

**Board members present:** Selectmen W. James Griswold and Frank J. DeRocchi.

**Others present:** Roger Rice, Sergeant Tom Dronsfield, Paul Latham, Interim Town Administrator Murch, Town Secretary Dawn Hayes.

1. Selectman Griswold called the meeting to Order at 6:01 pm.
2. Interim Town Administrator Murch reviews the status of the bids for the completion of the second floor of the Safety Complex. All bids came in much higher than \$136,200 that has been appropriated for the project. The lowest bid came in at \$172,339. Interim Town Administrator Murch presents the Board with four different options: 1) General Contract it ourselves, 2) ask the lowest bidder what can be eliminated to get to the \$136,200, 3) go back to the voters and request more money, 4) go back out to bid using a reverse method (state the amount of money that is available and see what can be done for that amount).

Interim Town Administrator Murch states he has contacted the lowest bidder to see what could be cut out of the project to meet the \$136,200. The lowest bidder can meet the \$136,200 by eliminating the kitchen and lockers. Interim Town Administrator Murch states for the record that the lowest bidder is from B&M General Contractors and run by Bill Murch, the Interim Town Administrator's father. The Board agrees there is no issue with this. The Board further agrees that Allan Dennis (not present) will oversee the project.

After discussion among the Board, Selectman DeRocchi motions to accept the lowest bid as amended to provide the completion of the upstairs (less the kitchen and the lockers). Selectman Griswold seconds. All agree.

3. Selectman Griswold motions to enter into a Non Public Session per RSA 91-A:3 Ila at 6:13 pm with Roger Rice for a personnel and compensation matter. Selectman DeRocchi, seconds. All agree. Present: Selectman Griswold, Selectman DeRocchi, Interim Town Administrator Murch and Roger Rice.

Mr. Rice reviews the progress and job description of employee Chipman Belyea. The Board discusses certifications for the job, the step program, wages and benefits and agrees on a 7 ½ step and \$14.54 per hour. Selectman Griswold requests Mr. Rice to disclose a full spread sheet showing all benefits and compensation and their value to the employee.

Non Public ends at 6:42 pm. Motion made by Selectman Griswold to not seal minutes, seconded by Selectman Frank DeRocchi. Motion passes.

4. Public session reconvened. President Paul Latham asks the Board if the town would be interested in his property at the intersection of Rt 155 and Rt 155A. He states the building could be used as a Library or for other purposes such as town offices. If the town has any interest, it could affect the current negotiations he is in. He would be willing to lease or sell the property and would give the town very favorable lending terms.

All agree to view the property at 6:00 pm on Thursday and to include Code Enforcement Officer Allan Dennis (not present)

5. Sergeant Tom Dronsfield responds to recent comments from resident Richard Coleman (not present). Sergeant Dronsfield reviews the timeline of violations, summons and warnings issued to Mr. Coleman. Sergeant Dronsfield wants to make it clear that the Police Department addresses violations as they come, they do not target anyone and can provide accurate documentation regarding all matters. Selectman Griswold is satisfied with the explanation.

Sergeant Dronsfield updates the Board on the Police Department. The Department is being recertified for their National Recognition to verify that all standards, policies and procedures are being followed. On August 22<sup>nd</sup> between 1-3 pm the representative from CALEA will be available to take phone calls or walk in comments regarding the Police Department. Sergeant Dronsfield further states, they are at full staff, they are well trained, experienced, hard-working officers within the Department.

6. Interim Town Administrator Murch reports he has responded to two resident concerns regarding the recent Tuesday night racing at the racetrack.
7. Interim Town Administrator Murch submits corrected paperwork for the NH Retirement System for two Police Officers.
8. Interim Town Administrator Murch advises the Board of the current policy states that the work week starts on Monday at 12:00 am and ends on Sunday at 11:59 pm. The Police and Fire Departments currently follow this and all other employees are on a Sunday through Saturday work week. For payroll purposes, to get everyone on the same work week, Interim Town Administrator Murch requests the Board agree to move all employees to the Monday to Sunday payroll.

Further, Interim Town Administrator Murch advises that he will be using a new form taken directly from the Labor Board website. The form will require employees to sign-off on any changes in benefits or costs to the employee, pay and pay periods.

Selectman DeRocchi motions to carry out the proper steps to notify employees of changes to the payroll system per the Town's policy, effective August 1<sup>st</sup>. Selectman Griswold, seconds. All agree.

9. Interim Town Administrator Murch reviews the matter of encumbrances. There will be none this year, all invoices have been paid. The requests from the Fire Department, Library and Police Department, that did not have commitments or purchase orders, will not be encumbered. Interim Town Administrator Murch has contacted the Trustee of the Trust Funds, Scott Bugbee, regarding encumbering funds for the High Road Bridge. Mr. Bugbee (not present) advised Interim Town Administrator Murch, via a phone conversation prior to this meeting, that those funds are in the Trust Fund and do not need to be encumbered.

10. Interim Town Administrator Murch advises the Board that the audit will start tomorrow.
11. Town Secretary Dawn Hayes discusses and submits a Current Use Change Tax form for the Boards signature on 5 Caverno Drive, recommendation made by Assessor Scott Marsh (not present).
12. Town Secretary Dawn Hayes submits the proof for the "letter to residents" regarding the Bannister property. All agree that it is ready to go to print.
13. Town Secretary Dawn Hayes reads the letter from the Conservation Commission regarding David Shay. The Board agrees Mr. Shay (not present) may be listed as an Environmental Researcher.
14. Town Secretary Dawn Hayes submits for Randy Stevens (not present) the application for the Inspection Station appointment and the Rock Salt contract for the Board's signature.
15. Town Secretary Dawn Hayes submits vacation requests for Allan Dennis and Roger Rice (both not present) for the Board's signature.
16. Town Secretary Dawn Hayes submits for Caren Rossi (not present) an appointment slip for Frank Reinhold Jr. to the Zoning Board, for the Board's signature.
17. Town Secretary Dawn Hayes submits the Minutes of July 18<sup>th</sup> for the Board's approval and signature.
18. Selectman Griswold recognizes the email from Preston Samuel and his concerns about the Bannister property.
19. Selectman Griswold addresses the concerns of Mr. Beary (not present) regarding the cemetery. The Cemetery Trustees will be making recommendations regarding their regulations, the Board will then review them.
20. Selectman Griswold motions to enter into a Non Public Session per RSA 911-A:3 Ila at 7:30pm regarding compensation of employees. Selectman DeRocchi, seconds. All agree. Present: Selectman Griswold, Selectman DeRocchi and Interim Town Administrator Murch. Non Public ends at 7:45 pm. The Board determines that divulgence of information would render their proposed action ineffective. Motion made by Selectman Griswold to seal the minutes, seconded by Selectman DeRocchi. The motion passes. The Minutes are sealed.
21. Selectman Griswold motions to enter into a Non Public Session per RSA 911-A:3 Ila at 7:46 pm regarding compensation. Selectman DeRocchi, seconds. All agree. Present: Selectman Griswold, Selectman DeRocchi and Interim Town Administrator Murch. Non Public ends at 7:54 pm. The Board determines that divulgence of information would render their proposed action ineffective. Motion

**MINUTES OF THE BOARD OF SELECTMEN'S MEETING**

**July 25, 2011 PAGE 4**

made by Selectman Griswold to seal minutes, seconded by Selectman DeRocchi. The motion passes. The Minutes are sealed.

22. Selectman Griswold motions to enter into a Non Public Session per RSA 911-A:3 IIa at 7:55 pm regarding compensation. Selectman DeRocchi, seconds. All agree. Present: Selectman Griswold, Selectman DeRocchi and Interim Town Administrator Murch. Non Public ends at 8:13 pm. The Board determines that divulgence of information would render their proposed action ineffective. Motion made by Selectmen Griswold to seal the minutes, seconded by Selectman DeRocchi. The motion passes. The Minutes are sealed.

There being no further business, meeting was adjourned at 8: 14 p.m.

Minutes transcribed by:

---

Dawn Hayes, Town Secretary

Minutes accepted by:

---

John R. LaCourse

---

W. James Griswold

---

Frank J. DeRocchi

Lee Board of Selectmen