

**Auburn Budget Committee Meeting
November 4, 2021
Town Hall
Minutes
7:00 PM**

Members Present: Peter Miles, Chairman; David Wesche, Vice-Chairman; Dan Carpenter, Kevin Downing, Paula Marzloff, Joanne Linxweiler, School Board Representative Janice Baker and Selectman Representative Keith Leclair

Others Present: Lieutenant Charles Chabot, Police Chief Ray Pelton, Town Administrator William Herman, Finance Director Patricia Rousseau, and Nancy Hoijer, Recording Secretary

Chairman Miles called the meeting to order at 7:02 PM.

Approval of Meeting Minutes

Meeting of October 28, 2021

Mrs. Marzloff motioned to approve the October 28, 2021 minutes. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Budget Presentations:

Mr. Herman provided the Board with a running total of the FY'21 and FY'22 budget comparison.

Police Department

Police Chief Ray Pelton presented the proposed Police budget in the amount of \$213,522 which is a 1% increase proposed from last year, and Grants, Traffic Control, Radar Patrol and Witness Fees budget for FY 2022 in the amount of \$11,001 which is level funded.

Chief Pelton reviewed the activities of the Department in FY 2021. Chief Pelton noted one officer was added, Matt Barsaleau, who also serves as a volunteer fire fighter. Chief Pelton compared calls for service from January to September of 2021 with 8,572 total calls for service to 2020 which were 7,735. There were 1,926 motor vehicle stops, 100 crashes and 70 well-being checks. Chief Pelton noted there were six arrests, seven overdose calls and four officer uses of Narcan and two deaths.

Chief Pelton reviewed Covid activity. The Town had 652 confirmed cases with eight active presently. Four officers had been quarantined with Covid. There are presently a lot of cases at the middle school right now. Officers worked the vaccination site at SNHU.

Chief Pelton reviewed the Department's budget proposals for FY 2022. The cruisers are on a rotation plan for purchasing new cruisers. This year there will be two cruisers purchased with one set of equipment. The car frame width changed in 2021 making them a different size for equipment add-ons to be re-used. The cruiser line will go down \$15,000 but next year go back

to the normal amount. He estimated \$56,000 in 2022 and \$72,000 in 2023 for cruiser and equipment purchases.

Chief Pelton reviewed the proposed computers line. Mr. Leclair noted the Board of Selectmen approved the new computer services line Monday night. Serious upgrades have been recommended to IT for security. Chief Pelton noted \$1,174 per month was originally planned but was reduced to \$990 per month as internet is not available in the cruisers so additional protection for the Toughbooks is unnecessary.

Chief Pelton reviewed maintenance which has increased \$6,000 this year due to increases in parts. Fuel was cut last year and increased this year. The new hybrid helped save approximately 800 gallons of gas for the one vehicle.

Chief Pelton reviewed training. Officers attended active shooter training and were required to attend six extra hours of online training per officer offered by the State.

Chief Pelton noted the Department has participated in more community activities this year. The Department had its Awards Night with the Fire Department and awarded a lifesaving award to the man who pulled someone from the lake. Residents are enrolling in the Police Citizen Academy.

Grants, Traffic Control, Radar Patrol and Witness Fees

Chief Pelton shared the proposed budget for DWI & Sobriety Checkpoint Patrols (\$5,000), Selective Traffic Control Patrols (\$4,000), Police Witness Fees (\$2,000) and OHRV Patrols (\$1) for a level funded budget of \$11,001.

Mrs. Baker asked why the year-to-date expenditures were low for the patrol lines and Chief Pelton noted DWI & Sobriety Checkpoint patrols are most active during the holiday season coming up. He noted more than 50% of the patrols are performed around the holidays.

Mrs. Marzloff motioned to approve the FY 2022 Police Grants, Traffic Control, Witness Fees and OHRV lines in the amount of \$11,001. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Police Department

Chief Pelton noted Line 2-290-1 Police Uniforms is contractual, and level funded. Line 3-340-1 Computer Services increased 27% or \$6,405. Line 3-360-1 Custodial Services increased by 19% with the first vendor increase in five years and more spent on cleaning chemicals.

Chief Pelton noted Line 3-370-1 Medical Supplies, Line 3-390-0 Prosecutor, Line 3-390-1 Radar which is for annual certifications and maintenance, Line 3-390-2 Radio Maintenance which covers batteries for the portable radios, Line 3-390-3 Training are level funded. The training line is under expended due to there being more scheduled at the end of this year and one credit carried over from 2020.

Chief Pelton noted Line 3-390-4 Photography has a 67% increase or \$200 for the Dropbox program required to share photos and files that are to be sent to defense attorneys and the county attorney. Line 3-391-0 Public Relations is level funded; Line 5-560-1 Plant Costs is level funded but another \$1,000 was expended this year for furnace repairs. Line 6-610-1 Equipment is for the rotation of vests and decreased 13%. Line 6-610-2 Office Equipment had a 15% increase for copier maintenance contract increases. Line 6-630-1 Postage has an increase proposed of 17% or \$100 due to the increase cost of the post office rental. Line 6-640-1 Subscriptions was level funded. Line 6-660-1 Firearms include purchase of ammunition at the end of this year is level funded, Supplies Line 6-660-2, Canine Supplies Line 6-660-3, Commission Expenses Line 6-660-4 and Office Supplies Line 6-670-1 were level funded. Line 6-680-1 Advertising is for advertisements when hiring, also level funded as was Line 6-690-1 Other Contingencies.

Chief Pelton noted Line 7-700-1 Cruisers is down 17%, Motorcycle Line 7-700-2 is down 57% and Cruiser Maintenance Line 710-1 is up 26% or \$2,750. Fuel Line 7-720-1 has a proposed increase of 11% or \$2,500 from last year.

Mr. Wesche motioned to approve the Police budget for FY 2022 in the amount of \$213,522. Mrs. Baker seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Health Officer

Finance Director Patricia Rousseau presented the proposed FY 2022 Health Officer budget in the amount of \$250.00 which is level funded from last year. She noted Building Inspector Carrie Rouleau-Cote and Fire Chief Mike Williams are serving as co-deputy health officers.

Mr. Wesche motioned to approve the FY 2022 Health Officer budget in the amount of \$250. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Patriotic Purposes

Mr. Herman presented the proposed Patriotic Purposes budget for FY 2022 in the amount of \$6,500 which is level funded from last year.

Mr. Carpenter recused himself from voting.

Mrs. Marzloff motioned to approve the FY 2022 Patriotic Purposes budget in the amount of \$6,500. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Street Lighting

Finance Director Patricia Rousseau presented the proposed Street Lighting budget for FY 2022 in the amount of \$6,000 which is a 14% decreased proposed from last year.

Mrs. Baker asked if the reduction was due to the savings from installing LED bulbs and Mr. Leclair noted it was and the savings may be greater than anticipated and could pay for themselves within three years.

Mrs. Baker motioned to approve the FY 2022 Street Lighting budget in the amount of \$6,000. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Solid Waste

Mr. Herman presented the proposed FY 2022 Solid Waste budget in the amount of \$22,251 which is a 10% increase proposed over last year. Mr. Herman noted Landfill Monitoring Line 5-390-0 has an increase due to monitoring wells and groundwater sampling inclusive of the state's new PFA's standards.

Mrs. Baker asked why the expended line was less than \$1,000 and Mr. Herman noted the Town was billed for hazardous waste, but the bill has not been paid yet.

Mrs. Baker asked about the state fee increase and Mr. Herman noted it is laboratory testing fees and consulting costs with Stantec.

Mr. Carpenter asked how long the waste management contract was and Mr. Leclair indicated 20 years.

General Government

Mr. Herman presented the proposed General Government budget for FY 2022 in the amount of \$123,303 which is a nine percent increase proposed over last year.

Mrs. Linxweiler motioned to approve the FY 2022 budget for Line 1-120-1 Village Crier Editor in the amount of \$1.00. Mrs. Baker seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mrs. Baker motioned to approve the FY 2022 budget for Line 2-290-2 General Reimbursement in the amount of \$4,000. Mr. Leclair seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mrs. Marzloff motioned to approve the FY 2022 budget for Line 310-2 Consulting Services in the amount of \$13,500. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair highlighted the 16% increase proposed for Line 3-340-1 Contracts Software & Maintenance for increases to IT security. He noted this line will not be going away due to the ongoing need to protect the Town against phishing, hacking and ransomware attacks.

Mrs. Baker motioned to approve the FY 2022 budget for Line 3-340-1 Contracts Software & Maintenance in the amount of \$48,352. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Downing motioned to approve the FY 2022 budget for Line 3-390-1 Tax Map Update in the amount of \$5,000. Mr. Carpenter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mrs. Baker motioned to approve the FY 2022 budget for Line 3-390-4 Recording Fees in the amount of \$350. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mrs. Baker asked if bank fees Line 5-410-1 were ever paid and Mrs. Rousseau indicated they were.

Mrs. Baker motioned to approve the FY 2022 budget for Line 5-410-1 Bank Charges/Fees in the amount of \$150. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mrs. Rousseau highlighted the 35% increase proposed for Line 6-610-1 Office Equipment so that the Town Clerk printers could be replaced and a credit card machine purchase which can be used between windows and shared with the Tax Collector if needed.

Mr. Downing motioned to approve the FY 2022 budget for Line 6-610-1 Office Equipment in the amount of \$8,100. Mrs. Baker seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Leclair highlighted the 86% reduction in Line 6-611-1 Copy Machine as the Town opted to purchase rather than lease the copier last year.

Mrs. Marzloff motioned to approve the FY 2022 budget for Line 6-611-1 Copy Machine in the amount of \$550. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Wesche discussed Line 6-620-3 Newsletter which has a proposed increase of 15% for postage and printing cost increase for the Town Crier. Mr. Leclair noted advertisement has not been increased and could be looked at.

Mrs. Linxweiler motioned to approve the FY 2022 budget for Line 6-620-3 Newsletter in the amount of \$24,100. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mrs. Baker motioned to approve the FY 2022 budget for Line 6-630-1 Postage in the amount of \$8,000. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mrs. Baker asked about Line 6-645-1 Conferences, Seminars & Dues which had a \$500 reduction and Mrs. Rousseau noted it has been underspent the last couple of years due to the lack of in person events.

Mr. Wesche motioned to approve the FY 2022 budget for Line 6-645-1 Conferences, Seminars & Dues in the amount of \$2,500. Mrs. Baker seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mrs. Baker motioned to approve the FY 2022 budget for Line 6-670-1 Office Supplies in the amount of \$7,000. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mrs. Linxweiler motioned to approve the FY 2022 budget for Line 6-680-1 Advertising in the amount of \$450. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mrs. Marzloff motioned to approve the FY 2022 budget for Line 6-690-1 Miscellaneous Budget Expenditures in the amount of \$1,250. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Fire Department Information Technology

Mr. Leclair noted this was the third and last piece of the technology lines.

Mr. Wesche motioned to approve the FY 2022 budget for Line 6-690-3 Fire Information Technology in the amount of \$14,268. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Animal Control

Mr. Wesche motioned to approve the FY 2022 Animal Control Officer budget in the amount of \$2,390 which is level funded from last year. Mrs. Linxweiler seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Next Meetings: Thursday, November 18th at 7:00 PM
 Tuesday, November 23rd at 7:00 PM – 6:00 PM (AVS – Media Center)

Adjourn

Mr. Wesche moved to adjourn the meeting at 7:56 PM, seconded by Mrs. Marzloff. A vote was taken; all agreed, the motion carried unanimously. The meeting adjourned at 7:56 PM.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary