

**Auburn Budget Committee Meeting  
November 7, 2019  
Minutes**

**Members Present:** Peter Miles, Chairman; Paula Marzloff, Dan Carpenter, David Wesche, Alan Villeneuve, Kevin Downing and Keith Leclair

**Others Present:** Building Inspector Carrie Rouleau-Cote, Conservation Commission Chair Jeffrey Porter, Planning Board Chair Ron Poltak, Library Director Kathy Gowney, Library Trustees Nancy Mayland, Elizabeth Michaud and Joseph Forest, Finance Director Adele Frisella and Town Administrator William Herman

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

**Approval of Meeting Minutes**

Meeting of October 31, 2019

Changes were made to the second paragraph of page 4 from “Mrs. Marzloff” to “Mr. Miles” and the last sentence of page 2 was changed to read “when it becomes frozen, it must be purchased.”

***Mr. Villeneuve motioned to accept the October 31, 2019 minutes as amended. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.***

**Budget Presentations:**

**Building Inspector/Code Enforcement (Carrie Rouleau-Cote)**

Mrs. Rouleau-Cote presented the Building Inspector proposed budget for FY2020 in the amount of \$12,300, which is level funded from last year.

Mr. Carpenter questioned the mileage line and Ms. Frisella advised this line is for gas and maintenance of the Town car the Building Inspector drives, not for reimbursement.

Mrs. Rouleau-Cote reported she issued 664 permits in 2018 and has issued just under 600 so far in 2019. Of these, 28 were new homes in 2018 and 24 new homes in 2019 with possibly a few more before the year is over. Most of the new homes are in developments with a few demos/rebuilds. There were a few Accessory Dwelling Units. Most new homes were selling in the high \$400s and low \$500s with a couple closer to the \$700s.

Mrs. Rouleau-Cote spend some time working with the design team at the Auburn Village School this year and with the Auburn Fire Department and the NH State Fire Marshall which made for a busy year. The interior construction is still ongoing.

***Mr. Villeneuve motioned to approve the FY 2020 Building Inspector budget in the amount of \$12,300. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.***

#### **Conservation Commission (Jeffrey Porter)**

***Mr. Carpenter motioned to approve the Conservation Commission FY 2020 budget in the amount of \$1,500. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.***

#### **Planning and Zoning (Ron Poltak)**

Mrs. Marzloff recused herself and sat with the public.

Mr. Poltak presented the proposed Planning and Zoning budget for FY2020 in the amount of \$49,150 which is level funded from last year.

Mr. Poltak discussed the legal expenditures line and some of the new ordinances which legal would review such as an ordinance for 55 and over housing that is in draft form and will be going to public hearing before a final draft is ready to present to Town Meeting voters. The lighting ordinance is another that legal will review, as well as the three subdivision regulations and three site plan sections to be consistent with state statute.

Mr. Poltak noted the Zoning Board of Adjustment's legal expenditures are part of this budget account as well.

Mr. Poltak was certain he had spent funds from the Engineering Services account, but Ms. Frisella noted the costs for Stantec's work on the 55 and over housing ordinance was originally coded to the line for Engineering Services, but was moved to the Master Plan and Regulatory Updates account. The expenses was close to \$3,000.

Mr. Poltak indicated he would like to lower the legal expenditures line to move \$1,000 to legal advertising and \$1,000 to engineering services which is over budget every year. Ms. Frisella noted there is revenue against the legal advertisements line. Mr. Poltak indicated he was willing to lower the legal budget by \$2,000 to a total of \$16,000.

***Mr. Villeneuve motioned to approve the Planning and Zoning FY 2020 budget in the amount of \$47,150. Mr. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.***

Mrs. Marzloff resumed her seat with the Budget Committee.

#### **Griffin Free Public Library (Kathy Growney & Library Trustees)**

Library Director Kathy Growney presented the proposed FY2020 Griffin Free Public Library budget in the amount of \$47,613. Mrs. Growney noted this is the first year the Library budget will be part of the Town budget and so there is no history of the line item expenditures shown for

previous years. The Library Treasurer handled the Library operating expenditures in past years and, starting in 2020, the Town and the Library entered into a Memorandum of Understanding so the Town will expend their operating expenses similar to other Town departments.

Mr. Villeneuve recommended bringing in some of the expense history to help track and forecast the budget going forward.

Mrs. Growney noted there has been growth in usage and circulation is up 40% and programming has quadrupled.

***Mr. Wesche motioned to approve the FY 2020 Griffin Free Public Library budget in the amount of \$47,613. Mr. Villeneuve seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.***

### **Wages and Salaries (Adele Frisella and Bill Herman)**

Mr. Herman provided a Memorandum dated October 15, 2019 to the Joint Personnel Board regarding the potential cost of living adjustment (COLA) for 2020 together with a copy of the Social Security 1.6% benefit increase announcement for 2020, Consumer Price Index figures from NH Department of Employment Security and a spreadsheet of Payroll for all departments and positions. Mr. Herman indicated using the prescribed formula in the Personnel Policy, the resulting COLA would be 1.5%.

Mr. Herman reported the Joint Personnel Board consisting of the Board of Selectmen, Library Trustees and Police Commissioners met and unanimously agreed to budget a 1.5% COLA and 2% Step increases for FY 2020. That is what is included in the Selectmen's proposed budget.

Mr. Herman noted the wage and salary spreadsheets documents the expense of a COLA or a step increase individually for the first and second years, as well as combined COLA/step increases for the first and second years. Mr. Herman noted neither increase is fully implemented in a given year as if a COLA is provided, it is issued as of April 1<sup>st</sup>, so it would only reflect nine months of increase during the first year. Step increases are based on a satisfactory job performance evaluation and would be issued on an employee's anniversary date, which are scattered throughout the year. He indicated the Finance Director likes to show the second year of any wage increases as it reflects the fully cost of the action.

Mr. Herman noted the totals for each potential appeared on the bottom of the second page, where the cost for the positions included in the Auburn Police Union are also shown as a separate item as they are presented in a separate warrant article.

Mr. Villeneuve noted the teacher contract is currently being negotiated and he would prefer to table a vote on this until he knows more on the school side of the ledger. The teachers have not seen an increase for a number of years due to the school addition.

***Mr. Villeneuve motioned to table voting on the Wages and Salaries for FY 2020 until more is known about the teachers' contract. Mrs. Marzloff seconded the motion. A vote was taken; Mr. Leclair was opposed and six were in agreement, the motion carried.***

## **Other Business**

Mr. Herman reviewed the remaining FY 2020 budgets to be voted on by the Budget Committee.

Mr. Leclair noted health insurance was a \$60,000 increase and Parks & Recreation's budget is down \$60,000. Mr. Leclair noted some of the upcoming assessments for next year (after April 1) with approximately 30 new homes and a number of commercial buildings on both Dartmouth Drive and Rockingham Road.

**Next Meeting: Thursday, November 14, 2019**

## **Adjourn**

***Mrs. Marzloff moved to adjourn the meeting at 7:55 PM, seconded by Mr. Wesche. A vote was taken; all were in agreement, the motion carried unanimously. The meeting adjourned at 7:55 PM.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary