

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

October 17, 2013

PAGE 1

Present: Chairman LaCourse, Selectman Cedarholm, Selectwoman Dennis, Town Administrator Julie Glover, ABC Chairman Scott Bugbee, Cary Brown, Alice MacKinnon, Pat Barbour, Bill Henze, Henry Brackett. Town Bookkeeper Joanne Clancy is not in attendance.

1. Chairman LaCourse calls the meeting to order at 7:00 pm.
2. Chairman Bugbee asks if anyone has changes to the minutes from the October 3rd or 10th meetings. David Cedarholm moves to accept the October 3rd minutes. Seconded. **Motion Carries.** David Cedarholm moves to accept the October 10th minutes. Seconded. **Motion Carries.** Henry Brackett and John LaCourse did not vote because they were not present at this meeting.
3. Chairman Bugbee states they have 2 agenda items to discuss. 1. Review Trust Funds and 2. Review Budget Presentations to date.
 1. Chairman Bugbee reviews the Trust Fund Accounts. Information provided on an excel spreadsheet. Currently there is \$2,147,822.01 total in the Trust Fund Accounts. According to TA the practice is to transfer the cash in the general fund to the trust fund at the end of the fiscal year (June 2014). Chairman LaCourse asks if we can close the Fire Building Fund. It is done. Chairman Bugbee says we need to remove the money. Need a Warrant Article to move the left over funds somewhere else. Chairman LaCourse wants to close the Solid Waste Fund. If closed then the money would either go back into the general fund or it could be repurposed. Selectman Cedarholm points out that the State is not pushing for a higher level closure. The Town did a lower level closure in capping of the landfill. Pat Barbour asks the difference between expendable and other. Chairman Bugbee explains that there are trusts that have agent assigned to expend and those that do not have to go through a warrant article. The Cemetery Trust Fund is a non-expendable trust fund. Bill Henze asks if we are going to need to vote to add more money to the Revaluation Trust Fund. TA says yes. Alice MacKinnon discusses how to do a revaluation. Next revaluation to be done in 2021. Last one done in 2011.

How much did revaluation cost in 2011??

TA Glover points out the largest of 3 discrepancies between the Bookkeeper's spreadsheet and his spreadsheet and that is in the Roads & Bridges spreadsheet. Chairman Bugbee's spreadsheet does not include a withdrawal of \$147,427.40. This reduces the actual balance to \$168,460.00.

2. Chairman Bugbee moves on to reviewing budget submissions. Police Department submitted follow-up information. Everyone received.
 1. Planning & Zoning for \$137,243. Alice MacKinnon wants to cut Building Inspector to \$20,000. There is a discussion about current subdivision for 38 residential homes. Chairman LaCourse sees the Building Inspector's

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

October 17, 2013

PAGE 2

responsibilities being absorbed by the Planning & Zoning Administrator after a period of time. As of now Ms. Rossi is doing Code Enforcement but not Building Inspections. Chairman LaCourse asks about Ms. Rossi's overtime budget. TA Glover explains that according to FLSA someone in her position is considered non-exempt. Before when she was secretary she would adjust her hours in order to work in the meetings and stay within 40hrs per week. Now as the Administrator she can no longer do that due to statutory restrictions on posting agendas and minutes. Ms. Rossi needs more time to get all her duties completed.

Alice MacKinnon questions who Ms. Rossi has to report to. Henry Brackett says to the Town Manager Julie. Ms. Glover is not a Town Manager. She is a Town Administrator unless the Town changes its form of government. The Town Administrator oversees Town Hall and Maintenance employees. Every other town employee reports to the Select Board. Selectwoman Dennis points out that this is a new position for Ms. Rossi. Chairman LaCourse states that at this time we need to see how this arrangement works. Even with the overtime, the Town is saving money having eliminated a full-time position in Planning and Zoning. The Town may have to modify the schedules down the road. The Town does not offer comp time. TA Glover unspent the budget that was inherited and cut the budget last year by \$70,000. This might have been too much. Selectman Cedarholm does not want to 'pad' the budgets too much in anticipation of overtime or legal fees. TA Glover points out that the Town cannot depend on \$300,000 being given back every year as it has been for the past two years. Selectwoman Dennis points out that Ms. Rossi took her administrative duties with her and added to it all her new duties. We need to keep this in mind and may need to provide her with funds for administrative support. TA Glover regrets cutting the line item for temporary help. There was a brief discussion regarding adding a 'floater' or temporary administrative help for Planning. The Town should add a line for Temporary Help with at least \$1 in it. Then the Board can move money into this line item should there be a need.

Chairman Bugbee says to take the 'contingencies' out of each department budget and give the Select Board a contingency fund to deal with things that come up. TA Glover adds a word of caution that if you take all the contingencies that the departments build into their budgets then that would become a stand along warrant article and could fail.

Alice MacKinnon, Pat Barbour and Chairman Bugbee continue to discuss Building Inspector position. Chairman LaCourse believes we need to have a full time Building Inspector especially with the growth that is happening at the circle. Ms. MacKinnon disagrees.

2. Cemetery Budget – no discussion. Moved to recommended. Not the final.

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

October 17, 2013

PAGE 3

3. Police Budget discussion. Pat Barbour asks when the last time a police officer was hired. Chairman LaCourse sees that the police department wants to hire another officer and along with a department wide raise excluding the Chief who has a contract. Chairman LaCourse would like to see data from other towns on items such as police pay. An increase in their department's salary would set a precedent. In FY14 everyone received a 2.5% COLA in the form of an amendment to the operating budget. There is a discussion on a step plan which was adopted but never implemented. Bill Henze suggests looking at median income in Lee and what could voters afford for police. Chairman LaCourse points out that the rest of the Police budget is 'flat' except for the new officer and raises. TA Glover points out that the Town has not done a wage of salary study since 2008. Might be a time to think about doing that again. Pat Barbour asks if the question has ever been answered regarding how many vehicles the police department actually has registered. Ms. Glover reads the list of vehicles. Henry Brackett asks everyone's opinion on hiring a new officer. Chairman Bugbee will ask the Chief to submit additional data regarding statistics for example the number of calls this past year. Pat Barbour asks how much of the Chief's time is spent doing administrative work? Does he put a uniform on and do police work? Henry Brackett asks how we allocate special duty. Chairman LaCourse indicates that the Police Chief usually allocates special duty assignments. Mr. Brackett says he sees the Chief on special duty details and is wondering how that can be. The Town pays his salary, is he exempt? TA Glover points out that he does not get paid overtime. He does get special duty pay. Mr. Brackett asks is anyone tracking his time and how much he is spending on special duty. He would like to see the number of hours of special duty broken down by individual over the last 2 years.

4. Parks and Recreation budget is asking for \$19,850. Little River Park landscaping / planting is \$4000. The mowing is not the highway department's responsibility but the Town owns the mower.

5. Library presentation. Katrinka Pellecchia, Sharon Taylor, Annamarie Gasowski, Peg Dolan and Cynthia Giguere-Unrein are present. Revenues up from copies and faxes. TA Glover asks why it says -0- for electricity. Ms. Pellecchia shows that it is included in the quarterly payment as part of the operations budget. The operating budget is \$39,580 and the salaries are \$170,000. The budget has increased because they have added staff hours and have added hours that the Library will be open. Library Page position is being upgraded to Assistant II which is a 35hr week position. Quarterly trustee payments go towards the operating expenses. The Library was told by the NHRS that someone who works 35 per week is considered a full-time employee. TA Glover raises the issue of including NHRS costs in their budget. The Library should be paying for all of its expenses and costs. Cost allocation for Library personnel. How to allocate heat? TA Glover points out that the Library, Town Hall, Planning and Historical Society share a fuel source. It would be an estimate at best. There is a

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

October 17, 2013

PAGE 4

salary discrepancy between the page 3 & 6. Ms. Pellecchia states that one has the base salary and one has the 2.5% COLA increase. The overall increase in the budget is 2.43%. Page 7 acknowledges the funds that the Friends give the Library. TA Glover points out that there is still a discrepancy between the total request on page 3 and the total request on page 6. The discrepancy amount is \$680.84. The Library will take another look at it. TA Glover will provide the heating and salary information to the Library. The Library Foundation has raised \$69,885.35 with 25 donors.

4. Chairman LaCourse asks for a pie chart showing how funds are distributed to all Department Budgets.
5. TA Glover points out that the Town needs to schedule by statute the Library Bond Hearing date for between 12/4th and 1/21st. The Board of Selectmen schedules it for 1/6th.
6. Chairman LaCourse moves to adjourn.

Minutes transcribed by:

Minutes accepted by:

Denise Duval, Town Secretary

John R LaCourse, BOS Chairman

Scott Bugbee, ABC Chairman