

**MINUTES OF THE SELECT BOARD**  
**Meeting**

**June 24, 2013**

**PAGE 1**

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

**Others present:** Henry Brackett, Jeff Donald, Jeff Donald, Shirley Walker, Time Moody, Laurel Cox, David Choate, Robert Baskerville, Dawn Genes, Larry Kindberg, Randy Stevens, 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. Resident Henry Brackett introduces Jeff Donald of COAST (Cooperative Alliance for Seacoast Transportation).

Mr. Donald describes a program which coordinates volunteer drivers using their own vehicles, to transport area seniors to their medical appointments. Mr. Donald provides technical assistance in coordinating the steering committees in town to organize the volunteers; has already met with the Lee Senior Advisory Committee. Mr. Donald explains, his presentation is information only and may request funding in the future (dependent on volunteer participation).

3. David Choate of Colliers International (retained by the town) updates the Board on his review of the Noble Farm property. Mr. Choate is accompanied by Bob Baskerville of Bedford Engineers, who also worked on the project. Mr. Choate submits two plans (the originally approved subdivision and a conceptual plan “by rights”, not an open plan subdivision). Mr. Choate met with Mr. Dave Garvey (submitted the only proposal the town has received on the property); states that proposal is not a viable opportunity for the town. Additionally, Mr. Choate states due to the location, lack of public water/sewer and natural gas on the property it is essentially not viable as a commercial property. Mr. Choate recommends returning the zoning to residential for development, as the timing is right with the market. Mr. Choate describes the “by rights” plan, with lots having their own septic and well. Mr. Choate advises the Board that he will return in a few weeks to present numbers with the plan.

Mr. Baskerville speaks about the conceptual plan with the larger house lots (2.2 acres – 4.7 acres). Mr. Baskerville states the larger lots helped with frontage control without making the road longer and without impacting the wetlands. Mr. Baskerville adds, the test pits requirements will probably need to be waived as some of the lots have no soil left on them.

Mr. Choate states when he returns he will supply a list of items that will need waivers, to assist a potential buyer in knowing that it may be developed without extended hurdles from the Planning and Zoning Boards.

Mr. Choate offers comparative information on 122 Mast Rd (for sale); he advises there is no market activity on this commercial property.

**MINUTES OF THE SELECT BOARD**  
**Meeting**

**June 24, 2013**

**PAGE 2**

4. Senior Advisory Committee member Shirley Walker requests use of the Town Seal on an informational brochure which references local resources for seniors.

Chairman LaCourse motions to approve the request of the Senior Advisory Committee to use the Town Seal on the brochure as presented. Selectwoman Dennis, seconds. **Motion Carries.**

5. Recreation Commission Member Dawn Genes submits the Little River Park Playground Plan. Ms. Genes advises the plan was designed by a Landscape Ecologist, Lauren Chase-Rowell; describes the details of the plan, including plantings for a rain garden. Chairman LaCourse asks if the plan incorporates all equipment that has already been purchased. Ms. Genes states the designer preferred that the yellow and red slides not be used but they will try to make sure they are included; notes the slides will need to be attached to a structure. Chairman LaCourse reminds the Recreation Commission, the Board is still awaiting a Master Plan (for all things recreation).

Town Administrator Julie Glover advises that Warrant Article 18 (\$16,640 for phase III for the purchase and installation of playground equipment at LRP) is specific to the playground at Little River Park; that the Board could vote to carry over the appropriation for one more year. Ms. Glover notes, the plan being presented tonight is a landscape plan.

There is a discussion regarding the location of the swing and the material that will be needed underneath it. Randy Stevens advises the location of the swing should not be on the slope, as it needs a 26ft radius; if it were to stay on the slope it would require maintenance (due to the cut and fill). Mr. Stevens recommends putting it at the pavilion's proposed location.

Recreation Commission Chair Larry Kindberg notes, funds from the warrant article could be used for structures for the slides; the landscape plan could not be funded through that warrant article.

Selectman Cedarholm asks if the plan accommodates the town fair. Mr. Kindberg states the multipurpose field area and the area where the piles of stone are (once moved) could accommodate the fair.

Chairman LaCourse motions to encumber \$15,253.25 from the playground equipment warrant article 18. Selectman Cedarholm, seconds. **Motion Carries.**

Chairman LaCourse motions to approve the invoice for Lauren Chase-Rowell \$1,450 to be paid from the Recreation Operating Account. Selectman Cedarholm, seconds. **Motion Carries.**

**MINUTES OF THE SELECT BOARD**  
**Meeting**

**June 24, 2013**

**PAGE 3**

6. Recreation Commission Chair Larry Kindberg requests funding authorization for field maintenance (3 fields: LRP, Mast Way and Stevens) (insects and weed control). Chairman LaCourse motions to approve the Allegro Lawn Care contract for \$1,396 utilizing the funds from the Recreation Operating Account and the Recreation Revolving Fund. Selectman Cedarholm, seconds. **Motion Carries.**

Recreation Commission Chair Larry Kindberg requests the Board restore authority to the Recreation Commission and all restraints be removed. The Board discusses the need for a Master Plan and full membership of the Commission (one vacancy on the Commission).

Chairman LaCourse motions to deny the request to return authority under RSA 35-B:3 to the Recreation Commission at this time. Selectwoman Dennis, seconds. **Motion Carries.**

Selectman Cedarholm requests the Recreation Commission draft a charge for the Board to analyze.

7. Road Agent Randy Stevens advises the Board that the recently purchased 2003 Sterling Truck does not have a sander or plow; requests purchasing a used sander for \$5,800. Chairman LaCourse motions to approve the request of the Road Agent to purchase a sander not to exceed \$5,800 to be paid out of the Highway Equipment Capital Reserve Fund. Selectman Cedarholm, seconds. **Motion Carries.**

Road Agent Randy Stevens submits truck tire prices (as the 2003 Sterling needs 6 tires). Mr. Stevens estimates the cost to be \$1,800 and will utilize funds from the Highway Operating Budget. The Board agrees.

8. Chairman LaCourse motions to approve the Minutes of June 10, 2013; June 12, 2013; Non Public Minutes of May 208, 2013; Non Public Minutes of June 10, 2013. Selectman Cedarholm, seconds. **Motion Carries.**
9. Chairman LaCourse motions to accept the Consent Agenda. Selectman Cedarholm, seconds. **Motion Carries.**
10. Town Secretary Dawn Hayes submits the appointment of John Tappan to fill the unexpired term of Scott Bugbee on the Trustees of the Trust Fund.
11. Chairman LaCourse discusses the resident's letter regarding Lee Hill Cemetery and the condition of the grass. Cemetery Supervisor Randy Stevens advises the Board, a few years ago True Green was used for grub control; in 2011 the Trustees approved and provided the use of fertilizer and highway labor for cemetery maintenance. In 2012 Mr. Stevens conducted a soil test and requested the grounds be fertilized; request was denied by the Cemetery Trustees. Mr. Stevens has requested this again and was again denied by the Trustees.

**MINUTES OF THE SELECT BOARD**  
**Meeting**

**June 24, 2013**

**PAGE 4**

Mr. Stevens has experimented with his own lot (with seed and fertilizer) and grass has grown.

Chairman LaCourse requests the Cemetery Trustees attend the next Board meeting for a discussion on the matter.

12. Town Administrator Julie Glover advises the Board of a recent meeting of Selectman Cedarholm, Tobin Farwell, Larry Kindberg and Randy Stevens at Little River Park to discuss drainage of the field. Mr. Farwell advises the Board of the challenges related to the drainage: there is concern that water would puddle without some sort of catch basin system; concern about ledge on the north side of the field. Mr. Farwell advises the ridge down the middle of the field needs to be pitched 3/4%. Selectman Cedarholm suggests a curtain drain. Mr. Farwell states there is the potential of people falling (on rocks) with that type of drain. Mr. Farwell describes the limited runoff due to the width of the field; recommends pitching it a 1/2% toward the west (the river). Estimates for piping are \$4-\$5 per ft (\$4,000); \$2,400 for basins; cost of installation. The Board agrees to eliminate the basins and rely on the pitch and gravity for drainage.

Chairman LaCourse motions to contract with Farwell Engineering to design a drainage system and calculate the outlet structure at the detention pond for the multipurpose field at Little River Park as presented by the Town Administrator and to utilize the Warrant Article 6 funds for payment not to exceed \$2,200. Selectman Cedarholm, seconds. **Motion Carries.**

Selectwoman Dennis inquires about some of the work being done prior to a conversation with the Board and asks if bids should have been requested. Mr. Farwell describes a series of events, emails and phone calls; the meeting at the park to discuss the matter. Town Administrator Julie Glover states the purchasing policy is silent on obtaining professional services.

13. Town Administrator Julie Glover, on behalf of the Cemetery Trustees, requests to encumber \$6,358.28 (from the Cemetery Trustees operating budget) for fence repair; grave marker flags; stump removal.

Chairman LaCourse motions to approve the FY13 Encumbrances as presented by the Town Administrator. Selectman Cedarholm, seconds. **Motion Carries.**

Ms. Glover notes the Cemetery Trustees have advised her that they are looking into grub control for the cemetery.

14. Town Administrator Julie Glover requests end/beginning of fiscal year account transfers: transfer to the Trustees of the Trust Funds (voted in March of 2012 for FY2013) \$345,000 to be transferred from the General Fund; \$15,000 from account #4199 to legal expenses; \$10,005 from Building Inspector line to Planning and Zoning.

**MINUTES OF THE SELECT BOARD**  
**Meeting**

**June 24, 2013**

**PAGE 5**

Chairman LaCourse motions to approve the FY13 and FY14 account transfers as presented by the Town Administrator. Selectman Cedarholm, seconds. **Motion Carries.**

15. Town Administrator Julie Glover requests direction on the bid proposal for the irrigation system for the multipurpose field at Little River Park; notes the well test has yielded 45 gallons per minute. The Board agrees to proceed with the proposal as a design build proposal.

Selectman Cedarholm states, he has discussed that matter of sprinkler heads on the field in consideration of the town fair, with Larry Kindberg of the Recreation Commission. There is a concern that activities on the field will be limited due to the irrigation system. The Town Administrator states, (based on her research and discussions with the Road Agent and ORYA staff) there would be no way to maintain a field of this size without an irrigation system.

Recreation Commission Chair Larry Kindberg states other watering options were also discussed regarding the field; agrees an irrigation system is appropriate and will not limit use.

16. Town Administrator Julie Glover advises the Board she has inquired with Alan Gould of MRI to evaluate the Fire Department; cost would be \$15,000 to \$18,000. Mr. Gould offered an alternative, review and critique the strategic plan submitted by Capitan Nemet at a cost not to exceed \$5,000. Ms. Glover further advises that LGC could assist with limited consulting and guidance (at no additional cost) from a risk management stand point (i.e. keeping the operation/staffing safe).

After a brief discussion of the Board, Chairman LaCourse directs the Town Administrator to proceed with the services provided by LGC before spending additional funds.

17. Chairman LaCourse motions to accept Manifest #26 and the payroll expense ending June 23, 2013. Selectman Cedarholm, seconds. Motion Carries.
18. Selectman Cedarholm advises the Town Center organizational meeting will be held on Friday, June 28<sup>th</sup> at 7:00 pm at the Public Safety Complex and requests the meeting be recorded.
19. Selectwoman Dennis states she and the Library Building Committee will be meeting this week; Denis Mires is expected to attend and test pits are scheduled for tomorrow. Selectwoman Dennis notes, committee member Zachary Smith has been very helpful and has offered to build a model.
20. Chairman LaCourse makes a public request for all Committees and Commissions to submit minutes of their meetings to the Town Secretary for posting on the town's website.

**MINUTES OF THE SELECT BOARD**  
**Meeting**

**June 24, 2013**

**PAGE 6**

21. Chairman LaCourse inquires about the status to the town hall windows. Ms. Glover states the project went out to bid and none were received; she will contact those who received the bid packets and try to get the project moving forward.
  
22. Chairman LaCourse motions to adjourn at **8:10 pm**. Selectman Cedarholm, seconds. **Motion Carries.**

Minutes transcribed by:

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Dawn Hayes, Town Secretary

Minutes accepted by:

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John R LaCourse, Chairman

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Carole Dennis

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David Cedarholm

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