

**Board members present:** John R. LaCourse, Chairman; Joseph P. Lombardo and W. James Griswold

**Others present:** Town Administrator; Diane L. Guimond, Roger Rice, Chief Chet Murch, Chief Mike Blake, Bill Henze, Henry Brackett, Alice MacKinnon, Dawn Genes, Town Secretary; Dawn Hayes.

1. Chairman LaCourse called the meeting to order at 6:00 p.m.
2. Chairman LaCourse motions to enter into Non Public session with Chief Chet Murch. Selectmen Lombardo seconds.

Chief Murch recommends the new employee evaluation forms be kept in the Police Department personnel files, along with other files being kept in his care at the Police Department.

The Board agrees that the evaluation form may be kept with the rest of the personnel files kept at the Police Department. Both personnel files kept in the Selectmen's office and those kept in the Police department shall include notice that additional files may be found in another location. The description of location and specific files will be included.

This agreement will be documented by the Town Administrator, reviewed by the Board and forwarded to Chief Murch.

Chairman LaCourse motions to end Non Public. Selectmen Lombardo seconds. Minutes are not sealed.

3. Henry Brackett of the School Advisory is present and "speaking as an individual". He and Bill Henze report on enrollment numbers declining vs. salaries and student teacher ratios.

Bill requests that the Board form a School Budget Committee.

Henry comments on the allocation for the school budget, last year it was up over 8% for the taxpayers of Lee. Other towns have had less of an increase due to the burden being passed to businesses. The State retirement fund has reduced their contribution it is dropping annually, with the burden being passed to the local taxpayers. One positive business practice in the School District, now in effect, is that contracts are being bid out. The savings from this practice will be passed on to the tax payer. Henry mentions, 84% of kids from this district do attend college.

Henry encourages the Board to establish a relationship with Administration in the School District referencing the policy K-A. Henry recommends the Board have input early on in the School budgeting process.

Bill presents data graphs depicting the enrollment drop. Data is factual and from the Department of Education. He notes, if we are to keep the student teacher ratios

- the same, in effect the State would need 2000 less teachers over the next 12 years. He would like to have this data available to the local public. The Board recommends verifying accuracy of data before it is posted publicly. The Board will then review the data that is submitted.
4. Roger Rice reports to the Board the annual cost of the phone he has requested to be \$800 annually, per IT director Chris Buslovich (not present). Based on the Transfer Station Manager's position, being a non emergency responder, both Selectman Griswold and Selectman Lombardo oppose approval of this purchase. In hopes of finding a cost savings, the Board requests Roger email them with the cost of a town phone without internet capabilities.
  5. Chairman LaCourse motions to enter into a non public session with Dawn Genes of the Recreation Commission. Selectman Lombardo, seconds. Chairman LaCourse requests that all future additions to the Town Crier be approved by the Selectmen's Office via the Town Administrator. Chairman LaCourse requests the Town Administrator submit a procedure memo to departments, committee and commissions to notify them of this procedure. Chairman LaCourse motions to end non public. Selectman Lombardo, seconds. The minutes are not sealed.
  6. Town Administrator request a public hearing be scheduled for Monday November 23<sup>rd</sup> for the High Road Bridge.
  7. Town Administrator requests the signature of the Board on the revised MS1 from the auditors.
  8. Town Administrator presents the operating budget to the Board. Some notations have been made with suggestions regarding areas to be reduced.
  9. Chairman LaCourse would like to impose a policy change regarding the meeting use of the Safety Complex. He requests the Police Secretary continue to schedule times of use, with the Town Administrator's approval of who and what type of groups will use the facility. Chairman LaCourse requests the Town Administrator to submit a draft of the policy change. Changes in the policy will include a standing list showing primary users and secondary users, all being non-profit organizations to be open to the public and benefit the community at large.
  10. Due to scheduling conflicts, the Selectman's meeting scheduled for November 9<sup>th</sup> must be cancelled. The Board recommends Randy Stevens of the Highway Department come on November 17<sup>th</sup> to present truck bids.
  11. Selectman Lombardo reports from the Town Center committee; currently they are planning for 30 parking spots. The committee would like assign Bob Smith to conduct a fact finding meeting regarding additional parking and right of way concerns.
  12. Chairman LaCourse motions to enter into a non public session. Selectman Lombardo, seconds. Chairman LaCourse motions to close non public and seal the minutes. Selectman Lombardo, seconds.

13. The Town Administrator reports that the employee workshop with Gail King has been scheduled for December 2, 2009. The Board requires all employees to attend and that town offices are closed for that day.

**Approval of Minutes:** Chairman LaCourse motions to accept the Minutes of October 26, 2009, Selectman Griswold seconds.

There being no further business, meeting was adjourned at 8:00 p.m.

Minutes transcribed by:

---

Dawn Hayes, Town Secretary

Minutes accepted by:

---

John R. LaCourse, Chairman

---

Joseph P. Lombardo

---

W. James Griswold

Lee Board of Selectmen