

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

**Others present:** Kevin Prince, Eric Thibodeau, Roger Rice, Bill Payson, Dawn Genes, Town Administrator Julie Glover and Town Secretary Dawn Hayes.

1. Chairman John R. LaCourse calls the meeting to order at 6:00 pm.
2. Kevin Prince from the Department of Transportation advises the Board of an upcoming Route 4 paving project, scheduled to begin mid April. Mr. Prince states the ten mile project will run from Northwood to the Lee Traffic Circle. The \$2,000,000 project (Federal Funding 80%, State Funding 20%) is expected to be complete in September 2012.

Mr. Prince submits a Municipal Work Zone agreement for the Board's signature. The Board requests the Chief of Police (not present) review the document prior to the Board's approval.

3. Peter Hoyt updates the Board (in the absence of Randy Stevens) on the matter of the Change Order for the High Road Bridge. The \$8,600 change order consists of 540 feet of temporary concrete barriers and stone fill, (the Town is responsible for 20% of the cost).

Selectman Griswold motions to accept the Change Order as presented. Selectman DeRocchi, seconds. All agree.

4. Resident William Payson purchased a Town vehicle thru the bidding process in December of 2011 and advises the Board that he has had to put a lot of money into vehicle repairs. Mr. Payson requests that in the future the Board provide a detailed list of all items in need of repair on such vehicles. Chairman LaCourse advises Mr. Payson that the Board will take it under consideration.
5. Roger Rice requests guidance regarding selling of light iron (scrap metal). Mr. Rice reminds the Board that Mr. Bob Webb (not present) was interested in buying the Town's scrap. However, Mr. Rice was unable to obtain a purchase price from him. Currently the scrap is sold through the NRRA and most recently brought \$230 per ton.

All Selectmen agree to continue selling the scrap to the NRRA, as they have been fair and the hauling fee is not too much.

6. Town Administrator Julie Glover presents the Avitar Assessing Software/Online Hosting agreement for the Board's signature. The Board agrees and signs the Avitar agreement.
7. Town Administrator Julie Glover reviews the matter of the Meeting Room Policy. The Recreation Commission has requested use of the room for classes such as:

Art, Yoga and Dog Obedience. However, they would like to charge a user fee to compensate the instructors. Ms. Glover notes that the current policy does not allow fees to be charged. Ms. Glover recommends the policy be re-drafted as several items are either not clear or are out-dated and requests guidance from the Board on who should be allowed to use the room. Ms. Glover further requests the Board's decision regarding the request of the Recreation Commission.

Chairman LaCourse agrees the policy should be re-drafted. Selectman Griswold states that the room should be available for local groups to have a rehearsal or a meeting. However, he is less inclined to allow the room to be used by groups that are charging fees. Chairman LaCourse requests the Town Administrator check on the matter of liability regarding use from groups outside of Town Government, further he does not want to see more maintenance responsibilities added. Selectman DeRocchi would like to see it used for meeting types of events. Selectman DeRocchi further states that should there be a problem with the condition of the room, the group would be taken off the list. Chairman LaCourse would also like to see limited, discretionary use of the kitchen.

The Board agreed that using the room for classes is generally acceptable but will not allow a fee to be charged.

Ms. Glover will re-draft the Meeting Room Policy and return to the Board for review.

8. Town Administrator Julie Glover advises the Board that the NH Municipal Bond Bank has modified our debt service schedule on the Transfer Station Bond. The letter states that due to favorable market conditions, there will be a savings of \$1,122 in Fiscal Year 2022, which, when added to previous savings, will total \$9,519 in interest over the life of the loan.
9. Town Administrator Julie Glover discusses the matter of employee requests for pay in lieu of vacation time. Ms. Glover reviews the purpose of the Accrued Benefits warrant article that was established in 1994 (purpose: paying employee benefits owed to an employee at the time of resignation, layoff, severance or termination).

Ms. Glover submits a spreadsheet regarding amounts that have been allocated to be withdrawn from the Accrued Benefits Trust Fund. Ms. Glover advises the Board that if all of the items allocated for this Trust Fund are withdrawn, it will leave the Accrued Benefits Trust Fund with a balance of \$144. Ms. Glover clarifies that withdrawing pay in lieu of vacation from the Accrued Benefits Trust Fund would not be an allowable use, based on the wording of the warrant article.

After discussion and the Board's review of details the following items will be paid from the following funds: Severance items to come out of the Contingency Fund, Additional Consideration items to come out of the Town Administrator's

Salary line, Accrued Sick out of Accrued Benefits and Pay in lieu of Vacation out of the Contingency Fund.

Chairman LaCourse reviews the matter of the two requests for pay in lieu of vacation. The Board approves the request of Warren Hatch and Allan Dennis.

10. Town Administrator Julie Glover advises the Board that the Oyster River Sustainability Committee would like to come to an upcoming meeting and make a presentation to the Board regarding an outreach program pertaining to energy, food and nutrition, etc. The Board agrees to a 15 minute presentation and requests the Town Administrator to schedule them at an upcoming meeting.

Town Administrator Julie Glover reviews the matter of the photocopier lease. Based on a recommendation from Attorney Tanguay the agreement on the new machines will not be canceled. Ms. Glover notes we will need to find \$3,590 in the IT budget for the OCE leases. The difference is what has been budgeted vs the amount of the new leases. Under the previous lease agreement, all color copies incurred a separate charge; color copying is now included in the new lease agreement.

11. Town Administrator Julie Glover updates the Board on the matter of the roof at the Town Hall. Ms. Glover notes, Peter Taylor of McNeill, Taylor and Associates is in the process of contacting a roof expert. Ms. Glover asks the Board to consider attorney fees and the cost of the expert in comparison to what the metal shingle roof cost, which was \$18,500. Ms. Glover also left a message for Total Concepts but has not heard back.

Attorney Tanguay and Attorney Taylor recommend putting the roof out to bid. Ms. Glover is working on a bid document for the Board's review.

Dawn Genes requests information on the Meeting Room Policy from the Board. Ms. Genes asks if the Town is interested in enrichment classes that would be held inside. Chairman LaCourse states, the Board is very interested in enrichment for the people in the Town of Lee. However, they are not interested in having anyone getting paid to do it. Ms. Genes clarifies, anyone that would be an instructor would have to do it pro-bono. Chairman LaCourse agrees.

12. Town Secretary Dawn Hayes presents the Minutes of February 13, 2012. Chairman LaCourse motions to accept the Minutes. Selectman Griswold, seconds. All agree. Chairman LaCourse motions to accept the Sealed, Non Public Minutes of February 13, 2012. Selectman Griswold, seconds. All agree.
13. Town Secretary Dawn Hayes presents two vacation requests from Department Heads. The Board signs and approves.
14. Town Secretary Dawn Hayes presents the appointment slips for the newly established Senior Advisory Committee. Members include: Dawn Marie Jarrell,

Penny Stetson, Shirley Walker, Jackie Neill, Patricia Wellington, and Pat Jenkins (alternate).

15. Town Secretary Dawn Hayes presents the Supplemental Warrant to bill Fair Point Communications (\$38,102).

16. Chairman LaCourse motions to enter into a Non Public Session per RSA 91-A:3 (c) regarding a tax lien at 7:00 pm. Selectman Griswold, seconds. All agree. Present in Non Public: Chairman LaCourse, Selectman Griswold, Selectman DeRocchi, Town Administrator Julie Glover, Town Secretary Dawn Hayes.

Chairman LaCourse motions to end Non Public at 7:11 pm. Selectman Griswold, seconds. All Agree. Chairman LaCourse motions to seal the Minutes. Selectman Griswold, seconds. All agree.

17. Selectman DeRocchi advises the Board that it appears the Town Clerk's Office will no longer have Saturday hours, as the sign at the Town Hall has been taped over.

18. Chairman LaCourse inquires about the status of the IT Office at the Safety Complex. Town Administrator Julie Glover states, some files from the office have been moved over to Town Hall. However, what happens with the warrant article will impact the moving of servers and Channel 13 equipment (Warrant Article 6).

Chairman LaCourse further inquires about the schedule of updating computers (in the IT budget) and that it should be looked at. Ms. Glover states no schedule has been found in the IT office files.

Selectman DeRocchi advises that if job descriptions are not being changed, there may not be a need to change out computers.

19. Chairman LaCourse inquires about videos, alarms and cameras: if they are being covered by the new IT contract. Ms. Glover states, he can do everything the former IT Director did, but as we are working through it some things are easier for us to handle, such as the E-Crier. Ms. Glover states, she is trying to bring as much IT function to the Administration office as possible. Ms Glover advises the Board that all Departments have been advised on how to call in a problem (with their computers) and we are in contact with (Steve Gagnon/Back Bay Network) daily.

20. Selectman DeRocchi advises the Town Administrator that he would like to see cross training and back up for the Bookkeeper. He recommends bringing in the Per Diem secretary to cover the desk during training.

21. Chairman LaCourse recommends, at an upcoming meeting, the Town Administrator bring past Non Public Minutes for the Boards review.

22. There being no further business, meeting was adjourned at 7:20 pm.

Minutes transcribed by:

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Dawn Hayes, Town Secretary

Minutes accepted by:

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John R. LaCourse

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W. James Griswold

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Frank J. DeRocchi  
Lee Board of Selectmen