

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

November 16, 2016

PAGE 1

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

Others present: Town Administrator Julie Glover

1. Chairman Bugbee calls the meeting to order at 7:00 pm and turns meeting over to Chairwoman Alice MacKinnon.
2. Chairwoman Alice MacKinnon introduces Julie Glover to present the Selectmen's Budget. Ms. Glover states that the Select Board is currently in the process of meeting with department heads to find out if they have recommendations for any merit increases for their employees and/or themselves for FY17. There is a \$30,000 wage pool that was put into the FY17 budget that has not been spent as of yet. The budget that she is presenting will not reflect any of this so there will have to be tweaks made to this budget when we get to the Select Board level in terms of all the personnel costs that are effected by wage increases.

The TA goes through the Selectmen's Budget section by section, highlighting the following items. The Town Secretary has been successful over the past couple of years in working with different printers to get the cost of the Annual Report down significantly. This is why the cost of this item has been reduced to \$2500. There is a 3% wage increase proposed for the Town Secretary and a 2% wage increase proposed for the Finance Officer. There is a new proposed position for a part-time accounting assistant. At the moment, there is a temporary employee working in this position. The office supplies line item has been reduced to be more in-line with what the office has been spending over the past couple of years. The copier line has been reduced by \$2700 because they had been carrying the police department cost which has now been moved to the PD. The computer hardware line is reduced by \$8000 because there ended up being a \$3000 need in that line. There is now a schedule of replacements that the IT provider has put together for this office. The TA optimistically suggests reducing the legal expense line by \$10,000 in terms of how much money the General Legal Expense will use. Selectman LaCourse has a question regarding temporary wages. This will be reduced should the Board agree to the permanent part-time financial assistant.

The Health Insurance line has increased to cover the extra police person should that happen. There is a discussion surrounding health insurance costs. Selectman Brown does not want to get into the habit of changing plans every year.

The Building Maintenance Full-Time employee is retiring in July 2017. Starting in FY18 he will be part-time at 30 hours and the existing part-time person will increase her hours to 30. Selectman LaCourse asks if this position will go back to full-time at some point. TA Glover says possibly if this doesn't work.

Chairman Bugbee asks if the Finance Officer could provide the balances in the accounts for the Commissions.

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PAGE 2

TA Glover adds that the Consumer Price Index for the northeast region in September of 2016 is up 1.3% over the year and the September report for the CPI Boston, Brockton, Nashua is up 2.3% from a year ago.

Chairman Bugbee asks where the Accrued Benefits Liability stand. TA says that she can update the spreadsheet on that and distribute.

Chairman Bugbee would like to address the cell phone issue. He wants to be consistent with everybody with regards to the cell phone. Selectman Brown asks to see what surrounding towns have for cell phone policies.

3. The Board confirmed that the CIP presentation is on November 30th at 6pm.
4. Chairman Bugbee entertains a motion to adjourn at **7:50pm**. Selectman LaCourse so moves. Selectman Brown, seconds. All in favor. Motion Carries.

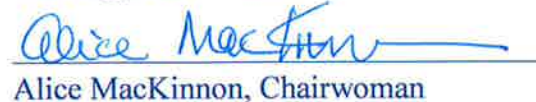
Minutes transcribed by:


Denise Duval, Town Secretary

Dec. 19, 2016
Date

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


Scott Bugbee, Chairman


Alice MacKinnon, Chairwoman