeneuve motioned to approve the Highway Summer Misc. Supplies portion of the FY 2020 Highways & Roads budget in the amount of \$3,000. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Downing motioned to approve the Highway Winter Subcontractor portion of the FY 2020 Highways & Roads budget in the amount of \$382,000. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mrs. Lufkin asked how the 10 years of sand Auburn acquired has worked. Mr. Villeneuve asked how many more years of sand were left and whether it was primarily for sanding roads or for road reconstruction and how consumption was tracked. Mr. Dross explained the 150,000 yards of sand is in a pile outdoors and the consumption is not tracked. The area to be excavated is flagged so we know the bounds to stay within. He noted the sand is screened and when it becomes frozen, the sand cannot be used until it thaws and then must be purchased. Mr. Dross

explained there should be enough for three more years. Mr. Dross explained a good sand base under roads helps to keep the water out from under the roads.

Mr. Villeneuve asked about the shed where the incinerator was and whether it could be used by Parks & Recreation for storage. Mr. Dross noted it is used as the sign shop, is not heated and the door is rotted out.

Mr. Leclair motioned to approve the Highway Winter Salt portion of the FY 2020 Highways & Roads budget in the amount of \$170,000. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Downing motioned to approve the Highway Winter Sand portion of the FY 2020 Highways & Roads budget in the amount of \$5,000. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Villeneuve motioned to approve the Highway Winter Repairs portion of the FY 2020 Highways & Roads budget in the amount of \$9,000. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Villeneuve motioned to approve the Highway Bridge & Culvert portion of the FY 2020 Highways & Roads budget in the amount of \$5,000. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Villeneuve motioned to approve the Highway Guardrails, Gates, Etc. portion of the FY 2020 Highways & Roads budget in the amount of \$1,000. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Villeneuve motioned to approve the Highway Signs & Safety Equipment portion of the FY 2020 Highways & Roads budget in the amount of \$3,500. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Dross noted the weather last winter affected the cold patch in many communities, which just did not hold. This drove the actual amount spent for 2019 to be over budget. This line reflects a four percent increase over last year.

Mr. Wesche motioned to approve the Highway Catch Basin Maintenance portion of the FY 2020 Highways & Roads budget in the amount of \$5,000. Mr. Villeneuve seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mr. Dross noted Auburn has over 40 detention ponds and treatment swales. \$9,200 is the estimate for the first half of actual expenses for 2019.

Mrs. Lufkin motioned to approve the Highway Storm Water Maintenance portion of the FY 2020 Highways & Roads budget in the amount of \$15,000. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Mrs. Lufkin asked Mr. Dross what projects were proposed for next year and Mr. Dross explained the top of Pingree Hill with eight catch basins; and Squirrel Drive.

Mrs. Marzloff asked Mr. Dross if there were any projects he wanted to do this year and didn't get to do, and Mr. Dross explained he would like to see Hunting Road, Depot Road and Old Candia done.

Mrs. Lufkin asked Mr. Dross what year he got to where Auburn did not need to spend \$1 million dollar a year on roads and Mr. Dross explained it is actually closer to \$2 million, noting this budget is the operations and maintenance budget, while road reconstruction is an additional \$650,000. Ms. Frisella explained the figure increases as roads are added. Mr. Dross explained the importance of keeping up with maintenance, so the Town does not lose the investment it has put in. Ditches, culverts and catch basins can cause problems if they are not maintained. Mr. Dross noted "All it takes is a couple of storms."

Personnel Administration (Adele Frisella)

Finance Director Adele Frisella presented the Personnel Administration budget for FY2020 in the amount of \$372,138 which is a 19% increase from last year and the Longevity Pay portion of the Personnel Administration budget for FY2020 in the amount of \$9,600 which is a 12% decrease over last year.

Mr. Wesche motioned to approve the Health Insurance (All Departments) line of the FY 2020 Personnel Administration budget in the amount of \$342,688. Mrs. Marzloff seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Mr. Herman explained there were at least three employees who made election changes in their coverage including one moving from pay in lieu of and two with new families. There is also an additional police officer authorized last year for six months that now will be for a full year. The Town's health insurance rate only increases by 0.9% while other plans with higher deductibles used by other communities saw an eight percent increase.

Mr. Villeneuve motioned to approve the Dental Insurance (All Departments) line of the FY 2020 Personnel Administration budget in the amount of \$18,543. Mr. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Mr. Wesche motioned to approve the Disability Insurance (All Departments) line of the FY 2020 Personnel Administration budget in the amount of \$8,221 and the Life Insurance (All Departments) line of the FY2020 Personnel Administration budget in the amount of \$2,686. Mr. Carpenter seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Mr. Herman noted two part-time Police Department officers and the Animal Control Officer have each been with Auburn for more than 25 years.

Mrs. Marzloff motioned to approve the Longevity Pay line of the FY 2020 Personnel Administration budget in the amount of \$9,600. Mrs. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Insurance (Bill Herman)

Town Administrator Bill Herman presented the FY2020 Insurance budget in the amount of \$117,695 which is a five percent increase from last year.

Mrs. Lufkin asked if there was a premium increase and Mr. Herman responded a small one for Worker's Compensation, but the budget increase is the result of a one-time premium holiday reduction the previous year.

Mr. Herman explained the Road Agent is entitled to be on the Town's plan as an elected official, but all of the subcontractors have their own insurance.

Mr. Wesche motioned to approve the FY 2020 Insurance budget in the amount of \$117,695. Mrs. Marzloff seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Patriotic Purposes (Bill Herman)

Mr. Herman presented the Patriotic Purposes FY2020 budget in the amount of \$6,500 which is level funded from last year.

Mr. Leclair recommended increasing the Flags portion of the Patriotic Purposes budget from \$1,500 to \$6,500 to provide a one-time \$5,000 allocation for the Town's 175th Anniversary.

Mr. Carpenter discussed the State historic marker which is one tribute the Historical Society would like to get for the 175th Anniversary to memorialize Underhill Edge Tools who began in Auburn and shipped all over the world.

Mrs. Lufkin motioned to approve the FY 2020 Patriotic Purposes budget in the amount of \$11,500. Mr. Downing seconded the motion. A vote was taken; Mr. Carpenter abstained, seven were in agreement, the motion carried.

Other Business

Mr. Leclair discussed some potential budget items which could become Warrant Articles.

1. Create a new fund for the repair and replacement of cisterns - \$5,000;
2. Create a new fund for the repair and replacement of heavy equipment - \$25,000;
3. Upgrade of Town Property (other than buildings) created last year - \$50,000; and
4. Re-funding of Building Rehabilitation Fund - \$70,000.

Mr. Leclair noted large non-budgeted items like repair of fire equipment could come from the fund. He noted a portion of the Building Rehabilitation Fund was used for the front porch of

Town Hall and the Police Dept. addition. Mr. Leclair noted the audit was just received and the Town had \$2 million undesignated fund balance.

Mr. Leclair summarized the discussions the Selectmen have had concerning the State Aid to Municipalities revenue, using it for projects versus offsetting the tax bills which would yield only .02 cents per thousand in savings to taxpayers.

Mr. Leclair advised the Selectmen have been looking at a storage shed for Parks & Recreation as items are being stored in people's homes all over Town. The Police Department has two containers and will be going down to one. The Town also rents storage units and could save \$135/mo. Parks & Recreation could share space with other departments if the shed were large enough. 20'x40' is proposed. However, in 2017 the taxpayers said no to a similar warrant article. Mrs. Lufkin asked if the shed was on the CIP and Mr. Leclair explained a smaller shed was on this year and the building is three years out.

Mr. Villeneuve noted the school still had some deficiencies to address and the teacher's contract is on this year's ballot.

Next Meeting: Thursday, November 7, 2019 at 7:00 PM.

Adjourn

Mrs. Lufkin moved to adjourn the meeting at 8:25 PM, seconded by Mrs. Marzloff. A vote was taken; all were in agreement, the motion carried unanimously. The meeting adjourned at 8:25 PM.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary