

**MINUTES OF THE BOARD OF SELECTMEN'S REGULAR SESSION  
AUGUST 25, 2008 PAGE 1**

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

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

**Others present:** Seth Peters, Chris Buslovich, IT Manager; Randy Stevens, Highway Supervisor; Henry Bracket; Joe Quimby, ORCSD Rep; Bill Humm, Conservation Commission Chairman; Bob Smith, C.I.P. Chairman; Jim Banks; Diane L. Guimond, Town Administrator and Kathy Hendry, Town Secretary

2. New Business: Seth Peters came before the Board regarding the property line of the Town's recently acquired Old Mill Road property. Seth Peters is requesting the Town move the property line. Selectman Reinhold advised Mr. Peters that the Town's Attorney has the pertinent paperwork and is reviewing the case. Chairman Griswold will advise Mr. Peters as soon as he hears from the Attorney.

Joe Quimby, ORCDS Rep presented his Quarterly Update on the status of School Board issues. The two goals the School Board has set for this year are: #1 - the Budget and # 2 - finalizing the Mission Statement. A Committee established as a result of a warrant article voted on and passed in March 2008 has been meeting throughout the summer to make recommendations to the School Board on the value of an Advisory Budget Committee or a Full Authority Budget Committee. The Drug & Alcohol Policy has recently been reviewed and revised. The Bidding Policy is currently under review. This year Food Service and Paraprofessional Services will be reviewed and the School Board hopes to come to a contract agreement end of November. The School Board is looking into the possibility of a Full-Day Kindergarten. Selectman Reinhold asked about the combined High School with Newmarket. The Board of Selectmen from Durham, Lee, and Madbury have been invited to meet with the Town Administrator and Selectmen of Newmarket. Chairman Griswold asked if the School Board had concentrated on energy-saving ideas such as the possibility of a 4-day week or maybe shifting the schedule for the school day. Chairman Griswold had also asked if the School Board had gone "green" for the new heating system. The answer was "no" they had just gone with the low-bidder. Joe Quimby said they are looking at saving energy.

Bob Smith gave the Board an update on the C.I.P. He said that one difficulty in the beginning was all departments were on different levels, but after the Kick-Off Statements, everyone had guidelines to follow. He mentioned that one hidden benefit has been pooling of resources such as equipment not used by one department, but needed by another, which lets departments get needed items without spending any money. He noted that we now have an IT Department to handle networking, hardware and software issues including licensing. The Transfer Station will need to take into account the closing of the Rochester landfill in 2020 add in additional money for equipment/personnel for unknown

equipment that could be needed. Town Administrator, Diane Guimond has submitted a building maintenance plan, including roof replacement, etc at the needed phases for a 30-year plan *Today's dollars* need to be used in the planning, at the end all figures will be adjusted at the appropriate rate. September 10, 2008 the C.I.P. will meet with the Board and have a Public Hearing on September 17, 2008. He suggested that the Cablevision Trust and the Cemetery fence trust be removed as they are no longer needed. The Communicable Disease Trust will remain at the Police Department's request.

### 3. Department Head Reports:

Chris Buslovich, IT Manager updated the Board on Hardware issues, stating as many as 10 computers need to be replaced over the course of the year. He mentioned that there are 3 PC's that need to be replaced immediately. Town Administrator, Diane Guimond told the Board that \$4,500 has been encumbered from 2007/08. Chris Buslovich said he has a quote from Dell for approximately \$700 each. The Board agreed that the systems should be standardized. Regarding the Asset tracking, Chris Buslovich and Kathy Hendry have been working on compiling a complete list of all assets. All machines have been inventoried by Chris Buslovich. All machines will need to be tagged with a bar-coded tag to track them. Other durable items like desks, tables, file cabinets need to be marked with "Town of Lee" property tags. The issue of the Cable TV station was discussed briefly, and will require more discussion. A letter from Ann Wright discussing this matter will become a part of these minutes. Chris Buslovich noted that the software being utilized by the Police Department (Trino) will have to be on hold until further notice. We have no tape back-up system there at the moment. Chris will be consolidating the network, going to only one server at the Safety Complex instead of two. The Board would like to have all IT transferred to the IT Department, which is anything technological including cell phones and laptops. The Departments need to tell of any exceptions and validate the justification.

Regarding the Little River Park cellar hole and the signage, Diane Guimond noted that Edna Freightner will be here Friday at 9:30 AM to do a site walk to see if we can proceed.

Selectman Reinhold gave the Board an update on the Emergency Planning Disaster Drill. At a cost of over \$25,000 the drill failed due to no leadership. Emergency Management Director, Dale Hardy cancelled the night before the drill, leading the Board to question whether the volunteer system is the way to go? Selectman Reinhold said that the role of Emergency Director is too demanding and cannot be volunteer-based to succeed. It requires someone who will accept that responsibility and take it seriously. Selectman Reinhold noted that the next full-scale drill is October 9<sup>th</sup>. The Board motioned that Selectman Reinhold will be the Emergency Director for 6 months until we can get someone to do it.

Bill Humm, Conservation Commission Chairman came before the Board to get approval to send a letter regarding dumping lawn/garden refuse at the James Farm Drive loop. The Board agreed that the letter should be sent. Bill Humm also reported on the vernal pool

survey findings. He said that wetlands flagging can be done for approximately \$400, they can then get a surveyor do an “overlay” of the existing survey that would show the precise location of the vernal pool. Selectman Reinhold said that the other landowner is the church and it would be good to know where the boundary is.

Randy Stevens, Highway Supervisor gave an update on bridges; the Bridge Consulting Committee met and looked over Quantum’s proposal for High Road Bridge and they had a couple suggestions that have been sent to the State for review. They should have an answer by the end of next week. Snell Road Bridge has a rusted out pipe on the inlet end, the last high water we had it rusted through and was acting like a dam. The State set some granite curb on it to bring the bottom up and it is working all right. He will check back on it. Old Mill will be done in September. Randy Stevens mentioned that he needs to do something about sand. The Board said he has no choice but to get bids for sand. Randy Stevens said he needs to have the annual vehicle inspection station renewal signed.

Diane Guimond, Town Administrator informed the Board that the Auditor has agreed to the \$ 20,000 encumbrance for the Town Hall Roof. She would like to start the project. Selectman Reinhold mentioned she should contact various solar companies to ensure that the right type of roof is installed for future solar installation. Regarding Phase II of the Personnel Policy, two potential members still need to be contacted. The pay-study has been completed except for 2 or 3 and it appears that only 3 or 4 are below, most are ok or above. If the *Step Program* is adopted we will only have time for 4 meetings due to time constraints. The next step is to present results to Department Heads. Re: Swimming hole, Conservation easement given March 13, 2003 to Society for Preservation of NH Forestry. Diane will scan the easement documentation and e-mail it to the Board. The Fire Department is redoing numbering on Orchard Way (a private road). The Board would like a historical name for the road. Karen Long had no damage from the blasting, but would like the Town to have a blasting policy. Diane Guimond would like to have the generator re-bid due to all the confusion with the bids. The downstairs alarm system for the Library is being worked on. The cost is under \$ 500. Selectman Reinhold mentioned that the Town has two security providers, and we should look into that.

#### 4. Correspondence:

- A. Ann Wright, letter dated August 25 Re: public access station
- B. New Hampshire D.O.T., Ralph W. Sanders August 22, 2008 letter to NH DES Wetlands Bureau Re: culvert on Route 125
- C. Department of Public Works, Town of Durham, Doug Bullen, Asst. Director for Operations Re: Lee Well Operation summary for June 2008
- D. Department of Public Works, Town of Durham, Doug Bullen, Asst. Director for Operations Re: Lee Well Operation summary for April 2008
- E. Lee Conservation Commission, Bill Humm, Chairman letter dated August 25, 2008 Re: James Farm dumping
- F. 2008 C.I.P. Update, Bob Smith, C.I.P. Chairman

The Board would like to have each department compose a Vision Statement. The Board would like to compose a *State of the Town Address*, with historical over the last 10 years and looking forward to the next 10 years. Regarding a Master Plan - What pace should we go?

5. Manifests presented were reviewed and authorized for payment.

#4	\$ 1,248,906.70
#5	\$ 178,869.37
#6	\$ 132,291.21

Vacation requests for Allan Dennis and Randy Stevens were presented and signed.

Minutes for August 11, 2008 were accepted

6. There being no further business, meeting was adjourned at 9:50pm

Minutes transcribed by:

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Kathy Hendry, Town Secretary

Minutes accepted by:

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W. James Griswold, Chairman

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Frank W. Reinhold, Jr.

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Dr. John LaCourse  
Lee Board of Selectmen