

MINUTES OF THE BOARD OF SELECTMEN'S WORK SESSION
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Board members present: John R. LaCourse, Chairman; Selectman W. James Griswold and Selectman Lombardo.

Others present: Town Administrator; Diane L. Guimond, Robert Smith, Town Secretary; Dawn Hayes.

1. Chairman LaCourse Called the meeting to Order at 6:00 pm.
2. Bob Smith reviews the CIP line items. In an open discussion with the Board, he defines the long term plan to replace large ticket items such as; Police Cruisers, a Bob Cat and Fire Trucks.

The line items pertaining to the Playgrounds and Soccer Fields prompts a discussion. Selectman Lombardo is concerned about how many fields are being planned, how many are actually needed and how much is going to be spent? Mr. Smith recommends the Recreation Department seek donations from large companies that are willing to build playgrounds. Chairman LaCourse expresses concern regarding the supervision of the playground being planned at Little River Park. Chairman LaCourse would like to Recreation Commission to speak at town meeting, to the total amount that is necessary for all of their projects.

Mr. Smith expresses concern of the proposed \$17,500 storage unit for the Heritage Commission. It may end up being non functional once a Town Center is developed.

Mr. Smith commends the Fire and Highway Departments for all of their hard work on the CIP. They have come up with a complete 15 yr plan.

Chairman LaCourse is concerned about funding the Land Acquisition Trust Fund with \$25,000. Currently the trust fund has approximately \$800,000 in it. He mentions; 20% of Lee's land is already in easements. Mr. Smith notes that in the CIP, the Land Acquisition Fund gets funded for only the next nine years and he recommends leaving the funds there for one year and come up with a plan going forward. Selectman Griswold feels; continuing to fund Land Acquisition at \$25,000 is an acknowledgment of importance to the town. He recommends leaving the funding at \$25,000. Chairman LaCourse agrees.

Regarding the Accrued Benefits line item, Chairman LaCourse would like to present a warrant to expend \$45,000 from the fund balance on June 30, 2010.

Bob Smith would like to meet with Roger Rice of the Transfer Station to come up with a long term plan; such as the one the Highway and the Fire Departments have developed.

The Board and Mr. Smith engage in a discussion regarding the use of the second floor of the Safety Complex. The CIP shows depositing \$25,000 for the next five years for that project. However, there is no clear plan on what that space will be use for. Selectmen Lombardo noted a plan was presented to the town when the

original project was proposed. He will speak with Chief Murch and Chief Blake about the existing plan for using that space and ways to incorporate a general meeting area. Selectman Griswold recommends continuing to fund it and plan to use a portion of the area as meeting space. All agree.

Town Administrator; Diane Guimond notes that the Advisory Budget Committee did not fund the Kodak Digital Document Writer for \$23,400, under the IT Department. It is included in the CIP. The Board is undecided as to fund this or have the IT Director present it as a warrant article.

Mr. Smith would like to Board to consider and analyze the benefit of purchasing Town Vehicles vs. leasing the same vehicles. Selectmen Griswold and Lombardo agree it would be worth looking into.

Mr. Smith states that the CIP need to consider what the future needs will be regarding the Rochester Land Fill. The Land Fill is expected to close in 2018.

Regarding Expendable Trusts for Transfer Station Equipment, Fire Cisterns and Town Buildings; Mr. Smith recommends naming the Board of Selectmen as the expendable agents on all of them.

Regarding the current bond schedule; Mr. Smith recommends holding off on another bond for the Town Center. A bond for \$3.6 million would increase the tax rate by .81 per thousand. He would like to see this delayed for a couple of years. He suggests alternatives to bonding the total amount; pay as you go or save some and bond some. Selectman Lombardo remarks; the impact on the tax payer has to be the priority, as many residents just can't afford an increase in taxes. If the entire project were to move forward at more than \$5 million, the impact would increase to \$1.18 per thousand.

3. Selectmen Griswold remarks briefly on the dewatering issue on Old Mill Road. He would be willing to sign the letter only if it specified "reasonable change in conditions". The Board will wait until a report is submitted before signing the letter. All Agree.
4. Selectman Griswold motions to settle the legal matter of \$983 regarding Mr. Anderson. Chairman LaCourse, seconds. All agree.
5. Chairman LaCourse prompts a discussion regarding plowing the access road to the skating pond at the Old Mill Reserve. All agree that Old Mill Road will be plowed, but the access road will not be.
6. Town Administrator; Diane Guimond presents the operating budget with recommendations;

Town Meeting expenses line item has been reduced by \$800.

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Town Clerk/Tax Collector Assistant wages line item has been reduced by \$1,000, as well as a reduction in the wage line item for Town Clerk/Tax Collector Deputy position.

Temporary Office Help wages line item reduced by \$1500.

New Equipment line item is reduced by \$2,300. Selectman Griswold would like to see it reduced further. Chairman LaCourse motions to reduce it by another \$2,000. All agree.

The IT budget does not include the \$750 printer for the Town Bookkeeper.

Chairman LaCourse would like to reduce the budget line item for Bonuses to \$1,000.

The Assessing line item is to be increased from \$36,000 to \$43,000, as funds will be needed for BTLA cases.

Legal Expenses line item is at \$15,000. \$9,500 has been encumbered.

Personal Administration; actual cost for health care is \$408,000. By reducing it by 5%, the line item is at \$388,000.

Government Building line item, specifically the heating at the Town Hall is increased to \$6,000.

Selectman Griswold is concerned about the line item for Building Repair & Maintenance being reduced by \$2,000. Town Administrator; Diane Guimond speaks about the issues with the heating system and the generator at the Safety Complex. She would like to see a full assessment of both items. The Board recommends a surge protector be put on the generator.

The Cemetery labor line item has been reduced to \$1,000. Most of the labor costs will be moved to the Highway Department budget, as well as the cost for gas, fuel and oil.

Property Liability Insurance and Worker's Compensation Insurance both have increases. However, the Advisory Budget Committee does not show any increase.

The Emergency Management salary line item was reduced by \$1000. This now provides \$2,000 for the director and \$1,000 for the assistant. The mileage line item shall be reduced by \$250, as the Town Vehicle will be used.

Line item 4520, Recreation and Oyster River Youth Association show \$10,650 and \$25,000 in the operating budget. The Board moves both of those from the operating budget into warrant articles.

Chairman LaCourse questions the accuracy of the Transfer Station line item for Lamprey Closure Costs.

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On the Welfare Director's budget; the cost of assistance is down, salary is up by \$1,000. The hours the director has worked is up.

7. In a conversation regarding security cameras inside the Town Hall; Selectman Griswold would like to see them installed, Chairman LaCourse does not want them on employees. Selectman Lombardo would like them focused on the front and back doors.
8. The Town Secretary reads a request submitted by Chief Murch (not present) to strike the following from the minutes of December 22, 2009; 'Chief Murch states the alarms will be tested by the Police Department'. The Board requests the verbatim comment of Chief Murch "I can tell you that the Police Department, as part of CALEA, actually does a test every month of all panic alarms in the Safety Complex", be added to the official record.
9. The Town Secretary submits a Veteran's Exemption application for the Zaidlicz property. The application has been reviewed and is recommended by Scott Marsh.
10. The Town Administrator request approval from the Board for the accrued benefits of Police Officer Raymond Pardy. The Board would like the Town Administrator to schedule an exit interview at the next Selectmen's meeting following his last day of employment.
11. **Approval of Minutes:** Chairman LaCourse motions to accept the minutes of December 28, 2009. Selectman Griswold, seconds.

There being no further business, meeting was adjourned at 9:30 p.m.

Minutes transcribed by:

Dawn Hayes, Town Secretary

Minutes accepted by:

John R. LaCourse, Chairman

W. James Griswold

Joseph P. Lombardo
Lee Board of Selectmen