

SELECT BOARD MEETING MINUTES

May 12, 2014

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

Others present: Larry Kindberg, Annie and Paul Gasowski, Bill Humm, Randy Stevens, Chief Dronsfield, Jim Banks, John Hutton, Bill Cote, Sylvie Butler, Andy Lelio, Tom Loureiro, Michael Asselin, Patricia Jenkins, Town Administrator Julie Glover and Town Secretary Denise Duval.

1. Chairman Cedarholm calls the meeting to order at 6:03 pm.
2. Chairman Cedarholm first reads the proper meeting protocol regarding both the Board's conduct and the conduct of the audience during a meeting. Individuals shall come to the podium, state their name and address, speak to the Board and not the attendees of the meeting and keep comments to 3 minutes or less. He then opens the floor to public comment.

Andy Lelio of 31 Hobbs Road wants to see only Friday night races and no Sunday races. There was a Sunday race this last weekend on Mother's day. He also wants to see the monitoring of raceway noise started. This was passed by an overwhelming margin and it has been on hold.

Tom Loureiro of 10 Thornton Lane would also like to see the ordinance implemented and if there is a cost associated with noise monitoring then it should be paid by the raceway.

Chairman Cedarholm makes a motion to move the Consent Agenda up from # 9 on the Agenda to #7. Selectwoman Dennis, seconds. All in favor. **Motion Carries.**

3. Larry Kindberg introduces Vidya Sundar and recommends her to a three year appointment to the Recreation Commission. Mrs. Sundar says she and her husband have lived in Lee for the last 4 years. They both work at UNH and they have a 5 year old daughter and a 3 year old son. Chairman Cedarholm moves to approve a 3 year appointment of Vidya Sundar to the Recreation Commission. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
4. Bill Humm notifies the Board that the Conservation Commission was awarded a grant for \$2900 for the preparation of a stewardship plan for the Rothwell property located on Route 152 near Wadleigh Falls. The grant will be readily available subject to the Select Board's approval. Ibis Wildlife Consulting would be contracted to do the work. The completion date will move from August 1 to September 1 given the later start then what was anticipated. Chairman Cedarholm moves to approve accepting a \$2900 grant from the Lamprey River Advisory Committee and approve the contract with Ibis Wildlife Consulting. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

Bill Humm notifies the Board that Robert Barth has asked to build a Hoop House on 41 Birch Hill Road to grow vegetables for sale in local restaurants. Part of the Hoop House will be on the conservation easement. The Conservation Commission does not have any concerns with the structure. It is a temporary structure. The easement allows for agriculture and forestry. The largest possible dimensions would be 20 feet by 55 feet. Chairman Cedarholm moves to approve the construction of a Hoop House within the designated conservation easement on 41 Birch Hill Road and to authorize the Building Inspector to issue a building permit, if all other regulatory requirements have been met. Selectman Bugbee, seconds. Selectwoman Dennis recuses herself. All in favor. **Motion Carries.**

5. Bill Cote from McGregor Memorial EMS gives a presentation on the future plans for McGregor EMS with assistance from Chris Lemelin. McGregor is a regional nonprofit organization that delivers emergency medical service to Durham Lee, Madbury and UNH and also provides CPR and EMS training through their training institute. Third largest provided in NH of education to EMS professionals. The volunteers have been the foundation of the call coverage since 1968. 75% of the funding is from patient billing and institute tuition. Durham, Lee and UNH are the largest call volumes. The current facility is 2500 square feet having made multiple renovations over the years. The original lease was due to expire in 2019, but this was recently extended along with the Durham Fire Department's lease. Currently they spend \$31,000 annually on lease. They have outgrown the current station. Today they have 3 ambulances, 2 cars, 75 members, 6 paid staff 200 students and answer to 1980 calls per year. The primary focus is to build the new station on the site provided by the University of New Hampshire. In their Master Plan, UNH has included a piece of property on Mast Road for them. The estimated cost will be 2 ½ - 3 million to build an ideal station. Leasing a new facility is not practical. Lastly, the benefit to moving would be the new location's proximity to all the towns that will be serviced. Chairman Cedarholm asks what classes are being offered. EMT classes are offered in the spring, summer and fall. There is an Advanced EMT class offered now as well. The CPR class is offered out in the field. When UNH scaled back on these types of classes McGregor stepped forward to create the training program that is in effect now. Selectman Bugbee asks if the move will impact the number of student volunteers that they may get. Mr. Cote says that there will be a new bus route added and more students are mobile now than ever before. He does not foresee an issue. Selectman Bugbee asks if they have formed a committee to research this plan or how are you proceeding. Mr. Cote indicates that they can work with the university architect and planner to start with preliminary discussions.
6. b) Randy Stevens asks the Board to accept a used 16 HP Giant Leaf Vacuum as a gift from the Wellington Campground. A new one would cost \$8000-10,000. It may need a new piston kit. Chairman Cedarholm moves to approve accepting a gift of a used 16HP Giant Vac leaf Vacuum with trailer from Wellington Campground. Selectwoman Dennis, seconds. All in favor. **Motion Carries.**
- e) Mr. Stevens refers to the gravel and crack sealing quotes. He received three crack sealing quotes and Fiorentino was the least expensive. He would like to look at one of the roads that Fiorentino completed. Tuttle Road, Campground Road, Wheelwright Drive, Decato Drive, Allens Avenue (plus two more) need to get crack sealing.

Mr. Stevens reviews the gravel quotes with the Board. He feels that Peter Kuegel Trucking provides the best material and value for the money. The Town used it on Cartland Road in the past with excellent results. We would be using ¾ crushed gravel.

Chairman Cedarholm moves to award the gravel/stone bid to Peter Kuegel Trucking in the amount not to exceed \$7500 for gravel quoted and to award the crack sealing bid to Dave Fiorentino and HW Dow as back-up pending further research of the roads by the Highway supervisor. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

c) Mr. Stevens discusses the Hazard Mitigation Assistance Grant with the Board. The deadline is May 30th. Mr. Stevens asks the Board to approve hiring Right Angle Engineering to prepare the Letter of Intent for the Town to submit for the HMA grant for serious erosion issues along Tuttle Road and Little River. Original estimate was +/- \$100,000. The Letter of Intent will include an estimated cost of the project. Then we would need to do a Cost vs. Benefit Analysis (\$600-\$800) which has to have a ratio of 1 or better. 25% by the Town and the State matches 75%. Mr. Steven's states that the Town's percentage can be in-kind. The grant is nationwide so it is not easy to receive. Chairman Cedarholm moves to approve authorizing the Highway Department to send a Letter of Intent with preliminary cost estimate to apply for a HMA grant for fixing the serious erosion problem along Tuttle Road caused by the Little River and to authorize Right Angle Engineering to fill out and send in the Letter of Intent and cost estimate for the sum of \$200.00. Selectwoman Dennis, seconds. All in favor. **Motion Carries.**

d) Mr. Stevens discusses with the Board the need to ask for a proposal to do a Hydraulic Study to determine the size, type and cost for the inevitable replacement of the Packers Falls and Tuttle Road Culverts. The cost for both culverts would be about \$5000. This cost can come out of the highway expendable trust fund. This is a big deal due to endangered species. Mr. Stevens believes he has \$40,000 in CIP for Packers (Fisher or Chesley Brook) and \$50,000 for Tuttle Brook. He has an estimate for a Hydraulic Study which is the first step in this process. Source of funds would be the Bridge and Highway Trust Funds. Chairman Cedarholm moves to approve authorizing the Highway Department to ask for proposal to do a Hydraulic Study, conceptual plan and preliminary cost estimate on the Tuttle Road and Packers Falls Road culverts. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

a) Mr. Stevens reviews the quotes he received from MSC and Farwell for the As-Built and Grading. MSC quote for As-Built is \$2500; Farwell is \$1170. MSC quote for Grading is \$4000; Farwell is \$2020 but they will need Alteration of Terrain plans from MSC. Alteration of Terrain Permit expires 4/4/2015. Chairman Cedarholm can go to Concord to get AOT.

Mr. Stevens asks for the Board's permission to clean out the pond at Little River Park. The Board agrees.

The PLT required putting down woodchips in playground area. That has been completed.

The PLT required that signs be put up on each of the equipment, 911 sign, playground rules, and park rules. None of these have been completed as of yet. It was discussed to put the equipment sign which would state the age ranges across the top of each piece of equipment and then make a kiosk for all the other signs. The kiosk shall be placed near the entrance and the signs shall face outwards so the public can see then upon walking into the park. The suggestion was made to add the physical address to the main Little River Park sign out near the road.

A sign has been put up in front of the emergency entrance/exit gate.

Chairman Cedarholm moves to approve authorizing the Highway Department to order playground and park signs for LRP as recommended in a letter from the Town's insurance provider and as discussed here. Selectwoman Dennis, seconds. The source of funds to come from playground equipment warrant article from 2013. All in favor. **Motion Carries.**

Chairman Cedarholm moves to authorize Highway Department to perform weekly inspection of LRP as required by insurance carrier. Selectwoman Dennis, seconds. All in favor. **Motion Carries.**

Chairman Cedarholm asks how the sprinkler system working. Mr. Stevens thought that it was OYRA's responsibility when in fact it is the Town's responsibility. He will get on it.

7. (9) Consent Agenda was moved up at the beginning of the meeting.

Chairman Cedarholm pulls the Intent to Cut that is in the Consent Agenda. He states that when a clear cut is proposed near a state highway the owner is supposed to file a request form to the Division of Forest and Lands 30 days prior to the cut. John Hutton states that this does not apply because they are clearing the property to change the use of land from forest to farm. Chairman Cedarholm states that the Intent to Cut does not describe or spell out the plan of action with regard to the clear cutting, that is why he is concerned. Mr. Hutton states that the assurance will be that he does not do what he is supposed to do within 180 days they will be in deep trouble with the State. The plan is to have it completely stumped and rye on it by September with growth by next year. There is further discussion regarding other design aspects including the fact that the old school yard is being left out. Chairman Cedarholm feels more comfortable now after hearing the entire plan. The law has changed to put the municipalities in charge of monitoring the work and responsible for taking action if the rules are not followed. The Board will be in charge of taking action if the Intent to Cut is not carried out accordingly. Selectwoman Dennis suggests that discussions should take place between neighbors if there are questions and/or concerns regarding things occurring in the neighborhood. This matter is put back into the Consent Agenda per Chairman Cedarholm.

Selectman Bugbee pulls the MRI assessing contract to discuss further at a later date.

Chairman Cedarholm moves to approve the Consent Agenda with the exception of the assessing contract. Selectwoman Dennis, seconds. Selectwoman Dennis asks why the assessing contract is being pulled. Selectman Bugbee indicates that he would like to review it more closely. All in favor. **Motion Carries.**

8. (7a) TA Glover states that RSA 79-D requires that the Town hold a public hearing when someone applies for a Discretionary Preservation Easement and suggests scheduling it for the May 27th meeting date. Chairman Cedarholm moves to establish a Public Hearing on May 27th, 2014 at the beginning of the meeting to discuss the Preservation Easement for the Kennard Farm Barns Application and subsequently take action on the application. Selectwoman Dennis, seconds. All in favor. **Motion Carries.**

(7b) TA Glover has been working on a revision to the Personnel Policy. TA Glover asks the Board what policies they would be looking to change if any. The Board decides that the TA should present them with a document to start with. Selectman Bugbee would like to address this policy during a special meeting separate from a regular Select Board meeting. Selectwoman Dennis agrees that after TA Glover submits a preliminary document they should discuss at a separate workshop. The Financial Policy is being worked on by the TA and the Finance Officer. Invite the Treasurer and the Finance Officer to this workshop as well.

(7c) TA Glover informs the Board that the ORYA is requesting to keep the Lacrosse goals in place for the spring season at LRP. The Board decides to make an exception but not to change the MOU. Chairman Cedarholm moves to allow the Lacrosse goals remain in place for this Lacrosse season and to be removed on or about June 1, 2014. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

(7d) TA Glover received a call from Dale Hardy requesting that one or more Board members be present at the Memorial Day Event on May 26th. Chairman Cedarholm will be attending the event and will volunteer to give the speech on behalf of the Board.

(7e) The Board needs to approve the Tax Warrant. Chairman Cedarholm asks why our 2014 valuation is less the 2013 valuation. There is a brief discussion as to the reasons for this reduced net valuation. Chairman Cedarholm reads the Tax Warrant:

To: Linda Reinhold, Collector of Taxes for Lee, NH in said county.

In the name of the State you are hereby directed to collect the property taxes in the list herewith committed to you, amounting to the sum of Five Million Nine Hundred Fifty Four Thousand Four Hundred Sixty Three Dollars and Fifty Cents (\$5,954,463.50) and with interest at twelve (12%) percent per annum from July 1, 2014 thereafter, on all sums not paid on or before that day.

And we further order you to remit all monies collected tot the Town Treasurer, or to the Town Treasurer's designee as provided by RSA 41:29,VI, at least on a weekly basis, or daily whatever tax receipts total One Thousand Five Hundred Dollars (\$1500.00) or more.

Given under our hands at Lee, NH, this Twelfth day of May in 2014.

Selectwoman Dennis, seconds. All in favor. **Motion Carries.**

(7f) TA Glover presents the Board with a Request for Reimbursement from Trustees of the Trust Funds for Roads and Bridges Capital Reserve Fund for \$17,423.46, Library/Town Center Capital Reserve Fund for \$17,425.00 and Accrued Benefits Expendable Trust Fund for \$34,072.52. The Board signs the request.

9. (11) Chairman Cedarholm moves to approve Payroll dated May 11, 2014 and Manifest #22. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
10. (8) Selectwoman Dennis would like to discuss if moving Town Hall to the 2nd floor of the Public Safety Building is a viable option and asks the TA for dimensions. TA states that minus the TC/TC area and the kitchen the Town Hall is just less than 1200 square feet. The safety complex has 5885 square feet. The gym is 1500 square feet. The fire and police chief would need to weigh in on any substantive discussion. Chief Dronsfield states that he has spoken with Chief Nemet regarding this move and they support it; however, they are concerned with parking, signage and an increase in traffic interfering with emergency vehicles. Chief Nemet would like to keep his bunk room and Chief Dronsfield would like to keep at least a small cardio room with added security cameras. A parking lot in Stevens' field would eliminate the parking issue. Selectwoman Dennis questions the reconstruction cost, computer relocation, no

on site gym and the file weight. Also taking away the option of expansion possibilities and whether there are funds set aside for renovations for any town buildings. The benefits are better ventilation, kitchen and baths are already here, ¼ mile from town center and expanded parking is available. Chairman Cedarholm's concern is would there be room for the Tax Collector. TA Glover feels strongly about moving everyone to the same location. If all municipal functions cannot be accommodated in the same place then the inconvenience would outweigh the good. Chairman Cedarholm brings up an expansion option to the safety complex. Chairman Cedarholm agrees that having the TC/TC, Planning/Zoning and Town Hall/Selectmen's Office all in one space is really important. Chief Dronsfield mentions talking to the Town Secretary about security issues and how the office should be set up in the future.

Pat Jenkins is present to discuss the future of the Town Hall. She wants to be in on the Town Hall building, Town Center and Library. She doesn't want to see the Library's progress come to stop after 7 years of work. TA Glover points out that the initial Town Center plan kept Town Hall as a meeting space. Ms. Jenkins thinks that moving Town offices to the Safety Complex is great and there are a lot of people in town that thought that is where they were supposed to be to begin with so that would certainly fit in to what people are thinking. Selectman Bugbee agrees with Pat Jenkins that we need to look at the big picture. Pat Jenkins can think of many ways to utilize the Town Hall and Annex should they be vacated.

Chairman Cedarholm will scan the plans and email them to everyone so that each can put pencil to paper and brainstorm. It would be useful to know how much space each department would need, in square feet.

11. (10) Chairman Cedarholm moves to approve the Public and Non Public Minutes from April 28, 2014. Selectman Bugbee states that he has not read these minutes yet and asks that they be continued until the next meeting. Selectwoman Dennis was not at this meeting so the approval of these minutes will have to be continued to the next meeting.
12. Selectwoman Dennis would like the Board to consider adding playground equipment for handicap children at Little River Park. The question arises whether the bridge is handicap accessible. Chief Dronsfield would like to offer his wife's expertise. She is a recreational therapist and works with children with disabilities and is familiar with these pieces of equipment. She would be able to come speak at the May 27th meeting and bring examples. Chairman Cedarholm points out that there are funds from 2013 carved out for playground equipment. TA Glover adds that it needs to be spent or appropriated by June 30th. The Recreation Commission will be included in this meeting.

Chairman Cedarholm discusses the Town's tax rate. Presents the question 'why is our tax rate so much higher than surrounding communities?' He does not want to put Lee so far out of the market place that we are discouraging new families from moving in. He wants to have more control over the Town's tax rate. He would like to know what it is going to be in 5 years.

Selectwoman Dennis says that there is a document out there that contains the tax rate from surrounding towns minus the county and school bills. The Town Secretary and TA will look for this document on the State website again. Chairman Cedarholm had trouble finding this information on the DRA website as well.

Selectwoman Dennis suggests that the Board make a work plan of priority items. The members agree.

Selectman Bugbee informs the Board that the Clerk is going to move forward with online registrations and payments. Town Clerk will be meeting with Interware again. Selectman Bugbee thinks that the Board should attend this meeting as well. Selectwoman Dennis points out that the Town Clerk is autonomous from the Board of Selectmen and is responsible for her own decisions. Selectwoman Dennis wants to make it clear that neither the Board nor the TA have authority over what the Town Clerk does. Selectwoman Dennis points out that as a member of this Board, he should not be doing this service on his own for the Clerk. The only part that the Board has a hand in relates to the transferring of money into the Town's account.

Chairman Cedarholm asks if there are any other firms that do contract assessing for small towns. TA Glover will look into it. Selectman Bugbee asks if the Town ever goes out to bid for this contract. He thinks we should at least find out what other firms are charging for this service.


13. Chairman Cedarholm moves to go into Non Public regarding RSA 91-A: 3 II (a) at 9:06 pm. Selectman Bugbee, seconds. All in favor. **Motion Carries.** TA Glover in attendance.

14. The Board re-enters public session at 9:45 pm. Chairman Cedarholm motions to adjourn at 9:45 pm. Selectwoman Dennis, seconds. All in favor. **Motion Carries.**

Minutes transcribed by:

Denise Duval, Town Secretary

Minutes accepted by The Lee Select Board:



David Cedarholm, Chairman



Carole Dennis



Scott Bugbee