

**MINUTES OF THE BOARD OF SELECTMEN'S REGULAR SESSION  
NOVEMBER 24, 2008 PAGE 1**

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

**Others present:** Diane L. Guimond, Town Administrator; Chris Buslovich; Roger Rice, Transfer Station Manager; William Humm, Conservation Commission Chairman; Lisa Morin, Library Director; Randy Stevens, Highway Supervisor; Michelle Stevens; Philip Sanborn, Jr., Recreation Commission Chairman; Joshua Sanborn; Geoffrey Carlton, Recreation Commission member and Donna F. Eisenhard, Recording Secretary.

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

2. New Business:

A. Chris Buslovich, Information Technology Director, met with the Board to give a technology update since coming on board. He presented a new network map and said one of the major changes was the new police phones were not installed properly so he re-installed them and everything is now fixed. He said he added a new firewall \$700 Cisco firewall between the police and internet which eliminated an "internet only computer" saving about \$1,000 to \$1,200 every three years. He also changed the web host and e-mail provider so the town pays \$90.00 per year rather than \$500 for these services. He said he implemented an office calendar. He also examined our contract with Comcast and learned that Lee fits into the Small Business category which gives the town 25 free McAfee licenses and saving \$2,500 for the Norton licenses. He brought the average cost of a computer down to \$1,000 each rather than the \$1,200 each was budgeted. He replaced Sgt. Huppe's desktop computer with a laptop, which is more efficient for him, and eliminated a computer in the evidence room which saves \$1,000 to \$1,200 every 3 years. He also eliminated the Fire department server by merging them into the Police Department server (with password protection) thus saving a need for two servers. This change saves approximately \$6,000 every 3 years for a new server and software. He said he installed wireless in the Safety Complex so everyone can use their laptops there. Selectman Reinhold asked if he considered voice-over IP for the town hall. Mr. Buslovich said he has. He said the Allworx solution may be best for cost effectiveness. Mr. Buslovich also mentioned installing a Cisco device to link 2 sites together. Selectman Reinhold asked if he could integrate the Town Hall and Library and Mr. Buslovich said he can. Selectman Reinhold said we are currently running three servers and could decrease one more domain.

Transfer Station Manager Roger Rice said Mr. Banks is still working there but once he is finished, Mr. Buslovich will complete the work. It was noted, regarding security, the Safety Complex and Town Hall are independent. The Transfer Station is also independent. There are low-fuel alarms at the Town Hall and Transfer Station. Selectman Reinhold said he would like alarm redundancy looked at. He said we have two alarm providers and three service groups and felt we could go to one. He said he would appreciate Mr. Buslovich looking into this especially in relation to costs to

determine if there is an opportunity for savings. The Board asked that Mr. Buslovich report back in three months. Selectman Reinhold said we have expended money to guard our trash, what about our people. Library Director Morin asked in what way. Selectman Reinhold said we have no tapes or videos and we need overall protection, especially video protection. It was noted we already have panic buttons. Selectman Reinhold said panic buttons are after the fact. Selectman LaCourse asked if Mr. Buslovich could work up a summary. Chairman Griswold said yes, would he do that.

Mr. Buslovich said he also got a quote for a laptop for Code Enforcement Officer Dennis to replace his current one. Quotes were \$1,900 from Dell, \$2,700 from Hewlett-Packard and \$2,200 from IBM. All included keyboards and docking stations. Once Mr. Dennis has his new laptop, his old desk computer can be located to the public use station. Selectman Reinhold asked if he had asked Mr. Dennis about a handheld as he wants a blackberry too and he was not sure he needed both. Mr. Buslovich said Mr. Dennis needs both to check building codes, which a blackberry could not do. Mr. Buslovich said he also looked into a new projector for the safety complex meeting room. He said the new more powerful one would be for the Safety Complex meeting room and the old one could be moved into the Emergency Operations Center. Selectman Reinhold said it makes sense to have one for the EOC. Selectman LaCourse said no remote for the current one is a pain. Mr. Buslovich said the new one would have a remote. Quotes were \$1,874 for Dell with a three-year warranty, \$1,889 for Sony with a one-year warranty and \$1,899 for Panasonic with a one-year warranty. His also mentioned that all costs associated with the IT upgrade are already budgeted. Town Administrator Guimond confirmed that a large amount of funds from past years was encumbered for Information Technology work. The Board thanked Mr. Buslovich for coming.

B. Ryan Fry failed to appear for his appointment.

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#### 7:00 PM – PUBLIC HEARING

Chairman Griswold opened the Public Hearing at 7:00 p.m. Cemetery Trustee Donna Eisenhard said that when the town purchased a portion of the Edward & Mary Kelley property, the portion they purchased had the Charles Jones Cemetery located there. She said the Trustees would like to take care of this cemetery as it is on town property just as they do the Ryan Cemetery next to the Public Safety Complex. she said an advertisement was placed in Foster's Daily Democrat newspaper for two days asking for any heirs to come forth with input either by being present tonight and writing. She said no one wrote or contacted the town in any way. Following this, Selectman Reinhold made a motion to declare the Charles Jones Cemetery abandoned. Selectman LaCourse seconded. Chairman Griswold called for a discussion. There being none, Chairman Griswold called for a vote. Motion passes. Chairman Griswold declared the Public Hearing closed at 7:01 p.m.

C. Recreation Commission Chairman Philip Sanborn, Jr. and Recreation Commission member Geoffrey Carlton, along with Highway Supervisor Randy Stevens met with the Board regarding the development of Little River Park. Chairman Sanborn said the Commission needs to coordinate what Mr. Stevens is doing there. He said he has been doing a lot and what should he be doing. Chairman Sanborn noted that a search of Selectmen's minutes did not bring any information forward as to what may have been agreed upon in the past. He said Mr. Stevens said he would be available to do the parking lot. Currently, the Commission is working with Verizon to relocate a utility pole. He said he thought any work Mr. Stevens was doing was in the original plans and he expected him to tell the Commission if he could not do work requested if it was not. Chairman Griswold said since he has known Mr. Stevens, he has had a hard time saying No. We may have to shift to coordinate him. Chairman Sanborn said the Commission is grateful for whatever Mr. Stevens can do and has already done. Selectman Reinhold said he remembered some time in the past but was not sure what was said. It must be inter-departmental if we want to avoid confusion and we need to have this dialog. He said he felt Mr. Steven's involvement was more than his perception. Mr. Carlton said Mr. Steven's work was not for the deceleration lane. That was put off until next spring because of the utility pole. It was just for the parking lot. He said the lot has been stumped and graded with Robert Shappell donating a full day of time to stumping. Chairman Sanborn said the Commission has \$75,000 available and hired Hartmann Enterprises but did not want to spend the entire \$60,000 it would cost to get this done. Selectman Reinhold said no funds have been transferred to reimburse the Highway department budget for their work yet. Mr. Carlton said the Commission is expecting to do this. Chairman Sanborn asked the Board's thoughts on charging. He said town to town, dollar for dollar is a good deal. Timewise, it is not a good deal. Chairman Griswold said budgeting works in different pools and for specific items and you have to keep those items separate. Chairman Sanborn said Mr. Stevens agreed to exchange work for the cost of fuel. Selectman LaCourse said now we are at a different point. Chairman Sanborn said it is still a town park. A discussion followed on what needs to be done, Mr. Stevens working on holidays and keeping legal in regards to worker's compensation. Mr. Stevens said he could understand if the Board was not informed. Mr. Carlton said we all have e-mail, could we communicate that way and make a concerted effort to send information each week. All agreed to keep the Board informed from now on. Chairman Griswold said e-mailing is a good suggestion. Following this, Selectman Reinhold asked what is needed. Chairman Sanborn said whatever Mr. Stevens can afford. Mr. Stevens said about three or four more days are needed to get the parking lot buttoned up for the winter. He said he has to layer about two feet of gravel so it will settle and will need to rent a bulldozer and roller. He said he would like to hire Shappell if Hartmann is not available and that the work left is mostly fill. Chairman Griswold said the Board will call it fuel costs for this year. For next, the Board would like to know the construction time and some sort of estimate in costs for that time. Mr. Carlton said he could have an estimate in a month. Mr. Stevens said he would like to mark off the parking lot with a laser and estimated he would need about 20,000 yards of gravel. Selectman Reinhold

said to remember Mr. Stevens is committed to moving 700,000 yards of material from the Old Mill Property which the town recently purchased from the Kelley's to a storage space to be created behind the Highway Department garage. A copy of the Memorandum from Town Administrator Guimond in relation to this matter becomes a permanent part of these minutes as well as a copy of the credit from Hartmann enterprises brought in by Chairman Sanborn..

D. Selectman Reinhold informed those present that Code Enforcement Officer Dennis is on vacation, however, he would update the Board regarding Old Mill Road. He said he met with the town's attorney and got a one hour presentation on laws for roads and who owns from the middle of the road. He felt the Board wanted to be aggressive and the attorney recommended drafting a letter that we do not agree with their conclusions, send it to Mr. Peters and let them respond. He said Mr. Peters' case is based on three warranty deeds on the property and their saying who owns the road. Selectman Reinhold said he would like permission to draft the letter and this should be resolved before town meeting and we start the bid process for excavation. He said we would need two excavators and ten trucks to move thirty loads per day.

E. Library Director Lisa Morin met with the Board and presented a Memo entitled Outstanding Library Safety Inspection Issues for the Board's review. She said all former safety issues had been addressed as required two years ago and she thought everything was fine but new regulations recently enacted have brought additional items forward that now need addressing. She asked if she needed to go out to bid. She said she really needed the furnace enclosure and meeting room ceiling done immediately. Selectman Reinhold said the items in the memo are all safety issues so the Board needs to take immediate action. A discussion followed regarding the items. Following this, Ms. Morin was asked to get bids and especially contact Code Enforcement Officer Dennis to identify codes for the ceiling to ensure it is built to that code. Chairman Griswold said to make a single bid and include CEO Dennis and Highway Supervisor Stevens for input. He said she should also contact Fire chief Blake with regards to the fire alarm. A copy of Ms. Morin's Memo becomes a permanent part of these minutes.

F. Town Administrator Guimond asked the Board to pick a date for the Employee Christmas Party. She suggested Thursday, December 18<sup>th</sup> at the Public Safety Complex and doing service awards at the same time. Selectman Lacourse said he thought she should close the town hall. Selectman Reinhold said the time should be noon on December 24<sup>th</sup>. Chairman Griswold said he could not be here on the 24<sup>th</sup>. Following this, the Board agreed on December 18<sup>th</sup> at the Complex.

G. Transfer Station Manager Roger Rice met with the Board and requested signatures on an agreement with the City of Dover for a Household Hazardous Waste Day on September 12, 2009. He said there is no chance to do this with the State as yet. The Board signed the agreement.

H. Highway Supervisor Randy Stevens met with the Board and said he had several items. He said the hydraulic study has been done for the High Road but he must

meet with the State Historical people. He presented a handout on Calcium Chloride and Tire quotes. He asked for signatures on the Public Works Mutual Aid Agreement. He also said he is trying to adhere to the town's Purchasing Policy but everything he buys is over \$1,000. He said he wants to purchase two pallets of calcium chloride and A. H. Harris is the cheapest at \$784.00 per pallet. Agway was \$619.00 and Fastenal was \$799.50. The Board authorized the purchase. Mr. Stevens said he needs tires on the grader and one dump truck. He said he would also like to run radial not bias as you get flat spots when bias tires sit. He said he learned New England truck has six used Michellin's in Canada that may be available but he would want to see them before buying. Tire prices were as follows:

Company	Grader Radial	Grader Bias	Truck Rear Radial	Truck Rear Retread
Sullivan	\$ 850.23	\$482.74	\$260.00	\$237.43
Stratham	\$1,249.00	\$366.96	\$342.14	\$259.24
GCR	\$1,189.80	\$444.09	\$260.00	\$244.00
N Eng Truck		\$430.00		\$274.39

The used Michellin radial grader tires would be \$400 each. He said you can take casings over and see if they are re-cappable and if not, it is better to buy new Goodyear's from Sullivan. He said used radials last longer than new bias from his experience. He said he has \$3,200 in his budget for the grader tires and may have to wait for truck tires. A copy of the handout from Mr. Stevens becomes a permanent part of these minutes. He also informed the Board he would like to move into the Highway department Annex this winter and keep the offices as they are other than adding a break room. Chairman Griswold asked about heat. Mr. Stevens said we would save on not having to heat his old office but would need to do some heat stripping and install a door in the Annex office. Selectman Reinhold asked about the drainage problem from rain and melted snow. Mr. Stevens said he will first determine if a holding tank is needed and that Sunbelt has a concrete planer to lower the concrete in front of the doors so water drains away from instead of into the building. He said he thought he and Warren Hatch could do everything. With this plan selectman Reinhold made a motion to disapprove Lamprey River Advisory Committee moving into the Highway Annex. Selectman LaCourse seconded. Chairman Griswold called for a discussion. There being none, Chairman Griswold called for a vote. Motion passes. Then Selectman Reinhold made a motion to request Mr. Stevens move into the Highway Annex "toute suit" Selectman LaCourse seconded. Chairman Griswold called for a discussion. There being none, Chairman Griswold called for a vote. Motion passes.

I. Conservation Commission Chairman William Humm met with the Board and informed them some American Chestnut trees in the Town Forest survived the blight and UNH collected some seeds and planted a nursery. He said a Lee resident also propagated some, has potted them and offered them to the town. He said he checked with the American Chestnut Association and Richard Wellington for locations where they would survive and it appears that behind the safety Complex is the best area, even though there are some invasive species already there. He said they would not be placed in the grassed

areas unless necessary. Chairman Griswold said he would like to see some type of location map first. Selectman Reinhold said the Board also needs conservation input for the one-acre parcel behind the Highway garage for storing materials from Old Mill Road for future use.

At this point, Chairman Griswold updated Chairman Humm on his meeting with Frederick Schultz regarding reclamation work near the "kettle hole." He asked if a map and letter to Mr. Schultz would suffice and the letter could be signed by the Board or Chairman Humm. He said we may need a photo for topographical purposes. Chairman Humm said he appreciated Chairman Griswold's effort and success. He said the folks from the RCS and Forest Society really should come back but the Town of Lee is the holder of the easement and if the Board says ok, then its ok. Chairman Griswold said he would call Mr. Schultz after Thanksgiving and tell him.

J. Selectman LaCourse reported on the PAYT (Pay As You Throw) Public Hearing and asked about having a wrap up get together. The date of Tuesday, December 2 at 7:00 p.m. at the Safety Complex was suggested. \*Note: This date was later confirmed.

K. The shed behind the Town Hall, lately called the "Tramp House," was briefly discussed. Following this, Town Administrator Guimond was asked to estimate the repairs needed and the costs for demolishing this building. It was decided that any chairs stored there should go to the Historical Society.

L. It was noted that maps indicating conservation lands were duly posted in the Town Hall and at the Safety complex with no problem.

#### 6. Town Administrator:

Town Administrator Guimond presented the Fogg Purchase & Sales Agreement for Board signatures. She also requested Board signatures on a letter to the Trustees of Trust Funds requesting reimbursement from the Highway Bridge expendable Trust Fund in the amount of \$14,730.00. Ms. Guimond informed the Board she has advertised for a Welfare Director in the newspaper and the Local Government Center will also advertise.. Regarding the request by Lamprey River Advisory Committee to rent the Highway Annex for office space, Ms. Guimond was directed to contact Maintenance and have Bill Stevens clean there so Randy Stevens can move in there in a month. Chairman Griswold asked Ms. Guimond to draft a letter to LRAC for his signature informing them of their decision. The Board discussed the Bookkeeper and Town Secretary positions in the town. Ms. Guimond said, although she had not asked her, she would like Mrs. Eisenhard to taking and transcribing minutes of Selectmen meetings. Following this, the Board agreed the Bookkeeper would go to a full-time position beginning January 1, 2009 and the Town Secretary position would go to part-time at 32 hours per week. Selectman Reinhold said Ms. Guimond should ensure she discloses this at Town Meeting. Selectman LaCourse asked when we were having a CIP meeting. Selectman Reinhold said soon as that is independent of the budget.

7. Town Secretary – review and approve manifests and minutes. Manifest #18 for 11/15/08 totaled \$82,321.48.

Selectman Reinhold made a motion to accept minutes from the November 10, 2008 Regular session. Selectman LaCourse seconded. Chairman Griswold called for a discussion. There being none, Chairman Griswold called for a vote. Motion passes.

The Board signed a cemetery deed for Gerhard Nothmann. A Veteran's Exemption was approved for PID#29-03-0600 – Preston Samuel. The Board signed the Warrant for collection of Gravel Tax in the amount of \$1,376.70. A discussion followed on what would be allowed in the Town Crier Newsletter and what would not for upcoming issues.

8. There being no further business, meeting was adjourned at 9:55 p.m.

Minutes recorded by:

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Donna F. Eisenhard, Recording Secretary

Minutes accepted by:

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W. James Griswold, Chairman

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Frank W. Reinhold, Jr.

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John R. LaCourse  
Lee Board of Selectmen