

MINUTES OF THE SELECT BOARD
Meeting

August 5, 2013

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

Others present: Caren Rossi, Katrinka Pellechia, Roger Rice, Larry Kindberg, Sharon Taylor, Annie Gasowski, Paul Gasowski, Jennifer Morgan, Penny Stetsch, Clara Kustra, Marion Kelly, Zachary Smith, Lou Ann Griswold, Patricia Jenkins, Robert Baskerville, David Choate, Town Administrator Julie Glover and Interim Town Secretary Kaisha Muchemore.

1. Chairman LaCourse calls the meeting to order at 6:00 pm; opens the floor for public comment.

Highway Supervisor, Randy Stevens addresses the public with an apology to the Cemetery Trustees for some comments he made regarding cemetery conditions. He apologized for the manner of his comments and that he wants the group to work together in the future.

2. Jennifer Morgan, Resident of Clement Way, addressed the Board with concerns of the speed and volume of cars coming from Rita Lane. She has observed drivers going too fast, participating in illegal activities, and is worried about not only the safety of the drivers, but also for the families who live on her road. She is hoping for something to slow down the drivers, such as a stop sign, as well as possibly having the gate shut at night.

Chairman LaCourse advises that they should discuss this with the Police Chief, review the noise ordinance and the language of the deed, to be prepared for discussion at the next Board meeting.

3. Town Administrator Julie Glover reviews the sale via sealed bid of 62 Old Mill Road, acquired by the Town in 2008 through Tax Deed. The sale price of \$35,005 will be deposited into the General Fund.

Chairman LaCourse makes a motion to execute the Addendum to HUD-1 Settlement Statement, Quitclaim Deed and other closing documents as presented for the sale of 62 Old Mill Road Map 5-9-11. Selectman Cedarholm, seconds.
Motion Carries.

4. Clara Kustra updates the Board on the beginning preparations of Lee's 250th Anniversary Celebration. There have been a few meetings for the pre-planning process and letters have been sent to the various committees to get general ideas and to encourage participation. It is their hope that this will be a year-long celebration with a parade and anniversary-themed annual events. The group has looked into potential dates and any conflicts that may arise, and have come up with July 16th, 2016 as the date for the big celebration. They plan to have vendors, militia, bands, a parade, and fireworks and will have time to sort out these options. They have also looked into the insurance issues that may arise as well as having a commemorative license plate for residents as a fundraiser.

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Chairman LaCourse states that the Board is excited about this opportunity and celebration and that the group should consider advertising on the website and Channel 13.

Selectman Cedarholm makes a motion to approve the July 16, 2016 date for the 250th anniversary celebration date. Selectwoman Dennis, seconds. **Motion Carries.**

5. Transfer Station Supervisor, Roger Rice addresses the Board on his proposal for a change of schedule to limit employees to 10 hours per day at the Transfer Station, at the Board's request. He first noted that on September 21st from 8:30 am-12:30pm there will be a Household Hazardous Waste collection in Dover open to Lee residents.

Chairman LaCourse makes a motion to limit to ten (10) hours the number of work hours per day that can be worked by any Transfer Station employee, except that exceptions may be granted by the Board of Selectmen under extraordinary circumstances. This will take effect Monday September 16th, 2013. Selectwoman Dennis, Seconds. Selectman Cedarholm makes a note that there needs to be at least two people on duty at the same time and suggests Rice hires an additional part-time employee. Selectwoman Dennis asks that Rice prepare a new written schedule for the next meeting. Selectman Cedarholm suggests that they begin advertising for the part time position. **Motion Carries.**

Chairman LaCourse states that it is important to keep a tab on the schedule and if it has any effect on the public and the hours that they need services available. Rice will meet with the Town Administrator to go over the job advertisement and will bring a formal schedule to the Board by the next meeting.

6. Library Trustee, Annie Gasowski seeks permission from the Board to move forward with the placement of the New Library sign. The Library Trustees have looked into this in detail; they have contacted the Planning and Zoning Administrator, Caren Rossi and were told they do not need to abide by the sign ordinance since it is for a town sign. They also spoke with Highway Supervisor Randy Stevens about the location and the 24 foot set-back requirement by the New Hampshire Department of Transportation. The area they have designated for the sign has good visibility and low maintenance. The posts will be placed 4 feet deep, dimensions are 4' by 6', weatherproof vinyl covering and the cost is estimated at \$450. This cost will be covered by the Lee Public Library Community Center Foundation. They should have the sign finished by the end of the week; the Trustees are interested in having site walks during the Lee Fair.

Chairman LaCourse feels the sign is good aesthetically and is happy with the level of detail provided. He also asks if the letters will be visible. Gasowski believes that it will be visible.

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Selectman Cedarholm asks what size sign is allowed by the town ordinance. He states that the sign still needs to comply with the town ordinance because the foundation is a private organization. Gasowski states that although this is coming out of the library foundation's budget, the Library Trustees are having the sign placed on Town property.

Chairman LaCourse makes a motion to approve the sign design, placement and installation for the new Library Community Center as presented by the Library Trustees. Selectwoman Dennis, seconds. **Motion Carries.**

7. Library Building Committee Member Katrinka Pellecchia addresses the Board on the committee's decision to bring on a Construction Manager and presents a proposed Request for Proposal. They are ready to move forward with the Board's permission.

Selectman Cedarholm notes that it states that they anticipate hiring a manager and that they want to start building and the construction process as soon as possible. Since construction does not begin until 2016, he feels it seems misleading the way it is phrased. He also has questions about the cost estimates as well as the bond timeline and reasoning behind it.

Chairman LaCourse states that the RFP will need to be edited to make the information more clear. Chairman LaCourse makes a motion to approve the recommendation of the Library Community Center Building Committee to use the Construction Manager/General Contractor process for the design and construction of the new Library and to move forward by soliciting bids from qualified construction managers. Selectwoman Dennis, seconds. Selectman Cedarholm, abstains due to lack of information. **Motion Carries.**

8. Highway Supervisor Randy Stevens updates the Board on the condition and construction of Little River Park. First, he informs the Board that the playground equipment is being installed, the elephant swing and play animals have had concrete anchors installed. The LGC Property Liability Trust (insurance group) came to the park and performed a survey of the condition of the playground. The PLT submitted a letter, outlining recommendations:
 - i. Propose use zones for the equipment to meet US consumer guidelines
 - ii. Recommended surface below equipment – 9" woodchips compressed, 12" initially
 - iii. Signage – to have rules of conduct, age appropriateness, etc.
 - iv. The current surface material under the Flexible Climber needs resurfacing with 9" of woodchips
 - v. The current condition of the slope-slide is inadequate – slope steepness, no signs, the warped slide, overgrown vegetation and state of the landing site all of which suggest the slide to be no longer safe for use in its current condition.

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Stevens states that woodchips will be put in and that signage will need to be implemented and should be fairly straightforward. As far as maintenance goes, there needs to be someone to go through and check the playground equipment at least monthly to check the bolts and all the components to ensure safety. There may be a need for a paid employee for this task.

Stevens also discussed moving forward with the multi-purpose field at Little River Park. After a to-scale demonstration of some of the grading options for the field, it is apparent that the best decision is to work with what is currently in place and fix drainage issues as they arise in the future. A decision will also need to be made whether to apply sod or seed. There is an offer from a private citizen on sod.

Selectman Cedarholm motions to authorize Randy Stevens to go ahead with the plan that he has got going now with the ¾% slope to the sides and we will address the drainage issues as they become apparent in the future. Selectwoman Dennis, seconds. **Motion Carries.**

9. Chairman LaCourse motions to approve the Consent Agenda as presented. Selectwoman Dennis, seconds. **Motion Carries.**

10. Town Administrator Julie Glover updates the Board on the status of the Local Government Center's Health Trust Refund from 2010. A number of other towns feel entitled to some of the return and have filed a claim. She believes that it will take some time for this to move through the Court system. She feels confident that Lee will get a portion of this return, but is uncertain on the amount; however, the credit was not included in the FY14 budget.

Chairman LaCourse motions to accept the LGC Health Trust Return of 2010 Surplus as a premium contribution holiday and distribute a portion to all eligible employees and retirees, based on a percentage of their contribution to the premium. Selectman Cedarholm, seconds. **Motion Carries.**

11. Town Administrator discusses the request for appointed representatives to the Oyster River School Board's Budget Advisory Committee. Information regarding the position can go in the E-CRIER and website to solicit applications.

Chairman LaCourse thinks that this is a proper move at this time. Selectman Cedarholm supports that.

12. Town Administrator Julie Glover updates the Board on the status of the Town Secretary position. There were over 100 applicants for the position and she has selected a candidate and made an offer to Denise Duval, who will be starting August 19, 2013.

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13. Town Administrator Julie Glover informs the Board of a request from a Lee resident to use Little River Park for her grandson's birthday party. The party will be Sunday August 25th from 12:00pm-3:00pm and will have 15-20 people in attendance.

Chairman LaCourse states that it is not an issue. Selectman Cedarholm asks if there is a permit for gatherings to protect the Town from liability issues. The Town Administrator will draft a release form to protect the Town. There is full consensus from the Board.

14. Chairman LaCourse motions to accept Manifest #2 and the payroll ending Aug 4, 2013. Selectman Cedarholm, seconds. **Motion Carries.**
15. Chairman LaCourse motions to enter non-public session at 7:46 pm under RSA 91-A:3 II (d) to discuss Noble Farm. Selectman Cedarholm, seconds. **Motion Carries.** The Board re-enters public session at 8:40 p.m. and the Chairman announces that the minutes are sealed.
16. Selectman Cedarholm makes a comment that the information package to the Board should be sent out on the Friday before the Monday meeting. The Town Administrator agrees and will begin doing that once the new Town Secretary is in place. She advises the Board that it is difficult to get information in a timely fashion from those on the agenda.
17. Chairman LaCourse motions to bring the meeting to adjournment. Selectman Cedarholm, Seconds. **Motion Carries.**

Minutes transcribed by:

Kaisha Muchemore, Interim Town Secretary

Minutes accepted by:

John R LaCourse, Chairman

Carole Dennis

David Cedarholm

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