

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

**December 5, 2013**

**PAGE 1**

**Present:** ABC Chairman Scott Bugbee, Chairman John LaCourse, Selectwoman Carole Dennis, Town Administrator Julie Glover, Bookkeeper Joanne Clancy, Cary Brown, Alice MacKinnon, Pat Barbour, Bill Henze, Ed Bannister, Bill Humm, Bob Smith, Caren Rossi, Peter Hoyt and Joe Lombardo. Selectman David Cedarholm was not present.

1. Meeting begins at 6:05 pm. ABC Chairman Bugbee points out the materials that were either handed out or emailed to the committee while Bob Smith hooks up the PC to the projector.
2. Bob Smith begins PowerPoint presentation at 6:10 pm. Caren Rossi, Ed Bannister and Bob Smith make up the CIP Committee. The 2014 CIP Plan has conditionally been approved by the Planning Board but they did not have the Library or Town Buildings information. The CIP Plan does not have any increases to the Trust Funds. The Fire Department cistern plans have been down sized by 5 and one is a rebuild. In addition, they have done a cost analysis on the materials. Concrete is the lowest in cost. New developments are required to have cisterns. Could cost up to \$100,000 if they hit ledge. The Recreation Commission has completed a plan for Little River Park that does not require more money going into their Trust Fund or floating new bonds. The Pavilion has been moved up on the list of priority. The tennis court refurbishment is to make it to legal tennis court size with a new surface. Library project has increased the cost of the CIP. They do not have close to the \$850,000 in their 503c that was promised. He is struggling with the Town Buildings Trust Fund. The Board needs to put down some guidelines as to what they would like to see the CIP do with these items, as there is no plan. TA Glover points out that the bigger question is; 'what are we going to do with the 5 buildings' in the Municipal Complex. There is a general discussion on remaining departments. Bob Smith shows a summary chart for the CIP and the Plan Expenditures listed and compared to last year. Smith asks the Board in the future for guidance before the CIP begins this process.
3. Chairman Scott Bugbee reviews the report of possible contingency items from last week which totaled about \$44,105. The new Contingency Fund can only be about 1% or \$34,000. Too much is going into the Fund Balance at the end of each year. There is a discussion on training. Selectwoman Dennis does not want to make training and conferences cumbersome for employees. Chairman LaCourse wants to make sure that the training is important and effective. Dennis points out that they are not abusing the training dollars. She is not saying not to monitor it, just do not make it difficult to attain. Chairman LaCourse advises Chairman Bugbee that the ABC can recommend what to do with this contingency issue.
4. Chief Peter Hoyt presents the Fire Department budget. The Incentive Program works well. They would like to extend it from 5 days to 7 days a week (\$13,000 to \$18,000.) The LGC report recommended that hoses and extinguishers be inspected annually. Pump testing is done every year as well. Training budget will be tight this year. UNH Dispatch is the same as last year at \$10,000. Strafford County Dispatch comes out of the Police Department. There are several line items that are never spent or significantly underspent each year, for example, Paid Call Wages. Chairman Bugbee points out that the Fire

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

**December 5, 2013**

**PAGE 2**

budget was underspent by \$40,000 last year. He states that we need to tighten this up so we don't over tax the people. Selectwoman Dennis asks if the Fire Department anticipates expanding the training program in the future. Chief Hoyt says that with another full-time person it may be easier to schedule more training. Selectwoman Dennis asks if they think they may be more proactive to train the public. Chief Hoyt says they would be open to participate in more events. Incentive program is \$25 per person per night from midnight to 6:00 am plus they get their regular hourly rate if they respond to a call. Alice MacKinnon asks about diesel fuel. Chief Hoyt said they over spent by \$2000 last year. There is some discussion as to where this expense has been applied. Bookkeeper Clancy will look into it and have an answer.

5. Chairman Bugbee says the Committee needs to act on the request for a new police officer, the CIP presentation, and the Fire Department presentation. At the moment the new police officer is in the budget. Alice MacKinnon asks if the Chief is collecting salary and OT hours when he is working extra duty details. Is he double dipping? He gets paid for not taking his vacation hours. Henry Brackett sees the Chief doing extra duty details a lot. It takes him away from his regular job. Chairman LaCourse states that this discussion is outside the purview of the ABC. He understands the concern regarding this matter. Henry Brackett does not want the new officer. Cary Brown is in favor of the new officer. Bob Smith states that there are 3 large subdivisions going in and ½ will be built by the end of the year. Noble Farm will have 8 buildings, 2 by the end of FY2014. There is a 20 lot subdivision being built within the next 18 months. Alice MacKinnon believes new officer is premature and won't support it. Bill Henze would rather have a new firefighter. Pat Barbour says we hire a police chief to run the police department but we have asked him for data and justification and the position is not supported by data. Bill Henze does not want to support the \$100,000 to the Library. He does not think they have done anything to warrant the \$100,000. TA Glover states that it is an inaccurate statement to say that the Trustees and Building Committee have not produced anything. They have done a lot of work. Bill Henze wants to know what Durham spent. TA Glover points out that the question for the group tonight is whether or not to recommend the \$100,000. Alice MacKinnon is in favor. Chairman LaCourse adds it is not just a library but also a community center. There is a discussion on how to structure the CIP Warrant Articles. Bob Smith gives a history of funding for the new Library. Chairman Bugbee wants to vote as a Committee on the police issue. At 7:55 p.m. Chairman LaCourse announces that this would be a good time for the BOS to leave so that the ABC can deliberate.
6. Chairman Bugbee asks the Bookkeeper to get the numbers for the Strafford County Dispatch Center from the Chief.
7. Alice MacKinnon moves to recommend not hiring a new police officer. Henry Brackett seconds. After discussion, the motion carries 5-1.
8. Next item is the Fire Department budget. Pat Barbour says that there seems to be a lot of extra stuff in there. TA Glover cautions the Committee regarding cutting too much from this budget when there will be a new Chief coming in who may want to start spending money on things such a personal protection and new equipment. Pete Hoyt is the Fire

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

**December 5, 2013**

**PAGE 3**

Chief until January 1<sup>st</sup>. Cary Brown and TA Glover suggest letting the Chief make the line item selection for reductions.

9. Bill Henze moves to recommend to BOS that the Fire Department reduce budget by \$10,000. Cary Brown seconds. Motion carries 5-1.
10. TA Glover points out that the wage and salary survey done in 2008 showed that the police officer salaries in Lee were above average when compared with comparable communities.
11. Alice MacKinnon moves to recommend that a new wage and salary survey be done; however, they move to not recommend police department wage increases for FY15. Pat Barbour seconds. Motion carries 6-0.
12. Alice MacKinnon moves to approve \$387,000 to be taken from the undesignated fund balance and applied to the CIP plan to fund all their requests. Pat Barbour seconds. Motion carries 6-0. Bill Henze is still opposed to building a new Library now.
13. Alice MacKinnon motions to move \$60,000 from the Library Support Trust Fund to the Library Building Community Trust. Pat Barbour seconds. Motion carries 6-0.
14. Alice MacKinnon moves to recommend to the BOS that the TA research new, less expensive health insurance. Cary Brown seconds. 6-0 in support. The Town has a July 1 renewal date.
15. Alice MacKinnon moves to recommend that the BOS approve a COLA increase for all employees. Pat Barbour seconds. Motion carries 6-0. According to the TA, last year it was 2.5%.
16. Alice MacKinnon moves to recommend that the BOS review the TA's salary and increase it to be comparable to the Chief's salary. Bill Henze seconds. The TA states that she has no intentions to request a raise. Motion carries 5-0 (Henry Brackett abstains.) Chairman Bugbee states that would be a \$10,000 increase.
17. Henry Brackett moves to give \$1500 to COAST for Senior Ride Program. Alice MacKinnon seconds. Motion carries 6-0.
18. Alice MacKinnon wants to see the budget summary comparative sheet. Pat Barbour asks if we have resolved the contingency items.
19. Chairman Bugbee recommends a salary increase for the Bookkeeper. Basically whatever the TA will be recommending. Alice MacKinnon seconds. Motion carries 6-0.
20. Chairman Bugbee thinks that the BOS should start chipping away at the undesignated fund balance earlier next year. Alice MacKinnon thinks that the process this year in including the Board of Selectmen for all the workshops has been great. In the past the

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

**December 5, 2013**

**PAGE 4**

ABC did not receive enough information during the workshop process. This year they have had the most data to work with. Bugbee agrees and adds at first it may have been uncomfortable figuring out who would lead and so forth but all in all the meetings went very well. Now the BOS knows how the ABC gets to the recommendations that they get to. The Public Bond Hearing for the Library has been set for January 6, 2014 at 6:00 pm. There is a discussion of having another meeting to go over the final recommendations. The ABC wants to know what the total number is before they vote. They decide to meet on Sunday, December 8<sup>th</sup> at the Safety Complex downstairs at 1:00 pm to finalize the numbers and recommendations. The Town Secretary will post the meeting notice. The ABC will keep minutes. Chairman Bugbee will input the changes and send that and the summary to the Committee tomorrow for them to review and be ready for Sunday.

21. Alice MacKinnon moves to adjourn at 8:53 pm. Chairman Bugbee seconds. All in favor.

Minutes transcribed by:

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Denise Duval, Town Secretary

Minutes accepted by:

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John R LaCourse, BOS Chairman

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Scott Bugbee, ABC Chairman