

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

October 5, 2016

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Board & committee members present: Chairman Bugbee, Selectman LaCourse and Selectman Brown, ABC Chairwoman Alice MacKinnon, Pat Barbour

Members not present: Cord Blomquist

Others present: Town Administrator Julie Glover, Caren Rossi, Linda Reinhold, Erick Sawtelle, Sharon Meeker and Paul Gasowski

1. Chairman Bugbee calls the meeting to order at 7:00 pm and turns the budget presentations over to Chairwoman Alice MacKinnon.
2. Chairwoman Alice MacKinnon introduces Caren Rossi for Planning and Zoning/Code Enforcement. Ms. Rossi states that she did not give herself a raise; however, she added in an amount to cover the cost of possibly having extra pay days in the year which happened this past year and was not budgeted for. Ms. Rossi indicates that her budget has no increases and that it actually went down just under \$2000. She would ask not to reduce her legal budget. She foresees a few issues ending up in Superior Court this next year. They received the old police cruiser to use as a vehicle and sold the old vehicle that was 15-16 years old. If her office continues on the trend that it is currently at she would like the current building inspector to go from part-time to full-time. In the first quarter of this fiscal year, they issued 84 building permits with an estimated cost of construction of \$3,543,229.00. They have already collected \$20,255.00 in building permit fees in the first quarter. She sees it quieting down this winter but if everything comes to fruition then the next few years will be very busy with both commercial and residential. Last year the total building permits issues was 220. Last year they collected \$42k in building permit fees. There are 2 new homes started on Kelsey Road, 3 on Hayes Road and 1 on Route 155. Walter Cheney has started construction on his road off Route 125. Of the 84 there are 3 for new single family homes. Chairwoman MacKinnon asks about Accessory Dwelling Units. Ms. Rossi states that the new state law is effective 7/1/2017. Lee currently allows a single family home to have an in-law apartment with one bedroom and 650 sq. ft. That has been increased to 2 bedrooms and 750 sq. ft. The person does not have to be related. Chairwoman MacKinnon asks if there are more inspections needed on a commercial property than a residential one. Ms. Rossi says yes. Chairwoman MacKinnon asks if Caren has an estimate for what the benefits will cost should the part-time inspector move to full-time. Ms. Glover indicates that if he needs a two person medical coverage then it would be approximately \$30k all in. This includes retirement and health insurance. Chairwoman MacKinnon asks if the Select Board has discussed this. They indicated no.
3. Ms. Rossi moves on to the Lee Fair Budget presentation. This year the Select Board and the Budget Committee agreed to give the Lee Fair \$2500 in the operating budget under Parks and Recreation earmarked to use towards the fireworks. The fireworks were supposed to be \$10,000 and we got them for \$8000. The 250th put \$5000 towards the fireworks and \$500 was raised. The Fair Committee feels that the fireworks were a great addition, but it cannot raise that much money in donations. It was the general consensus of the committee to ask for it as a warrant article rather than putting in the budget. The committee is asking for \$6000 because it feels it can raise the other two and/or other committees and commissions can contribute. The Fair essentially supports itself now.

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Chairman Bugbee asks if the committee is ok with writing a warrant article asking for up to \$8000 with \$2000 being donated and \$6000 coming from general taxation. Ms. Rossi reports that the fair went great this year. The feedback was almost all positive. Chairman Bugbee says that he heard the flag pole was too far away. Ms. Rossi says that they have discussed replacing the flag pole over at the ball field and adding another flag near the pavilion. The Fair Committee has decided that the fair will remain at LRP in the future.

4. Erick Sawtelle reports for the Ag Commission that they have about \$5600 in the bank. The Ag Commission is holding off on starting a printed newsletter to see how Wendy Fogg's online community newsletter goes. They made about \$900 on the Harvest Supper. The Ag Commission is not asking for any money this year mainly because they would like to see the fireworks make it through.
5. Linda Reinhold goes through the elections budget for FY18 in which there will be 2 elections. The assistant position in the Clerk's budget has been taken out. Ms. Reinhold indicates that it would be a very difficult position to fill. She has increased her Software line due to likely inflation. This is software support for Avitar and Interware. Legal notices have increased because the cost to post notices in the newspaper have gone up by a significant amount. Ms. Reinhold increased office supplies for FY18 anticipating inflation.

TA Glover asks if moving the \$5000 into the Deputy line reflects an increase in the hourly rate or the number of hours or both. Ms. Reinhold states that when Ms. Deane moved up to the Deputy position she increased her rate of pay by \$1.50 per hour. She then received another increase about $\frac{3}{4}$ of a year ago which brought her up to \$15.77/hr and works about 26hrs/week which comes out to about \$22,000/year. Ms. Reinhold has a \$.50-.60 hourly increase in mind not the number of hours. TA Glover says they would need to know the number by 7/1/17. Chairman Bugbee wants to clarify that the Deputy position is a Town employee. He would like to treat her like every other employee.

6. Sharon Meeker states that the Energy Committee has 5 members now with Cary Brown as an advisor. The Committee made an early decision to update the 2011 plan so they engaged Clay Mitchell to work on it. The buildings that they are specifically looking at are the Transfer Station, Highway, Library and the Safety Complex. Ms. Meeker is asking for \$700.
7. Paul Gasowski presents on behalf of the Sustainability Committee which has been meeting once a month since May. There are five members with a sixth who will be joining them at the end of October. They have been working on a vision, mission statement, and preliminary actions. They have their agendas and minutes posted, but have yet to report to the Board. They will be doing this soon. Right now they are asking for \$500. \$80 would cover the cost of copying and future outreach. They are pleased and grateful to have been invited to become part of the Master Plan. He reads their vision statement that will soon be on the website. Chairman Bugbee suggests that their committee asks for more money because mailings are very expensive. He can forward any change to Chairwoman MacKinnon. Selectman LaCourse thinks that merging with the Energy Committee would be a smart move. Everyone is in favor of this possibility sometime down the road especially if there are grants that both groups want to apply for.

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8. Chairman Bugbee makes **motion** to adjourn at 8:30pm. Selectman LaCourse, seconds.

Minutes transcribed by:



Denise Duval, Town Secretary


10/26/16

Date

Minutes accepted by The Lee Select Board and
the Advisory Budget Committee:



Scott Bugbee, Chairman



Alice MacKinnon, Chairwoman