

MINUTES OF THE BOARD OF SELECTMEN
Work Session

Meeting May 25, 2012

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Board members present: Chairman LaCourse and Selectman Griswold.

Others present: Town Administrator Julie Glover and Town Secretary Dawn Hayes.

1. Chairman LaCourse called the meeting to Order at 8:00 am.
2. Chairman LaCourse reviews Manifest #46. Selectman Griswold motions to accept and sign Manifest #46, week ending May 19, 2012. Chairman LaCourse, seconds. **Motion Carries.**
3. Town Administrator Julie Glover advises the Board: she will have a recommendation to award the roof bid at the next Selectmen's Meeting; the light bulbs have arrived for the Fire Department and will be installed shortly; the Bog cleanup will be taking place the first weekend in June; the controlled burn at Noble Farm was complete on Tuesday.
4. Selectman Griswold inquires about the list of action items to be done at the Transfer Station. Town Administrator Julie Glover states, she is unaware if the items have been completed.
5. Chairman LaCourse inquires about the leak in the sally port at the Public Safety Complex. Town Administrator Julie Glover states, when the contractor for the town hall roof has been secured, she will request they inspect the sally port leak.
6. Selectman Griswold inquires about any upcoming work or projects being done at Little River Park that may require the assistance of the Road Agent. Chairman LaCourse requests there be no further work performed by the Road Agent at Little River Park unless otherwise approved by the Board of Selectmen. Chairman LaCourse remarks, the Board is still waiting for a final plan from the Recreation Commission.
7. Chairman LaCourse requests Town Administrator Julie Glover follow up with Dale Hardy regarding the Memorial Day celebration program and forward any information to Chairman LaCourse.
8. The Board discusses weekly updates from Department Heads to the Board. Selectman Griswold motions to strongly request that all Department Heads prepare a weekly update, summarizing department activities; updates shall be forwarded to the Board and copied to all other Department Heads (including the Town Administrator). Additionally, Department Heads will not be required to attend Selectmen's Meetings unless there is an issue or there are future plans to be discussed. Chairman LaCourse, seconds. **Motions Carries.**

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9. The Board discusses the need for monthly Department Head meetings. Selectman Griswold motions to schedule Department Head meetings only when dialog is necessary or at the desire of the Board. Chairman LaCourse, seconds. **Motions Carries.**
10. Town Administrator Julie Glover advises the Board that information has been gathered and communicated to LGC; the Property Liability Insurance renewal is now complete.
11. Selectman Griswold inquires about the E-911 process. Town Administrator Julie Glover states her recommendation would have been to initiate the process with a stakeholders meeting, which would have included most departments, to identify costs, duties, and execution and then make a presentation to the Board seeking its approval to move forward. Selectman Griswold states, a stakeholders meeting could have taken place and should have included all of those affected.

Town Administrator Julie Glover advises, the next Public Hearing is scheduled for June 25th, to include approximately 100 address changes. Selectman Griswold requests a Listening Session be scheduled instead of a Public Hearing; he would like to solicit public input, and notes no decisions have been made at this time. Selectman Griswold wants to re-group on the proposed changes.
12. Chairman LaCourse motions to adjourn at 8:38 am. Selectman Griswold, seconds. **Motion Carries.**

Minutes transcribed by:

Dawn Hayes, Town Secretary

Minutes accepted by:

Chairman, John R. LaCourse

W. James Griswold
Lee Board of Selectmen