

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

Others present: Diane L. Guimond, Town Administrator; Linda Cayford; Laurie Plantamuro; Tina Archibald; Sue Farras; Dawn Hayes; Elizabeth Miller; Chris Buslovich, Information Technology Director; Heather Thibodeau, Welfare Officer; Wendy Fogg; Erick Sawtelle, Agriculture Commission Chairman; Roger Rice, Transfer Station Manager; Randy Stevens, Highway Supervisor; Michael Blake, Fire Chief and Donna F. Eisenhard, Recording Secretary.

1. Chairman LaCourse opened the Work Session at 6:30 p.m.

**Non-Public Session:** Selectman Reinhold made a motion to enter into Non-Public Session to discuss legal matters. Selectman Griswold seconded. Chairman LaCourse polled for a vote: Reinhold-aye: Griswold-aye. LaCourse-aye. Motion passes. The Board entered into Non-Public Session at 6:31 p.m. The Board exited Non-Public Session at 6:40 p.m. and re-entered the Work Session.

**Non-Public Session:** Selectman Reinhold made a motion to enter into Non-Public Session to discuss legal matters. Selectman Griswold seconded. Chairman LaCourse polled for a vote: Reinhold-aye: Griswold-aye. LaCourse-aye. Motion passes. The Board entered into Non-Public Session at 6:41 p.m. The Board exited Non-Public Session at 6:55 p.m. and re-entered the Work Session.

**Non-Public Session:** Selectman Reinhold made a motion to enter into Non-Public Session to discuss personnel. Selectman Griswold seconded. Chairman LaCourse polled for a vote: Reinhold-aye: Griswold-aye. LaCourse-aye. Motion passes. The Board entered into Non-Public Session at 7:00 p.m. The Board exited Non-Public Session at 7:05 p.m. and re-entered the Work Session.

**Non-Public Session:** Selectman Reinhold made a motion to enter into Non-Public Session to discuss personnel. Selectman Griswold seconded. Chairman LaCourse polled for a vote: Reinhold-aye: Griswold-aye. LaCourse-aye. Motion passes. The Board entered into Non-Public Session at 7:06 p.m. The Board exited Non-Public Session at 7:12 p.m. and re-entered the Work Session.

**Non-Public Session:** Selectman Reinhold made a motion to enter into Non-Public Session to discuss personnel. Selectman Griswold seconded. Chairman LaCourse polled for a vote: Reinhold-aye: Griswold-aye. LaCourse-aye. Motion passes. The Board entered into Non-Public Session at 7:13 p.m. The Board exited Non-Public Session at 7:25 p.m. and re-entered the Work Session.

**Non-Public Session:** Selectman Reinhold made a motion to enter into Non-Public Session to discuss personnel. Selectman Griswold seconded. Chairman LaCourse polled for a vote: Reinhold-aye; Griswold-aye; LaCourse-aye. Motion passes. The Board entered into Non-Public Session at 7:26 p.m. The Board exited Non-Public Session at 7:32 p.m. and re-entered the Work Session.

2. Welfare Director Heather Thibodeau met with the Board and presented the new Welfare Guidelines for their review. She stated she used recommendations from the New Hampshire Municipal Association plus some things done in the Town of Tilton's, which had been reviewed by an attorney. She said they encompass definitions, details of the case and such things as narcotic medication, which can enable a client but not necessarily help them. She said her prime objective was to help people get back on their feet. Chairman LaCourse said he would like Town Administrator Diane Guimond to review them first as well as sending them to the Local Government Center for their comment. Following this, the Board asked that they be e-mailed to them for review. Selectman Reinhold asked if changes had been identified. Mrs. Thibodeau said, basically, this is a whole new document. Town Administrator Guimond said that, although the previous Guidelines had been reviewed by a former Board of Selectmen, there were many changes and reforms since that time. She said the new one is extremely thorough and Mrs. Thibodeau will be very busy. She asked if people with tax problems should be sent to Mrs. Thibodeau first. Chairman LaCourse said, No, the Board should refer them. Mrs. Thibodeau said applications are based, in good faith, on current income, however, in six months income, could change so she plans on reviewing them again at that time. Selectman Reinhold said the Tax Collector can only deed May 1<sup>st</sup> of a given year so a system should be set up to help these delinquent taxpayers. Mrs. Thibodeau asked what about a meeting. Chairman LaCourse said that Non-Public Sessions can be done very quickly. Town Administrator Guimond said, if there is an appeal, Mrs. Thibodeau should check into the welfare laws to see if the Selectmen can be on the Fair Hearing Board. The Board thanked Mrs. Thibodeau for coming.

3. Information Technology Director Chris Buslovich met with the Board and presented the final draft of the new Cell Phone Policy for their review. He said he checked with Local Government Center Attorney Dave Sutton and he liked the way it was written. Attorney Sutton said if you want to check someone's personal phone, you must state in the policy that the person has to bring it in every month and also that it would have to be checked. Selectman Griswold said the answer is "we can't really do that." IT director Buslovich said it would be tough. Selectman Reinhold said we have had an example in the past of misuse of a phone. He asked how that works now. IT director Buslovich said if a person is over on minutes, you go to your Department head and that person is charged for the extra minutes. He said everything is all on one bill so overages will be easy to spot. Selectman Reinhold asked how a person knows how many minutes are allowed. IT Director Buslovich said the Department Head determines the number of minutes needed per person and minutes can also be bumped up for certain individuals if a need is determined. Selectman Reinhold asked what about current minutes. IT Director

Buslovich said the average is 400 minutes across the board. He said he doesn't expect people will go over. Selectman Reinhold said if you hear of a person going to 600 minutes, the system should trigger a warning because they deserve review. Town administrator Guimond said people should be notified that the policy will be implemented May 1<sup>st</sup> and then on July 1<sup>st</sup>, inserted in the new Personnel Policy. Following this, Chairman Lacourse made a motion to approve the new Cell Phone Policy as submitted by the Information Technology Director. Selectman Griswold seconded. Chairman LaCourse called for a discussion. There being none, Chairman LaCourse called for a vote: Reinhold-aye; Griswold-aye; LaCourse-aye. Motion passes. The original of the policy will be kept in the ordinance Book at the town hall and copies provided to all personnel with cell phones accompanied by a Memorandum informing them of its implementation.

4. Fire Chief Michael Blake met with the Board regarding the Fire Department's Command Car. Chief Blake said he looked up the value of the 2000 Command Car and it has a value of \$1900. He said he went to John's Auto and got an estimate of \$1,500 for repairs which included front brake pads and rotors and fixing the electrical problem which causes the lights to go out at night and said estimate was \$1,500. Chief Blake said he questioned the validity of spending that money to fix a car that was worth about what the repairs would cost. Selectman Reinhold said he remembered the department was going to let it go. Chairman Lacourse said he understood the department did not have any other car to use. Chief Blake said that was correct; if the command car is out of service, a person would have to use their own car. Town Administrator Guimond asked what this car is used for. She thought it was mainly used to go to classes. Chief Blake said the car is outfitted with a radio and other equipment to act as a command vehicle at fires. Selectman Griswold said maintaining older cars means putting in money occasionally to keep them going other than getting another which may cost a whole lot more. Selectman Reinhold asked if the command car is not fixed, how long before you get another. Chief Blake said the plan was to get the Police Department's old SUV in July of 2010. He said his main concern was to not get questions on why they were fixing it when it is obviously of such low value. He said he did not think, if it was his car, it was worth fixing. Selectman Reinhold said he did not think the Fire Chief should be without a command car so he felt he should fix it until he got another. he said the chief needs a car from a command standpoint. Following this, Selectman Reinhold made a motion to repair the command car until such time as another is procured. Selectman Griswold seconded. Chairman LaCourse called for a discussion. There being none, Chairman LaCourse called for a vote: Reinhold-aye; Griswold-aye; Lacourse-aye. Motion passes.

**Non-Public Session:** Selectman Reinhold made a motion to enter into Non-Public Session to discuss personnel. Selectman Griswold seconded. Chairman LaCourse polled for a vote: Reinhold-aye; Griswold-aye. LaCourse-aye. Motion passes. The Board entered into Non-Public Session at 8:01 p.m. The Board exited Non-Public Session at 8:15 p.m. and re-entered the Work Session.

5. Highway Supervisor Randy Stevens and Transfer Station Manager Roger Rice met with the Board to discuss Peter Hoyt's 50/50 hours between their two departments until he moves to the Highway Department full-time on July 1<sup>st</sup>. Chairman Lacourse asked if they had Mr. Hoyt's plan. Highway supervisor Stevens presented the plan and stated currently Mr. Hoyt has just been working Wednesdays from 7:00 p.m. until noon for the Highway department and that was not quite enough. He said the new plan gives him over 21 hours per week with the Highway department until July 1<sup>st</sup> when he starts 40 hours per week working 7:00 a.m. until 7:00 p.m. It was noted that these are 12-hour days and they must ensure that he takes a 15-minute break in the morning and in the afternoon to meet the requirements of the law. Town Administrator Guimond asked if Highway Supervisor Stevens had money for this. He said he did, anticipating \$3,500 to \$4,000 from his budget, which would be covered. Transfer Station Manager Rice said we are reducing a higher paid person and his salary line item was over because Mr. Hoyt worked more for him than Highway Supervisor Stevens. Town Administrator Guimond cautioned him he is still over his salary line item by \$3,000. Selectman Griswold said he did not like the idea of him being over his line item but he was not over his overall budget. Selectman Reinhold asked him what his hire plan was for July 1<sup>st</sup>. Transfer Station Manager Rice said he wants a full-time person to replace Mr. Hoyt. Selectman Reinhold asked if the job description would be the same as the other full-time person employed there. He replied he wanted to do a minor adjustment. Selectman Reinhold reminded him to get a job description done, else it is forgotten, as the step program is being implemented and no job description means no hire. Transfer Station Manager Rice said he also had a request, which was presented in writing, which was to have the contractor clearing the spot for material storage at the Highway Department clear a quarter-acre spot at the Transfer Station where the white oaks were removed. He said Highway Supervisor Stevens estimated between \$1,000 and \$1,500 for the work and the estimate came in at \$1,300. He said he would prefer to keep the stumps but did get an estimate to haul them off for an extra \$999. He said the stumps could be stored on site and used for future fill. Highway Supervisor Stevens said Woodward Timber would be clearing and started today. He said they were cheaper than M-R Excavating who were originally chosen but had to decline due to time constraints. Following this, Selectman Reinhold made a motion to hire Woodward Timber to remove the stumps at the Transfer Station as outlined. Selectman Griswold seconded. Chairman LaCourse called for a discussion. There being none, Chairman LaCourse called for a vote: Reinhold-aye; Griswold-aye; LaCourse-aye. Motion passes. A copy of the written request from Transfer Station Manager Rice becomes a permanent part of these minutes.

6. Highway Supervisor Stevens updated the Board on the Seth Peters project on Old Mill Road. He also said he is hauling gravel for dirt roads and may go over the \$5,000 limit allowed in the Purchasing Policy insofar as costs go. The Board reminded him that if he does he must get three bids but they can be verbal. Mr. Stevens said he may not want to go to all the trouble and will stay under the \$5,000.

7. Transfer Station Manager Roger Rice informed the Board bids are coming in for the firewood at the Transfer Station. He said one has arrived already. Chairman LaCourse

asked about liability. Mr. Rice said they are only picking up the wood and not cutting it up there. A brief discussion followed on this matter. In relation to the bids, the Board agreed Mr. Rice could open them.

8. The update from the School Committee was postponed due to Chairman Brackett having to be at another meeting tonight.

9. Agriculture Commission member Erick Sawtelle met with the Board and presented a handout entitled Summary Update of Activities of Lee Agriculture Commission – 4/21/09 for the Board's review. Mr. Sawtelle said the Commission continues to work on an inventory of agricultural operations and products. Regarding the possibility of developing a Temporary Sign Ordinance, he said the Commission reviewed the various agricultural signs about town and decided it is not worth enforcing at this time. Selectman Griswold said one complaint does not justify a remedy. Mr. Sawtelle said they want to produce a Lee Agriculture Commission Newsletter mid May. The Board asked about combining the Conservation/Agriculture Newsletter with the Town Crier to save two mailings. Selectman Reinhold said we are spending double money to mail out newsletters and we should pick a date and send out a combined one. Chairman LaCourse felt that people get too much material to have two newsletters. Selectman Griswold said he favored consolidation and people being asked to get items in by a certain date and, if they don't, they get missed. Mr. Sawtelle said this is something that could be done. The Board agreed to wait until the new Town Secretary is on board as she will be expected to do the Crier and that it should be consolidated. Mr. Sawtelle said Paul Gasowski is working to set up Community Gardens. A discussion followed on how this works and some of the problems that could occur. Mr. Sawtelle said the Commission is investigating the feasibility of establishing informational kiosks in various locations around town in cooperation with other town commissions highlighting agricultural, natural, cultural, historical and recreational resources in town. He said they also want to use Lee as a model for other town considering Agriculture Commissions. Of importance, he stressed, was the investigation and possible initiation of New Hampshire RSA 79-F Taxation of Farm Structures and Land Under Farm Structures. He said this would have to be adopted at Town Meeting. He also presented copies of RSA70-F for the Board's review. A copy of the handouts becomes a permanent part of these minutes.

10. Town Administrator Guimond informed the Board that the town's health insurance costs will decrease this year by 1.9 % due to being over-funded in self insurance and because claims were down.

11. The Board signed a letter authorizing volunteers to work at Little River Park.

12. Selectman Reinhold updated the Board regarding the Old Mill Road Project. He said the meetings and site walks were held last Wednesday and 45 contractors showed up for the material hauling and 4 for the vegetative restoration. Bids should be forthcoming very soon. He said they went fairly well and we are on track and doing fine. He said there was still disagreement with Seth Peters about how the lines were drawn on the boundary dispute but this project should start the end of this week or next. For two weeks, Robert

Smith will act as Site Inspector to protect the town's interest and will be on site to watch the digging and removal of material. He said the matter of excavation fees came up and who will pay. He said the Notice of Intent to Excavate must be filed with the State including the \$100.00 fee that accompanies it. The Excavation Tax comes to the town and the Board has the authority to not collect the tax. Following this, Selectman Reinhold made a motion to waive the excavation tax on the Old Mill Road Project. Selectman Griswold seconded. Chairman LaCourse called for a discussion. There being none, Chairman LaCourse called for a vote: Reinhold-aye; Griswold-aye; LaCourse-aye. Motion passes. Selectman Reinhold further stated the NRCS bids are due by April 24<sup>th</sup> and will be opened at the April 27<sup>th</sup> Selectmen's Regular Session.

13. The Board signed a letter to PSNH informing them the town no longer requires Inventories of Taxable Property to be filed beginning in 2008.

14. The Board approved a Veteran's Exemption for PID#09-01-1100 – Brian Dagenais.

15. Selectman Reinhold made a motion to accept minutes from the March 23, 2009 Regular Session, March 31, 2009 Work Session, March 31, 2009 Non-Public Session, April 7, 2009 Work Session and April 13, 2009 Non-Public Session. Selectman Griswold seconded. Chairman LaCourse called for a discussion. There being none, Chairman LaCourse called for a vote. Motion passes.

16. There being no further business, Chairman LaCourse closed the Work Session at 9:18 p.m.

Minutes recorded by:

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Donna F. Eisenhard, Recording Secretary

Minutes accepted by:

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John R. Lacourse, Chairman

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W. James Griswold

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Frank W. Reinhold, Jr.  
**Lee Board of Selectmen**