

**MINUTES OF THE SELECT BOARD AND ADVISORY BOARD
COMMITTEE BUDGET WORKSHOP**

October 10, 2013

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Present: Selectman Cedarholm, Selectwoman Dennis, Town Administrator Julie Glover, Town Bookkeeper Joanne Clancy, ABC Chairman Scott Bugbee, Cary Brown, Alice MacKinnon, Pat Barbour, Bill Henze, Linda Reinhold, Caren Rossi, Jan Neill. BOS Chairman LaCourse and Henry Brackett are not in attendance.

- 1. Selectman Cedarholm calls the meeting to order at 7:00 pm.
2. Chairman Bugbee asks if anyone has changes to the minutes from the September 19th meeting. Pat Barbour moves to accept the minutes. Cedarholm seconds. **Motion Carries.** Minutes to be signed at a later date when Chairman LaCourse is present. J. Glover distributed the draft Oct. 3rd meeting minutes.
3. Town Clerk/Tax Collector Linda Reinhold distributes copies of her proposed budget. The elections' budget follows the FY13 budget because of the number of elections. Only increases in this budget are for legal notices which are up \$50 and a telephone line item which was added. Ms. Glover indicates that she and Reinhold are looking into Bulk Rate mailing or some other method besides .46 cents each for mailing the tax bills. Alice MacKinnon mentions pre-sort 1st class. Selectman Cedarholm asks about Deputy and Assistant wages. Reinhold states that there is no Deputy Clerk in the Clerk's office right now. Mary Revins (Blair) is still officially the Deputy on record. The plan is to make Rachel Deane Deputy. Bill Henze asks what the cost is expected to be this year and next year for the Deputy and Assistant. Clerk Reinhold indicates that she would still like to see a part-time assistant in the Clerk's office.
4. Selectwoman Dennis recuses herself from the Planning & Zoning Budget discussion. Caren Rossi presents the budget for the Planning/Zoning Department. Cary Brown asks why the overtime is so high. Ms. Rossi explains that in the past she could take time off to offset the overtime but now she needs to be in the office full-time and attend all of the meetings; therefore, the overtime is adding up. Scott Bugbee asks if Allen Dennis resigned or retired. Ms. Rossi says that he retired on 4/3/2103 and now works part-time on an as-needed basis. Ms. Rossi looked at area towns which have an inspector working part-time; to determine an estimated budget should Mr. Dennis no longer be the building inspector and estimated \$39,000: 25 hours per week at \$30/hr. Scott Bugbee asks how much building is going on in Town? Ms. Rossi indicates that there have been 63 building permits granted since 7/1/13. The value of the construction on 63 permits is \$1,854,468. Selectman Cedarholm asks how many single family homes? The answer is four. Pat Barbour asks about the 2 new subdivisions. Ms. Rossi indicates that one is on hold for potential commercial development. The Planning budget will include getting a new copier machine @\$204/mo. and adding a telephone line item back into their budget. Planning & Zoning has spent \$15,000 in legal fees in the last six months. There is nothing in their budget for legal expenses for FY2014. Ms. Rossi is proposing \$20,000 for legal expenses for FY2015. Scott Bugbee asks how the car is doing. Ms. Rossi indicates that they decreased the gas line by \$500 and added that to maintenance; increased mileage to \$100 in the event they have to

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use their own vehicles.

5. Ms. Glover states that there is \$72,471 in the Recreation Trust Fund. Cary Brown says that they are asking for another \$10,000 but they don't really have a plan. The BOS has been asking the Recreation Commission for a Master Plan for LRP and other fields for quite some time now. A Warrant Article must be passed in order to spend money out of the Rec Trust Fund, as the Board is not the agent to expend. General discussion took place regarding Recreation Commission funds.
6. Jan Neill presents the Cemetery Trustee budget of \$12,414, which is the same as the current year. The Highway Department does the mowing, cleaning fence lines and seasonal pruning. According to Ms. Neil, half of the budgeted costs are reimbursed to the general fund from the interest from the perpetual care trust funds. There are 77 cemeteries in town, but not all have trusts and the Town is not obligated to maintain the ones without a trust. Alice MacKinnon points out that there was once a budget line for abandoned cemeteries. Pat Barbour asks how many do we maintain and Ms. Neill says that 25 are actively looked at several times per year. Ms. Neill reviews the grass problems caused by grubs in the Lee Hill Cemetery. They are working towards having the trust funds pay for all cemetery expenses. Orion Tree, Great Cove Landscaping and Karen Long have been quite helpful and generous in assisting the Trustees with maintenance issues.
7. Frank DeRocchi, Emergency Management Director, discusses the Emergency Operations Center and the process of applying for disaster relief from FEMA and presents a budget of \$11,200. This spring Code Red was implemented and is now up and running. Approximately 1500 numbers have signed up to be notified if something is happening in this area. In addition, Mr. DeRocchi will recommend to the Select Board that some of the funds recently received from FEMA be used to purchase a Satellite Internet backup system. The proposed budget includes \$1,000 for miscellaneous supplies such as meals for those who stay overnight through emergencies.
8. Scott Bugbee announces that the 1st Internal Budget Discussion will take place at the next meeting on October 17th. There will be a short presentation on Trust Funds and the Library Building Committee will follow at 8:20pm.
9. General discussion regarding surplus and operating funds.
10. Selectwoman Dennis asks for a simple graph that shows how the tax rate is distributed among school, town, and county for the next meeting. Ms. Glover offered to provide this.
11. Bill Henze asks about cost of living increases vs. the police department asking for salary increases. He is wondering why he hasn't seen this from other departments. Mr. Bugbee informs him that the ABC asked the departments not to include cost of living increases in their budgets. Mr. Henze thinks the Town of Lee should consider including individual salaries into the Town Report. In addition to salary increases, the police department is asking for another patrol officer position. The

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ABC believes that the Town needs to make sure our police department is in line with what other comparable towns have for staff in their police department.

12. Bill Henze moves to adjourn, Carole Dennis 2nds, all in favor. Meeting adjourns at 8:40 pm.

Minutes transcribed by:

Denise Duval, Town Secretary

Minutes accepted by


John R. LaCourse, BOS Chairman



Scott Bagbee, ABC Chairman