

Board members present: Chairman John R. LaCourse, Selectman W. James Griswold and Selectman Frank J. DeRocchi.

Others present: Chris Buslovich, Chief Chet Murch, Andy Jones, Phil Stetson, Erick Sawtelle, Randy Stevens, Rick Miller, Joe Lombardo, Peter Hoyt, Town Administrator; Diane Guimond, Town Secretary; Dawn Hayes.

1. Chairman LaCourse called the meeting to Order at 6:00 pm.
2. Chris Buslovich, IT Director reviews the Comcast franchise agreement with the Board. There will be a 3% franchise fee and a 5 year contract. A data cable will feed from the Safety Complex to the Town Hall (this will eliminate the server at the Town Hall). The fee for this cable will be deducted from the first two quarterly franchise fee installments. Approximate cost is \$17,900. A public hearing will need to be set up. Mr. Buslovich states, Jay Summers from Comcast will try to attend, however it isn't necessary for him to be there.

Chairman LaCourse notes that \$17,000 was not asked for on a warrant. Mr. Buslovich states, the cost will come out of the franchise fees and that is what the Public hearing is for. The Town Administrator notes the franchise fee is anticipated revenue and that the cost of the cable was not included in the budget.

Chairman LaCourse requests clarification on the Public Hearing, they will talk about the 3% at the Public Hearing, will they also ask for the \$17,000? Mr. Buslovich states, he is not sure and he will check. The Board agrees to move forward with a Public Hearing.

3. Randy Stevens of the Highway Department shares pictures with the Board (culvert, basketball court, fender on truck). The Board agrees to let Mr. Stevens determine a reasonable sale price for the concrete culvert pipes.

Mr. Stevens reviews recent bids for catch basins, gravel and striping. Selectman Griswold motions to accept the bid from Aggregates Inc. for gravel. Selectman DeRocchi, seconds. All agree. Selectman Griswold motions to accept the bid from Hartigan Wastewater Services for catch basin cleaning services, with the condition Mr. Stevens confirm the cost associated with travel time is reasonable. Selectman DeRocchi, seconds. All agree.

Selectman Griswold advises, there is private interest in purchasing the gravel at Noble Farm. Mr. Stevens recommends the gravel be left there for future town use. Additionally, there is a safety concern on the property with all the sink holes that have developed.

Mr. Stevens requests the Board's signature on the slope easement for the Salamone property at the High Road Bridge. The invitation to bid is ready to be advertised and is read into the record by the Town Administrator.

4. Chairman LaCourse motions to enter into a Non Public session at 6:30 pm with resident Andy Jones. Selectman DeRocchi, seconds. All agree. Non Public ends at 6:45 pm. The minutes are sealed.
5. Chairman LaCourse motions to enter into a Non Public session at 6:46 pm with Chief Chet Murch. Selectman Griswold, seconds. All agree. Non Public ends at 7:30 pm. The minutes are sealed.
6. Selectman DeRocchi requests the Town Administrator read the resignation of Chief Mike Blake (not present) into the record. Chief Blake will be stepping down from his position as Fire Chief on May 31, 2011 and will remain in his regular capacity until that date. Additionally, Chief Blake hopes for an orderly transfer and to tie up loose ends as soon as possible.
7. Phil Stetson requests the Board follow up on a question he asked at a previous meeting. Mr. Stetson states he is referring to the Fire Chief's actions regarding the Race Track and if there is any town policy stating if a department head can or cannot go to a business in town and request they buy equipment for their department.

Chairman LaCourse recommends the Town Administrator refer the question the Local Government Center.

8. Peter Hoyt and Joe Lombardo address the Board regarding the acceptance of the Fire Chief's resignation. Selectman Griswold motions to accept the resignation of Fire Chief Mike Blake (not present). Chairman LaCourse, seconds. All agree.

Mr. Hoyt states there is a team in place to help with the transition. Mr. Lombardo states, Mr. Hoyt will take over as Chief on June 1st and Mr. Lombardo will support him with whatever he needs. Further, Mr. Lombardo adds, they will work with Chief Blake on the transition.

Mr. Hoyt inquires with the Board regarding Emergency Management. Selectman Griswold asks Mr. Hoyt if he is ready to take this on. Mr. Hoyt states the Fire position doesn't bother him, but it's been 27 years since he's been involved in emergency management. Selectman DeRocchi states, as the Deputy he will work with Mr. Hoyt to pull this together.

The Town Administrator requests to check with the Local Government Center regarding the issue of a full time employee (Peter Hoyt) taking on two stipend positions (Fire Chief and Emergency Management Director). All agree.

Selectman Griswold requests Mr. Hoyt and Mr. Lombardo report to the Board periodically during the transition (one time per month, via email). They will also return to the Board in June after the transition takes place.

9. Chairman LaCourse advises the Board, Library Director Lisa Morin (not present) has informed him that the state has denied their request for grant funds to support the summer reading program.
10. Chairman LaCourse advises the Board, Chief Murch has informed him that the Oyster River Carpentry Students will be building a shed for dead storage at the Safety Complex. All labor and supplies will be donated. Chairman LaCourse will request further details regarding the project.
11. Chairman LaCourse advises the Board, Chief Murch has requested putting wheels on the 35k-generator for mobility. Selectman DeRocchi see no problem with this, as it can then be wheeled to Town Hall if needed.
12. Town Administrator, Diane Guimond reads a thank you note from Pat Wellington (not present) in appreciation for flowers and the memorial reading for Dick Wellington at Town Meeting.
13. Town Administrator, Diane Guimond advises the Board that two candidates have been interviewed for the Welfare Director's position. Chairman LaCourse motions to accept Dawn Marie Jarrell to fill the Welfare Director's position. Selectman DeRocchi, seconds. All agree.
14. Town Administrator, Diane Guimond met with resident Tim Gehling (per his request) for 2½ hours to review the town finances. Specifically, the MS reports, the audit, the tax rate setting, and the town report. Ms. Guimond reports that Mr. Gehling stated "It really seems to me like the town is on a good track for budgeting and financial reporting purposes". Further, Mr. Gehling has offered to become the Deputy Treasurer (a volunteer position that has been open for quite a while). The Board agrees Mr. Gehling would be quite an asset and requests the Town Administrator prepare a letter of appointment.
15. Town Administrator, Diane Guimond reports that Commerford, Neider and Perkins (hired to do the statistical update) will be at the Town Hall on Monday morning, along with the Department of Revenue, MRI Assessing, and the Town Administrator for their 1st meeting. They are already working on sales data.
16. Town Administrator, Diane Guimond presents the counter offer on the assessing contract for 2011, from MRI Assessing, Joe Lessard (not present). The Board anticipates a favorable review of the contract. However, they will need more time to decide on the length of the contract.
17. Town Administrator, Diane Guimond advises the Board that the Library Director, Lisa Morin (not present) has requested to remove the crabapple tree in between the Hobo Shed and the Library. (it is too oversized for the small garden, they have tried to prune it but it is growing out of sorts) The Board requests more information about the history of the tree before approving this request.

18. Chairman LaCourse requests Department Head's start the Employee Evaluation process, to be completed by the end of May, following that the Department Heads will be evaluated. All agree.
19. Selectman Griswold motions to approve the request of John Hutton (not present) for a building permit to build a high tunnel on his property 118 North River Rd. Selectman DeRocchi, seconds. All agree. The Board received correspondence from the Conservation Commission stating, it doesn't appear that it is a problem.
20. Town Administrator, Diane Guimond advises the Board she has contacted other Town Administrators state wide regarding the hiring of a consultant for the Noble Farm project.
21. Town Secretary, Dawn Hayes presents exemptions for the Assessor (not present). A religious exemption for the Lee Church and an educational exemption for Growing Places Early Education are recommended and approved.
22. Town Secretary, Dawn Hayes presents abatements for the Assessor (not present). Abatements are recommended and approved for: 4 Toon Ln (\$1027), 287 Wadleigh Falls Rd (\$979), 5 Calef Hwy (\$541), 11 Turtle Pond Rd (\$89), and 42 Tamarack Rd (\$112).
23. Town Secretary, Dawn Hayes presents warrants to collect timber tax for the Caren Rossi (not present). The Board signs the following warrants: 3 County Line Rd (\$828.71), 314 Lee Hook Rd (\$209.26) and 65 Fox Garrison (\$536.58).
24. The Board assigns Selectmen's representatives to various departments, committees and commissions.
25. Selectman DeRocchi requests the Town Administrator submit 3rd quarter actual to budget numbers to him and the Advisory Budget Committee
26. Selectman Griswold discusses the storage vault in the Hobo Shed. Chairman LaCourse states it needs air control to keep documents from getting mildew. A door, ramp and decking are all needed to satisfy the Joint Loss Committee recommendations. Chairman LaCourse recommends moving forward with all the needs.

Approval of Minutes: Selectman DeRocchi motions to accept the minutes of March 28, 2011. Selectman Griswold, seconds.

There being no further business, meeting was adjourned at 8:50 p.m.

Minutes transcribed by:

Dawn Hayes, Town Secretary

Minutes accepted by:

John R. LaCourse, Chairman

W. James Griswold

Frank J. DeRocchi
Lee Board of Selectmen