

**Auburn Budget Committee Meeting  
December 12, 2019  
Minutes**

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

**Others Present:** Town Administrator William Herman, Finance Director Adele Frisella, Parks & Recreation Coordinator Amy LaChance, and Parks & Recreation Commissioners Patricia Rousseau, Marge McEvoy and Patrick Kelley

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

**Approval of Meeting Minutes**

Meeting of November 14, 2019

***Mrs. Marzloff motioned to accept the November 14, 2019 minutes. Mr. Villeneuve seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.***

Meeting of November 21, 2019

***Mr. Leclair motioned to accept the November 21, 2019 minutes. Mrs. Marzloff seconded the motion. A vote was taken, Mr. Wesche abstained, the motion carried 6-0-1.***

**Budget Presentations:**

**Parks & Recreation (Amy Lachance and P&R Commission)**

Parks & Recreation Coordinator Amy LaChance presented the proposed FY2020 budget for Parks & Recreation in the amount of \$57,976.

Vice-Chair Lufkin asked Mrs. LaChance the plans and goals for Parks & Recreation next year and Mrs. LaChance noted they will cut back on major projects next year and use the revolving fund to fund programs. Mrs. Marzloff asked about the skating rink and Mrs. LaChance noted Parks & Recreation's plan is to put in a plastic sheet on one rink before flooding it once the weather is stable. But the longer term goal is to find a permanent repair rather than small fixes that may or may not work. Mr. Villeneuve recommended cutting back on the number of account lines like ice rink and putting the light bulbs, although specific to the rink, into the maintenance line.

Mr. Villeneuve asked about Old Home Days and revenues from charging vendors possibly being used to offset some costs such as fireworks and Mrs. LaChance noted this was the first year they had food trucks and everyone seemed pleased. She said they took in between \$1,800 and \$2,000 in revenue from that, while fireworks cost approximately \$5-6,000.

Vice-Chair Lufkin asked how many citizens participated in the event and whether there were a lot from out of Town. Mr. Leclair noted there were definitely participants from out of Town, although it would be hard to track. Mr. Carpenter noted there was a good turnout.

Mrs. LaChance reviewed some of the programs such as basketball and skiing and the award plaques. Mr. Villeneuve discussed the rotation of soccer equipment, goals and replacing sandbags when they are worn out.

Mr. Villeneuve asked about expenses associated with the new vehicle and Mrs. LaChance noted this was the first year with the truck.

Mr. Carpenter asked about replacing benches and Mrs. LaChance noted some were 10-12 years old and need replacing.

Mr. Villeneuve asked about winterizing the sprinkler system and whether it was included in any of the lawn maintenance agreements out to bid. Mr. Herman noted winterizing was not part of the RFP. Mr. Leclair added two or three of the vendors who submitted bids did include that as a footnote.

Mr. Villeneuve asked what new tools would be purchased and Mr. Leclair explained the line was not for purchase of tools, it was for maintenance and replacement of existing tools, as needed.

Mrs. Marzloff asked why nothing was spent to date on the office supplies line and Mrs. LaChance explained that she has ordered supplies, which she tries to do once or twice a year, and has not received that bill yet.

Mr. Leclair explained some of the improvement lines such as the softball lights which are in the CIP for next year and the fence repair which will be done with this year's state aid to municipalities funding.

Mr. Leclair noted there is \$4,000 in the budget in the event the storage garage warrant article does not pass, but this will not solve the storage problem and they would need to keep the storage area being rented if they can only purchase the 10x15 shed. Mr. Wesche asked what kinds of things are being stored at volunteers' homes and Mrs. McEvoy noted flags, garbage cans, benches, a flat trailer, a slide, ladders, tools, blowers, chainsaw, gas grill, table and chairs, a tent, firepit and signs. Vice-Chair Lufkin asked where the storage area would go and Mr. Leclair explained at the Safety Complex behind the basketball courts which is a flat area with power that would have to be excavated as it is formerly a stump dump. Mr. Leclair feels the new storage garage building proposed for the warrant article should be racked eventually and could be shared with police and fire. Mrs. LaChance would manage the use of the garage storage. Chair Miles asked the expected life of the proposed building and Mr. Leclair did not know. Mr. Carpenter noted two side by sides could be put together and the middle cut out. Mr. Villeneuve noted he was not in favor of the 10x15 shed.

***Mr. Wesche motioned to approve the Recreation Senior Trips line item of the FY 2020 Parks & Recreation Budget in the amount of \$7,000. Vice-Chair Lufkin seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.***

***Vice-Chair Lufkin motioned to approve the Recreation Family Events line item of the FY 2020 Parks & Recreation Budget in the amount of \$15,350. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.***

***Mr. Villeneuve motioned to approve the Recreation Ski Program line item of the FY 2020 Parks & Recreation Budget in the amount of \$2,800. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.***

***Vice-Chair Lufkin motioned to approve the Recreation Community Service Award line item of the FY 2020 Parks & Recreation Budget in the amount of \$250. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.***

***Mr. Carpenter motioned to approve the Recreation Soccer Program line item of the FY 2020 Parks & Recreation Budget in the amount of \$1,900. Mr. Villeneuve seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.***

***Mr. Wesche motioned to approve the Recreation Senior Dinners line item of the FY 2020 Parks & Recreation Budget in the amount of \$1,800. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.***

***Mrs. Marzloff motioned to approve the Recreation Mileage Reimbursement line item of the FY 2020 Parks & Recreation Budget in the amount of \$2,240. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.***

***Vice-Chair Lufkin motioned to approve the Recreation Playground & Parks line item of the FY 2020 Parks & Recreation Budget in the amount of \$3,000. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.***

***Vice-Chair Lufkin motioned to approve the Recreation General Maintenance line item of the FY 2020 Parks & Recreation Budget in the amount of \$13,837. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.***

***Mr. Carpenter motioned to approve the Recreation Ice Rink line item of the FY 2020 Parks & Recreation Budget in the amount of \$200. Vice-Chair Lufkin seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.***

***Mr. Villeneuve motioned to approve the Recreation Trash Removal line item of the FY 2020 Parks & Recreation Budget in the amount of \$600. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.***

***Vice-Chair Lufkin motioned to approve the Recreation Chemical Toilets line item of the FY 2020 Parks & Recreation Budget in the amount of \$6,520. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.***

***Vice-Chair Lufkin motioned to approve the Recreation Tools line item of the FY 2020 Parks & Recreation Budget in the amount of \$500. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.***

***Mr. Villeneuve motioned to approve the Recreation Office Supplies line item of the FY 2020 Parks & Recreation Budget in the amount of \$200. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.***

#### **Recreation Improvements (Amy Lachance and P&R Commission)**

Mrs. LaChance presented the proposed FY2020 Recreation Improvements budget in the amount of \$5,700.

***Vice-Chair Lufkin motioned to approve the Recreation Improvements FY2020 budget in the amount of \$5,700. Mr. Wesche seconded the motion.***

Mr. Villeneuve noted he was not in favor of the 10x15 shed particularly if the Committee was recommending the building of the storage garage. He would suggest, instead, the \$4,000 item be reduced to \$2,000 in order to provide funding for the potential rental of a storage unit should the storage garage article not be approved by the voters.

***Vice-Chair Lufkin withdrew her motion. Mr. Wesche withdrew the second.***

***Mr. Villeneuve motioned to approve the Recreation Improvements FY2020 budget in the amount of \$3,700. Vice-Chair Lufkin seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.***

#### **Fire Department/Per Diem Firefighter Wages (Bill Herman)**

Mr. Herman presented the proposed Per Diem Firefighters line item of the FY2020 Fire Department Budget in the amount of \$13,440.

Mr. Herman referenced the proposal submitted by the Fire Department for \$19,968 and the amount ultimately approved by the Board of Selectmen which reduced the line to \$13,440. This would allow the program begin in May with split shifts on Saturday and Sunday from 8-2 and 10-4. Mr. Villeneuve noted he would like to see the same coverages during the week and Mr. Leclair noted he believed the Department had run call statistics and planned for the times when calls were not being responded to.

***Vice-Chair Lufkin motioned to approve the Per Diem Firefighter Wages line of the FY 2020 Fire Department budget in the amount of \$13,440. Mr. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.***

#### **Fire Department/Pingree Hill Station (Bill Herman)**

Mr. Herman presented the proposed Improvements to Buildings budget in the amount of \$28,000 relative to repairs and upgrades for Fire Station #2.

Mr. Herman noted the repairs were itemized during an inspection tour the Board of Selectmen took at Station #2 and \$57,000 was originally requested. For the 2020 budget, the Board of Selectmen agreed to provide funding for leveling the main floor of the building, and repairing and updating the kitchen area and the bathrooms for \$28,000. Mr. Carpenter asked if the station was being used and Mr. Leclair noted it is also used as a Town shelter and warming station. Mr. Villeneuve asked if there was any reason this was not coming from the building fund and Mr. Leclair noted if the Town should budget for this it could be put in the budget whereas the building fund should be used for unexpected repairs. Mr. Villeneuve proposed increasing the building fund by \$28,000 rather than doing it this way and would rather vote to have \$98,000 added to the building fund rather than funds coming from new taxes and having a new line in the budget. Mr. Leclair noted the risk is if the amount is too large it could be voted down. Mr. Wesche asked if the line could be approved contingent upon this and asked what the unexpended fund balance was. Mr. Herman noted the balance is approximately \$2 million dollars.

***Mr. Villeneuve motioned to approve the FY2020 Improvement to Buildings budget in the amount of \$0.00. Mr. Wesche seconded the motion.***

Mrs. Marzloff indicated she was not comfortable zeroing out a line, but thought instead it should be reduced to \$1.00.

***Mr. Villeneuve withdrew his motion. Mr. Wesche withdrew the second.***

***Mr. Villeneuve motioned to approve the FY2020 Improvement to Buildings budget in the amount of \$1.00. Mr. Wesche seconded the motion. A vote was taken: Mr. Carpenter, Mr. Villeneuve, Mr. Wesche and Mrs. Marzloff were in favor; Vice-Chair Lufkin and Mr. Leclair were opposed. The motion carried 4-2-1.***

#### **Road Reconstruction (Bill Herman)**

Mr. Herman presented the proposed FY2020 Road Reconstruction Budget in the amount of \$500,000.

Mr. Herman noted Road Agent Dross initially requested \$650,000 in order to reconstruct the upper portion of Pingree Hill Road and Squirrel Drive next year, in addition to the top coat of pavements for this year's projects at Spofford Road, Lakeview Way and the five-way intersection of Coleman Road, Chester Turnpike and Dearborn Road. The Selectmen reduced this amount to \$500,000 which would only cover Pingree Hill Road to be reconstructed and topcoats for this year's projects at Spofford Road, Lakeview Way and the five-way intersection of Coleman Road, Chester Turnpike and Dearborn Road. Mrs. Marzloff felt \$500,000 was not enough.

***Mr. Villeneuve motioned to approve the Road Reconstruction budget for FY 2020 in the amount of \$500,000. Vice-Chair Lufkin seconded the motion. A vote was taken: Vice Chair Lufkin, Mr. Wesche, Mr. Leclair and Mr. Villeneuve were in favor; Mrs. Marzloff and Mr. Carpenter were opposed. The motion carried 4-2-1.***

### **Library Land & Building Evaluation (Bill Herman)**

Mr. Herman presented the proposed FY2020 Library Land & Building Evaluation budget in the amount of \$28,850 and provided the letter from Stantec dated August 3, 2018 estimating the expansion assessment fee.

***Mr. Villeneuve motioned to approve the Library Land & Building Evaluation line of the FY 2020 budget in the amount of \$28,850. Mr. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.***

### **Government Buildings & Maintenance – Municipal Property Mowing**

***Vice-Chair Lufkin motioned to approve the Municipal Property Mowing line item of the FY2020 Government Buildings & Maintenance budget in the amount of \$34,900. Mr. Villeneuve seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.***

### **Storage Garage Building (Warrant Article)**

Mr. Villeneuve referenced the former committee assigned to look at this and having a needs assessment done and for those reasons noted he would not support it.

***Vice-Chair Lufkin motioned to recommend the FY2020 Storage Garage Building Warrant Article in the amount of \$43,000. Mrs. Marzloff seconded the motion. A vote was taken: Vice Chair Lufkin, Mrs. Marzloff, Mr. Wesche and Mr. Leclair were in favor; Mr. Villeneuve and Mr. Carpenter were opposed. The motion carried 4-2-1.***

### **Appropriation to Town Buildings Rehabilitation CRF (Warrant Article)**

***Mr. Villeneuve motioned to table recommendation of the FY2020 Town Buildings CRF Warrant Article in the amount of \$70,000. Mr. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.***

### **Appropriation to Town Properties CRF (Warrant Article)**

Mr. Villeneuve asked how much was in the fund now and Mr. Herman noted there was \$50,000 and whatever interest it may have earned this past year. Mr. Leclair noted the fund could be used for the softball field lights at Wayne Eddows next year and the proposed retrofitting to LEDs of the Town street lights.

***Mr. Carpenter motioned to recommend the FY2020 Appropriation to Town Properties Warrant Article in the amount of \$25,000. Mr. Leclair seconded the motion. A vote was taken: Vice Chair Lufkin, Mr. Wesche, Mr. Leclair and Mr. Carpenter were in favor; Mr. Villeneuve and Mrs. Marzloff were opposed. The motion carried 4-2-1.***

### **Apparatus and Vehicles ETF (Warrant Article)**

Mr. Leclair noted last year the Town spent \$10,000 for repairs for one Fire Truck that were not budgeted for and creating this account would put money aside for those unexpected repairs.

***Vice-Chair Lufkin motioned to recommend the FY2020 Apparatus and Vehicles ETF Warrant Article in the amount of \$25,000. Mrs. Marzloff seconded the motion. A vote was taken; all were in favor, the motion carried unanimously.***

### **Collective Bargaining Agreement – Auburn Police Union (Warrant Article)**

***Mr. Villeneuve motioned to recommend the FY2020 Collective Bargaining Agreement – Auburn Police Union in the amount of \$14,482. Mr. Carpenter seconded the motion. A vote was taken; all were in favor, the motion carried unanimously.***

The Chair recessed the meeting at 8:30 PM. The meeting resumed at 8:45 PM.

### **Auburn School District (Alan Villeneuve)**

Mr. Villeneuve presented the revised FY2020-2021 School District budget which increased by \$43,823 since the November 21<sup>st</sup> meeting of the Budget Committee.

Mr. Villeneuve discussed the adjustments made by the School Board earlier this week including the instructional coach and Fourth Grade teacher's positions. The Fourth Grade has 73 kids with three teachers and plan to have 77 kids next year which is slightly above the average of 25 the Town goes by, but under the State average of 30. There is difficulty staffing substitute teachers and administrators are having to cover. This affects 643 kids in K-4 and Grades 5 - 8 who have different schedules. Mr. Villeneuve noted the School Board hopes to improve upon Fifth and Sixth Grade test scores.

Mr. Leclair asked about the lawn maintenance proposal with Kenyon which he noted seemed high compared to other bids the Town has received. Mr. Villeneuve noted the School Board's include irrigation, fertilizer and the ballfield which is not in yet. No fertilizer would be needed the first two years. Mr. Villeneuve noted the pipe in the brook has to be removed and put back and the hours for work are more restricted. Mrs. Marzloff asked when the bid process closed, and Mr. Herman noted December 2<sup>nd</sup>. Vice-Chair Lufkin asked the cost for the fertilization in that number and Mr. Villeneuve noted he did not have that. Mr. Leclair requested more bids be obtained before the public hearing.

***Mr. Carpenter motioned to approve the \$43,823 increase of the Auburn School District FY 2020 budget. Mr. Villeneuve seconded the motion. A vote was taken; Mr. Carpenter, Mr. Villeneuve and Mrs. Marzloff were in favor; Mr. Leclair, Vice-Chair Lufkin and Mr. Wesche were opposed. Chair Miles voted nay. The motion failed 3-4-0.***

***Vice-Chair Lufkin motioned to approve a \$40,000 increase of the Auburn School District FY2020 budget. Mr. Leclair seconded the motion. A vote was taken; Mr. Villeneuve was opposed, the motion carried 5-1-1.***

**Other Business**

**Next Meeting: Thursday, January 16, 2020 – Town Hall – 7:00 PM**

**Adjourn**

***Mr. Villeneuve moved to adjourn the meeting at 9:15 PM, seconded by Mrs. Marzloff. A vote was taken; all were in agreement, the motion carried unanimously. The meeting adjourned at 9:15 PM.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary