

MINUTES OF THE BOARD OF SELECTMEN
Meeting

June 25, 2012

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

Others present: Clara Kustra, Penny Stetson, Jane Saunders, Ed Kelley, Belinda Gleason, LJ Conners, Michael Kelleher, Ray Labrie, Stanley Galuszewski, Allan Dennis, Rick Miller, Jim Banks, Mike Burke, Jen Howe, Toby Jensen, Patricia Jenkins, Frank DeRocchi, Randy Stevens, Caren Rossi, Dawn Genes, Peter Hoyt, Laura Gund, 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 June 11, 2012. Selectman Cedarholm, seconds. **Motion Carries.**
3. Chairman LaCourse opens the floor for Public Comment.

Jim Banks advises the Board that he worked very well with Town Administrator Julie Glover to prepare the invitation to bid for fuel. Mr. Banks reviews the history of combining the Church, the School and the Town's need for fuel in order to receive the best possible price.

4. Chairman LaCourse opens the Listening Session for road name changes for: Pine Knoll Village, Hills Acres, Packer Falls Village, and Darby Fields Commons.

Mike Kelleher of E911 gives an overview of the process for mapping and address standardization.

Resident Belinda Gleason of Pine Knoll Village speaks in favor of the proposed changes.

(Pine Knoll Village) Property Owner Jean Howe speaks in opposition of the proposed changes.

Deputy Emergency Management Director Caren Rossi advises the Board of three historic names suggested for road names: Parsons, Pendergast and Dexter.

Resident Toby Jensen of Pine Knoll Village speaks in opposition of the proposed changes and requests further research of historic names to be used for road naming.

Resident Stanley of Pine Knoll Village asks if residents have to notify everyone of their address change?

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Ms. Rossi states the Post Office is being notified of all the changes and will forward mail for one year, however, residents must do the paperwork to make the change.

Resident Lisa Connors of Pine Knoll Village speaks in opposition of the proposed changes.

Mike Kelleher explains the changes are being implemented to assist emergency responders with public safety.

Tim Scott of E911 advises that the statewide process of standardizing addresses began in the mid 1990's and they continue to progress through the state.

Ms. Rossi explains that town will be supplying and installing the first sign on roads whose names are changing.

A Pine Knoll resident speaks in favor of the proposed changes, as she had previously lost her mobile home to a fire.

Resident Ed Kelley of Hills Acres speaks in opposition of the proposed changes.

Chairman LaCourse recommends the Pine Knoll residents work with Ms. Rossi regarding suggestions for naming the roads within Pine Knoll Village; states the Board will vote on the changes at the Public Hearing on July 9th.

5. Resident Rick Miller of Love Lane speaks to the Board about the town's concern of their right-of-way and the leach field that was recently installed on his property.

Code Enforcement Office Allan Dennis presents the plan for Mr. Miller's leach field, and explains the leach field was installed in the correct location, it is the matter of the slope that comes out to the edge of the pavement that is an issue. Mr. Dennis explains the Code Enforcement Officer has no authority over the right-of-way, that is for the Town to decide.

Mr. Miller states the leach field was put in according to the plan, a retaining wall is not an option; by removing the pine trees the right-of-way has been improved.

Road Agent Randy Stevens is concerned that the snow will run down the slope and cause an icing issue on the road. Selectman Cedarholm reviews the details of the plan, noting that the slope should not have come out to the pavement. Selectman Griswold recommends, since the slope does come out to the road, the issue is with the contractor not the Road Agent.

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After much discussion about the slope creating ease for mowing, the Road Agent's concerns, encroaching on the right-of-way and the precedence it sets –

Chairman LaCourse recommends Mr. Miller work with his contractor to put a ditch in. Selectman Cedarholm adds, the contractor should build the ditch according to the plan.

(Mr. Miller not present) The Board recommends the ditch be complete by September 15, 2012; further requests the Town Administrator notify Mr. Miller.

6. Member of the 250th Celebration Steering Committee Clara Kustra advises the Board that other member include: Laura Gund, Pat Jenkins and Penny Stetson. The Committee has been brainstorming about what the 2016 celebration will look like. They hope to get all the Town's Committees and Commissions involved to make it a year-long celebration.

Ms. Kustra requests use of the Town Seal and inquires about any restrictions. Town Administrator Julie Glover is researching the matter, as recently there has been another request for the use of the Town Seal.

Chairman LaCourse recommends the Committee start thinking about a budget and return to the Board with a formal request.

Committee Member Patricia Jenkins would like to see the celebration worked into the Town Center. Selectman Cedarholm invites the committee to the next Town Center Listening Session on Thursday, July 12th 7:00 pm at Public Safety Complex.

7. Joint Loss Management Committee Member Caren Rossi presents a revised Safety Policy for the Board's approval. Ms. Rossi states the policy has been reviewed by the Road Agent, the Town Administrator, the Police Chief and the Safety Committee.

Chairman LaCourse motions to table the matter until the next meeting, after the Board reviews the policy. Selectman Griswold, seconds. **Motion Carries.**

8. Selectman Griswold has written a draft statement of expectation for the Recreation Commission. The Board discusses the direction of Little River Park including type of field, maintenance, 5 and 10 yr plans, contractual issues, volunteers and liability.

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- Selectman Griswold will edit the statement and draft a revised document to include major points such as: Grass Field – no plastic, Contracts – when town funds are involved, and Park Use – intended for Lee residents.
9. Selectman Griswold motions to approve Manifest #50 & #51 and the Payroll of Weekending June 29, 2012. Selectman Cedarholm, seconds. **Motion Carries.**
10. Chairman LaCourse motions to accept and award the 2013 fuel bid as presented: #2 heating oil from Buxton Oil Co. of Exeter at .17 a gallon over rack price, Off Road Diesel from Hanscom of Portsmouth at .20 a gallon over rack price and Propane with a three year contract with DF Richard of Dover at .48 a gallon over rack price. Selectman Griswold, seconds. **Motion Carries.**
11. Town Administrator Julie Glover presents the Board of Selectmen Meeting Procedures. Ms. Glover explains the purpose is to set the agenda, outline the expectations of the Board and formalizing the procedure so that when the meeting is viewed online/on Channel 13 there is a clearer understanding of what is transpiring. Additionally the procedures will help to avoid the Board being asked to make decisions without having time review information.
- Selectman Griswold request the format of the procedures be modified. Chairman LaCourse motions to accept the Meeting Procedures as presented. Selectman Griswold, seconds. After the formatting modification, the Board will sign the procedures at the next meeting. **Motion Carries.**
12. Town Administrator Julie Glover presents the Selectmen's Meeting Schedule in order to coordinate with the bi-weekly payroll schedule. Chairman LaCourse motions to accept the Selectmen's Meeting Schedule as presented. Selectman Cedarholm, seconds. **Motion Carries.**
13. Town Administrator Julie Glover presents a proposal to change the hours of operation for the Selectmen's Office. Proposed hours are to extend hours on Monday through Thursday, coordinating the late night with the Town Clerk's Office. Monday 8am – 6pm, Tuesday/Wednesday/Thursday 8am - 4:30pm and Friday 8am - 12:30 pm.
- Selectman Griswold requests the change be temporary and reviewed after the summer.
- Resident Frank DeRocchi speaks in opposition of the new hours.

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Chairman LaCourse motions to approve the hours, beginning July 2nd and revisit the idea on October 1st. Selectman Cedarholm, seconds. **Motion Carries.**

14. Town Administrator Julie Glover presents benefits comparison data at the Chairman's request. A comparison data sheet of the personnel policies that are being considered is also submitted. Chairman LaCourse states no decisions will be made tonight, the information will be reviewed by the Board and discussed at a future meeting.

15. Town Administrator Julie Glover presents the nomination for Laurel Cox to the Strafford Regional Planning Commission. An alternate also needs to be named. Ms. Glover agrees to fill the alternate position (currently held by Caren Rossi).

Chairman LaCourse motions table the nominations until Ms. Rossi confirms she will no longer wishes to participate. Selectman Griswold, seconds. **Motion Carries.**

16. Town Administrator Julie Glover presents an encumbrance request for the Recreation Commission for \$4,113.25 from Warrant Article 13 for Playground Equipment. Chairman LaCourse motions to accept encumbrance as presented. Selectman Cedarholm, seconds. **Motion Carries.**

Town Administrator Julie Glover presents an encumbrance request for Building Maintenance Account for \$1,257 for the installation of dehumidifiers and thermostats for the storage vault and \$1,200 for lumber to complete the ramp at the Library. Chairman LaCourse motions to accept the encumbrances as presented. Selectman Cedarholm, seconds. **Motion Carries.**

Town Administrator Julie Glover presents an encumbrance request for the Fire Department for \$3,168.17 miscellaneous equipment. Chairman LaCourse motions to accept the encumbrance as presented. Selectman Griswold, seconds. **Motion Carries.**

Town Administrator Julie Glover presents an encumbrance request for the Cemetery Trustees for \$4,031.34 for various repairs in Lee cemeteries. Chairman LaCourse motions to accept the encumbrance as presented. Selectman Cedarholm, seconds. **Motion Carries.**

Town Administrator Julie Glover presents an encumbrance request for the ICMA Conference for the Town Administrator for \$3,070 (the cost of the airfare is unknown at this time, the exact amount for the conference/travel is expected to be much less than the \$3,070). Chairman LaCourse motions to accept the Town

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Administrator's attendance at the conference and the encumbrance as presented.
Selectman Cedarholm, seconds. **Motion Carries.**

17. Town Administrator Julie Glover advises the Board that The Investment Policy is waiting on comments from the Town Treasurer; Ms. Glover hopes to present it at the next Selectmen's meeting.
18. Town Secretary presents the Consent Agenda items for the Board's signatures.
19. There being no further business, Chairman LaCourse motions to adjourn at 8:45 pm. Selectman Cedarholm, seconds. **Motion Carries.**

Minutes transcribed by:

Dawn Hayes, Town Secretary

Minutes accepted by:

Chairman, John R. LaCourse

W. James Griswold

David Cedarholm
Lee Board of Selectmen