

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

Others present: Town Administrator Julie Glover, Town Secretary Dawn Hayes, Jan Neill, Phil Stetson, Phil Sanborn, Preston Samuel, Patricia Jenkins, Bull Humm, Dawn Genes, Dick Weyrick, Linda Reinhold, Randy Stevens, Peter Hoyt, Erik Sawtelle, Karen Long, Laurel Cox, Paul Gasowski, Sharon Meeker, Anna Marie Gasowski, Mary Blair.

1. Chairman John R. LaCourse calls the meeting to order at 6:01pm.
2. Highway Department Head, Randy Stevens presents gravel quotes from five vendors. Mr. Stevens submits a spreadsheet to the Board that lists the vendors, their cost for gravel and delivery charges. Mr. Stevens informs the Board that Brox from Rochester offered the cheapest quote, but has a higher delivery charge. Mr. Steven's recommends that Hartmann's be chosen because the company is closer to Lee and offers a cheaper delivery charge.

Selectman Griswold motions to select Hartmann's and Brox's as a backup. Selectman DeRocchi, seconds. All agree. The motion passes.

Mr. Stevens informs the Board that the Town's uniform vendor contract is up for renewal on May 29, 2012. The current contract is \$1,000 per year. Mr. Stevens recommends that the Town end this contract and put it out to bid. Mr. Stevens informs the Board that a certified letter is required to end the contract. The Board agrees to draft a new letter to end the contract and will send a copy to Town Administrator Julie Glover.

3. Selectman DeRocchi discusses moderator issues in regards to the Town Election. He asks Jan Neill to come forward.

Town Moderator, Jan Neill, comes forward to discuss Town Meeting issues with the Board. Ms. Neill states that during last year's Town Meeting, the Town Clerk approached her and said that RSA's had changed and that she had the sole authority to certify the accu-vote. Ms. Neill spoke with the Secretary of State and advised that no such change has been made; and confirmed that the accu-vote should be certified by the Town Moderator and the Assistant Town Moderator and be under their control at all times. Ms. Neill further states that there is a form that is submitted from the Town Moderator per statute.

Ms. Neill describes other conflicts between her and Town Clerk at last year's Town Meeting, including an incident involving a voter, closing of the polls and derogatory comments made by the Town Clerk and a Ballot Clerk. Ms. Neill asks the Board to intervene to rectify the situation.

Assistant Moderator, Phil Stetson, comes forward to describe specific voting procedures learned in training.

Ms. Neill comes forward and expresses her frustrations with being disrespected and disregarded as a public official. Ms. Neill presents RSA 659:60, Duties of the Moderator, to the Board and reads from the statute.

Selectman DeRocchi states that he hopes to move forward with smoothing out issues prior to upcoming deliberative session.

Town Clerk, Linda Reinhold comes forward and presents RSA 656:40 II, Section 7, Rules on the Ballot Machine. Ms. Reinhold reads sections of the statute to the Board and states changes to the procedures. Ms. Reinhold states there was a lack of communication between the Town Clerk and Town Moderator on changes in the voting procedures. Ms. Reinhold describes her usual role in the voting procedures. Ms. Reinhold reads specific sections of the statute to the Board. Ms. Reinhold indicates the issues resulted from a lack of communication.

Selectman DeRocchi advises the Town Clerk and the Town Moderator to meet for a work-session prior to the deliberative session.

Karen Long, Ballot Clerk, explains to the Board that she was involved in the specific voter incident that the Town Moderator referred to. Ms. Long describes the incident to the Board. Ms. Long states that she takes pride in trying to have accurate information and explains that she is not trying to prevent information from getting to the moderator. She didn't appreciate how the Moderator treated individuals working that day. Ms. Long further states, it appears that there was a lack of communication on that day.

4. Dawn Genes and Phil Sanborn, Recreation Commission Committee Members, come forward to discuss obtaining office space on the 2nd floor of the Public Safety Complex. The committee submits a letter of request to the Board. Selectman LaCourse states he will take matter under advisement.

Mr. Sanborn requests comments from the Board on the master plan. Chairman LaCourse states that he wants to change the structure of the master plans, to see a timeline and a description of responsibilities to maintain it in the future. Chairman LaCourse states that the document needs fine-tuning and structuring. Selectman DeRocchi agrees with Chairman LaCourse. Selectman Griswold requests information on research and demographics on the Town to identify the needs of the community. Mr. Sanborn agrees this would be useful. The Board and the Recreation Committee further discuss the fine-tuning of the master plan.

Mr. Sanborn informs the Board that the skating party was a success and had a great turn out. He further states he was impressed with those who help under cold weather conditions.

The Board and Recreation Committee members further discuss issues with the master plan and purpose of the recreation area. Mr. Sanborn states that the commission could use a part-time recreation director. Chairman LaCourse

suggests the committee submit another draft. Dawn Genes requests a work session. Chairman LaCourse agrees.

Laurel Cox states that Strafford Regional Planning has resources for population information.

Dawn Genes asks the Board for advice on preparing an operating budget. Chairman LaCourse states that this has already been provided for in the Town's operating budget at \$8,845.

5. The Board reviews warrant articles.

Town Administrator Julie Glover states that it is the recommendation of the DRA that the Town note petitioned warrant articles. Ms. Glover also informs the Board of a change in the RSA regarding tally votes and warrant articles. Ms. Glover states it is up to the Board to use tallies or not and that the DRA recommends that if tallies are used on one, they must be used on all. The Board agrees to use the tally method.

The Board proceeds to review warrant articles using the tally method. They are not read aloud. The articles were voted on as follows:

Article#3 – Chairman LaCourse motions to not accept recommendation. Selectman Griswold, seconds. All agree. Motion carries.

Article#4 – Selectman Griswold motions to not accept recommendation. Selectman DeRocchi, seconds. All agree. Motion carries.

Article#5 – Selectman Griswold motions to support recommendation. Chairman LaCourse, seconds. All agree. Motion carries.

Town Administrator Julie Glover offers more information regarding Article#6 and the general fund. A discussion about Article#6 between the Board and Ms. Glover ensues.

Article#6 – Selectman Griswold motions to not support recommendation. Selectman DeRocchi, seconds. All agree. Motion carries.

Article#7 – Selectman Griswold motions to accept. Selectman DeRocchi, seconds. All agree. Motion carries.

Article#8 -- Selectman Griswold motions to accept recommendation. Selectman DeRocchi, seconds. All agree. Motion carries.

Article#9 -- Selectman Griswold motions to accept recommendation. Chairman LaCourse, seconds. All agree. Motion carries.

Article#10 – Selectman Griswold motions to accept recommendation. Selectman DeRocchi, seconds. All agree. Motion carries.

Article#11 – Selectman Griswold motions to accept recommendation. Selectman DeRocchi, seconds. All agree. Motion carries.

Article#12 – Selectman Griswold motions to accept recommendation. Selectman DeRocchi, seconds. All agree. Motion carries.

Article#13 – Selectman Griswold motions to accept recommendation. Selectman DeRocchi, seconds. All agree. Motion carries.

Article#14 – Selectman Griswold motions to accept recommendation. Selectman DeRocchi, seconds. All agree. Motion carries.

Article#15 – Selectman Griswold motions to accept recommendation. Selectman DeRocchi, seconds. All agree. Motion carries.

Article#16 – Selectman Griswold motions to accept recommendation. Selectman DeRocchi, seconds. All agree. Motion carries.

Article#17 – Selectman Griswold motions to accept recommendation. Selectman DeRocchi, seconds. All agree. Motion carries.

Article#18 – Selectman Griswold motions to accept recommendation. Selectman DeRocchi, seconds. All agree. Motion carries.

Article#19 – Selectman Griswold motions to accept recommendation. Selectman DeRocchi, seconds. All agree. Motion carries.

Article#20 – Selectman Griswold motions to accept recommendation. Selectman DeRocchi, seconds. All agree. Motion carries.

6. Town Administrator Julie Glover discusses with the Board a lease agreement regarding the Town Hall copy machine. Ms. Glover recommends undoing the lease with the new copy machine company and instead to go back to the leasing agreement with the former copy machine company, Seacoast Business Machines. Ms. Glover then describes the lack of cost benefit with the new copy machine company. Ms. Glover requests the Board's permission to proceed with this action.

Selectman DeRocchi questions if the Town is liable for the machines that have been removed. Selectman Griswold asks if Ms. Glover has spoken with Police Chief Murch about his copy machine agreement. Ms. Glover states that she will follow-up with Robin Estee, the Lee Police Administrative Assistant.

7. The Board discusses the Lee Community Planning Coordinator position. Chairman LaCourse questions whether there is still a need for the position

and explains the budget constraints around maintaining the position. Chairman LaCourse requests the Board's input on the matter. Selectman DeRocchi states his perspective is that the Town has enough land conservation and that developing grants would be more beneficial. Selectman DeRocchi further states that if the position stays that it be funded by and report to the Conservation Commission. Selectman Griswold agrees and states that what is best for the Town is to develop revenue from new areas other than property taxes and suggests commercial development and grants. The Board further discusses the Community Planning Coordinator position. Chairman LaCourse advises that Town Administrator to develop job summaries and a reporting structure. Chairman LaCourse requests a draft document from the Town Administrator. Ms. Glover asks for clarification that the funding will stay as is. The Board confirms this.

Sharon Meeker comes forward to comment on the position. Ms. Meeker expresses the importance of land conservation and is in favor of keeping the position.

Dick Wyrick comes forward to comment on the position. Mr. Wyrick discusses his views on Lee as a rural community, the complications of changing the role of the position and suggests more research be done.

Annie Gasowski comes forward and expresses her concerns and states the importance of keeping the position.

Pat Jenkins comes forward to state that the position is very important.

Bill Humm comes forward to reaffirm comments made in support of keeping the position.

Erick Sawtell comes forward to comment on the position and states that it should be a liaison position. Mr. Sawtell further comments on issues and matters related to the position and states that the liaison position is critical.

Preston Samuel comes forward to caution the Board on other town's failures in moving in the direction of commercial development. Mr. Samuel describes the failure of Black Bear industrial park in Newmarket, N.H.

Chairman LaCourse states that he realizes the position is very important, thanks those who participated for their comments and suggestion and discusses more issues related to the position.

8. Town Administrator Julie Glover presents the Town Budget to the Board. Ms. Glover explains changes reflected in the budget and answers the Board's questions. Erik Sawtell questions the Board and the Town Administrator on the default budget.

Selectman Griswold motions to accept the Town's operating budget of \$3,453,592.86. Selectman DeRocchi, seconds. All agree. The motion carries.

Town Administrator Julie Glover directs the Board to sign the default budget. The default budget is signed by the Board.

9. Town Administrator Julie Glover discusses with the Board the Public Safety Complex Bond. Ms. Glover explains that the Town did not reserve the right to pre-pay, therefore it cannot be paid-down or refinanced. Ms. Glover explains other financial options.

Ms. Glover presents the Town Administrator employment agreement date change to be signed by the Board.

Ms. Glover presents a memo from Scott Marsh related to the DRA ratios survey report. Ms. Glover states for the 2012 tax year the Town's median ratio is 102.4% and in the prior year it was 121%. Ms. Glover also states that the weighted mean ratio for Lee is 106% and that all ratios are within the DRA's accepted levels.

Ms. Glover informs the Board of a Public Hearing that is scheduled for February 13th.

Ms. Glover informs the Board of an Annual Customer Notifications letter from Comcast.

Ms. Glover informs the Board of a letter from Police Chief Murch regarding ice buildup at the Lee Safety Complex. Ms. Glover states that she will contact Maintenance Department Head, Bill Stevens, to discuss the matter and also suggests that the same roof contractor that is being used for the issues at Town Hall, be consulted on the matter of ice build-up at the Lee Safety Complex.

Ms. Glover states that she had an opportunity to speak with Durham Town Administrator, Todd Selig, to discuss Durham's Friday newsletter. The Town of Durham uses I-Connect to manage their mailing lists. Mr. Selig estimated 1.5 days of staff time to put out the newsletter each week.

Ms. Glover commends her staff at Town Hall for their assistance with easing her into her first few weeks of work.

10. Town Secretary Dawn Hayes presents to the Board abatement recommendations from Town Assessor Scott Marsh for 18 Captain Parker Drive, 34 Wadleigh Falls Road and 6 Stepping Stones Road. Ms. Hayes submits supporting documents and Mr. Marsh's notes for the Board to review. Ms. Hayes describes each property abatement request to the Board. The Board approves all three abatement recommendations and signs each request.

Ms. Hayes presents the meeting minutes from the Selectmen's Meeting held on January 17, 2012 for Chairman LaCourse and Selectman Griswold to sign. Ms. Hayes states that Selectman DeRocchi was not present at this meeting and therefore, does not need to provide his signature.

Selectman Griswold motions to approve the meeting minutes. Chairman LaCourse, seconds. All agree. The motion carries.

11. Town Secretary Hayes presents to the Board the nonpublic meeting minutes from the Selectmen's Meeting held on January 17, 2012 for Chairman LaCourse and Selectman Griswold to sign. Selectman DeRocchi did not attendance at this meeting.

Selectman Griswold motions to approve the meeting minutes. Chairman LaCourse, seconds. All agree. The motion carries.

12. Town Secretary Hayes informs the Board that prior to posting and printing the changes to the warrant article in the town report that she will need the Board's signatures. Ms. Hayes states that the signatures cannot wait until the next Selectman's Meeting. Ms. Hayes suggests that the Selectmen stop by the Town Hall to provide their signatures. The Board agrees.
13. Selectman DeRocchi reports on the SB2 Moderator's Conference that he attended at the Local Government Center. Selectman DeRocchi describes what he learned at the conference, noting complications in the warrant article with regards to zoning changes at Nobel Farm and conservation use issues. Selectman DeRocchi states that we should determine who presents each article.

Selectman DeRocchi asks Town Administrator Glover if she has information on conservation use issues. Ms. Glover responds that she was not able to get the information.

Selectman DeRocchi further explains what he learned in the training conference and the legal complications for not following the correct process. The Board discusses the process.

14. Selectman DeRocchi comments on the Recreation Commissions use of the office space at the Lee Safety Complex. Selectman DeRocchi agrees that the Recreation Commissions files and records need to be controlled at Town Hall and that a filing cabinet should be provided, but that he hesitates in providing actual office space. Chairman LaCourse agrees and states that a procedure for lending out office space needs to be in place first.

The Board and Town Administrator enter into a discussion about the office space on the 2nd floor of the Safety Complex.

15. Selectman DeRocchi states that he will not rerun for Selectman and that the position will be open. Chairman LaCourse and Selectman Griswold thank Selectman DeRocchi for his service.
16. Chairman LaCourse motions to enter into a nonpublic session with the Board per RSA 91-A:3, II (e) at 7:57pm to discuss a legal matter. Selectman DeRocchi, seconds. All agree. The motion passes.
17. Chairman LaCourse motions to return to a public session at 7:59pm. Selectman Griswold, seconds. All agree. The motion passes.
18. Chairman LaCourse expresses his concern about the Community Planning Coordinator position. He notes the difficulties in separating the position from the person. The Board discusses how to proceed.
19. Town Secretary Hayes informs the Board that the Town Report is due to the printer one week from today. Ms. Hayes requests that if there are any changes that she have them by tonight, so that she may submit them in time. The Board responds that they do not have any more changes.
20. There being no further business, the meeting is adjourned. Chairman LaCourse motions to end the meeting at 8:00pm. Selectman Griswold, seconds. All agree. The motion passes.

Minutes transcribed by:

Rachel Deane, Town Secretary

Minutes accepted by:

John R. LaCourse

W. James Griswold
Lee Board of Selectmen