

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

October 8, 2014

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Present: Chairman Cedarholm, Selectwoman Dennis, Selectman Bugbee, ABC Chairwoman Alice MacKinnon, Town Administrator Julie Glover, Finance Officer Joanne Clancy, Cary Brown, Pat Barbour, Bill Henze, Chief Dronsfield, Robin Estee, Bill Humm, Pat Jenkins, Dorn Cox.

1. Chairman David Cedarholm calls the workshop to order and turns it over to Chairwoman Alice MacKinnon after asking for everyone to introduce themselves.

ABC Chairwoman MacKinnon introduces Chief Dronsfield to present his budget. Chief Dronsfield gives credit to Robin Estee for her hard work on this year's budget and states that there have been a number of changes in the agency and he is excited about the direction in which they are heading. Unfortunately, times are changing and we are now seeing the types of crime that our bordering neighbors have been dealing with. These types of crimes take a great deal of time and employee hours to investigate. It is for these reasons that the budget that they are proposing has come about. There are 3 notable changes to this budget. The first is a \$7000 increase to the gas and oil line item. This line item was \$27k but last year was reduced by \$7k to \$20k. At that time the department had been understaffed for a few years. Since July 1, they have been operating at full staff and are currently spending \$2k per month on just fuel alone. The projected cost for this item will be at least \$4k over budget. The next most sizeable increase is to the patrol line item. The Chief wants to increase this line by \$35k to hire an eighth full-time officer. He is looking to offer \$45k to attract an experienced officer. He is prepared to offset the extra \$10k from his overtime budget. The Chief goes through his PowerPoint presentation. He points out that every year the contracted prosecuting attorney gets 3% increase in pay as a cost of living adjustment which equals \$207.77. The total change in requested funding is \$42, 207.77; which represents a 7% increase in the total police department budget. The Town has 4341 residents all year round year and that increases by 1750 every summer with people coming in to the campgrounds. It has been 10 years since the police department last increased the size of its work force. Since 2005-2006, there has been an increase in business, traffic and accidents. The Chief goes through many statistics and justifications including specific gun related instances for increasing the work force. The officer involved shooting in Brentwood was within 10 miles of Lee. Currently there are 56 hours per week that are covered by only one officer. The Chief wants to return to the days of community policing. Right now it is extremely difficult to fit in extra programs.

Chairwoman MacKinnon asks about the use of part-time officers. The Chief states that the department stopped using part-time officers back when they became accredited because all officers had to have 'like' training which required the hiring of certified full-time officers and most of these candidates already have full-time jobs which made it impossible to find these people available to fill in.

Chairwoman MacKinnon asks if the officers do not want to work overtime. She states that Durham keeps their force "sleek" and pays more for overtime. The Chief says that the officers all have kids and that daycare is a huge issue. Pat Babour brings up last year's discussion over special duty and she asks how that impacts the police officers today. The Lee officers take details when they can, but there will be days when out-of-town officers

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will be doing details in Lee. Cary Brown asks if hiring an eighth officer will impact the training budget. The Chief indicates that right now the department looks for free training. Cary Brown asks if we are missing out on any training due to constraints. The Chief says he will adjust his schedule to accommodate as much training for his force as possible. He is a firm believer in training. Chairwoman MacKinnon asks Chief Dronsfield how many hours on average he works per week. The Chief states about 60. Chairwoman MacKinnon asks if this eighth officer will reduce his hours. The Chief states that he wants to work but it would help on Mondays. Cary Brown asks if the Town negotiates gas prices. The Chief indicates that they do, that they do not use the State; they use Mobil because they are cheaper. Pat Barbour asks if getting an eighth officer will impact the amount of mutual aid that the Town receives. The Chief says no. Bill Henze asks about the electrical costs at the department. Chairman Cedarholm states that the police department spent very close to actual in last year's budget. He then asks if the new officer would need a new cruiser. Selectman Bugbee asks what the impact from hiring a new officer would be to the personnel budget. Town Administrator Glover states that it is about double the salary.

Chief Dronsfield next addresses the warrant article. In the CIP right now there is approximately \$27,000 for a new cruiser. This does not include decaling and equipment. All the old equipment that failed soon after Chief Dronsfield took over was donated to them from UNH about 10-12 years ago. They no longer make a Ford Crown Victoria. The old equipment will not fit into the new cars; therefore, the new cruiser will need all new equipment. For this reason, the Chief will need \$39,772.00 for the purchase of a new cruiser. The officers prefer the Charger over the Ford Explorer that they bought this year.

2. Conservation Commission Chair Bill Humm makes sure everyone has a copy of the Conservation Commission proposed budget. Chairman Humm states that they are asking for an increase in two areas: one is for the membership organizations going up from \$250 to \$300 and the second is for stewardship costs going up from \$500 to \$1000. The total increase is \$550. The Commission incurs costs to keep the Town-owned properties that they are responsible for in good shape. In one instance this means keeping control of invasive species and in another case it means replacing foot bridges in the Town forest on the trails that cross wetlands or streams. Chairwoman MacKinnon asks if the Commission visits the easement properties every year. Chairman Humm indicates that they do. He states that they look at all 26 every year. Chairman Humm adds that starting about four years ago the Commission asked for quite small requests because they had a balance to spend down. Now they are at a point that they do not have much of a cushion in their account so that is why they are climbing upward at this time. Pat Barbour asks if there are any new projects on their radar. Chairman Humm states that there is one property owner who is talking to a Land Trust, but it does not look encouraging at this time. Bill Henze asks how much the number of conservation easements have increased in the last year. Chairman Humm states that they have not added any in the past 2 years but they are in the process of acquiring the Kennard property. Chairman Cedarholm asks to confirm that the bridges he spoke of are in the Town Forest. Chairman Humm says yes. Chairman Cedarholm asks about the Little River? Chairman Humm states that the Rec Commission agreed to take care of the Little River Bridge per a Memorandum of

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- Understanding. Chairwoman MacKinnon asks about the New England Cottontail Project? Chairman Humm states that it is still ongoing but he did not see any last winter.
3. Pat Jenkins gives out copy of their budget presentation to those that do not have it. The Heritage Commission has kept the budget the same again this year. They do have continuing projects such as writing a history book. The operating budget is staying at \$300, the historic documentation budget \$900 and finally increasing the 250th budget to \$5000. Cary Brown asks if the history book of Lee is an ongoing project. Ms. Jenkins states that they are writing it in chapters. They are not paying people to writing it. Mr. Brown is concerned about seeing an ending date. Ms. Jenkins indicates that it cost about \$2000 to do the last one and that this is a standard for one chapter. Mr. Brown asks how many chapters make a book. Ms. Jenkins says no, it all depends on how many subjects we can get people to write about. It is an ongoing project and they do have a list of subjects that they hope to find people to write about. They agree that there is no pre-determined structure for the book. Bill Henze asks, while looking at their account which shows a balance of \$16,000, if the Commission plans on spending any of this money on the 250th. Ms. Jenkins states that they are holding this money for publications. Chairman Cedarholm asks what the plan is for the \$18,000. Selectman Bugbee suggests that the \$5000 be removed and spend down the balance.
 4. Dorn Cox only sees the need for \$200 to cover printing costs. Cary Brown asks what the Energy Commission does. Mr. Cox states that for the last few years they have focused on doing the Town Energy audits and also assisted in the future Master Plan. They applied for and received a Block Grant through the stimulus fund for Town Audits. They also have done an Audit of the Town policies including zoning and code review to determine where we were providing incentives or disincentives from an energy perspective. They have also worked with the school district and looked at alternative large scale energy for the downtown. This last year they did work with the school reviewing the possibility of a Bio Mass Heating system (woodchip). They were informed that the Grant has to be led by a school. He needs to follow-up on this with the school officials. Selectman Bugbee asks what kind of things are in the CIP for energy. Mr. Cox explains that it is broken down into low hanging fruit, short term and long term. It is everything from pipe insulation to inefficient boilers.
 5. There is further discussion on the Heritage Commission budget.
 6. The Agricultural Commission was not in attendance.
 7. Chairwoman MacKinnon states that the Town Clerk cannot make it on October 14th; therefore, she is going to submit her budget and will be scheduled for a later date to be present. The Town Administrator points out that the BOS does not need to be present on October 14th; however, the ABC has an internal budget discussion scheduled for that evening.
 8. There is discussion surrounding the fire department staff. Chairwoman MacKinnon asks if the fire department will be looking to hire more staff. The Town Administrator does

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not believe the fire department is looking to increase their staff with another full-time position; however, they may be looking to increase the CIP.

9. Chairman Cedarholm states that the BOS is thinking about hiring a part-time recreation director along with some programs. This is still in the early discussion stages. This position would also coordinate the fair.

10. Bill Henze wonders how the demographics of Lee are moving towards getting older rather than younger and if the numbers of children are going down then do we need a recreation director. Chairman Cedarholm states that the Town has needed a recreation director for a long time. Mr. Henze does not agree. Selectman Bugbee states that recreation is not just for young people. Everyone is talking at once.

11. Chairman Cedarholm motions to adjourn. Cary Brown seconds.

Minutes transcribed by:

Minutes accepted by:

Denise Duval, Town Secretary

David Cedarholm, BOS Chairman

Alice MacKinnon, ABC Chairwoman

10/21/14
Date

approved