

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

Others present: Diane L. Guimond, Town Administrator; William Stevens; Shane Arsenault; Roger Rice, Transfer Station Manager; Henry Brackett, member of the School Advisory Committee; Chet Murch, Police Chief; David Cedarholm; Leslie Martin; William Humm, Conservation Commission Chairman; Laurel Cox, Land Protection Administrator; Michael Blake, Fire Chief; Tom Green, representative for Green Insurance Associates, LLC; 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. Maintenance Department's William Stevens met with the Board to request permission for the chemical supplier he uses for floor cleaning agents to hold a Workshop at the Complex to demonstrate "green" cleaning products, which Mr. Stevens said he would like to switch to for cleaning floors. He said they would clean half the floor in the Complex meeting room, for free, in exchange for allowing other users to view the work. Mr. Stevens said he would then finish the other half himself. He said he had previously spoken with the Town Administrator who said she could not give permission so he was asking the Board. After a brief discussion, in which Mr. Stevens said the workshop would take about two hours in an afternoon, the Board granted permission.

B. School Advisory Committee member Henry Brackett reminded the Board that Oyster River School District would be holding their Budget Public Hearing on Wednesday, January 14th at 7:00 pm at the High School. He noted the budget increase is under 3%. He urged the Board to attend.

C. Police Chief Chet Murch met with the Board and requested Chairman Griswold's signature on an application for a Highway Safety Grant. He said the Grant would be used for a new radar trailer costing \$6,000 to replace the old radar trailer which the town currently has. The old trailer was secured with Highway Safety Grant funds and now needs repairs. He felt it could be sold for possibly \$3,000 and this money put towards the purchase of the new trailer, along with Grant funds. He said he wanted to use NO new town funds for the purchase. He said if the Grant application is not successful, two local businesses have agreed to cover any extra costs to get the trailer. Selectman Reinhold said any sale of town property goes into the General Fund and we would need a Warrant Article at Town Meeting to take the money from the sale of the old trailer and put it towards the new one. Chief Murch said he would like authorization to sell the old trailer. A brief discussion followed after which the Board authorized Chief Murch to sell the old trailer. The Board also asked Chief Murch to draft a Warrant Article for Town Meeting regarding using \$3,000 from the trailer sale and \$3,000 from the Grant for the

new trailer and get it to the Town Administrator. A copy of the Grant application becomes a permanent part of these minutes.

D. David Cedarholm and Leslie Martin met with the Board and presented a handout outlining two goals with Goal #1 To have an expedient way to have a private ballot on warrant articles at the upcoming Town Meeting so decisions of Lee citizens reflect each person's true conscience without intimidation or alienation and Goal #2 To recommend the town improve and increase communication to encourage more citizen involvement. Mr. Cedarholm explained the reasons for this. He stated private balloting has gone well in the past and he felt you get a true vote which you may not get with a hand vote due to intimidation. Selectman Reinhold asked if their purpose was to convince the Board to go to private ballot. Mr. Cedarholm said it was more to do this on certain warrant articles. Selectman Reinhold said if the future is to prepare for private ballot and work towards this end, then he felt the Board agrees. Chairman Griswold stated he does agree but did not want to extend Town Meeting to three or four nights. He said it makes sense to have a private ballot but not turn the town into an SB2 town. Mr. Cedarholm said he thinks the town is years away on SB2. Selectman Griswold suggested working with Chris Buslovich, the new Information Technology person regarding Goal #2. He also said some Committees need members and asked if Mr. Cedarholm was interested. Leslie Martin said the web site looks good and the Selectmen minutes that are there. She when we talk about private ballot, its people who come to the meeting. She said a small group is making decisions and the town needs to communicate with people before Town Meeting. She said she was glad the Board was open to paper ballot. We need to get more people involved as many people did not have preparation. She said she liked things like the presentation done about a Town Center as it made people more comfortable. She stressed we need citizen involvement and how do you do that if people don't come. She said she thought we have the resources to get information out especially as we head towards Town Meeting. She stated people need to be educated as it makes a huge difference. Selectman Griswold asked if she meant more use of the e-crier. Mrs. Martin said Yes and even have a separate mailer. Mr. Cedarholm suggested using the News Section on the web site. He said it is hard to learn what the issues are as only Selectmen minutes are on the web. He also suggested posting the minutes or a summary every two months in the News Section. Mrs. Martin said some Committees don't have minutes at all or post meetings such as Commercial Zone meetings. It was noted that the Town Calendar lists all the Committees & Boards and when they meet. Selectman LaCourse said certainly regarding putting agendas and minutes on the web site. selectman Reinhold said it is already an action item with the Board that we need to get minutes posted. Mrs. Martin said this is a really tough year - people and the whole country are having a hard time and we need to be sensitive to that. We need to do something to have an informed elective such as small blurbs about Committees such as the Advisory Budget Committee. Selectman LaCourse said he did not think the Board disagrees. Selectman Reinhold said he completely agrees but it puts more encumbrances on Committees who can't get jobs done now. He said to keep in mind that all Committees are volunteers so reality may disagree but we can try. Mr. Cedarholm said he was not asking minutes be paraphrased, just important subjects. Town administrator Guimond said the Board has worked diligently to communicate to the public. Their

decision to hire an Information Technology person was phenomenal as they wanted to keep last year's budget down below 3% . The cost to hire the Information Technology person was \$48,000 which increased the budget by 4.1% and this was hard for the Board so they have tried to communicate to residents. Selectman Reinhold said we agree and think you are right and will try to do our best to achieve this but it will be a long, hard job. Mr. Cedarholm said he would like to express that communication has improved and that he appreciated what they have already done. Chairman Griswold assured him the Board would persevere. A copy of the handout from Mr. Cedarholm & Mrs. Martin becomes a permanent part of these minutes.

E. Fire Chief Michael Blake and Thomas Green, representative for Green Insurance Associates, LLC met with the Board to discuss insurance for volunteer firefighters. Mr. Green said insurance would be under Provident and he began an overview of coverage stating his proposal does not cover League Athletics. He said it covers Death, Impairment, Income Protection, Medical Expenses and Family Assistance. He said there is also insurance for an optional Auxiliary Person and/or Community Volunteer. He said Provident provides insurance to fire departments in the state regarding disability. It protects them when responding to a call or when they are hurt doing fire work. Selectman Reinhold asked Town Administrator Guimond what coverage the town already has. Town Administrator Guimond said the town has long-term disability and Workers Compensation plus offers Aflac (which the employee must pay for). Mr. Green said what they provide is accident insurance to full and part-time firefighters. They are covered all through the event from the time they are called, including going there in their personal vehicle. He presented a handout of a preliminary plan for Lee based on the number of firefighters and equipment. Plus, he said, they coordinate with Workers Compensation. He said his benefits are a very liberal plan and they have an injury and death benefit. He said his own fire department is covered by this plan. Selectman Reinhold asked, in the interest of brevity, could he summarize. Following this, Selectman LaCourse asked if it covers interns. Fire Chief Blake said it did. Selectman Reinhold asked if we could add in police. Mr. Green said if you like. Chief Blake said he asked about all emergency services which could include the police. Mr. Green said it would not cover highway, only emergency responders. He said the insurance is primarily based on call firefighters. Selectman Reinhold asked how this equates to other departments like us with a resident population of 5000. Chairman Griswold said the sheet indicates the cost to the town would be \$5,250 a year and what was the escalation. Mr. Green said about 3-5% per year. Selectman Reinhold asked Chief Blake what made him choose them. Chief Blake said they have been associated with the state since 1974 and have a good record of standing behind their policies. Selectman Reinhold asked if this requires going out to bid. Town Administrator Guimond said it did. Mr. Green mentioned that two other similar programs are close to his rate. Selectman Reinhold said town rules prohibit a decision until three bids are received and directed Chief Blake to secure two more proposals. The Board agreed they should consider more insurance than they already have for volunteer firefighters. A copy of Mr. Green's handout becomes a permanent part of these minutes.

3. Old Business:

A. Conservation Commission Chairman William Humm and Land Protection Administrator Laurel Cox met with the Board and informed them both the Aldags and Talleys wished to proceed with their proposed easements. Chairman Humm stated between owner donations and funds already in the Land Acquisition Trust Fund and Land Use Change Tax Fund, there are funds to purchase. Chairman Griswold said then no new tax dollars will be requested. Chairman Humm said correct. Chairman Griswold stated these two pieces are worth getting as Aldags has great historic value and abuts land already owned by the town and Talleys abuts the Grumbling and Crosbie easements. He said the Board has no objection but it depends on the budget.

4. Selectmen action Items:

A. Regarding the matter of Ryan Fry, the Board denied his request.

B. The Board denied the request by Bruce Miller to excuse interest on an overdue tax bill.

C. The Board denied a request by Mary Ellen Wilson to excuse interest on an overdue tax bill.

D. Regarding ice storm letters from residents, the Board agreed there was poor communication and these will be discussed at the Emergency Planning meeting to be held January 16th.

E. Town Administrator Guimond said the Keith Gagnon DRA matter concerned William Miller contacting him regarding the amenities charge recently levied against his units in Packers Falls Village.

5. Town Administrator:

A. The Board scheduled a Work Session for Tuesday, January 20th at 6:30 p.m. to discuss tax deeding of delinquent trailers. Town Administrator Guimond was asked to contact the Town's Attorney for input on this matter. She informed the Board that over \$2,000 worth of equipment was lost during the recent power outages due to power surges. She said the town's insurance deductible is \$1,000 and she hoped to be reimbursed for the rest once she has put a claim in. She also stated IT Director Buslovich has taken steps to insure all electrical equipment now has power surge protection.

Selectman Reinhold said he received a verbal request from Seth Peters to purchase 7000 yards of fill from the former Kelley property on Old Mill Road, which the town now owns. He said he contacted Sue Hoey and she is in the process of analyzing this matter to determine how and where material could be taken. He said material could be sold for \$5.00 per yard which would equate to \$35,000 for the town. He said he would keep the Board informed. It was agreed that Highway Supervisor Stevens would not need to supervise its removal once Ms. Hoey had researched this.

Town Administrator Guimond presented a sheet outlining some items that need action by the Board.

Decisions:

Selectman Reinhold recommended paying Emergency Management Director Chris Buslovich \$2,000 per year, payable quarterly, contingent on his performance as Director. The Board agreed. The Board also agreed to forego paying the Deputy Director.

After a brief discussion, Selectman LaCourse made a motion to approve the hiring of a full-time Town Secretary beginning April 1st. Selectman Reinhold seconded. Chairman Griswold called for a discussion. There being none, Chairman Griswold called for a vote. LaCourse-aye; Reinhold-aye; Griswold-aye. Motion passes.

The Board discussed a cover for this year's Town report. Selectman Reinhold said he would like to see a picture of the Transfer Station or new Safety Complex or the Town Forest rather than old photographs of other things. The Town administrator was directed to get some pictures for the Board to view.

Regarding the boat access at Wheelwright Pond, it was noted that the access is rather crude and difficult in regards to getting boats to the water. Suggestions were made by Mrs. Eisenhard who launched a canoe there this past summer, however, Chairman Griswold said the land is under easement so nothing can be done to facilitate upgrading the area to make it easier. It has to stay as is.

Chairman Griswold opened the bids for elevator installation at the Safety Complex. Bids were as follows:

J & R Industries	\$150,050
D. L. King & Associates	\$149,628
Englewood	\$ 97,712
Pine State Elevators	\$ 49,980

The Town Administrator was directed to do a spread sheet for review by the Board. There was no decision at this time.

Regarding the MRI assessment, they will be doing a more formalized one for six to eight weeks regarding bookkeeping.

Signatures:

Town Administrator Guimond passed out copies of the current Purchasing Policy adopted August 27, 2007 for review and an Amendment to Purchasing Policy adopted January 12, 2009 for signatures. The Board wished to review the revised policy versus the old before signing. Copies become a permanent part of these minutes.

The Board signed a letter to the Trustees of Trust Funds for reimbursement to the General Funds.

Town Administrator Guimond said, after interviewing several candidates for the Welfare Officer position, she selected Heather Thibodeau. She stated Ms. Thibodeau has been working for the Town of Tilton in that position and is well known by School Committee member Alice MacKinnon. She is also relocating to this area. The Board agreed she should be hired as the new Welfare Officer.

The Board is working on the Town Administrator's new contract, which should be ready next week. The Police Chief is still under his old contract but will be offered a new contract when it expires which will include the Step Program not addressed in his current one.

The Board discussed the Town Shed. Town Administrator Guimond said she has estimates for paint and repair and asked if she should get estimates for moving it. Selectman Reinhold said moving it is not an option. No one wants it so it will either stay and be repaired or torn down, depending on vote at Town meeting.

The Town Administrator's recommendations, as taken from the Personnel Policy Phase II Committee, for implementation effective January 1, 2009:

4 hours holiday pay for part-time employees when the holiday falls on a regularly scheduled work day.

Increase life insurance to \$25,000 for all full-time employees.

All full-time employees receive a single-person coverage paid by the town. 25% of second person or family to be paid by the employee and 75% by town.

When asked if there were enough funds to cover this change January 1st rather than waiting until July 1st, Town Administrator Guimond said she needed \$8,607 and she had those funds. Selectman LaCourse made a motion to modify the Personnel Policy, effective immediately, as recommended by the Personnel Policy Phase II Committee. Selectman Reinhold seconded. Chairman Griswold called for a discussion. There being none, Chairman Griswold called for a vote. LaCourse-aye; Reinhold-aye; Griswold-aye. Motion passes.

Town Administrator Guimond said she has two bidders for the Town Seal design. Selectman Reinhold said David Miner has been working on a design but stopped until he is contacted by the town. She was asked to contact Mr. Miner for a third bid.

Correspondence:

A. Local Government Center, dated 12/16/08, re: participation in the NH Public Radio 1009 Interactive Town Meeting Map project.

B. Lorman Education Services, received 12/19/08, re: Employee Discharge & Documentation in NH course on March 10, 2009.

- C. Save Our Groundwater, received 12/19/08, re: Newsletter.
- D. State of NH Department of Transportation, dated 11/25/08, re: Lee Highway Block Grant Aid in amount of \$96,887.74.
- E. Town of Epping, dated 11/25/08, re: public hearing on December 11th for Duyon.
- F. State of NH Department of Revenue Administration, dated 11/10/08, re: status of Capital Reserve/Expendable Trust Funds for Ambulance and Fire Building Maintenance.
- G. Local Government Center, dated 11/7/08, re: status of emergency services volunteers.
- H. McNeill, Taylor & Gallo, dated 12/1/08, re: Peters Old Mill Road matter.
- I. NH Civil Engineer, received 1/5/09, re: newsletter.
- J. NH Municipal Association, received 1/5/09, re: Legislative Bulletin.
- K. Bruce Miller, dated 12/22/08, re: request to waive interest on tax bill.
- L. NH employment Security, dated 12/18/08, re: thank you for providing data for 2008 edition of NH Community Profiles.
- M. Kenneth O'Brien, dated 12/26/08, re: request for traffic light at Kelsey Rd/Route 125 intersection.
- N. Economic & Labor Market Information Bureau, received 1/5/09, re: Lee NH Community Update Information.
- O. Highway Supervisor Randy Stevens, dated 12/23/08, re: communication from Jeff Vaillancourt about complains about plowing of Garrity Road next to his driveway.
- P. Wendy Fogg, dated 12/15/08, re: suggestion that Lee list server carry information such as example sent for Durham about power outages.
- Q. David Harriton, dated 12/14/08, re: complimented Durham Town Administrator for keeping citizens updated on progress in Durham during power outages.
- R. Strafford County Delegation, dated 1/2/09, re: Public Hearing on Proposed Operating Budget Thursday, 1/15/09, 7pm, County Courthouse.

6. Town Secretary:

Manifests presented were reviewed and authorized for payment. Manifest #23 for 12/20/08 totaled \$92,708.32, Manifest #24 for 12/27/08 totaled \$61,939.96, Manifest #25 for 1/3/09 totaled \$615,573.99 and Manifest #26 for 1/7/09 totaled \$49,219.74.

Selectman LaCourse made a motion to accept minutes from the December 17, 2008 Regular Session. Selectman Reinhold seconded. Chairman Griswold called for a discussion. There being none, Chairman Griswold called for a vote: LaCourse-aye; Reinhold-aye; Griswold-aye. Motion passes.

The Board signed a Notice of Intent to Cut Wood or Timber for PID#23-04-0000 – David Emerson.

7. There being no further business, the meeting was adjourned at 9:20 p. m.

Minutes recorded by:

Donna F. Eisenhard, Recording Secretary

Minutes accepted by:

W. James Griswold, Chairman

Frank W. Reinhold, Jr.

John R. LaCourse
Lee Board of Selectmen