

**MINUTES OF THE BOARD OF SELECTMEN**  
**Meeting**

**June 11, 2012**

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

**Others present:** Frank DeRocchi, Maria Barth, Randy Stevens, Caren Rossi, Dawn Genes, Peter Hoyt, Phil Sanborn, Geoff Carlton, Town Administrator Julie Glover and Town Secretary Dawn Hayes.

1. Chairman LaCourse called the meeting to Order at 6:00 pm.
2. Selectman Griswold motions to accept the minutes of May 25, 2012. Selectman LaCourse, seconds. **Motion Carries.** Selectman Cedarholm motions to accept the minutes of June 4, 2012. Chairman LaCourse, seconds. **Motion Carries.**

3. Oyster River School Board Member, Maria Barth speaks for herself and thanks the Board for their recent letter to the school district regarding the budget. Ms. Barth states the School Board has voted for a flat budget for the next two years.

Selectman Griswold asks about top heavy administration, declining enrollment and a strategic plan; also inquires about a recent article describing the challenges Newmarket is facing with their schools. Ms. Barth states the Assistant Superintendant will be working on a strategic plan; discussions are continuing with Newmarket; work is being done to evaluate the possibility of merging, programs and class sizes.

4. Road Agent Randy Stevens advises the Board of an issue on Love Lane (leach field loam has been brought all the way out to the pavement). Mr. Stevens has concerns and recommends it be cut back three feet and the ditch be restored.

Code Enforcement Secretary Caren Rossi had addressed the contractor on May 25th, who stated he would resolve the issue right away. Ms. Rossi describes a conflict between the property owner, the contractor and the pumper.

Chairman LaCourse recommends a ditch be put in and a letter be issued to the homeowner releasing the town of any liability. Chairman LaCourse further recommends Code Enforcement stay in contact with the homeowner (not the contractor or the pumper). Selectman Cedarholm recommends the leach field be built according to the plan, without exceptions or compromise. Chairman LaCourse requests the Town Administrator assemble a letter to the homeowner requiring the slope to be taken back and to be inspected by the Code Enforcement Officer and the Road Agent.

5. Road Agent Randy Stevens requests to encumber funds for paving. Selectman Griswold motions to encumber \$25,000 for paving. Chairman LaCourse, seconds. **Motion Carries.**

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6. Road Agent Randy Stevens reports that he; the Police Chief; Selectman Cedarholm all agree that a speed bump on Old Mill Rd would not be a good idea. Mr. Stevens expects the narrowing of the road will help to slow the speed down. Selectman Cedarholm explains in Durham the speed bumps work well in tight residential areas; where cars travel at a high rate of speed there is a high risk for motorcyclists.
7. Code Enforcement Secretary Caren Rossi requests a formal motion from the Board regarding the Road Agent installing road signs. Selectman Cedarholm motions approve the installation of all road signs by the Road Agent. Selectman Griswold, seconds. **Motion Carries.**
8. Road Agent Randy Stevens advises the Board that he would like to make an offer on a used truck. A vehicle to replace the 1985 truck was in the CIP last year. Chairman LaCourse recommends the Road Agent move forward with making an offer.
9. Road Agent Randy Stevens presents photos of the clean up that has recently taken place on the Noble Farm property. Mr. Stevens requests to perform continued maintenance on the property. Selectman Cedarholm motions for the Road Agent to continue maintenance of the road and cut back brush on the Noble Farm property. Selectman Griswold, seconds. **Motion Carries.**
10. Road Agent Randy Stevens discusses surplus equipment with the Board. Chairman LaCourse recommends scrapping what needs to be scrapped and put other items for sale on publicworks.net. Mr. Stevens agrees.
11. Deputy Emergency Management Director Caren Rossi requests the Board's approval on the E911 Ordinance developed by Fire Captain Scott Nemet. Ms. Rossi explains the ordinance enforces residents to number their properties so that emergency responders can locate their home. Town Administrator Julie Glover advises that a lot of the language in the ordinance comes from the state; further adds that she and the Fire Chief have reviewed the Ordinance.  
  
Chairman LaCourse motions to accept the Ordinance in draft form, to be formally signed at the next Selectmen's meeting. Selectman Griswold, seconds. **Motion Carries.**
12. Emergency Management Director Frank DeRocchi advises the Board that he and Ms. Rossi recently attended a State EOC meeting; all information from that meeting was sent to the Road Agent and Fire Chief.

Mr. DeRocchi informs the Board that the Senior Advisory Committee is meeting regularly and organizing events and classes. Mr. DeRocchi adds, the Library has been very supportive of the committee by hosting the gatherings. Mr. DeRocchi

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states the Town Administrator and a representative from LGC met with the committee to discuss liability issues.

Mr. DeRocchi requests the Board advise the Senior Advisory Committee on where to keep recent funds that were raised from a plant sale. The Town Administrator will be researching this request.

Mr. DeRocchi advises the Board that the official name for the fair is the "Lee Little River Fair". Mr. DeRocchi states there are three main Commissions, the Library, Police and Fire Departments, and the Church that will be participating in the event. Mr. DeRocchi requests a Town representative oversee and co-chair this town sponsored event. Town Administrator Julie Glover notes, town sponsored usually implies that it is being supported financially by the town.

Ms. Rossi states that because she is a town employee she cannot volunteer to do work on the event that is similar to her regular job functions. Ms. Rossi adds that it is against labor laws for her not to be paid. Ms. Rossi stated she has put in to be paid and worked on the event during town time, however she does not want to be committed to every meeting for this event. Ms. Rossi requests the Board's permission to work on the event during town time. Town Administrator Julie Glover agrees to assist with the event, under the condition that the Board give permission for the event to be town sponsored. Selectman Griswold states it is appropriate to have someone function as the decision maker. Mr. DeRocchi is concerned about funds being raised not return to the general fund at the end of the year; they are hoping to accumulate funds for the 250<sup>th</sup> anniversary celebration. Ms. Glover will research the matter.

Mr. DeRocchi asks the Board to further consider disallowing fireworks at this event; and states they would be more appropriate at the 250<sup>th</sup> anniversary event.

After much discussion regarding the Lee Little River Fair, Chairman LaCourse motions to appoint Ms. Rossi to perform day to day coordination of paperwork and Ms. Glover (working from the LGC event checklist) be appointed the decision maker and report back to the Board of Selectmen; tables the matter of the fireworks. Selectman Cedarholm, seconds. **Motion Carries.**

13. Chairman LaCourse motions to approve the Consent Agenda. Selectman Griswold, seconds. **Motion Carries.**
14. Selectman Griswold motions to approve Manifest #49 and the Payroll Expense Report of week ending June 15, 2012. Chairman LaCourse, seconds. **Motion Carries.**
15. Town Administrator Julie Glover presents the bids for the Town Hall roof. Ms. Glover recommends awarding the bid to SPS Property Services. Selectman Cedarholm motions to accept the bid from SPS Property Services of Waltham,

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- MA for \$11,350 and further authorize the Town Administrator to approve additional fees for such items as replacement sheathing at a price of \$3.25 per sq ft, repair of clapboards, etc as necessary. Selectman Griswold, seconds. **Motion Carries.**
16. Town Administrator Julie Glover presents the Department of Labor requirements to implement biweekly payroll. After a discussion regarding the process; the Selectmen's schedule and payroll dates, the Board agrees biweekly payroll is appropriate. Selectman Cedarholm motions to instruct the Town Administrator to request permission from the Department of Labor to move the town toward biweekly payroll. Selectman Griswold, seconds. **Motion Carries.** The Board agrees to a friendly amendment: if the Department of Labor approves biweekly pay, that the Town Administrator move to implement biweekly payroll. Selectman Griswold motions to adopt a new schedule for the Board of Selectmen meetings to coincide with the biweekly payroll dates, once the approval of the Department of Labor is received. Selectman Cedarholm, seconds. **Motion Carries.**
17. Recreation Commission Members, Phil Sanborn and Dawn Genes address the Board. Mr. Sanborn updates the Board on the underground electric conduit going in at Little River Park. PSNH has advised where the conduit should be located, excavating needs to be done but there is a discrepancy regarding who can do what work according to the master plan. Ms. Glover asks if a plan has been drawn to indicate where the conduit and transformer are to be placed. Mr. Sanborn remarks about the feedback from Chairman LaCourse after the Master Plan was submitted; noting it is outside the realm of the focus of the volunteers. Mr. Sanborn recommends a qualified recreation director prepare a master plan, to be reviewed and approved of by the Recreation Commission.
- Dawn Genes states when the draft plan was submitted in November, they were hoping for redline suggestions on the draft. After review of the suggestions from the Board in January, the scope has changed drastically to include the entire Recreation Commission, not just Little River Park. Ms. Genes asks which path the Board wants the plan to take; a turf field or a grass field will determine the path for the plan. Ms. Genes notes, the two are vastly different operations at the park.
- Chairman LaCourse agrees the request for a master plan has been elevated beyond just Little River Park. Chairman LaCourse adds, a strategic plan is needed for both Little River Park and the Recreation Commission. Chairman LaCourse asks if there have been surveys done about artificial turf.
- Mr. Sanborn states, at the last (Recreation Commission) meeting they decided to give artificial turf two years to raise independent money for the field; a replacement plan. The Commission has worked on usage fees, he expects to offer the use of the field at a great price and still have replacement funds in ten years.

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Chairman LaCourse is concerned about the consensus of the citizens in Lee to move forward with an artificial turf field. Mr. Sanborn states that the people that he has talked to were not opposed if it didn't financially affect them and make their taxes higher. Ms. Genes states, she has had different feed back; noting that she spoke in opposition of the artificial field at the deliberative session.

Town Administrator Julie Glover reminds the Board that during the deliberative session, the warrant article amendment stated no town funds or resources can be spent toward the furtherance of the artificial turf field in fiscal year 2013. Ms. Glover notes, although the Recreation Commission has control over their funds for activities, the Board controls the use of land. Permanent items on the land such as; a pavilion, electricity, or an artificial turf field needs to have the approval of the Board of Selectmen. Mr. Sanborn requests clarification to ensure that the Board is presented with the items that they are expected to approve.

Ms. Glover states, Recreation Commission member Geoff Carlton (not present) has spoken about the 2009 warrant article for the purchase of aggregate in support of the artificial turf field. Ms. Glover clarifies – that the vote was at the 2010 Town Meeting and reads the warrant article. Ms. Glover adds, regardless of the discussion, the warrant article does not mention an artificial turf field.

Chairman LaCourse states moving forward with surveys; a strategic plan; the need for a Recreation Director. The work cannot be done by the employees of Lee and it is the responsibility of the Board to say no for them.

Ms. Genes advises, the intensity of use will be determined by which kind of field is approved. Ms. Genes states the Commission voted 3 to 1 in favor of taking two years to raise funds for an artificial field on town land and to plan for replacement funds; the plan has to reflect grass or artificial turf as this changes the plan drastically. Chairman LaCourse, speaking for himself, is opposed to artificial turf. Selectman Griswold states he is strongly opposed to artificial turf and agrees it takes the park to a new level that is not what is best for Lee. Selectman Griswold adds, it has grown beyond volunteers doing a few things, it's not ok to spend town money at substantial rates and not have a plan.

Selectman Griswold requests a plan of where the electricity is going to be, to avoid digging up a culvert. Ms. Genes states they have as-built plans for what is currently at the park. Chairman LaCourse states he has no problem with the electric, as it is needed to operate the pump for watering the grass field.

Selectman Griswold states, they (the Commission) must decide where they want to be in five years. Will it be a huge organization that will bring in hundreds of thousands of dollars to fund the replacement of an artificial field or will it be something quite a bit more modest? Selectman Griswold states for the record, he does not like the idea of artificial turf. Chairman LaCourse recommends a questionnaire, building a consensus from the citizens of Lee to determine the

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direction of the plan; building something that can be reasonably taken care of over time.

Phil Sanborn adds, if private funding is available than they don't have to go to the taxpayers. Selectman Griswold states, you do have to go to the taxpayers to see what they want. Mr. Sanborn states his vision for the park is to have a field that kids can play on during the wet season, spring and fall; incorporate football and lacrosse; dog walking, bike riding; he does not want endless tournaments at the park.

Recreation Commission Member Geoff Carlton states there has been a lot of research in 5 years; citizens voted in 2009 to purchase rock for artificial turf; the Commission maintains control whether it is grass or artificial turf. Mr. Carlton states there are a lot of people in town that go out (for field use); if you can provide the best surface and look at the numbers, ORYA and the High School have the ability to use the field and supplement it with camps during the summer time. Mr. Carlton adds, it is not the goal to have places like Seacoast United coming in to use it.

Chairman LaCourse remarks about the maintenance that either type of field will need; recommends utilizing the Survey Center at UNH (contact: Andrew Smith) to prepare an unbiased survey.

Selectman Cedarholm suggests bringing a non monetary warrant article forward next March to ask if citizens want an artificial field and/or a Recreation Director; this would give a good measure of what the voters want. Selectman Cedarholm states the bigger question is what kind of park do they want: grass field that will need to be rested or artificial turf that will ramp up the park.

Mr. Sanborn states it needs to be known that if citizens decide on a natural field, it could be \$40,000 per year to maintain. Mr. Sanborn adds, once the field is completed he will be stepping back; regarding scheduling of the field, ORYA has said that they have interest in scheduling the field.

Chairman LaCourse advises that the Board of Selectman will submit a statement of expectation to the Commission.

18. Town Administrator Julie Glover advises the Investment Policy is still being worked on. The matter is tabled until the June 25<sup>th</sup> meeting.
19. Town Administrator Julie Glover advises the Board of a recent situation regarding a letter 'from the Selectmen' which was not generated and/or approved by the Board. Chairman LaCourse requests Ms. Glover notify all department heads that letter from the Selectman must have prior approval from the Board.

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20. Town Administrator Julie Glover presents letters to the Trustees of the Trust Funds regarding deposits and withdrawals from the funds based on warrant articles. Selectman Griswold motions to authorize the expenditures from the Trust Fund as presented. Chairman LaCourse, seconds. **Motion Carries.**

Selectman Griswold motions to authorize the deposits into the Trust Funds as presented. Chairman LaCourse, seconds. **Motion Carries.**

21. Town Administrator Julie Glover presents notice from the NH Bond Bank regarding a recent refund on the Transfer Station Bond of \$3,396 due to favorable market conditions.
22. Town Administrator Julie Glover requests vacation time of 40 hours between the dates of July 30 and August 3<sup>rd</sup>; use of two floating holidays on July 2<sup>nd</sup> and 3<sup>rd</sup>. the Board agrees.
23. Town Administrator Julie Glover presents the Board with an update: Ms. Glover met with Bert West regarding the dehumidifiers for the vault, toured the Noble Farm property; coordinated Legal Council/LGC and the Board regarding the recent court case.
24. Town Administrator Julie Glover advises the Board that benefits information will be presented at the June 25<sup>th</sup> meeting; many towns are looking to change health plans and/or employee contribution amounts.
25. The Boards signs all Consent Agenda items.
26. The Board discusses the Town Center Survey. Selectman Griswold requests clarification on the matter of adding a chapter to the Master Plan. Chairman LaCourse notes any additions to the Master Plan would need to be presented to the Planning Board. Selectman Cedarholm is hoping the survey and the listening sessions will evaluate what people really want for the Town Center. Selectman Griswold advises that citizens have already voted on \$100,000 for a Library/Community Center and the 501(3c) is up and running. Selectman Cedarholm is concerned about the compatibility of recreation space and library space. Selectman Griswold supports the Library/Community Center location above Little River Park.
27. There being no further business, Chairman LaCourse motions to adjourn at 8:45 pm. Selectman Cedarholm, seconds. **Motion Carries.**



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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