

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

December 7, 2016

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

Others present: Bob Smith, Howie Hoff, Sharon Meeker, Lou Grondin and 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 the Energy Committee. Lou Grondin joined the Energy Committee this spring. Mr. Grondin states that the Committee was told back in the spring that if they updated the study on energy use they would be eligible for some grants. Therefore, they hired Clay Mitchell to update it and the Committee just received the final results 2 hours ago. The Committee would like to have a budget request for the Transfer Station because they have done energy audits on all of the municipal buildings and they figured the Town is in flux in terms of what's going to happen with it.

Mr. Grondin hands out reference materials to the group. One lists four items that the Energy Committee recommends doing at the Transfer Station to produce yearly savings. The first is roof insulation. Right now there is no insulation. The second is pipe insulation. The third is seal pump room. The last one is compactor crawl space housing and insulation. The total cost for these items would be \$4200.

Mr. Mitchell also recommended moving the Swap Shop to the back of the maintenance building which is heated by waste oil. The yearly savings for this one item would be \$640. There are also possible rebates available from the NH Saves Program.

The payback numbers do not seem to make sense to several attendees.

3. Bob Smith hands out material for the CIP presentation. He starts with Code Enforcement. The old car was replaced with an old police cruiser. They are not sure what to do with this. They do not know what the maintenance schedule is on this. They do not know when to put the next car in. Either they plan on getting another police cruiser in the future or putting out a warrant article for a new car. Code Enforcement does not have a Trust fund. They are trying to avoid surprises and this could very well be a big surprise at some point. This is the only issue that they see in Code Enforcement.

There are 3 areas that do not have trust funds: police department, code enforcement and IT.

As far as the Fire Department goes, the Chief has concern with the cost of fire engines going up at a greater rate than inflation and the CIP uses inflation in projecting. The Fire Department has another engine coming up in 2021. They will get an estimate at a year or 18 months before hand. The 2005 pick-up truck that is being used as the command vehicle is scheduled to be replaced in 2023. There is a lot of rust on the body. The Chief has asked to move this in and the CIP has told him no. Right now they have to focus on some other departments. The Chief wants to replace with an SUV not a pick-up truck. There is a question with regards to buying

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new hoses when they buy a new truck or stagger it through the years. They are discussing this but for this year they decided not to do anything. The cistern plan is going slow on purpose. For one reason the town is gaining cisterns every time a new subdivision goes in or a new commercial site. With that said, there are still holes in town that need to be plugged. The Fire Department has a problem with the James Farm Road pond. They will be dredging and cleaning up that fire pond soon.

Mr. Smith introduces Howie Hoff as a new member to the Planning Board and new this year to the CIP Committee.

Nothing new really happening at the Transfer Station. They are, however, going to have to make some decisions with regards to which way they want to go on the design of the containers. The trucks are being detained for being overweight. Roger has a system that can overfill very easily. They have to decide if they are going to change the design of the machine or the containers.

There is no change to the Library other than the CIP is going to ask for some money for furniture.

Continue with existing IT plan. TA Glover states that they have been funding computer hardware out of the operating account.

Conservation Commission does not have any changes in expenditures. Mr. Humm wants to start depositing money back into this account again. Mr. Smith said he did not think that this is the way the Town wants to go, but he will bring it to the Select Board and the ABC. The Town is very close to reaching the 25% goal. This is written in the old Master Plan. The last 3 land purchases did not even come out of this account. Selectman Brown confirms that the new Master Plan indicates that we are at 22% and does not mention acquiring more land. Chairman Bugbee is not in favor of doing this.

Mr. Smith states that the current plan is to replace 7 culverts and bridges over a ten year period and to stabilize Tuttle Road at Little River Crossing. This year they are adjusting this plan to be over 16 years. This will drop the trust fund deposits by \$20k by skipping a year or more in construction. There have been 3 bridges replaced; Snell, High Road and they can't remember the 3rd. Randy Stevens has been actively going after grants. He was 5th on the list for this year to receive a grant and they gave funds to first 4. Once we get past these 7, this will probably drop significantly back because it will just be road maintenance.

Highway Equipment plan is to replace plow trucks with new ones every 20 years. Randy runs 3 plow trucks with 1 back-up small truck. Randy's plan is to buy one new plow truck every 5 years, run it as a primary truck for 15 years and for the last 5 years it will run as the backup truck. Then he will replace the small trucks every 10 years. These trucks are driven all year round. The frontend loader will be replaced every 10 years. Then it goes to the recycle center for 10 years. All the other things that are used in the highway department Randy thinks he can continue to get used such as trailers.

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Mr. Smith says that the CIP Committee thinks that it is time that the Board consider putting an equipment trust fund in the budget. In the past there was one new cruiser purchased per year. Now there is so much equipment in each of the cruisers, it averages \$47,700 per year to replace a cruiser. It could help the town by spreading this out and leveling this off. The CIP Committee would be willing to help put this together. The Chief expressed the concern to Mr. Smith of not getting a new cruiser every year. Mr. Smith believes that a cruiser fits the definition of a capital item. He thinks that if this change was made that the Chief would be less likely to miss out on a new cruiser in the future. Mr. Smith proposes a warrant article next year that proposes creating a trust fund for the police department.

Selectman Brown states that he looked at the new Master Plan to see what financial requirements were put in the Master Plan to see if they are reflected in the CIP and most of them are except for the police department. The Master Plan is not tied to any one year. He asks if shouldn't what is in the master plan match what is in the CIP. The department heads need to tie their master plan to the CIP.

There is question as to whether or not the Recreation has asked to move the tennis court refurbishment up or back. Mr. Smith will check with Mr. Kindberg to confirm that their intention is to wait until FY19 to ask for tennis court money. No recommendation is made to deposit money into their trust fund this year.

The CIP was asked to come up with a plan for capital for the town buildings. He refers to a handout. There are 47 town buildings which includes sheds. They did a sheet for every one of these buildings. TA Glover indicates that the deposit here is actually \$35k not \$45k. Mr. Smith says that this information is not complete or accurate.

The next ABC meeting will be December 14th at 6pm not 7pm.

Chairwoman MacKinnon turns the meeting back over to Chairman Bugbee who entertains a motion to adjourn at 8:50 pm. Selectman LaCourse so moves. Selectman Brown seconds. All in favor. **Motion Carries.**

Minutes transcribed by:



Denise Duval, Town Secretary

1/13/17

Date

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



Scott Bugbee, Chairman



Alice MacKinnon, Chairwoman