

MINUTES OF THE SELECT BOARD
Meeting

May 28, 2013

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

Others present: Ronald Grandmaison, John MacDonald, Judy MacDonald, Janet Crawford, Kevin Crawford, Andy Lelio, Randy Stevens, Peter Watson, Karen Long, Warren Hatch, Paul Spencer, Roger Rice, Chet Murch, Peter Hoyt, Town Administrator Julie Glover and Town Secretary Dawn Hayes.

1. Chairman LaCourse calls the meeting to order at 6:00 pm; opens the floor for public comment, there is none.
2. Department of Transportation representative Ronald Grandmaison discusses rumble strips and how they aid in reducing run off-of-the road crashes and act as a counter measure for driver deficiencies. The NH Highway Safety improvement program spends about \$500,000 a year on rumble strips. Mr. Grandmaison describes the project limits: from Route 125 and Route 152, 4 miles north to the Lee traffic circle; from Pinkham Road to Century Pines Drive.

Police Chief Murch expresses his concern for the need for center line rumble strips (on Route 125).

Mr. Grandmaison explains he is hoping to include this project in a contract going out in June; with the earliest possible install in the fall.

Chairman LaCourse states he is in full support of the rumble strips. Selectman Cedarholm motions to support the installation of centerline rumble strips Chairman LaCourse, seconds. **Motion Carries.**

3. Fire Department Captain Scott Nemet presents the Lee Fire & Rescue 2013 Strategic Plan. Captain Nemet reviews department statistics, staffing issues and calls for service; discusses options to correct communication, recruitment/retention and safety matters. Captain Nemet reviews the details of a newly implemented incentive program and is concerned that the limited number of Fire Fighters participating will begin to burn out. Captain Nemet advises the Board of 4 options for staffing and coverage.

Selectwoman Dennis asks what the procedure is to become a certified member of the department (why does it take so long); who is responsible for the cost of certification.

Captain Nemet explains the time commitment, training, Fire Fighter/EMT classes, interview process, in-house training; advises that the town pays the cost for certification based on a passing grade.

Resident Jim Brown advises the Board that participating on the Fire Department is a huge commitment.

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Selectman Cedarholm would like the Board to continue this conversation during a work session with the Fire Department to review all options; is very concerned that 68 calls for service last year were handled by only 1 Fire Fighter.

4. Fire Chief Peter Hoyt discusses a recent letter from the State Fire Marshall regarding the Lee USA Speedway; notes during a recent inspection on May 10th – most items have been taken care of, however it has not yet been documented. Chief Hoyt states the track is trying to do a good job; requests direction from the Board.

Chairman LaCourse requests all items be completed and a letter be sent to the State Fire Marshall's office stating what has been done.

Chief Hoyt states he has requested a report from the track's electrician and from a Fire Protection Engineer (a neutral party) by June 1, 2013 stating the items that have been done and/or what has to be done. Chief Hoyt states he doesn't see any (violations) that are life threatening; the race track just needs to document what has been done.

Chairman LaCourse motions to suspend the race track license as of June 1, 2013 issued to Lee USA Speedway, unless all items are received and approved that were requested by the Lee Fire Chief in the letter dated May 15, 2013 (on or about), specifically: an updated report from an electrical engineer and fire protection engineer which includes progress made since the 2005 report, including verification that all electrical work was completed by a licensed electrician, and the type of retardant materials utilized to enhance protection in the VIP Tower and a compliance plan that outlines when all outstanding violations will be rectified. Selectman Cedarholm adds an amendment to the motion: a specific plan will be required with the compliance schedule. Selectwoman Dennis adds: a sustainable plan will be required. Selectman Cedarholm, seconds.

Lee USA Speedway owner John MacDonald describes an incident in 2005 where a visitor at the track fell through the bleachers; as a result of that event – that State Fire Marshall's Office was contacted. Mr. MacDonald advises the Board that over \$125,000 worth of work (both to the bleachers and to the electrical) has been done; another \$75,000 per year has been spent since then. Mr. MacDonald states the track has already been inspected this year by the Police Chief, the Code Enforcement Officer and the Fire Chief. Mr. MacDonald advises the Board he does not think they can get a report to the Chief by June 1st, as the electrical engineer is coming on Friday (May 31st).

Chairman LaCourse explains if everything is done, than it should not take long to document it, however June 1st may be too tight of a timeframe. Chairman LaCourse adds an amendment to the motion – suspend the race track license as of June 6, 2013.

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Chief Hoyt states when they receive the report on June 6th, if there are major things to be fixed, a time line can then be set up.

Former Race Track General Manger Peter Watson advises the Board on the past work that was done; there was no follow up by John(sic) Clark.

Town Administrator clarifies – the State Fire Marshall’s name is William Clark; notes for the record, this is not the first notification to Lee USA Speedway that reports are needed, documenting the status of the Fire Marshall’s concerns.

Resident Jim Brown states it is a disgrace that since 2005 the town has signed off on the license (Police, Fire and Code Enforcement) knowing that these items were there. Mr. Brown adds the town needs to take a serious look at what is being done.

Maintenance employee at Lee USA Speedway Paul Spencer states the items to be fixed at the track are minor ones.

Chairman LaCourse asks for a vote from the Board on the Motion currently on the floor. **Motion Carries unanimously.**

5. Transfer Station Manager Roger Rice presents an update on a list of Action Items directed by the Board. Mr. Rice reviews the restructuring of staff; states he thinks he can make it through the summer with the current staffing. Mr. Rice submits a revised job description for the Solid Waste Operator – Acting Manager. Chairman LaCourse requests Mr. Rice review the job description with the Town Administrator. Mr. Rice reviews the hours of operation for the Transfer Station and advises the Board that he has circulated a questionnaire regarding the hours (79 responses were received, most requested keeping the hours the same).

Chairman LaCourse motions to extend the operating hours for the Transfer Station 1 hour on Saturday (7:00 am – 6:00 pm). Selectman Cedarholm, seconds. **Motion Carries.**

Mr. Rice discusses the bulky waste fees. Chairman LaCourse requests Mr. Rice review the fees with the Town Administrator.

Mr. Rice presents a quote for a ticket printer from Maine Scale (\$837). Chairman LaCourse motions to endorse the idea of purchasing the printer, but hold off on purchase until the Town Administrator can check on prices. Selectman Cedarholm, seconds. **Motion Carries.**

Chairman LaCourse thanks Mr. Rice for his update to the Board and requests the extended hour of operation on Saturday take place as soon as possible.

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6. Road Agent Randy Stevens requests approval to accept a donated air compressor from resident Pat Wellington. Chairman LaCourse motions to accept the used portable Worthington air compressor, donated by Patricia Wellington, as presented by the Road Agent Randy Stevens. Selectman Cedarholm, seconds. **Motion Carries.**

Road Agent Randy Stevens presents a quote for road signs, including state road signs. Mr. Stevens recommends the quote from Granite Corp in Concord. Chairman LaCourse motions to approve the purchase of road signs, posts and brackets as presented by the Road Agent, at a cost not to exceed \$5,000 and to utilize funds received from FEMA (\$8,428) in March 2013. Selectwoman Dennis, seconds. **Motion Carries.**

Road Agent Randy Stevens advises the Board, he is still looking into trucks. A Liberty Truck is available for \$17,500, but Mr. Stevens will pass on it as he is concerned about parts.

Road Agent Randy Stevens updates the Board on Little River Park. Soil samples have been taken from LRP and Noble Farm, to test for pH and nutrients. Mr. Stevens advises they will need more loam (approximately 300 yards). Mr. Stevens has contacted Precision Grading to quote the grading on the multipurpose field (4 ½ cents per sq ft). Mr. Stevens expects this to be a 2 ½ day job to prepare the field for sod.

Town Administrator Julie Glover notes, she recommends scheduling with Precision Grading as the laser grading is a specialty request and he has come in at a great price.

7. Town Administrator Julie Glover, Road Agent Randy Stevens and the Board discuss the well and the irrigation system at Little River Park. Ms. Glover advises the well capacity is 45 gallons per minute; to irrigate both fields 80-90 gallons per minute would be required (more zones and a longer irrigation cycle will be needed to accommodate this.)

Selectman Cedarholm asks if the 45 gallons per minute is a sustainable yield; a pump test could be done to see what the effect is; notes a storage tank could be added for next year.

Mr. Stevens explains the amount of heads and lines in the system will be determined by the gallons per minute. Ms. Glover agrees, a system can be designed for 45 gallons per minute, but it becomes more expensive.

8. Chairman LaCourse motions to accept the minutes of April 18, 2013; April 29, 2013; May 13, 2013. Selectwoman Dennis, seconds. **Motion Carries.**
9. Chairman LaCourse motions to accept the Consent Agenda as presented. Selectman Cedarholm, seconds. **Motion Carries.**

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10. Town Administrator Julie Glover discusses the draft policy for applying to Boards, Committees and Commissions. Selectwoman Dennis requests applicants be town residents. Selectman Cedarholm notes a property owner should have the ability to have input. Selectwoman Dennis does not agree, as a business owner would have a different focus than a resident. Ms. Glover advises, she would like to confirm the statutory requirements for participation on a Commission.

Selectwoman Dennis inquires about the cost of a criminal background check for volunteers; who will be responsible for this cost. Ms. Glover will check on the cost and recommends the town absorb the cost.

The Town Administrator will revise the policy and return to the Board for their review.

11. Town Administrator Julie Glover presents the Little River Park Policy for the Board's review. Ms. Glover advises that both former and newly appointed members of the Recreation Commission have had input on the policy.

The Board discusses fees and groups requesting to hold functions at the park. Selectman Cedarholm suggests there may be a need to add to the policy an assembly permit for use of the park. Chairman LaCourse recommends the Town Administrator inquire with the Chief of Police on this matter. Chairman LaCourse recommends reviewing the hours of the noise ordinance to coincide with the hours of the park.

Ms. Glover advises fees should go into the Recreation Revolving Fund; notes the Recreation Commission are agents to expend that fund. Chairman LaCourse recommends the funds from fees remain under the control of the Select Board at this time. Selectman Cedarholm suggests establishing a Park Maintenance Trust Fund to ensure fees will be used to maintain the park and fields.

12. Town Administrator Julie Glover advises that a Board representative is still needed for the Library Building Committee. Chairman LaCourse motions to nominates Selectwoman Dennis as Board representative. Selectwoman Dennis states she did attend the first meeting and will attend the site walk tomorrow. Selectman Cedarholm advises he is in favor of the project, but is opposed to the location of the facility. After a brief discussion, Selectwoman Dennis accepts the nomination to represent the Board on the Library Building Committee. Selectman Cedarholm, seconds. **Motion Carries.**

13. Town Administrator submits bank authorization forms for the Board's signatures.

14. Chairman LaCourse motions to accept the payroll expense report of May 31, 2013 and Manifest #24. Selectman Cedarholm, seconds. **Motion Carries.**

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15. Resident Kevin Crawford refers to a complaint he made on April 5th regarding Mr. MacDonald's failure to obtain a permit to prepare a well. Chairman LaCourse advises Mr. MacDonald will be appearing in front of the Zoning Board on Wednesday, and the Board will need to wait to respond until the results of the Zoning Board are available. Chairman LaCourse requests the Town Administrator look into the matter, specifically the authority of the Select Board in this instance.
16. Chairman LaCourse advises that he has received complaints about the sound quality of the recorded meetings; has had requests for multiple camera shots. The Town Administrator advises a dual camera system would require an operator; she will check on the drop down microphone that is on order. Ms. Glover adds, it is very important for people to not speak from the audience, but to come to the podium.
17. Chairman LaCourse motions to enter into a Non Public Session at 9:00 pm per RSA 91-A:3II (c) for tax deeds and a Non Public per RSA 91-A:3II (a) for Noble Farm. Selectman Cedarholm, seconds. **Motion Carries.** Present in Non Public: Chairman LaCourse, Selectman Cedarholm, Selectwoman Dennis and Town Administrator Julie Glover. Non Public ends at 9:43 pm. Chairman LaCourse motions to seal the minutes, Selectwoman Dennis, seconds. **Motion Carries.**
18. Selectman Cedarholm motions to approve the contract with Colliers International for consulting and marketing services on Noble Farm, not to exceed \$5,000. Chairman LaCourse, seconds. **Motion Carries.**
19. Selectman Cedarholm states he would like to consider hiring a consultant to review the Fire Department; to advise on the strategic plan that was presented by Capt. Nemet.
20. Chairman LaCourse motions to adjourn at 9:45 pm. Selectman Cedarholm, seconds. **Motion Carries.**

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Minutes transcribed by:

Dawn Hayes, Town Secretary

Minutes accepted by:

John R LaCourse, Chairman

Carole Dennis

David Cedarholm

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