

MINUTES OF THE BOARD OF SELECTMEN
Meeting

September 4, 2012

PAGE 1

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

Others present: Elizabeth Copley, Jim Banks, Marianne Banks, Nancy Garnhart, Georgia Kerns, Roger Rice, Peter Hoyt, Town Administrator Julie Glover and Town Secretary Dawn Hayes.

1. Chairman LaCourse calls the meeting to order at 6:00 pm.
2. Chairman LaCourse opens the floor for Public Comment, there are none.
3. Town Secretary Dawn Hayes presents the Minutes of August 20, 2012 for the Board's review.
4. Town Administrator Julie Glover presents a proposed Waste Management agreement (submitted by Transfer Station Manager Roger Rice, not present) for the disposal of regulated medical waste (ie: sharps). Ms. Glover suggest the agreement be reviewed by the town's attorney and advises that a non appropriation clause would need to be added before the Board could enter into a multiyear agreement.

Selectman Griswold requests Roger Rice be present to answer questions regarding the matter of disposal. Chairman LaCourse motions to direct the Town Administrator to submit the contract to the town's attorney for review. Selectman Griswold, seconds. Motion Carries.

5. Town Administrator Julie Glover reminds the Board of a citizens concern regarding the Swap Shop at the Transfer Station. Chairman LaCourse tables the matter until Mr. Rice arrives.
6. Fire Chief Peter Hoyt addresses the Board concerning a (fiberglass) fire cistern on Elder Osborn Drive (it has been leaking for a few years). Chief Hoyt states there have been repairs to slow the leak, but it has not sealed it. After a discussion regarding cost and options, Chief Hoyt recommends just filling it and monitoring it as there is another cistern at the bottom of the hill close by. The Board agrees.
7. Fire Chief Peter Hoyt submits hose testing quotes. Chief Hoyt would like to test everything now to develop a base line and continue with a four year rotation to assist scheduling some equipment into retirement. Quotes are submitted from Fire One, Fire Catt and Fail Safety.

Chairman LaCourse motions to accept the low bid from Fail Safe of .28 per foot. Selectman Cedarholm, seconds. Motion Carries.

MINUTES OF THE BOARD OF SELECTMEN
Meeting

September 4, 2012

PAGE 2

8. Transfer Station Manager Roger Rice comes forward to speak regarding the Swap Shop Volunteer Policy. Mr. Rice notes that someone (a swap shop volunteer) made a slip of conduct, Mr. Rice has spoken to him and has addressed the matter with all of the volunteers. Swap Shop Coordinator Georgia Kerns states there may have been a difference of understanding of what was happening, she had not heard of any problems until the recent letter came to the Selectmen. Ms. Kerns further states they are working with the volunteers to help them understand their role in the swap shop.

Chairman LaCourse requests the Swap Shop Policy be reviewed and updated to address these issues. Selectman Griswold is concerned about a non-resident who is volunteering and refers to the current policy about the eligibility of non residents taking items from the swap shop. Selectman Griswold further inquires as to how the swap shop will be monitored. Mr. Rice states he is getting the volunteers together to go over everything to get a good understanding of the policy with a review annually. Ms. Kerns advises the Board that she is reviewing the policies of other swap shops to see what they allow.

Chairman LaCourse recommends the policy be posted on the website. Chairman LaCourse motion to have the Transfer Station Manager develop policies and procedures for the swap shop volunteers and return to the Board for review in one month. Selectman Cedarholm, seconds. Motion Carries.

9. Chairman LaCourse motions to accept the Consent Agenda as presented. Selectman Griswold requests the letter of support to the Oyster River Advisory Committee be reviewed and revised, as he would like to add to it. Selectman Griswold requests the letter be removed from the Consent Agenda.

Chairman LaCourse motions to approve the Consent Agenda less the Oyster River Advisory letter. Selectman Cedarholm, seconds. Motion Carries.

10. Town Administrator Julie Glover presents the Public Service of NH Easement Deed for underground electrical service at Little River Park. Chairman LaCourse motions to grant the easement to Public Service of NH as described on the presented deed for the purpose of installing electrical at Little River Park. Selectman Griswold, seconds. Motion Carries.

11. Town Administrator Julie Glover presents the 1997 maintenance agreement for Clement Way (section of Clement Way from Rt 125 to the entrance of Rita Lane). Ms. Glover explains the agreement was a condition of the town receiving property so that we could receive the right of way to build the access road to Wheelwright Pond.

Ms. Glover has met with the Road Agent at the site; submits pictures of a large divot at the entrance of Clement Way. Ms. Glover states it is the Road Agent's recommendation to pave a (20 ft) section of Clement Way.

MINUTES OF THE BOARD OF SELECTMEN
Meeting

September 4, 2012

PAGE 3

Resident Elizabeth Copley states she came before the Board in 2001 requesting work be done on the road and she was denied. Ms. Copley has recently made another request, to which Ms. Glover discovered the maintenance agreement. Ms. Copley states the road is being used a lot and recommends widening also.

Chairman LaCourse tables the matter to have the Road Agent respond to the issues. The Board requests the Road Agent remark on budgetary concerns, safety, grading, filling and how far in paving should be.

12. Transfer Station Manager Roger Rice requests the Board consider allowing a Facebook page for the Swap Shop. Mr. Rice is not familiar with Facebook and refers to Georgia Kerns. Ms. Kerns explains the idea is to get the word out about the swap shop; adds that Nancy Garnhart is capable of monitoring it. Ms. Kerns advises that they would like to include pictures, stories and guidelines about the swap shop.

Chairman LaCourse recommends Ms. Kerns develop a set of procedures regarding responsibility and authorization to include the Town Administrator, it can be run as a three month trial; get the rules and regulations together and the Board will then move on approval.

13. Town Administrator Julie Glover advises the Board of a Veteran's Tax Credit application. The applicant does qualify, however the application was filed beyond the deadline date and also requests a retroactive credit back to 1999.

Selectman Griswold motions to deny the request and to grant the credit for 2013. Chairman LaCourse, seconds. Motion Carries.

14. Town Administrator Julie Glover advises the Board of an Elderly Tax Exemption which was previously denied due to incomplete information. The applicant does qualify, however the complete application was submitted beyond the deadline date. Ms. Glover submits a reconsideration letter from the applicant.

Selectman Griswold motions to grant the exemption for 2013, but deny it for 2012. Selectman Cedarholm, seconds. Motion Carries.

15. Town Administrator Julie Glover advises the Board the MS1 report is due to the Department of Revenue on Sept 1st, however it is dependent on utility values which the state has not completed; does not expect to have them until December. Ms. Glover spoke with the Assessor and they agree to use the estimated utility values in order to get the MS1 filed prior to the tax rate being set. Ms. Glover will bring more formal information to the next Board meeting.

MINUTES OF THE BOARD OF SELECTMEN
Meeting

September 4, 2012

PAGE 4

16. Town Administrator reminds the Board of Work Session to be scheduled between the Board and the Recreation Commission to develop clarification on policies and guidelines; as the Master Plan is on hold.

Chairman LaCourse requests the Town Administrator put together a list of issues to be discussed and distribute to the Board, at the next meeting they will have an open discussion on those items and at that time they will make a decision about meeting.

17. Selectman Griswold motions to accept the Minutes of August 20, 2012.
Selectman Cedarholm, seconds. Motion Carries.

Selectman Cedarholm motions to accept Manifest #5 and Payroll for week ending September 2, 2012. Selectman Griswold, seconds. Motion Carries.

18. Town Secretary presents a vacation request for Allan Dennis for Sept 20th and 21st. The Board agrees and signs the request.

19. Selectman Cedarholm updates the Board on the Town Center Listening Sessions, forming a committee to hold the third Listening Session and review all of the surveys. Selectman Cedarholm suggests the committee develop a plan on how to move forward and provide future Board's some direction on the big picture.

Chairman LaCourse agrees developing the committee and holding the third Listening Session. Chairman LaCourse suggests including a Selectman, the Town Administrator and others on the committee for future plans of Lee.

Selectman Griswold recommends that a committee of five or six members becomes more functional. Selectman Griswold notes, the committee's plan will need to include buildings.

Chairman LaCourse requests Selectman Cedarholm submit names for committee members and the Board will review them at the next meeting.

20. Selectman Griswold requests the letter of support for the Oyster River Advisory Committee be forwarded to him for revisions.

21. Town Secretary Dawn Hayes submits the Public Forum Policy for the Board's signatures.

22. Selectman Cedarholm advises the Board that he has scheduled John Brooks of Emery and Garrett to come before the Board on October 15, 2012.

23. There being no further business, Chairman LaCourse motions to adjourn at 7:25 pm. Selectman Griswold, seconds. **Motion Carries.**

MINUTES OF THE BOARD OF SELECTMEN
Meeting

September 4, 2012

PAGE 5

Minutes transcribed by:

Dawn Hayes, Town Secretary

Minutes accepted by:

Chairman, John R. LaCourse

W. James Griswold

David Cedarholm
Lee Board of Selectmen