

**MINUTES OF THE BOARD OF SELECTMEN'S REGULAR SESSION
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Board members present: W. James Griswold, Chairman; Frank W. Reinhold, Jr and John LaCourse

Others present: Karen Long; Peg Dolan; Bruce Larson; Laurel Cox, Land Preservation Supervisor; Roger Rice, Transfer Station Manager; Diane L. Guimond, Town Administrator and Kathy Hendry, Town Secretary

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

2. **New Business:** Karen Long, a Lee resident, was concerned about the blasting that will be done for the Little River Park project. Chairman Griswold doesn't think the State would make them monitor any wells as 8' of blasting probably wouldn't have much of an impact. Selectman LaCourse also asked if she was concerned about foundation damage, Karen Long explained that her house was rattling and things fell from the walls of her house in the spring when they were only using a hoe-ram. She said they will begin drilling tomorrow (Tuesday) and continue Wednesday, with the first blast Thursday at 8:00 AM. Town Administrator Diane Guimond will contact Allan Dennis first thing Tuesday morning.

Library Trustees - Peg Dolan, Chairman introduced Bruce Larson the newest Library Trustee. Peg Larson presented information about the Library Trustees' new bank accounts and a new Investment Policy as well. The Library Trustees obtained their own E.I.N.(Federal I.D.) number. After checking the IRA's, there were a few complications, and after consulting with the Attorney General's Office, there will be a few warrant article adjustments needed. Regarding the Warrant Articles, very specific wording is required. This is very critical. The Board recommended that the Board of Trustees have the Warrant Articles done by end of November which is less than 90 days away, so there is time to review them.

3. **Department Head Reports**

Laurel Cox, Land Protection Administrator – Got the required signatures for the Henry closing which is Wednesday, and also for the Cheney closing. Diane Guimond told Laurel Cox that the necessary checks are ready and she will notarize the documents in the morning. Laurel Cox advised the Board that the others are moving right along.

Roger Rice, Transfer Station Manager approached the Board for permission to seek a yearly grant for waste oil amounting to \$750. Selectman Reinhold motioned to allow Roger Rice permission to apply and the authority to sign for the grant for a five-year period. Selectman LaCourse seconded the motion. Chairman Griswold polled for a vote. All were in favor. Motion passes. Next item discussed was security for the Transfer Station. Selectman Reinhold suggested that a plan for security not only for the Transfer Station, but for the Town Hall and Library as well, with possibility for future expansion should be discussed.

Fire Chief Michael Blake spoke about the Library Safety issues. Chief Blake said he is still waiting to get together with Lisa Morin and the vendor to make sure they are following the code. Selectman Reinhold asked Michael Blake if the Bids for the generator included everything including the building. Chief reported that all (there were a total of 4) of the bids were in Friday afternoon. The Board mentioned that solar panels would be great on the roof. Selectman Reinhold informed them that not all places are suitable because they don't get enough sunlight to make it worthwhile. He also told them there are several in the area and maybe we could contact them to see if it would be a possibility. Chief

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Blake told the Board that the insulation, etc is completed for the second floor of the Public Safety Building.

4. Old Business:

1. Swimming in Wheelwright Pond. Town Administrator Guimond mentioned that no decision on swimming at Wheelwright Pond had been made as of yet. As discussed previously, a site walk (swim) will be necessary to determine the feasibility/liability. The Board will meet Wednesday at 8:00 AM at Gauthier's.

2. Callioras' project. The Wentworth-Douglass project had set aside a spot in the parking lot area as a connector. If it was truly a "connector" it could be used to truly connect their parking lot to the main road. The Board would like to have Bob Callioras and the Engineer (the one who died the presentations at the Town Hall) at the next Selectman's meeting. The Board suggested we ask Allan Dennis to review the plans. LaCourse mentioned that if the space was "for emergency vehicles only" and Selectman Reinhold stated that it was a connector. Selectman Reinhold firmly said that it IS a connector and was noted as that in the presentation.

3. History of Lee – Diane Guimond had spoken with Tricia Jenkins and Dick Wellington. The first thing they need to do is compile an inventory to see what they have. In order to do that, they need to have a work space to be able to spread out and work. Town Administrator, Diane Guimond suggested they can use the second floor of the Annex once it is cleaned up. The space is adequate and can also be locked up. The Board is very supportive of this project. The Board would like to have a presentation and maybe even a Public Hearing on what they know about the History of Lee in an hour.

Selectman Reinhold told the Board about the new software that can convert voice to type. Chairman Griswold mentioned that this would still require a lot of editing. Selectman Reinhold said this brings up the question of "What is Our Policy on Minutes?" Are they verbatim? Or excerpts? Town Administrator said to the best of her knowledge there has never been a policy. The only thing we have is the RSA. Her understanding of that is this; we have to have basic highlights of the discussion and the outcome of the discussion.

The Board then discussed Chris Buslovich's assignment. He needs to be able to operate independently and establish his own priorities. It was determined that he IS a department head, and therefore should attend and participate in Department Head meetings. Selectman Reinhold motioned that Chris Buslovich be classified at Department Head level. Motion was seconded by Selectman LaCourse. Chairman Griswold polled for a vote. All were in favor. Motion passes. The Board briefly discussed the Flow Chart of Authority, with Flow of Information (Administrative) authority answering to Town Administrator, flow of Authority answering to the Board.

4. Correspondence:

- A. August 1, 2008 letter from Lee Library Trustees, Re: Change of Banking Relationship/Proposed 2009 Warrant Articles File:
- B. August 7, 2008 letter from Town of Lee Highway Dept, Randy Stevens, Supervisor, Re; Safety Inspection Deficiencies Corrected File:
- C. July 23, 2008 letter from Patricia Emison and David Feldman, Re: Late Payment Penalty File:

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- D. July 23, 2008 letter from Town of Lee Joint Loss Mgmt Committee, Michelle Stevens, Chairman, Re; Safety Inspection findings File:
- E. August 9, 2008 letter from Jean Howe requesting the Town take Michael Hill's trailer for a tax sale. File:

Diane Guimond, Town Administrator requested permission from the Board for herself and Town Bookkeeper, Joanne Clancy to attend 9 accounting classes at a cost of \$300 for both to attend all classes. The Board approved for Diane Guimond and Joanne Clancy to attend all classes. The Board noted the corrective measures that the Highway Department had taken to correct the deficiencies. Regarding the letter from Patricia Emison and David Feldman, his argument was that if he had mailed the letter instead of putting it in our outside mail slot, it would have been postmarked. The penalty amount was only \$8.81, and there was no way to prove timeliness one way or another, so the Board agreed to forgive the penalty. The Board discussed Jean Howe's letter and determined that it would not be ethical, and also go against policy to intervene.

5. Manifests presented were reviewed and authorized for payment.

Manifest #2 for \$ 68,709.83 and #3 for \$ 171,262.16.

6. Approval of Minutes: Selectman Reinhold made a motion to accept minutes from the July 28, 2008 Regular Session. Selectman LaCourse seconded. Chairman Griswold called for a discussion. There being none, Chairman Griswold called for a vote. Motion passes.

7. There being no further business, meeting was adjourned at 9:30 PM.

Minutes recorded by:

Kathy Hendry, Town Secretary

Minutes accepted by:

W. James Griswold, Chairman

Frank W. Reinhold, Jr

Dr. John LaCourse
Lee Board of Selectmen