

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

December 1, 2015 6 pm

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Present: Chairwoman Dennis, Selectman Bugbee, Selectman LaCourse, ABC Chairwoman Alice MacKinnon, Town Administrator Julie Glover, Cary Brown, Bill Henze, Pat Barbour, Paul and Annie Gasowski, Tom Dronsfield, Scott Nemet, Caren Rossi, Ed Bannister and Bob Smith.

1. Selectwoman Dennis calls the ABC Workshop meeting to order at 6:15pm and introduces Bob Smith to present the CIP.
2. Bob Smith is going to through each plan that makes up the CIP. They reviewed the policy with each department and commission.

Administrative IT is essentially no change.

Conservation Commission wanted to keep it level around \$200,000 for the potential of purchasing land in time. They are moving forward the expenditure if not used, but the CIP thinks they have too much money so they zeroed out the next deposit.

For the Library the CIP Committee took out the new Library Building in the plan per the Select Board. The Library Trustees had included in the cost of the new building a lot of new furniture. Since they didn't get the building they want to start replacing some of their furniture. There has been \$7000 going into the fund for a circulation desk for so many years that according to Bob Smith there is more money than they need. Therefore, the CIP Committee decided to zero out that deposit as well.

3. The CIP wants all plans for the Recreation Commission to be done after the pavilion is completed. There is only \$40,000 left and Little River Park will be complete. The CIP is leaving in money for improvements to be done at the Tennis Courts at Memorial Field and the playing fields at Stevens Field. The CIP dropped the deposits to the Rec Commission Trust Funds to \$5k for the next five years.
4. There are no new aspects with regards to Code Enforcement.
5. There is a minor change to the Police Department budget. The Finger Print Scanner should be \$14,382. The rest is just cruisers, no Trust Fund.
6. The plan for the Transfer Station is based around the most costly units being replaced. There are 3 bobcats; they would like to see one replaced every 5 years so that they last 15 years. There are 6 containers. The first line is heavy duty and the second line is light duty. The heavier units can be patched and repaired while the light units do not last as long. The heavier units get replaced one every 5 years while the light units get replaced one every 3 years. Compactor does not get replaced for quite a while but has to go through a rebuild every so often. They focus on the rework plans and spread them out. There are 2 Horizontal Bailers that get replaced every 15 years. Trash Compactors are spread out to about 3 or 4 years. The plan significantly reduces the Transfer Station deposits.
7. The plan is based around putting new cisterns in so that there's a distributed water system for the Fire Department around the town. There was a study done a few years back

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indicating where the water needed to be relative to the population and the buildings. The fire ponds need rebuilding from time to time. Cistern installations are one every 5 years, which is arbitrary. Packers Falls may need to be pushed out one year. Their goal is to make each department as flat as they can in their deposits.

8. With regards to the Fire Equipment, the plan is based around the trucks. Replace the large trucks every 20 years. There are 2 engines; one tanker and one rescue vehicle. Right now it is set up to replace one every 5 years. Replace the small trucks which is one utility force truck and one command vehicle every 10 years. Replace all SCBA's every 20 years. Chief wants to change them all at once for safety reasons. This will require a \$30,000 increase in the trust funds for 2017/18 through 2022/23. The SCBA's are only good for 20 years.
  
9. Unfortunately roads and bridges have to be replaced when the State has the money. Highway department is replacing 7 bridges and culverts over 10 years. There is an effort to stabilize Tuttle Road at Little River Crossing. Randy Stevens has said that deposits should continue in order to fund a lot of road work rehabilitation in the future. The replacement of the bridges should last 50 years. If the town wants 80% paid for by the State then they dictate when the work gets done.  
Highway equipment plan is to replace the plow trucks every 20 years, one new plow truck every 5 years. Two small trucks are used for clean-up. These get replaced every 10 years. Front end loaders get replaced every 15 years. Randy will replace all of the construction equipment with good used equipment. He is not going to replace the grader or the bobcat. He feels that the Town does not need 4 bobcats. There are 3 at the Transfer Station and one at the Highway department. When the Highway department's is no longer working it will not be replaced. Randy will not be here when the grader needs to be replaced and he is the only person who drives it; therefore, why replace it.

They recommend depositing \$35,000 into the buildings maintenance fund and holding off on any work until the Town Buildings plan can be finalized later in 2016.

Alice MacKinnon asks if the Highway department gets rid of the grader, what will happen to the dirt roads. The town would hire a grader and driver. Randy can't justify buying a new grader.

Ms. MacKinnon asks if the air tanks for the fire department ever go bad before the 20 years. Chief Nemet says no not usually. There is no reserve needed to purchase early per the Chief.

Selectman Bugbee asks about the 2 different figures for re-carpeting the Library. Bob Smith states that he made a mistake.

Selectman Bugbee asks if trade-ins are included in the plan. Bob Smith says no, trade-ins may not be included in the plan. There is no way to count on them.

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Selectman Bugbee asks how Randy came up with the amount for the salt shed. Bob Smith states that Randy did some research and thinks the cost will actually be less.

Alice MacKinnon asks about the furnaces that need to be replaced. It seems to be often. Bob Smith says every 20 years. Furnace is a category so there could be many versions in various buildings. Caren Rossi says that the Annex listed could be the highway annex building and not the Planning & Zoning building.

CIP presentation completed at 7:03pm.

Chairwoman Dennis asks if everyone could try to get the next groups here sooner since Bob Smith finished early.

10. Chief Nemet presents the Fire Department budget. He starts off by saying that one of his duties as the Chief is to provide educational tools for the firefighters such as training, mentoring, standard operating guidelines, and equipment. All of this gives the firefighters the ability to succeed at their positions within the fire department. It also allows them to be safe, productive, and well-trained professionals. Recently the Chief's salary was increased by the Select Board by \$1,530. The Chief is looking for a 2% merit increase for two positions that he has, which is the full-time lieutenant and the part-time firefighter. He doesn't have a secretary; therefore, these two people help him out a ton. Last year the request for a full-time position was denied and instead the offer was to hire a part-time person. This actually works out better for the department and the town. The number of members going up. The overtime line is being decreased by \$1,050. The training sessions are going extremely well. The telephone line is being decreased by \$1,500. Equipment maintenance and repair will remain the same. Equipment repair costs are going up which is good because it means that the equipment is being used for increased training and calls. Cary Brown asks if they can train on non-functioning equipment. Vehicle maintenance and repair is the same. The State of NH required inspections once per year, but they will do a preventative maintenance check half way through the year as well to try to keep ahead of issues. Radio Repair will remain the same at \$3000. Some of the radios that they have are 12 years old. Uniform line is being increased by \$200 for the new part-time position. Lease agreements and contracts is being increase by \$500. There are several outside testings that have gone up this year. Printing can be decreased by \$50. The Fire Prevention Safety line is the same at \$500. Dues and subscriptions remains the same at \$600. There have been some increases in membership dues. The maintenance agreement with ACS which is the State mandated fire house recording software has gone up as well. The National Fire Protection Agency fee has gone up as well. Training is the same at \$10,000. They are starting to purchase props in order to ramp up the training and not have to pay for outside sources to provide them. Conference and Travel line is the same at \$1000. Postage and Office Supplies are the same. Medical Supplies line is the same at \$1000. They have been shopping around such as on Amazon. Fuel is the same. Chief Nemet implemented a driving policy last year so more gas was used. Personal Protective Equipment is the same. The gear only lasts 10 years. There are many grants out there for the fire service that no one really knows about. They will be going for them. The New Equipment line is the same at \$15,000. They are currently having trouble with their

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Thermal Imaging Camera which is over 10 years old now. They just had to replace a screen for \$1000. The technology is out of date. Today these cameras are \$14,000. Chairwoman Dennis asks what the 'special events' line is used for. Chief Nemet states that if there is a fire and they need to provide food to the firefighters on scene then it would come from this line. They have also rented an excavator to pull a burnt building apart with the money from this line.

Fire Department presentation completed at 7:30 pm.

11. Chief Nemet presents the EOC budget. The Select Board previously approved a stipend for the Assistant Emergency Management Director in the amount of \$600. Two years after the Town of Lee signed up for a 3-4 year Code Red plan the State of NH came out with the same thing for free. Once our plan is up we will move to the free service provided by State grants. The kitchen was upgraded after last year's Thanksgiving Day storm. They just finished updating the Emergency Operation Plan for the Town. The Town did get a 50/50 match grant for that project. He wants to look for a grant to update the EOC room.

Chief Nemet concluded EOC presentation at 7:39 pm.

12. Bill Cote states for the public that McGregor Memorial EMS is a regional ambulance service which covers the towns of Durham, Lee, Madbury, UNH, and mutual aid to Barrington, Nottingham, Newmarket, and Dover. They had 52 calls to Dover last year.

There are two portions to McGregor: EMS and Institute of Training. Their CPR Safe program is one of the largest in NH and trained 6000 people last year in CPR. In early 2016 they are moving towards "Heart Safe" communities. Designating a Town as "Heart Safe" means that they have so many AEDs in key buildings that are queued up to 911. This can tell EMS where they are in Town. They have 3 ambulances with one in Lee. They have 80 active members. They will most likely hit 2000 calls in 2015. They enjoy doing community relation events. There are problems with 911. People call 911 for the most minor things. Once the call is made, a truck must go out. They responded to 526 calls for UNH in 2014. For the Town of Lee they did 451 calls, 729 in Durham and 104 in Madbury. They have a paramedic intercept vehicle which is an all-wheel drive SUV that the paramedic will staff. They have the most experienced paramedics in the State of NH.

Their operational budget is \$753,000. The bills that they generate from calls offset the amount of funds that they ask for from the communities. Patient billing drives 74%. \$80,000 in revenue comes from the Institute. 10% of the budget is appropriations from the towns. Donations are 1%. There is a \$100,000 loss in insurance reimbursements.

Their fixed costs are \$21,000 for station lease per year, \$32,000 for the UNH Dispatch Center, and the paramedic on-call program runs around \$40,000. The total of \$93,000 was discounted by 20% last year which leaves \$74,000 to be divided up between the 4 communities based upon the percentage of calls. Durham is 40.28%, UNH is 29% and Lee is 24.91%. This leaves Lee with \$18,516 which is a deduction of \$1663 from last year.

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The cost to run an ambulance to a call is approximately \$800. They lose \$120 for contractual allowances. Medicare/Medicaid reduces the amount they get paid. \$205 goes to bad debt for hardship waivers. This leaves \$475 collected on an \$800 call. They project that bad debt this year will be \$285,000. High deductible challenges have left people not paying the balances. In 2011 the bad debt exceeded the revenue. They will defer some purchases to offset the revenue challenges. There are radios that are 10-12 years old that desperately need to be replaced. They are also near service life on one of their ambulances. An ambulance costs approximately \$175-200k.

Cary Brown asks what the average response time is for a call to Lee. It takes 1-1.5 minutes to get on the road after a call comes in. Cary Brown asks what the percentages of the calls are house calls vs traffic accidents. 75% are house calls and 25% are traffic accidents.

Selectman Bugbee asks Mr. Cote to speak on their plans to getting a new space. The University carved out a section of land on Mast Road in their Master Plan. He feels that they need to be on campus for the student volunteers and response time.

This presentation ends at 8:06pm.

13. Larry Kindberg presents the Recreation Commission corrected budget. Mr. Kindberg states that he was not aware of the fact that ORYA (\$27,000) and the Town Fair (\$2500) are now in their budget. TA Glover clarifies that since the Town is now using DRA's chart of accounts, all things recreation-related will have a 45201 number, such as the port-a-potty and electrical expenses for LRP, but these are not under the Recreation Commission. There are 3 programs that they are currently running. The Rec Commission is asking to increase the budget for the Easter Egg Hunt by \$100 and the Fishing Derby by \$200. Mr. Kindberg states that the Rec Commission members are not program people, they are management people. It is difficult for them to come up with and run the programs. They have been talking about a part-time program coordinator not only for the rec commission but for other organizations within the town that run programs. He states that it might take \$15,000 to get somebody in here to do that on an annual basis. (This would be a year round position.) The last item is for Equipment listed at \$1800. They would like to buy 6 charcoal grills to go around the pavilion. This brings the total budget up to \$54,730. Selectman Bugbee asks what the Commission was thinking of in terms of miscellaneous programs. Mr. Kindberg says possible bus trips for seniors that they would charge, but it would take seed money to get them started. Volunteers coordinate the Easter Egg Hunt and Fishing Derby. Bill Henze asks if the volunteers do this then what would the \$15,000 position do. Mr. Kindberg says they do not know at this time. Chairwoman Dennis points out that the charge for the Rec Commission states that they are responsible for programming only. Changing this would be a discussion for another time.
14. Brian Seeley is presenting the 250<sup>th</sup> Celebration Committee budget. They are asking for the \$10,000 for FY17. They received \$10,000 in FY16.
15. Chairwoman Dennis motions to adjourn. Selectman LaCourse, seconds. All in favor.

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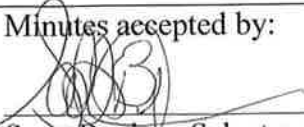
Minutes transcribed by:

  
Denise Duval, Town Secretary

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12/15/15  
Date

Minutes accepted by:

  
Scott Bugbee, Selectman

  
Alice MacKinnon, ABC Chair

Dec. 15, 2015  
Date