

**MINUTES OF THE BOARD OF SELECTMEN'S REGULAR SESSION  
DECEMBER 17, 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; Caren Rossi, Planning & Zoning Secretary; Peter Hoyt and Donna F. Eisenhard, Recording Secretary.

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

2. New Business:

A. Town Administrator Diane Guimond was commended for going door to door with other town personnel after the ice storm checking on residents. Police chief Murch agreed. He also suggested the town do a post-mortem on what was good and what was bad and work on that insofar as emergency preparedness is concerned.

It was also noted that it is important to not charge interest on overdue taxes as the office was closed due to lack of power on the last payment day. Selectman Reinhold said Town Clerk/Tax Collector Linda Reinhold recommended interest be waived through close of business on Friday, December 19<sup>th</sup>. Selectman Reinhold also informed the Board that starting in January of 2009, the Town Clerk/Tax Collector's office has scheduled Saturdays for the office to be open. He said she may open this Saturday too. Selectman Reinhold made a motion to waive interest on property taxes through December 19<sup>th</sup> to close of business due to weather related issues. Selectman LaCourse seconded. Chairman Griswold polled for a vote: Reinhold-aye; LaCourse-aye; Griswold-aye. Motion passes.

B. Peter Hoyt met with the Board to make them aware of a problem he wanted them to be aware of. He said there is a lot of expensive equipment at the Transfer Station and during the power failure, he should have shut the water off and drained the lines. He said a generator was put on to get the furnace going and the temperature up. He said he left at 1:00 p.m. as he had to get a generator for his folks as the temperature was 34 degrees Monday and he was split between the dump and them, but went for his folks. He said Transfer Station Manager Rice said he was going to open so people could dispose of their spoiled food. He said he came back at 3:00 p.m. and the doors were wide open. He said what had gone on put him over the edge. He said there were half a dozen trucks there trying to get the power going. Since the system was down since Saturday, the warm temperatures in the building set off the sprinkler system and it wet everything down. He said the water gun ran two hours before it was heard and Mr. Rice should have called him. He said he was not sure if the pump burned up. He said he sees things of this type every day but in a larger way. Chairman Griswold thanked him for telling the Board as they do want to hear his concerns. Selectman Reinhold said two years ago he had concerns and now he has them more than ever. A brief discussion followed regarding mechanical skills, under-estimating of costs and leadership. Chairman Griswold said a fourth area is connection with the public. Mr. Hoyt said things are still the same.

**Non-Public Session:** Selectman Reinhold made a motion to enter into Non-Public Session. Selectman LaCourse seconded. Chairman Griswold polled for a vote: Reinhold-aye; LaCourse-aye; Griswold-aye. Motion passes. The Board entered into Non-Public Session at 7:07 p.m. The Board exited Non-Public Session at 8:04 and re-entered the Regular Session.

### 3. Old Business:

A. Planning & Zoning Secretary Caren Rossi met with the Board regarding Peter Hoyt's appointment to the Zoning Board as an Alternate. She stated Zoning Board Chairman James Banks recommended Mr. Hoyt. She said it was not her or Mr. Dennis' choice but it was not their decision. She said Mr. Hoyt does want to do it and knows the laws. Chairman Griswold asked her what her opinion was. Ms. Rossi said they need another body and Mr. Hoyt would be better than some others they have had who never showed up. She said Mr. Hoyt understands that he will not be called in a lot. Chairman Griswold asked where Mr. Hoyt sees planning and development going. Ms. Rossi said he is more apt to go with the majority. Selectman Lacourse asked what the process was for calling an Alternate. Ms. Rossi said it is whoever is available really. Selectman Lacourse asked what the term was. Ms. Rossi said three years but it can be one year for new people. Chairman Griswold asked if selectman Reinhold had an opinion. A brief discussion followed regarding skills needed for a ZBA person. Following this, chairman Griswold said he had great respect for Mr. Banks so the Board would appoint him. Selectman LaCourse agreed. The Board thanked Ms. Rossi for coming to speak with them regarding this matter.

Chairman Griswold signed the Agreement for the topography survey for the Town Center.

A vacation request was approved for the Code Enforcement Officer.

A Notice of Intent to Cut Wood or Timber was signed for PID#16-07-0000 – All Paint Farm Trust.

### 4. Town Administrator:

Town Administrator presented copies of the Purchasing Policy for the Board's review.

Ms. Guimond asked, where Chris Buslovich is now the Emergency Management Director, does he get the quarterly stipend for this position or not. The Board agreed he should receive the stipend as there is not a direct relationship to his pay and the stipend.

Ms. Guimond informed the Board that Betty Gardner donated a trailer to be used for Emergency Management purposes. She said Mrs. Gardner asked only for a thank you

letter indicating the trailer had a value of \$2,000. She said she would draft the letter. The Board agreed to sign the letter to be drafted by Ms. Guimond.

A discussion followed regarding cell phones. Ms. Guimond said four people got new blackberries. It was agreed Mr. Buslovich needs to come forward with cell phone recommendations. Selectman Reinhold said Mr. Buslovich has saved money in several areas but spent in others and the Board needs to slow down the spending. Ms. Guimond said Mr. Buslovich also asked to increase the credit limit on his credit card as most of his purchases are over the \$1,000 limit. The Board agreed he and Ms. Guimond should have their credit limits extended to \$2,000. Chairman Griswold said he thought Mr. Buslovich asked for \$4,000. Selectman Lacourse said we need a policy to include computers, cell phones, laptops, etc. Ms. Guimond said Department Heads can spend their budgets as they see fit if it follows the Purchasing Policy. Selectman Reinhold said when he asks what cell phones cost, he does not have an answer. Chairman Griswold said the Board needs to get answers to make informed decisions. He said Mr. Buslovich should bring numbers of what we pay and draft a cell phone policy. he said we want to hear what his thoughts are. He should tell a total and break it down and say how we can save money in an area. Also, it appears there is a communication problem in that Town administrator Guimond is left out of the loop. Selectman Reinhold said there is a chain of command for leadership and an administrative procedure. Chairman Griswold said Ms. Guimond's is not a supervisory role but rather a communicative e role. He said that is the way he sees it happening and if she did not know, it was not helpful to the Board. The Board agreed to wait on the stipend until Mr. Buslovich speaks with the Board.

Ms. Guimond said the Town Secretary job description are still pending.

Ms. Guimond informed the Board she has a person with 15 years experience in welfare to interview. she also said there is no opportunity to share welfare people with Madbury and there was no response from Newmarket.

Regarding the Town of Newmarket withdrawing water, the Board agreed we need to think of something to trade like a loader in the sandpit. Selectman Lacourse said what about conservation land. Chairman Griswold said what about a D9 or Cat 345 bulldozer.

The Board asked Ms. Guimond for a progress report on the organization chart.

Ms. Guimond said the library is still waiting pending a quote from Library Director Morin.

Ms. Guimond informed the Board the Town Hall roof work is to start December 22<sup>nd</sup>.

Regarding repairs and paint for the Town Shed, Selectman Reinhold asked if we could start to write the Town warrant now and keep adding things as they come along like an article to save the shed and another article for repairs and paint should they vote to save it. He also said we need to start e-mailing them and the RSA 41 and CIP articles.

Selectman Reinhold also asked for a report on the Town Seal. Ms. Guimond said she had two bidders with one wanting \$1,050 to design one and the other wanting \$1,200. The Board suggested she ask David Miner to design one. It was noted the Historical Society wanted the mast removed.

Ms. Guimond reported briefly on the Personnel Policy Phase II Committee's progress. Items were to increase life insurance for all full-time employees from \$5,000 to \$25,000., recommendation to institute a Step Program and determining how you figure COLA's (most go with social security which is now 5.8%). The Bookkeeper's new job description was accepted. The Solid Waste Operator II job description was accepted to include a 31cent an hour pay raise or to change to a grade 4 in the Step Program which means a 43cent an hour pay raise. The fulltime firefighter working 45 hours per week will be reduced to 40 hours per week with no overtime unless specifically required. Four hours vacation pay is to be given to regularly scheduled part-timers if their normal work day falls on the holiday and raises were recommended for the Bookkeeper, Welfare Officer, Town Secretary and Code Enforcement Director. This would put all employees at mid-point in the Step program. Selectman LaCourse said we don't want to pay minimum or maximum but be mid-point. She said Attorney Swanson is working on the health insurance benefits and Attorney Beliveau is working on the gifts section. She said the Committee is not recommending short-term disability as the cost is not worth what we already have in place with sick leave. She said implementation is hopeful for July 1<sup>st</sup> and the cost to implement the Step program will be \$24,040.53.

7. Town Secretary – review and approve manifests and minutes. Manifest #21 for 12/6/08 totaled \$910,878.42 and Manifest #22 for 12/13/08 totaled \$85,021.28.

Selectman Reinhold made a motion to accept minutes from the December 8, 2008 Regular Session and the December 8, 2008 Non-Public Sessions #1, #2 and 3#. Selectman LaCourse seconded. Chairman Griswold called for a discussion. There being none, Chairman Griswold called for a vote. Motion passes.

Correspondence:

- A. Town of Lee Zoning Board, received 12/17/08, re: public hearing on application of Fortune to make RV living quarters.
- B. Town of Lee Zoning Board, received 12/17/08, re: application from Aubuchon Hardware (formerly Houghton's Hardware) for different signage.
- C. The Executive Council of the State of NH, dated December 1, 2008, re: Employment/Economic data from NH Employment Security.
- D. Local Government Center, received 12/17/08, re: Winter, 2009 Benefits Bulletin.

The Board approved a Veteran's Exemption for PID#11-01-0500 – John Roberts, Jr.

Mrs. Eisenhard said that Elena Pascale asked if she could be listed in the Town Report under Holiday Tree Lighting. Mrs. Pascale said she noticed the community Gardeners were. The Board agreed she could be listed.

8. There being no further business, meeting was adjourned at 9:10 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