

MINUTES OF THE BOARD OF SELECTMEN'S REGULAR SESSION
JULY 14, 2008 PAGE 1

Board members present: W. James Griswold, Chairman; Frank W. Reinhold, Jr and John LaCourse

Others present: Fire Chief, Michael Blake; Highway Superintendent, Randy Stevens; Land Preservation Supervisor, Laurel Cox; Glen Raiche; Mr. & Mrs. Rothwell; Patricia Jenkins, Heritage Commission; Diane L. Guimond, Town Administrator and Kathy Hendry, Town Secretary

1. Chairman Griswold called the meeting to order at 6:30 p.m.

Selectman Reinhold noted that the Personnel Policy Review Committee has completed Phase I. Members for Phase II will need to be selected. Diane Guimond, Chet Murch, Frank Reinhold will be the Selectmen's rep. Possible choices for members: Mark Beliveau, Lisa Morin, and we should ask Dale Swanson, Town Moderator, to possibly be the Chairman. The Board would like to get a few citizens involved in the process. This committee is advisory only. Pay policy will need to be standardized as a part of this review. This will include exempt and non-exempt personnel, Town Administrator Diane Guimond noted that Federal Law takes precedence over State Law. Re: The Pay Study, we will be getting a finished product of the Step Program by July 30th. Other issues will be: accrual of time, health insurance, holiday pay (Columbus Day), changing vacation schedule, better incentives to get employees to take advantage of the sick leave incentive.

Patricia Jenkins, Heritage Commission, presented findings on the Barn Preservation Easements to the Board. The Rothwell Barn on 74 Old Concord Turnpike was presented first. It meets the criteria and is eligible for the easement. Selectman Frank Reinhold motioned to accept, Selectman John LaCourse seconded. Chairman Jim Griswold polled for a vote. Selectman Reinhold – aye, Selectman LaCourse – aye, Chairman Griswold – aye. Motion passes. The Plumer Barn was presented next. It also meets the criteria and is eligible. Selectman Frank Reinhold motioned to accept, Selectman John LaCourse seconded. Chairman Griswold polled for a vote. Selectman Reinhold – aye, Selectman LaCourse – aye, Chairman Griswold – aye. Motion passes. The easement will be for 75% of the value of the barn and will be for 10 years provided the barn is kept in good shape. They can reapply in 10 years.

Laurel Cox, Land Protection Administrator, advised the Board on the progress of Kelsey's she is waiting for documents to be finalized due to changes in the language that need to be done. This will be discussed at the next Conservation Meeting. The others are moving right along. The Board advised Laurel Cox that once these are done we will be at our goal and that the Board will then be changing the focus from **Conservation** to **Commercial**.

Town Administrator, Diane Guimond told the Board that the "new" Town car needs to be registered and she has gotten a price of \$50 to paint "Town of Lee" with our seal on the doors. The Board advised her to proceed. She also mentioned that we need to come up with a policy for using the car. She suggested the users be as follows: #1 Robb Dix, #2 IT person, #3 all others.

MINUTES OF THE BOARD OF SELECTMEN'S REGULAR SESSION
JULY 14, 2008 PAGE 2

2. **Department Head Reports:** Randy Stevens, Highway Supervisor, advised the Board that Continental Paving had called to let him know that the price of liquid asphalt is up \$100 per ton. Randy Stevens noted that if we do all the paving that was planned, it will clean out the paving budget. Riverside alone will be \$7,500 more than expected. Randy Stevens would like to hold out on paving that until spring. The Board said it will cost even more to do in the Spring, so go ahead with the paving. Selectman Reinhold asked Randy Stevens to check out the sand pile at the Old Mill Reserve to get a quantity. Mr. Stevens told the Board that the '91 Dump Truck had had the transmission replaced, but that was not the entire problem and it still needs the rear end rebuilt. The rebuilt rear end will cost \$1,725. The Board told him to go ahead with the purchase and repair. Re: High Road Bridge he had sent a letter to the State and gotten an e-mailed approval. The State will be sending the actual letter shortly. Lisa at Quantum will get him a fee schedule. Randy Stevens advised the Board of a problem on Hobbs Road involving 4 homeowners planting and putting bark mulch too close to the road, restricting drainage. Mr. Stevens said that it would probably be fine until cooler weather, but it could be a problem with the snow plowing. The Board asked Town Administrator Diane Guimond will draft a letter to the homeowners reminding them of the Ordinance and submit to the Board for approval. Re: Shared employee, would Mr. Stevens like to change the split for his labor? Does he need him full time, or will he in the future? Randy Stevens also notified the Board that he would be sending Notifications to the State for replacement of 7 culverts.

Caren Rossi, Planning & Zoning Secretary asked the Board to sign a Grant she had drawn up.

Michael Blake, Fire Chief advised the Board of a problem with the Library's fire alarm system. Chief Blake would like to advise the Library to get quotes for the needed repairs and/or changes. Selectman Reinhold said that Chief Blake needs to move forward and get this problem resolved, that he should draft a letter to the Library Trustees advising them of the deficiencies that need to be corrected and of the length of time they will be allowed to get it completed. Re: The Safety Complex planning problems, the Board will conduct a site walk at 8:30 AM tomorrow with Chief Blake and Chief Murch to see what problems exist, and advise them of corrective actions that need to be taken.

Town Administrator Guimond asked the Board about the Perambulation of Town Boundaries. The Board suggested that she ask Bob Moynihan to do that with Randy Stevens. Re: Monuments, are they preserved? Are there any pictures? The Board suggested she invite Dick Wellington, Town Historian to come to the next Selectman's Meeting to discuss the preservation of the Town's history.

Town Administrator Guimond advised the Board on the progress of the roofing bids. The Board suggested she also get process to strip and then replace the plywood on the roof. We should not have a disposal charge as we can dispose of them at our own facility.

Regarding the prices on the furniture needed moving the meetings, she has a total price of \$3,750 for tables and chairs. She will also need to buy a desk for the IT person at \$330. The IT person will also select the podium, etc. needed for the meetings. She will advise the Board of the cost, once she knows what's required. The Board announced that the last Selectmen's Meeting at the Town Hall will be on July 28, 2008.

Concerning the Advisory Committee, Chairman Jim Griswold has a meeting with Joanne Portalupi on the 29th. He suggested the committee is only looking at what is wrong and not what

MINUTES OF THE BOARD OF SELECTMEN'S REGULAR SESSION
JULY 14, 2008 PAGE 3

is right. The Board expressed concern on the direction the Committee is going. The Board will all attend the next Advisory Committee meeting to ensure the Committee is going in the right direction. If it is not, perhaps they should disband and make their own group of citizens? Selectman Reinhold commented that this was a good dialogue to come up with a solution to the problem.

3. New Business: Glen Raiche came before the Board to request an abatement on property owned by Susan Blake at the Lee Hill Mobil Home Park. He explained that Ms. Black had been evicted last fall and that she had abandoned the property. It is a 1960 mobile home which he would like to have demolished, so he can get a new one in to replace it. He had done a title search and found that there was a tax lien on the property, back taxes of \$2,900 are owed. He needs a Jeopardy Letter to take possession. The Selectmen will need to inspect the home to verify before they will grant that. The Board arranged to do an inspection tomorrow at 8:15 AM. Selectman Reinhold motioned to approve after the inspection, motion seconded by Selectman LaCourse. Chairman Griswold polled for a vote. Reinhold–aye, LaCourse–aye, Griswold–aye. Motion passes.

4. Old Business: Town Administrator Guimond mentioned that no decision on swimming had been made as of yet. The Board still needs to conduct a site walk to determine the feasibility/liability.

Chairman Griswold has composed a letter to the Conservation Commission requesting that the vernal pool be surveyed. Re: The cellar hole; In the spirit of transparency, the Board suggests that all parties be present

Regarding the pay-per-bag issue; this WILL happen. The Board would like to see it happen before September 15th. The bags will likely be orange, 32 gallon trash bags stamped with “Town of Lee”. We will need to hold a public meeting to decide how much should be charged per bag.

Selectman LaCourse asked Town Administrator Diane Guimond what was going on with the “Asset Policy”. Where are things? Has it been put out to Department Heads? Is it being followed? There IS a policy in place. Town Administrator Guimond will be researching the methods of compiling and recording all of the data. Once a list of all assets is compiled, it will be kept in the safe at the Town Hall. The Town Center Committee is looking at 2012 for the C.I.P. to take effect. There will be some big changes over the next few months. In the scope of things, the long-range plans indicate that the Town will eventually change to 5 Selectmen with a Town Manager. Town Administrator Guimond admitted that the demand requires more than one person to handle the load, she would like to compile a flow chart for administrative duties and responsibilities. The Board agreed that all Administrative functions should go through the Town Administrator.

5. There being no further business, meeting was adjourned at 9:20 PM.

Minutes recorded by:

Kathy Hendry, Town Secretary

MINUTES OF THE BOARD OF SELECTMEN'S REGULAR SESSION
JULY 14, 2008 PAGE 4

Minutes accepted by:

W. James Griswold, Chairman

Frank W. Reinhold, Jr

John LaCourse
Lee Board of Selectmen