

**Auburn Budget Committee Meeting**  
**October 21, 2021**  
**Town Hall**  
**Minutes**  
**7:00 PM**

**Members Present:** David Wesche, Vice-Chairman, Dan Carpenter, Kevin Downing, Paula Marzloff, Joanne Linxweiler, School Board representative Janice Baker and Selectman representative Keith Leclair.

**Others Present:** Tax Collector Susan Jenkins, Town Clerk Kathleen Sylvia, Building Inspector Carrie Rouleau-Cote, Fire Chief Michael Williams, Deputy Fire Chief Bob Seling, Town Administrator William Herman, Finance Director Patricia Rousseau, and Nancy Hoijer, Recording Secretary

Vice-Chair Wesche called the meeting to order at 7:02 PM.

**Approval of Meeting Minutes – October 14, 2021**

***Mrs. Marzloff motioned to approve the October 14, 2021 minutes. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

**Budget Presentations:**

**Building Inspector - Carrie Rouleau-Cote**

Carrie Rouleau-Cote presented the proposed FY 2022 budget for Building Inspector in the amount of \$12,150 which is a four percent increase over last year. Line 645-0 BI Dues, Workshops and Seminars was increased by \$500 as training is moving back to in-person and certifications need to be kept up with ICC and NHBA.

Mrs. Linxweiler asked why Line 350-1 Legal Expenditure was negative and Finance Director Rousseau explained there was a court judgment where the Town was able to recoup some legal fees as part of the settlement.

Mrs. Rouleau-Cote noted permits are stable with a little under 600 permits issued this calendar year and 27 new homes. Subdivisions are built out, but a 55+ Community has been approved by the Planning Board and went to the ZBA to increase the number of permits issued each year and that was granted. With 25 permits per year, it would be expected to be built out in three-to-four years. She stated she told the ZBA there is only one Building Inspector and if there is a development elsewhere at the same time it will be a challenge to schedule inspection times.

***Mr. Downing motioned to approve the FY 2022 Building Inspector budget in the amount of \$12,150. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Supervisors of the Checklist - Susan Jenkins**

Susan Jenkins presented the proposed FY 2022 Supervisors of the Checklist budget in the amount of \$3,150 which is a 58% increase over last year due to the increase in number of elections compared to last year.

Mrs. Jenkins advised the Committee there is a federal Freedom to Vote Act bill pending in the U.S. Senate for federal elections which will allow for early voting. The expectation would be that the voting area would be set up the same as for an election with the voting machine, Clerk, Supervisors, Moderators for 15 days before the election for ten-hour days including weekends and no results would be issued until seven days after the election.

Mrs. Marzloff asked NHMA's position on this. Mr. Herman, who is an NHMA Board member, informed the Committee that NHMA follows state legislation and does not have the staff capacity to follow federal legislation. In this instance, the NHMA Executive Director is communicating with New Hampshire U.S. Senators, who indicate there is nothing to worry about because the bill will not pass. However, he was aware that both of New Hampshire's U.S. Senators voted in favor of the measure yesterday. Mrs. Marzloff opined even a city would struggle to find the manpower for this. Mrs. Linxweiler asked who would watch for security of the ballot box during this extended voting period.

***Mrs. Marzloff motioned to approve the FY 2022 Supervisors of the Checklist budget in the amount of \$3,150. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Tax Collector - Susan Jenkins**

Tax Collector Susan Jenkins presented the proposed FY 2022 Tax Collector's budget in the amount of \$4,900. Mrs. Jenkins reduced Lines 310-2 by \$100 and Line 645-1 by \$125. She noted the title search people raised their rates to \$20. Printing Tax bills Line 620-1 was increased by \$50 from last year. There are more houses and more postage. There will be in-person education in the spring and the Deputy Tax Collector will start the certification process.

***Mrs. Linxweiler motioned to approve the FY 2022 Tax Collector budget in the amount of \$4,900. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Elections, Registrations and Vital Records - Kathleen Sylvia**

Town Clerk Kathleen Sylvia presented the proposed FY 2022 Election, Registration & Vital Statistics budget in the amount of \$24,750 which is a 59% increase over last year due to the increased number of elections next year compared with last year. Record preservation Line 620-2 has expended by only \$1,940 of the \$4,000 budget but is being done now that will utilize the remaining funds by the end of the year. She will doublecheck the expenditures for Line 650-1 which were only \$191.08 of \$1,000 budgeted as she is sure law books were received this year. She noted there are a lot of new people in Town with dogs and she has run out of

licenses and had to order more. She proposed an increase to Line 660-1 Dog Tags of \$50. There were also 300 more motor vehicles registered than last year.

Mrs. Sylvia indicated she will be looking for more hours for the Deputy due to being so busy and noted it would be nice to be able to have two windows open on Monday evenings.

Mr. Carpenter asked why if there were one election last year and three next year the amount only doubled, and Mr. Herman noted the Town does not print ballots for the primary and state elections.

***Mr. Leclair motioned to approve the FY 2022 Elections, Registrations & Vital Statistics budget in the amount of \$24,750. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Cemeteries - Cemetery Trustees**

Cemetery Trustee James Thompson presented the proposed FY 2022 Cemetery budget in the amount of \$24,000 which is an 11% increase proposed over last year.

Mr. Leclair noted the mowing contracts came in and proposed Line 380-0 Cemetery Mowing be increased from \$13,000 proposed to \$14,440. Mr. Thompson noted Matt Plaza is doing a good job. Mr. Leclair noted they held the pricing for two years and will do the same with this year's contracts. Line 388-0 Property Maintenance increased by 54% to have the tree crew at Longmeadow, two-to-three days. There are 21 gravestones to repair at Longmeadow. Supplies Line 660-0 increased by 33%, or \$200.

***Mrs. Baker motioned to approve the FY 2022 Cemetery budget in the amount of \$38,440. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Linxweiler asked about Robie Cemetery and Mr. Herman explained it was finished last year and the stones returned to where the bodies were located.

### **Ambulance Service - Michael Williams**

Mike Williams presented the proposed FY 2022 Ambulance budget in the amount of \$93,509 which is a contractual five percent increase with Derry. Mr. Herman noted increases are not a flat percentage fixed but based on anticipated costs. There will be five years before renewal.

***Mrs. Linxweiler motioned to approve the FY 2022 Ambulance budget in the amount of \$93,509. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

### **Fire Department - Michael Williams**

Fire Chief Mike Williams presented the proposed FY 2022 Fire Department budget in the amount of \$312,541.54.

**Mrs. Marzloff motioned to approve Line 01-4220-3-370-1 Fire Occupational Health & Safety for FY 2022 in the amount of \$2,600. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

**Mrs. Baker motioned to approve Line 01-4220-3-390-2 Forest Fires for FY 2022 in the amount of \$1,000. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Mr. Leclair noted \$1,000 was added to Line 01-4220-3-390-3 Fire Equipment Maintenance to provide for the Department to purchase their own weed whacker/mower and do the trimming of dry hydrants and cisterns themselves saving \$2,000 in mowing proposed from Line 690-2 Fire Dry Hydrants.

**Mr. Downing motioned to approve Line 01-4220-3-390-3 Fire Equipment Maintenance for FY 2022 in the amount of \$5,500. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

**Mrs. Baker motioned to approve Line 01-4220-3-390-4 Fire Radio Repair for FY 2022 in the amount of \$1,500. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

**Mrs. Marzloff motioned to approve Line 01-4220-3-390-5 Derry Dispatch for FY 2022 in the amount of \$56,456. Mrs. Baker seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

**Mrs. Baker motioned to approve Line 01-4220-3-390-7 Fire & Rescue Training for FY 2022 in the amount of \$17,500. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

**Mrs. Baker motioned to approve Line 01-4220-3-390-8 Fire Hazmat for FY 2022 in the amount of \$7,540. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

**Mrs. Baker motioned to approve Line 01-4220-5-550-1 Fire Building Maintenance for FY 2022 in the amount of \$18,247. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Chief Williams detailed the proposed purchase of a new hydraulic spreader package at a cost of \$13,500 for the Department, which is new technology, lighter in weight, battery operated and requires no hose connection.

Mr. Carpenter questioned the amount expended to date which was only \$4,310 and Chief Williams noted the airbags were ordered but had not come in yet. Mr. Leclair noted this expense will likely be encumbered if not spent.

***Mrs. Linxweiler motioned to approve Line 01-4220-6-610-1 Fire & Rescue New Equipment for FY 2022 in the amount of \$21,100. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams requested 30 new portable radios be purchased for the Department next year as the existing are 20 years old and there are no parts for repairs. At the Board of Selectmen's meeting on Monday, the Board voted to purchase half of them using ARPA funds reducing the proposed budget item by \$63,232.50. Mr. Leclair noted with the potential of an expensive fire apparatus being purchased next year it would be a burden to the taxpayers to do both in the same year and the radios are a one-time cost.

***Mrs. Baker motioned to approve Line 01-4220-6-610-4 Fire New Radios for FY 2022 in the amount of \$72,232.50. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mr. Leclair motioned to approve Line 01-4220-6-610-6 Fire SCBA Equipment Maintenance for FY 2022 in the amount of \$5,480. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Linxweiler asked about Line 611-1 Fire Water Hydrants and whether the Town used retention ponds. Chief Williams explained there is a MOA with Manchester Water Works. Hydrants are in areas served by MWW for water. Mr. Herman noted there are approximately 20 of them and the increase is contractual fees.

***Mrs. Marzloff motioned to approve Line 01-4220-6-611-1 Fire Water Hydrants for FY 2022 in the amount of \$15,398.04. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Chief Williams noted the increase to Line 640-0 Fire Dues, Subscriptions and Software was due to the one-time second payment for the new Red Alert software, which was purchased to replace the previous Firehouse software, which was no longer offered this year, \$6,938.

***Mrs. Baker motioned to approve Line 01-4220-6-640-0 Fire Dues, Subscription and Software for FY 2022 in the amount of \$9,838. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mrs. Baker motioned to approve Line 01-4220-6-660-1 Fire Rescue Supplies for FY 2022 in the amount of \$3,650 (22% increase). Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mrs. Baker motioned to approve Line 01-4220-6-660-2 Fire Protective Clothing for FY 2022 in the amount of \$16,950. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mrs. Baker motioned to approve Line 01-4220-6-670-1 Fire Office & Cleaning Supplies for FY 2022 in the amount of \$2,500. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mrs. Marzloff motioned to approve Line 01-4220-6-690-0 Fire Prevention for FY 2022 in the amount of \$1,500. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Baker asked if Line 690-1 Fire Misc. Grant was for the Town's share of matching grants and Chief Williams indicated it is. The Department received a state forestry grant with a 50/50 match. Some grant matches are 95/5 depending on which grant it is.

***Mrs. Baker motioned to approve Line 01-4220-6-690-1 Fire Misc. Grant for FY 2022 in the amount of \$5,000. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mrs. Marzloff asked if the Department had a maintenance schedule for Line 690-2 Fire Dry Hydrants. Chief Williams explained that this year they had painted them and done the flow testing and how that is done annually. The Selectmen recommended adding \$1,000 to the maintenance line so that the Department could do the trimming around the areas themselves.

***Mrs. Marzloff motioned to approve Line 01-4220-6-690-2 Fire Dry Hydrants for FY 2022 in the amount of \$1,500. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mrs. Marzloff motioned to table approval of Line 01-4220-6-690-3 Fire Information Technology for FY 2022 so that IT rates can be reviewed. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Mrs. Baker motioned to approve Line 01-4220-7-710-1 Fire Truck Maintenance for FY 2022 in the amount of \$36,450. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Mr. Carpenter questioned the amount proposed for Line 720-1 Fire Apparatus Fuel as prices have gone up. Mr. Leclair noted the line is over expended this year already. The Selectmen recommended increasing the proposed amount by \$1,000.

***Mr. Leclair motioned to approve Line 01-4220-7-720-1 Fire Apparatus Fuel for FY 2022 in the amount of \$10,500. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **Emergency Management - Michael Williams**

Emergency Management Director Mike Williams presented the proposed FY 2022 budget for Emergency Management in the amount of \$504.00. The amount was reduced by \$500 when the Department was able to locate some of the equipment it needed.

***Mrs. Baker motioned to approve the FY 2022 Emergency Management budget in the amount of \$504. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Apparatus Lease/Purchase Payments - Michael Williams**

Fire Chief Mike Williams presented the proposed FY 2022 budget for Apparatus Lease/Purchase Payments in the amount of \$48,213.46. Chief Williams noted this is the last payment for outfitting. Tanker 2 is on the CIP and he will put together a committee to work on the next budget.

Mr. Carpenter noted concerns with the Rescue vehicle. Chief Williams noted it was purchased to be used as a specialized medical - rescue program vehicle, but the program never materialized for which it was intended. Mr. Leclair recommended having the committee investigate value as a trade. The vehicle has 3,000 miles on it over three years and does not carry water. Mr. Carpenter felt the Fire Department needs to find a different way forward to be able to purchase a vehicle more appropriate for the Town's needs.

***Mr. Leclair motioned to approve the FY 2022 Apparatus Lease/Purchase Payments budget in the amount of \$48,213.46. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

## **Request for Auburn School District Budget Review Meeting - Tuesday, November 23, 2021**

Vice-Chair Wesche polled the Committee to see if everyone were available for the proposed November 23, 2021 meeting with the Auburn Village School Board. All but Mr. Downing noted they were available and notified Mrs. Baker they would like to meet at 6 PM. Mrs. Baker noted the date had been confirmed with the SAU office.

**Next Meetings:**

- Thursday, October 28<sup>th</sup> at 7:00 PM**
- Thursday, November 4<sup>th</sup> at 7:00 PM**
- Thursday, November 18<sup>th</sup> at 7:00 PM**
- Tuesday, November 23<sup>rd</sup> at 7:00 PM – 6:00 PM (AVS)**
- Thursday, December 2<sup>nd</sup> at 7:00 PM**
- Thursday, December 9<sup>th</sup> (if needed)**
- Thursday, December 16<sup>th</sup> (if needed)**

## **Adjourn**

***Mrs. Marzloff moved to adjourn the meeting at 8:10 PM, seconded by Mr. Carpenter. A vote was taken; all were in agreement, the motion carried unanimously. The meeting adjourned at 8:10 PM.***

Respectfully submitted,

Nancy J. Hoijer,  
Recording Secretary