

**Board members present:** John R. LaCourse, Chairman; and Selectman Lombardo.

**Others present:** Town Administrator; Diane L. Guimond, Eric Sawtelle, Bob Smith, Jan Neill, Jackie Neill, Donna Eisenhard, Maryanne Banks, Laurel Cox, Town Secretary; Dawn Hayes.

1. Chairman LaCourse Called the meeting to Order at 6:00 pm.
2. Cemetery Trustees present their update. Jan Neill reviews the proposed budget, including their anticipated expenditures. The mowing/labor line item will be absorbed by the highway department, allowing funds to be used for perpetual care. A \$1,000 donation has been made to the trustees for a sign. The trustees are exploring options and designs.
3. Eric Sawtelle of the Agriculture Commission presents an update, exploring several options regarding developing a Lee Community Directory. A collaborative venture between the Agriculture Commission, Heritage Commission, Conservation Commission, Historical Society, and Recreation Commission would distribute information on all natural and cultural resources available in Lee. Eric requests legal direction regarding advertising local businesses in the directory and making this a public/private initiative.
4. Laurel Cox of Land Protection has reviewed and revised her job description. In the absence of Selectman Griswold, Chairman Lacourse tables the matter in an effort to allow all Board members to review the suggested changes.
5. Bob Smith presents the CIP, noting that having everyone working on the budget at the same time has been much more efficient. He highlights the following; the benefits of a shorter development cycle, high ticket items such as fire and plow trucks, trust fund deposit information will only be taken from the Town Meeting minutes for accuracy, and recommended changes in the asset policy.

Chairman LaCourse requests explanation on a few line items and commends Bob for a job well done. Bob submits CIP and summary notes to the Board. He would like to view the budget in its final stages.

6. Town Administrator; Diane Guimond presents assessing abatement and supplemental warrant on the Melanson and Vallee property for a deed error, as well as an abatement for the Stevens property due to a BTLA decision.
7. Chairman LaCourse is reviewing employee evaluations. After the entire Board reviews them Department Heads will be called in for their review.
8. **Approval of Minutes:** Selectman Lombardo motions to accept the minutes of November 17 and November 23, 2009. Chairman LaCourse seconds.
10. **There being no further business, meeting was adjourned at 8:35 p.m.**

Minutes transcribed by:

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Dawn Hayes, Town Secretary

Minutes accepted by:

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John R. LaCourse, Chairman

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W. James Griswold

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Joseph P. Lombardo  
Lee Board of Selectmen