

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

December 2, 2014

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Present: Chairman Cedarholm, Selectwoman Dennis, Selectman Bugbee, ABC Chairwoman Alice MacKinnon, Pat Barbour, Cary Brown, Bill Henze, Chief Scott Nemet, Joe Lombardo, Chris Lemelin, Larry Kindberg, Bob Smith, Ed Banister, Caren Rossi, Jan Allen, Annie Gasowski, Brian Seeley, Town Administrator Julie Glover and Finance Officer Joanne Clancy.

1. Selectwoman Dennis calls the meeting to order. Chief Nemet begins his presentation and has provided an information binder for the Board and Committee to follow along with. 4220-W2 PT Firefighter Wages will decrease to allow for a regular part-time position to become a regular full-time position. The Personnel Administration's budget will be affected by \$22-23,000 for a single health insurance coverage and retirement package. Overtime 4220-W7 is increased by \$2000.00 reflective of this new position. Incentive Pay 4220-W9 is increased by \$8000.00 to extend night time coverage. Equipment Maintenance Agreements 4220-03 will decrease by \$500.00. Dues/Subscriptions 4220-06 is increased by \$1000.00. Line item 42210-10 for Supplies-Other will decrease by \$1000.00 since in the past few years they haven't spent more than \$1000.00. Conference/Travel 4220-12 is increased by \$1000.00 because he is trying to push his staff towards professional growth. The Fire Department now has a certified EVT Hale Pump Technician available at all times since they recently had a member take a 4-day course in Pennsylvania to become a certified mechanic. Training is also increasing by \$5000.00. Uniforms 4220-15 is increased by \$300.00. Bottled Water 4220-21 is decreased by \$200.00. Gas/Oil/Fuel 4220-24 is increased by \$2500.00. Diesel Fuel 4220-25 is increased by \$500.00 due to the 5% annual increase in call volume and the fact that members are required to drive each apparatus for 10 hours in non-emergency conditions. Radio Repair 4220-27 is increased by \$500.00. Last year this line item was over spent. Telephone 4220-30 is increased by \$1100.00. Chief Nemet has been using his own personal cell phone for Town Business and would like to get a work cell phone. Personal Protective Equipment 4220-42 is increased by \$10,000.00 because NFPA standards state that their gear is to be replaced every 10 years. In 2006 they received a grant that got everybody new gear. 2016 is approaching and they need 9 new sets of gear. This is for individuals going into burning structures. If they utilize gear that is over 10 years then the Town has to take the liability on that. If there is a tear or a rip that the department sends out to get fixed then the Town has to sign off on that saying that they are going to be legally responsible for that gear and that they know it has outlived its life of 10 years. This total is an 8% increase for the entire budget.

The current part-time firefighter works 34.5 hours. This proposal moves him to 40 hours.

2. Chief Nemet gives an overview of firefighting operations and highlights how valuable the tanker is. The current CIP shows replacing the tanker in 2015/2016. The changes in the EPA Industry Standards make it difficult to project the cost of the tanker many years out. The Chief shows pictures of the current tanker. It is almost 20 years old. The truck committee would like to see a six person cab, diesel engine, 2500 gallon tank, 1500 gallon in pump, 6 self-contained breathing apparatuses built into the seats, 35' ladder, 2000' of 4" hose, ladder to access the hose and a ladder rack at chest level. In the handout, all the new NFPI standards are listed. Selling the old truck could take up to 9 months. Most bids are good for 60-90 days.

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Cary Brown states that there are quite a few changes in the NFPI standards coming out in 2016. He asks whether a truck that we order in 2015 will meet the new 2016 standards that are coming out. It also appears to him that the process to purchase this truck is quite complicated and needs a lot of thought and work put into it. He thinks that it may even need a 'Project Manager' due to the ongoing work it will need.

3. Chief Nemet, who is also the Emergency Management Director the Town, presents that budget. The state emergency alert system does not replace Code Red. Cary Brown states that it worked wonderfully. He received all his phone messages and text messages and his invite to the turkey dinner. The Chief states that the bill for Code Red \$3400.00. The State provides that cell phone transmittal connection. Everyone still has to sign up for Code Red in order for it to work.

Chris Lemelin from McGregor Memorial EMS is present to provide some information and answer questions regarding their service. It costs about \$440 per run for the ambulance while billing brings in about \$375. They make up the difference through donations and the classes that they offer. They also utilize volunteers. Cary Brown asks what the average response time is from the time the call comes in to the arrival. Mr. Lemelin states that he believes it is 8 minutes on average. They use the State system when a call comes in on 911 to determine the severity of the call. A low level call would go out without lights and sirens. The fire department also provides a terrific first response service and they work closely with them. The police cruisers carry the AED equipment with them as well and they will most likely be first on the scene. Selectman Bugbee asks for an update on the facility rental. McGregor rents from UNH. Chris indicates that the facility is still inadequate for their needs and the reality is that their budget situation is tight. They are looking at fundraising opportunities. He believes UNH extended the lease for another 5 years. Chairman Cedarholm asks if the numbers in 2014 are tracking similarly to 2013. Chris says they are except that they are not transporting the patients as much. This impacts the budget. The patient transports are at their lowest level since 2010. This year they will lose about \$50,000 due to this reduction in transports. Chairman Cedarholm asks why the increase for Lee similar to the increase for Durham while Durham has about 40% more responses than Lee. Chris states that the % increase should be roughly the same. His guess is that the overall distribution of calls between the communities changed substantially in 2013 from 2012. Chairman Cedarholm would expect Lee's increase to be actually less than UNH's increase since Lee's responses are 509 and UNH is 515 and Durham is 725. Chris asks to get back to him on this. TA Glover points out what may factor into the percentage increase is that last year they requested \$14,501.00 but, according to McGregor, they should have requested \$17,069.00. The 2014 requested number shows \$17,069.00 but they got paid for what they asked for which was \$14,501.00. Chairman Cedarholm is satisfied with TA Glover's answer. Bill Henze asks how stable the numbers are from 2013. Chris says they can fluctuate 5-10%.

Cary Brown asks about repeat false alarms. Chief Nemet states that they do not have an issue with repeat offenders.

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Selectwoman Dennis hands the meeting over to Chairwoman MacKinnon who turns the meeting over to Bob Smith for the CIP presentation.

Mr. Smith hands out a packet for the Board and Committee to follow along with. The CIP has started to lower the Trust Fund deposits for the Recycle Center, zeroed out the Trust Fund deposits for the Land Acquisition Fund for the next several years and reduced the Trust Fund deposits for the Rec Commission since they have altered their plan significantly in the last 3 years. The CIP has not received an updated plan from the Library Building Committee regarding the Library project. The replacement for the current Fire department tanker is estimated to be more than the CIP had planned. They need an additional \$50k. The Trust Fund deposits for the Fire Department Equipment Fund have been increased for future truck needs. The town buildings do not have a good plan for capital expenses. Need BOS guidance.

The CIP has 4 suggestions for raising the \$50k needed for the Fire department tanker: 1. use monies from the Fund Balance; 2. a one-time Raise and Appropriate. 3; have final truck payment in 2016 to add one more trust fund deposit. 4; the current truck sale may cover this amount, but how much and when is unknown.

The CIP is recommending taking out the following items from the Rec Commission Park plan: Fitness Station, Disk Golf, Outdoor Stage, and Concession Stand & Bathrooms.

The CIP has provided recommendations for the Capital Trust Fund deposits. Mr. Smith goes over the deposits from last year and the recommendations for this year. The Transfer Station Equipment is decreased by \$10k. Fire Equipment is increased by \$55k. Highway Bridge is increased by \$10k.

The CIP is recommending the following expenditures for 2015/16: Fire Tanker - \$500k. Library Engineering and Architectural Fees - \$423.3k (3yrs old). Rec Commission Pavilion - \$62.3k. Town Building - \$5.2k. Town IT Work Stations - \$8.7k. PD Police Cruiser - \$41.3k (includes light bars, sirens, etc.).

There is a 5 year Outlook Chart and a 15 year Plan Chart.

To summarize they have increased from \$516.7k in 2014/15 to \$583.6k in 2015/16. They are concerned that the Library bond will be a much larger bond than people were told five years ago.

4. Larry Kindberg reviews 3 changes that the Board has made this last year pertaining to the Rec Commission's responsibilities. 1. The maintenance of the grounds is no longer their responsibility. 2. The Board redirected the Rec Commission to being an advisory board as far as the facilities are concerned. 3. The Board relegated the Rec Commission to just dealing with programs. They added Rocket Day with the Cub Scouts and Bicycle Safety Day with the PD in 2014 both of which did not cost the Town any money. They utilized encumbered funds to purchase handicap playground equipment and swings. The Easter Egg Hunt and Fishing Derby are being increased. (He does not indicate by how much.)

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The Rec Commission is adding a Misc. Programs line and asking for \$1200. They have not determined what this program or programs will be at this time. The total budget is \$3500.00. Mr. Kindberg states that they would like to start finishing the pavilion. They would like to advise the Select Board to move ahead to build the pavilion this year and put forth a warrant article requesting that \$60k be withdrawn from the Rec Trust Fund to do that. Mr. Kindberg states that they have not received any bids on it yet. The commission also request that \$10,000 be deposited into the Rec Trust Fund for future needs. The Senior Advisory Committee (SAC) has asked that the Rec Commission create a walking path around LRP. Currently there is a stone dust path from the parking lot out to the ball field. The SAC would like something like that. The Rec Commission recommends completing the existing path around the back of the ball field all the way around to connect to where they have been discussing increasing the parking for LRP. Mr. Kindberg spoke to Mr. Stevens about this idea who according to Mr. Kindberg did not think this would be a big expense.

Selectwoman Dennis asks how much is in the fund now for the pavilion. TA Glover states that there is \$82,721.00 in the Rec Trust Fund. Selectwoman Dennis asks if the Rec Commission plans on running the ice skating rink again this year. Mr. Kindberg indicates that they had a problem with this last year. He states that the problem was keeping water in it and it became a nightmare. They are behind the curve this year in getting it going. There are only 4 members on the Commission. It is tough for them since they are all working so it is not going to happen this year. Chairman Cedarholm states that it is a slow process to build up a skating rink. Small amounts of water must be added at intervals of time. Randy Stevens struggled to make nice ice last year.

The Rec Commission recommends refurbishing the tennis courts in the near future. The previous landscaping plan was elaborate. Chairman Cedarholm suggests using some of the remaining funds in the Rec Trust Fund after the pavilion cost to use on landscaping. Selectman Bugbee asks about where the pavilion is going to go. Mr. Kindberg states that there is a footprint already which was part of the original plan. It is a 30 by 60, cement slab, post and beam structure with a tin roof. Don Quigley is willing to cut the timber from Maud Jones for the Town to use for the pavilion. The lumber is set aside for the Town when we are ready. Chairman Cedarholm points out that there is a smaller pavilion at Stratham Park that would work well here. Simple structure that could definitely be built for less than \$60k.

5. Annie Gasowski presents for the 250th Anniversary Committee. Clara Kustra is the Chair, but is in Florida. The rest of the committee consists of Penny Stetson, Pat Jenkins, Marianne Kelsey, Laura Gund, Jan Allen, Brian Seeley, and Annie Gasowski. Ms. Gasowski is responsible for advertising, Ms. Allen is doing souvenirs; Mr. Seeley is the parade master. This will be a yearlong celebration, beginning in January. Each month there will be something going on in the various commissions and committees with the town. This budget reflects the research and ideas of the committee. The total estimate for advertising is \$5000.

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Brian Seeley talks about the parade to be held on July 16, 2016. They hope to have 3 bands at \$500 each and 2 militias at \$1000 each. They are still discussing the parade route with Chief Dronsfield. The total estimate for the parade is \$7000. There is going to be a mast, but it's not going to be part of the parade.

Jan Allen states that they are hoping in the next two months to be able to finalize their choices for souvenirs. They are looking to work with local companies. The suggested list of items at this time is the following: buttons, t-shirts, polo's, bags, commemorative coins, plates, ceramic coasters and hats. The total estimate for souvenirs before profit is \$14,040. They will start to sell souvenirs at the Lee Fair 2015.

Ms. Gasowski adds in other expenses for mileage, meals and honored guests for \$500. The total estimate for expenses is \$26,540.00. They have received \$6000.00 to date. They are asking for \$20,000.00.

Selectman Bugbee states that it is his understanding that they plan on having an event per month and coordinating these with the Heritage Commission. He says he sees the parade and the mast with Don Quigley and asks to hear about what other events are being considered. Ms. Gasowski states that they have a whole list of events that go according to the calendar of the Town; in others words they are going to cross promote or piggy back on regularly scheduled events.

Selectwoman Dennis asks Annie Gasowski why the Library hasn't submitted an updated plan to the CIP Committee as of yet. Bob Smith recently said that he has not received an updated plan in the last 3 years. It is Selectwoman Dennis' understanding that Mr. Smith contacted a Library Trustee who just did not show up for the meetings. Ms. Gasowski said that she and Katrinka (Pellecchia) were both at the last meeting. Selectwoman Dennis says if you can get it to him that would be great.

6. The group goes over the meeting/event calendar. The TA will resend the calendar via email. The TA reminds everyone that the tree lighting is Sunday, 12/7 at 4:30pm.
7. Chairwoman MacKinnon moves to adjourn at 8:23pm. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

Minutes transcribed by:

Denise Duval, Town Secretary

Minutes accepted by:

David Cedarholm, BOS Chairman

Alice MacKinnon, ABC Chairwoman

Date