

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

**October 31, 2013**

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**Present:** ABC Chairman Scott Bugbee, Selectman Cedarholm, Town Administrator Julie Glover, Town Bookkeeper Joanne Clancy, Cary Brown, Alice MacKinnon, Pat Barbour, Bill Henze, Henry Brackett, Randy Stevens, Roger Rice, Ben Genes and Mike Gamache. Chairman John LaCourse and Selectwoman Carole Dennis were not in attendance.

1. Chairman Bugbee calls the meeting to order at 7:03 pm.
2. Chairman Bugbee comments on the handouts and Klara Kustra's email requesting \$3000 for the 250<sup>th</sup> Anniversary Committee. The October 17<sup>th</sup> meeting minutes will be reviewed at the next meeting after everyone has had the chance to look at them. Two presentations are taking place tonight; the Highway Department and the Transfer Station.
3. Randy Stevens, Road Agent, presents the Highway Department budget first. Randy looked at two different scenarios or two different budgets this year. He showed a few pictures of a culvert that needs to be repaired, the used truck that was recently acquired and a few charts showing equipment usage. Salt and asphalt have gone down in price which has made a slight change. Cary Brown asks a few questions on when the Town buys salt and if we can buy it when it's down in price. Randy explains that we do not have the storage facility to buy too much ahead of time. Randy emailed a chart with years of service and age of equipment. Telephone is back in his budget. Added line for Warren's phone. Randy goes over his budget items and numbers. Paving is increased to \$200,000. Public Safety and Transfer Station will need to paving along with Thurston Drive developments. Cary Brown asked do you ever look at roads and alter schedule because the road doesn't need paving. Randy says very rare. Sealcoating is about 27% cheaper but it can't be used everywhere such as on the subdivisions. Chairman Bugbee asked if we are still behind in paving. Randy says yes a little. Paving would include crack sealing which is about \$1800 per mile. Sealcoating with sand not really done around. It's done up north where they understand it. Down here it's paving. Sealcoating does not get rid of the bumps. Bill Henze said he did not see paving the Town Hall parking lot in his budget. Randy said that it was in the plan years ago, then it was put on hold. Mr. Henze wonders if the Public Safety and Transfer Station budget should pay for their own plowing and paving. Chairman Bugbee asks Randy to explain the difference between his two budgets A & C. Randy discusses his line item budgeting. TA Glover points out that each department has a bottom line budget. Can pull form another line if one line is expended. Chairman Cedarholm asks where we took money from last year to pay for paying. Joanne Clancy indicates it was the trust fund. Short discussion regarding non-highway things such as cemeteries and Little River Park. Randy fits this work in after he has completed highway work. Randy asks who is going to maintain LRP. Chairman Cedarholm mentions that there is \$4000 in the Recreation Commission budget for mowing the fields. Bill Henze says we should change the name of the department to Public Works so to include all other areas and not just roads. Pat Barbour asks which Highway budget are we using A or C. Chairman Bugbee indicates it is up to the group. There is some discussion but no decision.

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4. Chairman Bugbee shows graph of police log update which shows demand is down and calls for service is down.
5. Chairman Bugbee asks about the \$3000 request and should it go to Heritage Commission or 250<sup>th</sup> Anniversary Committee. TA Glover points out that if they want to keep the money it needs to stay in the Heritage Commission otherwise if it's in the Committee's fund and it is not spent then it would need to be returned to the general fund at the end of the year.
6. Roger Rice, Transfer Manager, presents the next budget. Roger talks about full-time and part-time staffing costs. Chairman Cedarholm points out that his bottom line has decreased from \$172,000 to \$151,000. TA Glover points out that there is a reduction in equipment maintenance and repair in addition to staffing. Roger proceeds to read his budget. Chairman Cedarholm points out that there is nothing in the budget for CFC removal. If no contamination, they will take for free. MSW budget is approximately 92 tons. Tipping fee is 78.67 per ton at WM. Hauling could go up 5%. We share expenses with Lamprey Regional Co-Op. Transport 122 tons of glass to Wakefield Transfer Station. Roger believes that recycling income is about \$55,000 per year. Henry Brackett asks revenue questions. TA Glover says it is approximately \$70,000 per year. Chairman Cedarholm asks surplus questions. Chairman Bugbee asks for a chart, graph or pamphlet like he has provided to the CIP in the past. Roger says he can update the last one. Chairman Bugbee asks him to get it to them in the next couple of weeks.
7. ORYA is present to request \$26,000. Ben Genes, Town and ORYA Treasurer, draws attention to the form that the Town uses for the social services request. They do their best to fill it out and provide information on how ORCSC apportions costs. Mike Gamache reviews program highlights, jamborees, etc. They have added summer rugby. There were 45-50 kids interested in wrestling but no space available to host it. Treasurer Genes adds that due to the need for more insurance, more background checks and increased bureaucracy it's becoming more difficult to keep volunteers. ORYA is financially sound, well run, focused on running the sports and providing a quality product. There is a growing trend regarding the 'midget level' kids. These kids just don't want to spend their time playing sports anymore. Hockey and Babe Ruth team members are declining. 7<sup>th</sup> and 8<sup>th</sup> grade football is down because there is no high school team. Bill Henze suggests abandoning the football program due to the dangers of injury. Surveys say not to do this. Gamache says that they are keeping an eye on head contact and keeping track of concussions. They will be upgrading the helmets this next year as well. Ben Genes points out that other sports are vulnerable to head injury as well. Pat Barbour points out that there is a lot of money in the capital fund. Treasurer Genes explains that the money has already been spent on building Tibbetts field. The spreadsheet does not depict this has gone out yet. Bill Henze asks how many actual kids participate in Lee. Gamache indicates there are 400.
8. TA Glover points out information that is a result of the last meeting. First there is a chart created by the Bookkeeper Joanne of all the department budget's broken down as a percentage includes allocating personnel costs. The other item is a

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breakdown of special duty by police officer which is reflected as a percentage of the total, percentage is based on hours and not dollars. The next item of information that Joanne put together is the budget to actual reconciliation by department amounts for 2012 and 2013. TA Glover points out that we will not see the \$379,000 reduction that we saw in 2102. The \$75,000 that was in the budget for special duty in 2012 was not spent since the Warrant Article passed. In addition in 2011 \$44,750 was budgeted for the reval and only \$39,900 was spent. The police department salary survey data was provided via separate email. According to the Bureau of Labor and Statistics the median income in 2010 in Lee for a 4 person household \$88,272 and a median household was \$77,024. Our Town is the only Town that classifies our police Sergeant as exempt. Bill Henze points out that Barrington does not supply police data.

9. Bill Henze moves to adjourn at 9:10 pm. Selectman Cedarholm seconds.

Minutes transcribed by:

Minutes accepted by:

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Denise Duval, Town Secretary

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John R LaCourse, BOS Chairman

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Scott Bugbee, ABC Chairman