

SELECT BOARD MEETING MINUTES

November 10, 2014

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

Others present: Carla Wilson, Paul and Annie Gasowski, Peg Dolan, Roger Rice, Caren Rossi, Town Secretary Denise Duval and Town Administrator Julie Glover.

1. Chairman Cedarholm calls the meeting to order at 6:00 pm.
2. Chairman Cedarholm opens the meeting up to public comment. There is none.
3. Chairman Cedarholm makes a motion to move into a Non-Public session in accordance with RSA 91-A: 3 II (a) and (c) at 6:02 pm. Selectman Bugbee, seconds. All in favor. **Motion Carries.** The Board returns to Public session at 6:55 pm.
4. Chairman Cedarholm refers to Agenda item #4 Facilities Needs Assessment and asks the Board if there is any further discussion on this topic. Selectman Bugbee still likes AG Architects and Selectwoman Dennis agrees. Both Chairman Cedarholm and TA Glover agree as well. Chairman Cedarholm moves to have the Town Administrator notify AG Architects that they have been chosen to conduct the Municipal Facility Needs and Site Alternative Analysis and work with the firm to schedule the tasks and meetings associated with the project. Selectwoman Dennis, seconds. The Board proceeds to open the cost proposal envelope for AG. Chairman Cedarholm spells out their proposal: Programming is \$12,600 for Architectural; \$575 for Civil: Existing Facilities and Site Reviews is \$3500 for Architectural; \$1150 for Civil; \$575 for Structural; \$1725 for Mechanical/Electrical: Conceptual Design is \$13,500 for Architectural; \$2300 for Civil: Estimates of Project Cost is \$1800 for Architectural; \$575 for Civil: Meetings is \$3200 for Architectural; \$920 for Civil. The total cost is \$42,420.00. Chairman Cedarholm proposes the Board open one other cost proposal. Selectwoman Dennis wants to open all three. Selectman Bugbee agrees.

Chairman Cedarholm states that the scope of work was not exactly defined. The scope of work needs to be developed. Selectman Bugbee suggests the TA to give the Board a matrix on the three cost proposals. There is a big difference in the three cost proposals. Chairman Cedarholm thinks it is curious that AG prepared a lump sum fee since they did not clearly define their scope of work.

Paul Gasowski asks from the audience if the Board would share the specifics of the other two since they shared the first one. Chairman Cedarholm states that this is a discussion amongst the Board and declines Mr. Gasowski's request.

Selectwoman Dennis asks for more time to review and time to draft questions. Selectman Bugbee agrees. Chairman Cedarholm is concerned with THA's cost proposal. Selectwoman Dennis withdraws her second. Chairman Cedarholm has a question for AG Architects. He would ask AG to expand on the scope of the 6 tasks, where is there flexibility and are they truly looking for a lump sum or cost not to exceed?

5. TA Glover reminds the Board of the four items within the Personnel Policy that were of particular interest to the department heads: 1) maintaining the pay in lieu of vacation provision 2) including mother-in-law and father-in-law in the definition of immediate family for the

purposes of taking sick leave 3) changing the retirement notification from 6 months to 30 days and 4) a new request from the police chief being a new way to pay police officers for holiday pay to be all at once in November. As it stands now police officers get paid twice for a holiday meaning they get paid for the holiday whether they work it or not. As presented, six or so other local bargaining units do it this way as well. The pay for holidays will be retrospective.

The Board votes in favor of #2 above 2-1 (Dennis, yay; Bugbee, nay; Cedarholm, yay). The Board votes in favor of #1 above 2-1 (Cedarholm, yay; Dennis, yay; Bugbee, nay) but with budgeting the average cost and not \$15,000 which is what has been done in the past. The Board votes in favor of #3 above 3-0. The Board votes in favor of #4 above 3-0 with pay out being ½ in the last pay period in June and ½ in the last pay period in November. Therefore, June would be for 48 hours and November would be for 56 hours.

6. After reviewing and discussing the Phase I & II ESA proposals from Exeter Environmental, HTE Northeast Inc., Calnex Environmental and Miller Engineering, the Board is all in favor of using Exeter Environmental. Chairman Cedarholm moves to have the Town Administrator notify Exeter Environmental that they have been chosen to conduct the Town of Lee's Phase I & II Environmental Site Assessment, as required. Selectman Bugbee, seconds. All in favor.
Motion Carries.

7. a. TA Glover reminds the Board that the ORCSD Middle School is putting together a committee to discuss the adequacy of the existing school and would like to have a Select Board member representing Lee on the committee. They have indicated that they would only want a Select Board member and not a Lee citizen. Selectwoman Dennis would be able to attend on November 18th at 5:00 pm, but may not be able to attend future meetings. Selectman Bugbee would be able to attend any meetings that Selectwoman Dennis would not be able to attend.

b. TA Glover informs that Board that the Town is finally in the Queue for the tax rate setting.

As part of the tax rate setting discussion, Chairman Cedarholm asks if the Board would like to discuss the fund balance. Selectman Bugbee says that he would. He thinks that it is important that they are all on the same page in terms of what their thoughts are on the subject. He would like to see the balance at \$1.5 million over time. TA Glover points out that for FY 2014 the Town only added back in \$100,000. Selectman Bugbee thinks that over \$3 million is too much money to have in the fund balance. He suggests using \$400,000 towards the tax rate. He also wants to see the money moved out of the PDIP and into People's United to at least get more money. The TA will find out who determines how the money is invested. The thought is that it is up to the Treasurer. Selectwoman Dennis states that she does not think she is comfortable going below \$2.2 million. Chairman Cedarholm states that he feels that same way. He would not feel comfortable going below \$2.2 million; actually \$2.2 million makes him a little nervous. Selectman Bugbee asks TA Glover to research how the accounts are managed.

TA Glover has a list of 5 firms to get appraisals from regarding the Bricker's property. She has sent two emails to the Brickers and is still waiting for a response.

8. Chairman Cedarholm moves to accept the Consent Agenda as presented. Selectwoman Dennis, seconds. All in favor. **Motion Carries.**

- 9. Chairman Cedarholm moves to approve the BOS Public Meeting Minutes from October 27, 2014. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
- 10. Chairman Cedarholm moves to accept the Manifest #9 and Weeks Payroll ending November 9, 2014. Selectwoman Dennis, seconds. All in favor. **Motion Carries.**
- 11. Selectwoman Dennis asks Chairman Cedarholm to instruct the audience at the next meeting not to yell out and to only speak once they are recognized by the Chair.

NH Food Systems Food Health discussion happened last week. There were probably 100 people at this meeting and it turned out to be an interesting discussion. The Food Hub would be located in Hillsborough County if it were to go forward.

This Thursday Selectwoman Dennis is going to the AARP City Task Force in Concord. Chairman Cedarholm asks how many other towns have SAC's. The Town Secretary had looked this up and thought she had emailed out the answer. She will look into this. Selectwoman Dennis believes that this meeting will center on trying to get legislative action to funnel some of those Medicare dollars from the homes to the home care of adults.

Selectman Bugbee asks how the Moderator gets paid. He asks TA Glover to research the Moderator's stipend. TA Glover states that for the last seven years the Moderator gets paid per event. Selectman Bugbee says that according to Dale Swanson he was paid \$600 for the year no matter how many events there were. He would like a list of all stipend people. Chairman Cedarholm would also like to have information on how other towns do it. TA Glover will look into these items.

- 12. Selectman Bugbee Chairman Cedarholm motions to adjourn at 8:20 pm. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

Minutes transcribed by:

Denise Duval, Town Secretary


11/24/14

Date

Minutes accepted by The Lee Select Board:



David Cedarholm, Chairman



Carole Dennis



Scott Bugbee