

NON PUBLIC MINUTES OF THE SELECT BOARD

Meeting

April 29, 2013

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Board members present: Chairman LaCourse, Selectman Cedarholm and Selectwoman Dennis.

Others present: Town Administrator Julie Glover

1. Chairman LaCourse motions to enter into a Non Public Session at 7:16 pm per RSA 91-A:3 II (c) for the deeding of properties and a current use tax appeal and per RSA 91-A:3 II (a) for a salary discussion and a Transfer Station matter. Selectman Cedarholm, seconds. **Motion Carries.** Present: Chairman LaCourse, Selectman Cedarholm, Selectwoman Dennis and Julie Glover.

The Board discusses the wage increase and the increased responsibilities for the Planning and Zoning Administrator. The Board determines a \$10,000 annual increase is appropriate; performance review in three months and again in six months is in order. Chairman LaCourse motions to provide an annual raise of \$10,000 to Planning/Zoning/Health Administrator retroactively to April 4, 2013, with a preliminary review in three months and a formal review in six months. Selectwoman Dennis, seconds. **Motion Carries.**

The Board discusses the matter of reviewing the Code Enforcement Department for process and procedure; the job description for the Building Inspector/Deputy Health Officer. Chairman LaCourse motions to approve the job description for the Building Inspector/Deputy Health Officer as presented. Selectman Cedarholm, seconds. Selectwoman Dennis recuses herself. **Motion Carries.**

2. The Board reviews the Brenner report associated with the Transfer Station. The Board discusses: a proposed task list for the Transfer Station Manager; new hours of operation; consolidating policies; bulky fee schedule; dissolving the I.O.U. list.

Roger Rice joins Non Public at 7:55 pm. The Board discusses the Brenner report and submits a copy to Mr. Rice. Chairman LaCourse advises Mr. Rice of the report's recommendation that have been approved by the Board: restructuring of Transfer Station staff; Transfer Station Manager position shall function as a working foreman; new job description for Acting Transfer Station Manager; increase hours of operation; increase public information regarding recycling; end the practice of the I.O.U. list for bulky items; calibration of the scale and certification for its operators. The Board instructs Mr. Rice to comply with the recommendations by the deadlines established. Roger Rice departs Non Public at 8:15 pm. Non Public ends at 8:31 pm.

3. The Board discusses the current use tax appeal submitted by Mr. Ginsburg for 99 Steppingstones Road. Town Administrator Julie Glover advises the Board she has inquired with Assessor Scott Marsh regarding the house being on 2.82 acres; it was this way when the property was originally put into current use and was most likely at the request of the owner at that time. Chairman LaCourse motions to deny the current use tax appeal for Mr. Ginsburg. Selectwoman Dennis, seconds. **Motion Carries.**

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4. The Board discusses the tax deeding of properties. The Town Administrator advises the Board that the property at 140 Tuttle Road is for sale and under agreement. The Town Administrator advises the Board that if the deed taking is waived now, the Board can decide to take properties by deed at any time before the lien is satisfied. Chairman LaCourse motions to waive the deeding of properties. Selectwoman Dennis, seconds. **Motion Carries.** Town Administrator agrees to contact the Mobile Home Park owners.

Minutes transcribed by:

Dawn Hayes, Town Secretary

Minutes accepted by:

Chairman, John R. LaCourse

Carole Dennis

David Cedarholm
LEE SELECT BOARD