

MINUTES OF THE BOARD OF SELECTMEN
Meeting

December 10, 2012

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Board members present: Chairman LaCourse and Selectman Cedarholm.

Others present: Scott Bugbee, Catherine Gardner, Eric Poff, Janet Poff, Alice MacKinnon, Win Bassage, Karen Long, Annie Gasowski, Paul Gasowski, Robert Smith, Amos Townsend, Bill Henze, Frank DeRocchi, Caren Rossi, Scott Nemet, Jane Sanders, Town Administrator Julie Glover and Town Secretary Dawn Hayes.

1. Chairman LaCourse calls the meeting to order and opens the Public Hearing for Road Name and Renumbering changes at 6:00 pm.
2. Emergency Management Deputy Caren Rossi reviews the suggested names for the private road (55, 57, 59 Wednesday Hill Rd).

Resident Catherine Gardner of 59 Wednesday Hill Rd is concerned about mail boxes not being moved and emergency responders being confused. Ms. Gardner further states the post office has advised her if there becomes confusion with the address they will need to open a post office box in Durham; this will create a hardship.

Captain Scott Nemet states emergency responders will be looking for street signs not mail boxes.

Resident Janet Poff of 55 Wednesday Hill Rd advises the Board that the recommended names (Sledding Hill Lane and Wild Turkey Lane) came from the sledding that occurred in the area and the turkeys that are often seen there.

Selectman Cedarholm motions to approve the name Sledding Hill Lane and tables the matter of the renumbering. Chairman LaCourse, seconds. **Motion Carries.**

Resident Jim Gardner of 59 Wednesday Hill Rd asks the Board if they are responsible for a 'Private Drive' sign. Chairman LaCourse notes, the home owners would be responsible for that sign.

Ms. Rossi proposes 90 Calef Hwy be changed to 41 Concord Rd. Chairman LaCourse motions to accept as presented. Selectman Cedarholm, seconds. **Motion Carries.**

Ms. Rossi proposes new numbers for Duff Thompson Lane in its entirety. Chairman LaCourse motions to accept as presented.

Ms. Rossi proposes 63 Harvey Mill Rd be assigned an additional number. Ms. Rossi states she has advised the homeowner to contact the assessing office regarding the apartment that is listed on his property. Ms. Rossi proposes no action at this time.

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Ms. Rossi proposes James Farm 2A be changed to 4 James Farm Rd. Chairman LaCourse motions to approve as presented. Selectman Cedarholm, seconds. **Motion Carries.**

Ms. Rossi proposes 63, 71 (two units) and 73 (three units) Mast Rd change: (1) 71 to 69; keep (2) 71 and table the matter of 73. Chairman LaCourse motions to approve as presented. Selectman Cedarholm, seconds. **Motions Carries.**

Ms. Rossi proposes 52 and 54 Mast Rd be renumbered with letters (a, b, c, d). Chairman LaCourse motions to approve as presented. Selectman Cedarholm, seconds. **Motion Carries.**

Ms. Rossi proposes 4 Owl Lane be changed to 2 Owl Lane. Chairman LaCourse motions to accept as presented. Selectman Cedarholm, seconds. **Motion Carries.**

Ms. Rossi proposes 153 Steppingstones Rd be renumbered with letters (a, b, c). Chairman LaCourse motions to accept as presented. Selectman Cedarholm, seconds. **Motion Carries.**

Ms. Rossi proposes 11 Thornton Lane remain the same. Chairman LaCourse motions to approve as presented. Selectman Cedarholm, seconds. **Motion Carries.**

Ms. Rossi proposes 63 Wednesday Hill Rd be renumbered to 45. Selectman Cedarholm motions to approve as presented. Chairman LaCourse, seconds. **Motion Carries.**

Ms. Rossi proposes 130 and 132 Wednesday Hill Rd numbers stay and require better signage. Chairman LaCourse states, there will be no motion.

Ms. Rossi proposes 168A Wednesday Hill Rd be changed to 166 Wednesday Hill Rd. Chairman LaCourse motions to approve as presented. Selectman Cedarholm, seconds. **Motion Carries.**

3. Chairman LaCourse motions to accept the minutes of November 13, 2012 and November 26, 2012. Selectman Cedarholm, seconds. **Motion Carries.**
4. Chairman LaCourse opens the floor for Public Comment. There is none.
5. Advisory Budget Committee Chairman Scott Bugbee submits a summary and detail of the proposed budget for FY 2014. Mr. Bugbee reviews the details of the data and offers explanations on some of the changes. Mr. Bugbee states the proposed operating budget is up 1.67% over last year. Mr. Bugbee states the Committee recommends the Board use some of the unreserved fund balance to fund some of the trust funds, as the current fund balance is about (\$2,700,000)

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which is over the 17 % that the GFOA recommends (it is the Committee's opinion that we are holding onto more money than we should be).

Advisory Budget Committee Member Bill Henze of 168 Wednesday Hill Rd asks what is the minimum percent recommended (for the fund balance). Mr. Bugbee states the minimum is 8%.

Advisory Budget Committee Member Karen Long of 22 Lee Hill Rd discusses ambulance and dispatch fees being charged based on the number of calls into the community. Ms. Long states the town is paying (as part of the fee that is assessed by ambulance) based on the number of calls as a whole, plus they are charging a portion of the dispatch fees. Mr. Bugbee states we are being charged possibly three times per call. Town Administrator Julie Glover states the per call is how the annual fee is calculated (we do not receive a bill every time someone gets transported).

Mr. Bugbee states the total budget increase is approximately 4.24%. Mr. Bugbee address the Board regarding items that have been left in the budget for anticipated items. NH RSA's support the recommendation to remove unspent funds from the books that were voted on but not used by the end of the fiscal year. Town Administrator Julie Glover states generally speaking appropriations lapse after one year, as one 'town meeting' can't make promises for future spending. Ms. Glover recommends she work with Mr. Bugbee and identify items that should or should not lapse and then make a recommendation to the Board. Chairman LaCourse agrees to have the Town Administrator review and make recommendations to the Board.

Mr. Bugbee states he estimates the percent of increase to operating budget is 1.6%, and in terms of the tax rate approximately .22% (based on the recommendation of \$218,000 coming from trust funds instead of taxation). Town Administrator clarifies – the town portion of the tax rate is going to go down 2.71% , and the increase is not on the town portion of the tax rate.

Mr. Bugbee recommends having the Finance Committee reconvene and to discuss the process of purchasing Municipal Accounting Software.

The Board thanks the Advisory Budget Committee for all of their work on the budget.

6. Chairman of the Planning Board Robert Smith submits a summary sheet of the 2014 CIP (Capital Improvement Plan) and discusses the issues at hand. Mr. Smith notes the cost of paving is up; the cost of fire cisterns are up; and further notes there has been no input from the Recreation Commission from the last 3 years. Mr. Smith advises the CIP is flat overall (with the Library in sight).

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Chairman LaCourse asks about \$30,000 going into the Recreation Trust Fund and what their plan is. Mr. Smith states they have not submitted a plan for three years, however we have committed ourselves to Little River Park and doesn't think it should be shut off.

Selectman Cedarholm states he attended a recent Recreation Commission meeting where there was discussion of a grass field costing \$300,000 for a competition level playing field. However, a competition level playing field has not been clearly defined. Selectman Cedarholm suggested the Commission put a plan together before putting a warrant article together for the building of a field. Selectman Cedarholm would like to see a pavilion and a grass field at Little River Park next year, but there needs to be a plan, which should be presented to the public, and then funds can be put in to build the field.

Chairman LaCourse agrees and states a competition level playing field may not be what is needed for kids to get out and play and have fun. Mr. Smith states the question to be addressed is: Lee becoming a landlord for ORYA or are the fields being provided for the Lee residents.

Chairman LaCourse thanks Mr. Smith for all of his work on the CIP.

7. Chairman LaCourse tables the matter of the Transfer Station and Swap Shop policies until Selectman Griswold is present.
8. Chairman LaCourse motions to accept the Consent Agenda as presented. Selectman Cedarholm, seconds. **Motion Carries.**
9. Town Administrator Julie Glover advises the Board the employee holiday celebration has been scheduled, it will include a light lunch and the presentation of employee service awards.
10. Town Administrator Julie Glover advises the Board Mr. Garvey is anxious to be scheduled to address the Board regarding Noble Farm. The Board agrees to schedule Mr. Garvey on January 14, 2013 after the Budget Public Hearing. The Board requests information from Mr. Garvey be forwarded prior to this meeting.
11. Town Administrator Julie Glover advises the Board that they can sell town owned property on their own or put it on a warrant article; Conservation Commission Chairman Bill Humm (not present) recommends it be put on a warrant article. Selectman Cedarholm states the lots have been acquired through tax deed. Chairman LaCourse notes if the Conservation Commission is not interested in the property then it should be put up for sale and the funds can be put to better use. The Board will set a minimum bid (sealed bid) with the right of refusal. Selectman Cedarholm suggests the citizens may want to know what these properties are.

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- Chairman LaCourse motions to put the three properties for sale via sealed bid and put it on a future agenda for public announcement. Selectman Cedarholm, seconds. **Motion Carries.**
12. Town Administrator Julie Glover requests the matter of the Town Hall windows be tabled as further information has not been obtained. Selectman Cedarholm suggests speaking with contractors that specialize in windows to see if they would be willing to warranty their work separately from the roof, as he feels we could get the windows replaced for less. The Town Administrator expects to bring forth further information.
 13. Town Administrator Julie Glover recommends the \$1,000,000 check to Strafford County be delivered via Police Escort with the Bookkeeper.
 14. Selectman Cedarholm motions to accept Manifest #12 and the Payroll Expense Report for pay date December 14, 2012. . Chairman LaCourse, seconds. **Motion Carries.**
 15. Chairman LaCourse motions to enter into a Non Public Session at 8:10 pm per RSA 91-A: II (a) and RSA 91-A:II (c). Present in Non Public: Chairman LaCourse, Selectman Cedarholm, Town Administrator Julie Glover. Non Public ends at 8:25 pm.
 16. Chairman LaCourse states the Board of Selectman have reviewed the performance of the Town Administrator, she has received high marks in job knowledge, initiative, team work, service to the public, multitasking, punctuality, and attendance. Additionally, Chairman LaCourse states the Board of Selectmen respect, value and deeply appreciate the Town Administrator; she provides appropriate advice, support and resources to improve the effectiveness of the staff and the Select Board; sets an example through open communication and modeling of best practices. The Board of Selectmen feels lucky to have such a devoted servant to the town.
 17. Selectman Cedarholm announces an Integrated Watershed Management Plan for the Oyster River Watershed. The partnership with UNH and the Town of Durham has three federal discharge permits and will try to merge the permits into one; the EPA has created a framework of how integration can be done. Development of water quality improvement practices that can be translated into the surrounding towns (Lee, Madbury, Barrington, Nottingham, and Dover) will be discussed at an upcoming watershed stakeholders meeting on January 24th. The evening session will be held at the Madbury Town Hall at 7:00 pm. Selectman Cedarholm requests holding the afternoon session at the Lee Public Safety Complex. Chairman LaCourse recommends the Town Administrator look into the availability of the facility.

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18. Chairman LaCourse discusses the matter of operation of a driving school at the Lee USA Speedway and feels the track should submit their own petition warrant article for expansion. The Board will not make the decision to approve the driving school it will need to come forth in a warrant submitted by the track.

Town Administrator Julie Glover states she has spoken to Mrs. MacDonald (track owner) regarding more information on driving schools. Mrs. MacDonald (not present) is still gathering information. Ms. Glover further states the deadline to submit petition warrant articles is January 8, 2013.

19. Selectman Cedarholm discusses the former Town Center Committees matrix regarding location of the Library/Community Center; notes comparing Stevens Field to the Bricker property may have only included an 18,000 sq ft building with a basement; there is some criteria missing from the matrix; connectivity to existing buildings and services; the sharing of emergency power. Selectman Cedarholm wants to revisit the decision matrix.

Chairman LaCourse suggest there may need to be items added to the matrix and others removed. Selectman Cedarholm met with two of the Library Foundation Members and will follow up to discuss these items later.

20. Chairman LaCourse motions to adjourn **8:45 pm**. Selectman Cedarholm, seconds.
Motion Carries.

Minutes transcribed by:

Dawn Hayes, Town Secretary

Minutes accepted by:

Chairman, John R. LaCourse

David Cedarholm

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