

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

November 21, 2013

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Present: ABC Chairman Scott Bugbee, Chairman John LaCourse, Selectman David Cedarholm, Selectwoman Carole Dennis, Town Administrator Julie Glover, Bookkeeper Joanne Clancy, Cary Brown, Alice MacKinnon, Pat Barbour, Bill Henze, Katrinka Pellecchia, Sharon Taylor, Bruce Larson, Annie Gasowski and Cynthia Giguere. Henry Bracket was not present.

1. Chairman LaCourse calls the meeting to order at 7:00 pm.

ABC Chairman Bugbee turns the meeting over to Katrinka Pellecchia who reviews the revised Library Budget. Everything is now included in the budget expenses. Operating Expenses total \$50,302. Ms. Pellecchia anticipates paying for the salary and wage increases with increased revenue from the non-lapsing revenue account. Bill Henze asks how they determine the quarterly payment. Ms. Pellecchia explains that it is the total cost to run the Library minus heat, water and insurance. There is a general discussion on how to handle paying the ancillary costs associated with the Library when they are not cutting the check. In other words, the Town gets the bill such as payroll, heat, water and insurance. TA Glover suggests rolling all costs into the quarterly payment; therefore, the Town would not pay any bills for the Library directly. Chairman Bugbee suggests the two financial people work it out on the side. Selectman Cedarholm and TA Glover would like clarification on how the salary and wage increases are going to be paid. The Library will use \$3000 from the non-lapsing account's anticipated increased revenue. The non-lapsing account is fines and lost book money and money from income-generating equipment. There is a general discussion on the use of non-lapsing account funds. The Library kept money in the non-lapsing account for 1-2 years without touching it. TA Glover points out that about \$3000 a year goes in to the non-lapsing account. Benefits and personnel costs are now included in the Library Budget. TA Glover states that the total salary difference between FY15 and the current year is \$4769.44. For FY15 this will be funded by the non-lapsing account. The bottom line increase including benefits is \$9388.53. Selectman Cedarholm is concerned that too much surplus is being added to the general fund every year. Bill Henze wants to know how much other towns pay for a Library. By his calculation Lee is \$480 per person. Sharon Taylor states that 28,000 people came to the Library in 2012 (Lee has a population of 4333.) Chairman LaCourse suggests finding towns that are comparable to Lee in size and finding out what they have paid for a Library. Cary Brown corrects Bill Henze by indicating it is \$48 per person in Lee. Mr. Brown believes the "Library is earning their money". There is a general discussion about Acc't. 4550-41 Miscellaneous to be Off-set by Revenue. TA Glover does not understand why this is there. Chairman Bugbee suggests booking it as revenue in the general fund. This will not affect the quarterly payment. Selectman Cedarholm wants an explanation of why the increased hours are being added to the staff. Sharon Taylor needs to increase the hours of the youth services librarian and the circulation librarian. Both the need for visits to children and inter-library loans have increased which demands more from these two positions.

2. Chairman Bugbee moves to accept the minutes from October 31, 2013. Bill Henze seconds. All in favor. **Motion Carries.**
3. Chairman Bugbee moves to accept the minutes from November 7, 2013. Cary Brown seconds. All in favor. **Motion Carries.**

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4. Cary Brown wants to comment on the fact that the minutes from November 14th did not mention the need for secession planning for employees retiring. Selectwoman Dennis states that she is not comfortable with discussing the future retirement of employees. This is not the forum for such a discussion and definitely not the purview of the ABC. Bill Henze moves to accept the minutes as they are presented. Selectman Cedarholm seconds. All in favor. **Motion Carries.**

5. Chairman Bugbee reviews the Town Administrator's Budget. There is no comment on the Selectmen's Budget. The proposal for the Bookkeeper will be available for the next meeting. No comments on Financial Administration. Chairman Bugbee had a few questions in relation to cell phone reimbursement. No comment on Property Valuation. No comment on Legal Expenses. Chairman Bugbee has a question regarding Personnel Administration. He asks if this item goes down based on the Library personnel changes. The changes have already been made according to the TA. After 10 years with the Town an employee is eligible for Pay in Lieu of vacation. No comment on Government Buildings. No major comment on Insurance. TA Glover is meeting with Primex tomorrow. No comment on Other Government General. There is item line discussion around Planning/Zoning and Building Inspector. No comment on General Assistance. No comment on Direct Welfare Assistance. Next topic is Social Services. Chairman Bugbee has an issue with My Friend's Place receiving a donation from the Town of Lee and billing us for services. Selectwoman Dennis agrees with a statement that Selectman Cedarholm made in a previous meeting and that is in lieu of a donation maybe we should be invoiced for their service in the future. Bookkeeper Clancy believes that they are the only agency that has invoiced us. Chairman Bugbee has received conflicting information from the director at My Friend's Place. He is not sure what is going on over there. Chairman Bugbee asks if the TA can contact My Friend's Place and the Homeless Shelter Strafford County to let them know that we would like to proceed with invoices in the future. The donations for these two agencies are reduced to zero. No further comment on the Library. General discussion regarding Patriotic Services. Chairman LaCourse wants the item Strafford County Regional Planning moved. TA Glover and Bookkeeper Clancy suggest moving it to Planning & Zoning. No comment on Long Term Notes.

6. Chairman Bugbee asks for an updated expense report from Bookkeeper Clancy.

7. Chairman Bugbee starts to identify items for contingency. Cary Brown questions the postage expense for the Town Clerk/Tax Collector. There was discussion on how it was paid between 2012 and 2013. Bookkeeper Clancy would be reluctant to make changes to that line item. Cary Brown questions the training expense and the binding vital records expense. Both did not have any actuals. Chairman Bugbee will mark those two for questioning. 4150-03, equipment agreements, was cut in 2013 by the TA Glover because the Selectmen's Office took over this expense. Add 4150-07, reference materials or books, to the list for questioning. 4150-04, printing, is for the voter's guide and business cards, has generated some surplus. The Seniority Advisory Committee is going to come to the Board asking for money and it will come from 4150-04. 4150-10, kitchen supplies, is at \$200. Chairman Bugbee adds this to the list. Must leave at least \$1 in an item line to keep it open per TA Glover. 4150-14, training, will be used when the Town implements

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the new financial software. 4151-14 & 16, maintenance & repair, expended zero. Chairman Bugbee will add these to the contingency list. 4155-42, spare slot for insurance coverage. Possibly reduce from \$25,000 to \$12,500.

8. Planning & Zoning 4191-02, legal notices, \$5500. Question this expense. 4191-06 dues and subscriptions, \$1205. Question this expense. 4191-14, training, \$1000. Selectwoman Dennis is reluctant to cut training to zero. She thinks we should encourage training and not make it more difficult. 4131-42, legal fees, \$20,000. Chairman LaCourse is concerned with this amount of money in this account. Motions to reduce this amount to \$5000. Move the remainder to the other side. Selectman Cedarholm seconds. All in favor.
9. Highway Department, 4311. Cary Brown questions 4311-10, 4311-28, 4311-43 and 4311-46.
10. Selectman Cedarholm questions Transfer Station, 4321-43 and 4324-44.
11. Chairman LaCourse moves to adjourn at 9:07 pm.

Minutes transcribed by:

Minutes accepted by:

Denise Duval, Town Secretary

John R LaCourse, BOS Chairman

Scott Bugbee, ABC Chairman