

**Board members present:** Chairman John R. LaCourse, Selectman Griswold and Selectman David Cedarholm.

**Others present:** Paula DiDonna, Joan Henry, Frank DeRocchi, Peter Hoyt, Ed Bannister, Paul Gasowski, Lou Ann Griswold, Caren Rossi, Roger Rice, Laurel Cox, Town Administrator Julie Glover, and Town Secretary Dawn Hayes.

1. Chairman LaCourse called the meeting to Order at 6:00 pm.
2. Dave Garvey requests direction from the Board regarding his proposal for the development of Noble Farm. Chairman LaCourse remarks that the property had recently been zoned for light commercial use and asks if Mr. Garvey has interested parties for development. Mr. Garvey states there are two potential parties that may have interest, however, there would be no guarantee until there is a sit down and the numbers are worked out. Chairman LaCourse asks if there has been any change in vision since Mr. Garvey first gave his power point presentation. Mr. Garvey states, the zoning will refine it since the original vision.

Selectman Griswold states the next step would be to go forward in a concrete way; the Board agrees. Mr. Garvey requests a subcommittee be formed to structure a development agreement to present to the Board.

Paul Gasowski asks at what point does the plan become public. Town Administrator Julie Glover advises, Mr. Garvey's power point presentation is on the town's website. (Selectmen's meeting Sept 12, 2011) Chairman LaCourse states that all of the information is public. Mr. Gasowski advises the Board that the Agricultural Commission is researching some ideas regarding the development of the property. Chairman LaCourse states, any commission is welcome to look into it and report to the Board.

Chairman LaCourse request Community Planning Coordinator Laurel Cox, assist Mr. Garvey with coordination. Selectman Griswold states, it is time to move forward, as the Planning Board has already spent an extensive amount of time studying what the town wants to see there.

Chairman LaCourse states, the Board will assemble a sub-committee.

3. Caren Rossi advises the Board of road renumbering and renaming changes as recommended by E-911. A Public Hearing will take place on April 23<sup>rd</sup>, at the next Selectmen's Meeting.

Ms. Rossi advises the Board of the following changes to be discussed at the upcoming hearing: #76; #83; #85; #86; #99; #100 Stepping Stones Road, renumbering only. #142 Stepping Stones Road (Leeward Estates Mobile Home Park) 5 residential structures will be assigned a road name and number. Homes located on Fire Lane N -7- #141; #143; #145; #147; #149 Stepping Stones Rd and Fire Lane N-6 #117; #119; #121; #123; #125; #127; #129; #130; #131; #133 Stepping Stones Rd will be assigned a road names and numbers. Homes currently

using the following addresses will be assigned a new street name and number: #7 Fernald Lane; #225; #227; #229; #231 Calef Highway. Lee Hill Mobile Home Park in its entirety will be assigned new road name(s) and numbers. Allen's Ave will be renumbered in its entirety. #23 Layne Drive number change only.

Selectman Cedarholm asks if residents that attend the Public Hearing can rally for a particular road name. Ms. Rossi states that historically the Selectmen have always picked the names for roads.

Chairman LaCourse requests the Town Administrator contact the Heritage Commission and the Historical Society for their input on road names.

4. Town Administrator Julie Glover advises the Board of a recent request from Granite State Quest for a bicycling event to take place on July 14<sup>th</sup>. Ms Glover has advised the Police Chief of the event; Chief Murch (not present) has advised he has no issue with the event.
5. Town Administrator Julie Glover presents the Board with the 2012-2013 annual renewal agreement with the NHSPCA for impoundment services of stray animals. Ms. Glover states, the Code Enforcement Officer and the Chief of Police have no issue with the agreement. [Selectman Cedarholm suggests the Cocheco Valley Humane Society be given an opportunity to provide a quote for impound services.](#) Chairman LaCourse motions to accept the agreement. Selectman Griswold, seconds. Selectman Cedarholm, nays. The motion passes.
6. Town Administrator Julie Glover presents the speed study of 2009 in reference to the speeding and traffic matter on Snell Road. Snell Road resident Joan Henry addresses the Board regarding a questionnaire that she has sent to her neighbors pertaining to the traffic and speed on Snell Road. Ms. Henry is still gathering information and will return to the Board at a later date.
7. Town Administrator Julie Glover discusses the bid process with the Board. Ms. Glover requests Department Head's be authorized to open sealed bids, and then present them to the Board. Selectman Griswold states historically bids have been opened by the Board and he prefers to keep it that way. All agree.
8. Town Administrator Julie Glover advises the Board that the second Selectman's Meeting scheduled for May, falls on the Memorial Day holiday. Ms. Glover requests direction the scheduling of that meeting. Chairman LaCourse states, the Board will decide closer to the date of the 2<sup>nd</sup> May meeting, noting if the agenda is light the meeting will most likely be cancelled.
9. Town Administrator Julie Glover present the amended meeting room policy for the Board's approval. Chairman LaCourse motions to accept the meeting room policy. Selectman Cedarholm, seconds. All agree.

10. Town Administrator Julie Glover presents a letter to Market Basket Inc. requesting clean up of the litter on the edge of their property. Selectman Cedarholm states the letter could be friendlier and will assist in re-writing it.
11. Town Administrator Julie Glover reminds the Board of a request from the Recreation Commission to use the IT office on the second floor of the Safety Complex. Ms. Glover has been advised by the Chief of Police if the office was to be utilized by anyone other than IT or Police, the server located in that office would need to be moved. Ms. Glover states there is an empty five drawer file cabinet at the town hall that is available for use.

Frank DeRocchi suggests the space off of the 2<sup>nd</sup> floor meeting room could be used as an open office for several committees; it could house file cabinets and table and chairs. Chairman LaCourse agrees. Ms. Glover states, she would like to inquire with the Chief of Police regarding the issue of distributing additional keys to the building (for access to the office space). Chairman LaCourse recommends finding out the needs of other committees and commissions and moving town related documents into a town facility.

12. Town Secretary Dawn Hayes presents the minutes of the March 26<sup>th</sup> Selectmen's Meeting. Selectman Griswold motions to accept the minutes. Chairman LaCourse, seconds. All agree.
13. Town Secretary Dawn Hayes presents the appointment of Laura Gund to the Conservation Commission for the Board's approval and signature.
14. Town Secretary Dawn Hayes presents two Veteran's Tax Credit applications, recommended by Assessor Scott Marsh (not present), for the Board's signature.
15. Town Secretary Dawn Hayes presents an Elderly Tax Exemption recommended by Assessor Scott Marsh (not present), for the Board's signature.
16. Town Secretary Dawn Hayes presents Warrant to Collect Gravel Tax for the Board's signature.
17. Town Secretary Dawn Hayes presents two NH Highway Safety Grants for Chief Chet Murch, for the Board's signature.
18. Town Secretary Dawn Hayes presents a request to participate in Lee the Beautiful for Transfer Station Manager Roger Rice, for the Board's signature.
19. Town Secretary Dawn Hayes advises the Board that 2012 Lee USA Speedway License has been approved by Code Enforcement and the Police Department, however, it is still waiting for approval from the Fire Department. Fire Chief Peter Hoyt states he has an inspection scheduled for this coming Wednesday; he is expecting to sign it after that.

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Meeting April 9, 2012

Amended

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20. Chairman LaCourse motions to enter in to Non Public Session at 6:45 pm, per RSA 91-A, II (c). Selectman Griswold, seconds. All agree. Present in Non Public: Chairman LaCourse, Selectmen Griswold, Selectman Cedarholm, Town Administrator Julie Glover, Resident Paula DiDonna, Joseph DiDonna and Deanna DiDonna.

Selectman Griswold motions to end Non Public and seal the minutes at 7:15 pm. Selectman Cedarholm, seconds. All agree.

21. Chairman LaCourse motions to enter into a Non Public Session at 7:35 pm, per RSA 91-A:3, II (a). Selectman Griswold, seconds. All agree. Present in Non Public: Chairman LaCourse, Selectman Griswold, Selectman Cedarholm, Town Administrator Julie Glover, Transfer Station Manager Roger Rice.

Chairman LaCourse reads a letter of written warning regarding Mr. Rice and the matter of electioneering . The letter becomes part of Mr. Rice's personnel file.

Chairman LaCourse motions to end Non Public at 7:45 pm. Selectman Griswold, seconds. All agree.

22. Town Secretary Dawn Hayes advises the Board of a photo opportunity tomorrow at 10:00 am at the Transfer Station, NH the Beautiful will be presenting a grant check to promote recycling in NH.

23. Chairman LaCourse motions to enter into a Non Public Session at 7:46 pm, per RSA 91-A:3, II (c). Selectman Griswold, seconds. All agree. Selectman Griswold motions to end Non Public at 7:56 pm.

24. Chairman LaCourse requests the Town Administrator to research other towns regarding their step program and benefits package and report back to the Board.

25. Chairman LaCourse advises the Board that a draft personnel policy was distributed at the recent Department Head meeting, for their review of format. Chairman LaCourse states the Town Administrator functions as the Human Resource Officer. Ms. Glover advises the Board that there are holes in the current policy and some items are not clear such as: how worker's comp leave is handled and reporting of sick and vacation leave.

Chairman LaCourse states, once the style of the policy is determined, content will be added and areas will then be discussed by the Board. Selectman Griswold states the Board will decide on the style by the next meeting and finalize the policy by the middle of June. All agree.

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26. Selectman Cedarholm advises the Board, he would like to hold a Public Hearing for the Town Center and form a Town Center Committee after the input from the public is reviewed. Selectman Cedarholm would like to see a 20 year plan for the Town Center be added to the Town's Master Plan. All agree.
27. Selectman Griswold requests the Noble Farm Development Proposal from Dave Garvey be linked to the E-Crier and re-run on Channel 13.
28. Selectman Cedarholm requests discussing the production of the Town Crier at the next meeting.

There being no further business, meeting was adjourned at 8:00 pm.

Minutes transcribed by:

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Dawn Hayes, Town Secretary

Minutes accepted by:

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Chairman, John R. LaCourse

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W. James Griswold

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David Cedarholm  
Lee Board of Selectmen