

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

Others present: Roger Rice, Robert Smith, Dwight Barney, Randy Stevens, Annie and Paul Gasowski, Katrinka Pellicchia, Peg Dolan, Linda Reinhold, Caren Rossi, Chief Dronsfield, Chief Nemet, Art Guadano, Alice MacKinnon, Cary Brown, Town Secretary Denise Duval and Town Administrator Julie Glover.

1. Chairman Cedarholm calls the meeting to order at 6:01 pm.
2. Alice MacKinnon, Chairwoman of the ABC, thanks all the department heads, commissions and committees for their hard work and willingness to meet with the ABC and provide them with the information needed to guide them in reaching their conclusions and recommendations being presented this evening.

Last year's operating budget was \$3,588,618.00 (*ed. the FY15 Operating Budget is \$3,664,065*). The ABC's proposed budget for FY 15-16 is \$3,664,765.00 (*ed. the ABC proposed FY16 Operating Budget is \$3,787,010*) or an increase of 2.212%. (*ed. it is 2.54%*) Last year's special warrant articles totaled \$709,331 (*ed. FY 15 \$633,885*). The ABC's proposed warrant articles total \$1,169,308.00. This is increase of 12.47% but included in this are some items that would come out of the CIP and would not affect the tax rate. The budget highlights this year are as follows: There is a request for a new full-time police officer. The ABC recommends that this be done by special warrant article which is what the tradition has been when such a request has been made. The cost of a new officer would be about \$90k per year. For this reason, the town as a whole should vote on this as a separate warrant article. The ABC did not endorse a request for \$18k for additional hardware to update the video system that the town uses to record the meetings. This was based upon the number of users viewing the system. The ABC removed \$30,100 (*ed. \$32,610*) from the personnel administration account 4155. They supported the request for 2 additional hours per week for the assistant librarian. They supported the increase in hours and benefits to move a part-time position in the fire department to a full-time position. They did not endorse the proposal to combine two part-time positions (one at transfer station and the other being the assistant janitor) into one full-time position. They recommend that these positions be maintained as part-time thus avoiding the cost of benefits which have more than doubled the town's present expense for these two positions. They recommend increasing the hourly wage on both these part-time positions to \$14 per hour and include an additional \$1500 in each of those department budgets that are affected by the position. The ABC recommends that the amount authorized for the building inspector's position is reduced from \$31,200 to \$25,000 due to historically it has only run around \$20,000. They included the decrease \$436 for property liability insurance. They support the increase for the ambulance service from \$14,501 to \$20,179. They also included a \$2000 stipend for the Director of the Emergency Management Department. They supported the highway request for \$20,000 additional funds for road resurfacing. They reduced the Red Cross request from \$1962 to \$500. They recommend that the 250<sup>th</sup> Committee request for \$20,000 be spread over two fiscal years; \$10,000 in the upcoming and \$10,000 in the next. The total department and agency request that the ABC received was for \$3,825,255.00. (*ed. \$3,843,655*) They reduced this amount by \$68,746.00; therefore, the recommended operating budget and special warrant articles would be \$3,756,509.00. The trust funds and the CIP request \$447,000. The ABC recommends \$442,000. The difference is the ABC believes that the reval can be spent over the

next 2 years. Coming out of the CIP this year is the request for \$501,000 to purchase a new pumper (tanker) fire truck and \$60,000 to build a pavilion at LRP. Neither one of these will impact the tax rate since the money has already been raised and in the trusts by the time it is needed. The total budget request including all capital items is \$4,909,281.00 and the ABC is recommending that the Selectmen accept a budget of \$4,834,073.00. This is a reduction of \$75,208.00. Chairwoman MacKinnon states that everyone came prepared and gave excellent presentations to the ABC.

Bob Smith, Chairman of the Planning Board and in charge of the CIP, states that the CIP did not recommend putting more money into the trust fund for the fire truck. If the money is taken now that is in there then it will be short later for the trucks scheduled down the line. In lieu of this, they recommend to raise and appropriate, take gap from the fund balance, time the purchase of the truck so that it ends up being paid from two different years or sell the engine but not a good option to count on.

Caren Rossi asks how the ABC came up with the \$6200 amount that they want to cut from the inspector position. Chairwoman MacKinnon says that they looked at historical data and decided that \$25,000 would cover the position. Ms. Rossi asks what historical data they looked at. Chairwoman MacKinnon states that they looked at 2-3 year's worth of data. Ms. Rossi indicates that this position has only existed for a year and a half. She goes on to express concern about the new developments that are happening this coming year and how the town will really need this position at 20 hours and not 16. Bob Smith supports what Ms. Rossi says. He adds that the commercial zone is going wild. There are two more Jim Daley projects coming, Dale Gabriel's project is going in and another site going in next to Dollar General on in the next year. Mr. Smith states that the Town has got to keep up with those inspections.

Dwight Barney wants to see an additional Ag newsletter and the Town Crier sent out to everyone in town. He thinks that the \$1500 cost for each mailing is worth it. He believes more people want it in paper form than electronic. He doesn't think that enough information is available to the public. He thinks Channel 13 should be updated more often.

Bob Smith adds that the building inspector has to evaluate all the plans before he gives approval for the building permit and he has 10 days to do this. The inspector only has 24 hours to respond to an inspection request.

Dwight Barney wants to receive the Town Report before the deliberative session. He understands there will not be a budget ready at that point and suggests the town do an insert to add at the deliberative session. Mr. Barney says that the Board owes this to the tax payers. He wants this information so he can make an intelligent decision. TA Glover states that Lee is now SB2 and it follows a different set of statutes regarding the timing of the Town Report. The Town could not provide a complete and accurate Town Report if it was completed before the deliberative session. TA Glover points out that for the past few years, in advance of the ballot session, her office has mailed out to every house hold a Voter's Guide which contains all of the warrant articles and budget figures. The Selectmen's Office struggles as it is to collect all the information needed in order to get it out when it is required to get it out.

The Board agrees to go over the proposed budget line by line at the next Budget Public Hearing date. TA Glover informs the Board that the Default Budget should be acted on tonight.

Chairman Cedarholm moves to approve the Default Budget for the Town of Lee as presented in the amount of \$3,670,759.79. Selectwoman Dennis, seconds. All in favor. **Motion Carries.**

Chairman Cedarholm moves to close the Public Hearing. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

3. Chairman Cedarholm opens the meeting up to public comment.

Dwight Barney publicly thanks the Police Chief, Fire Chief and the Highway Supervisor for the fantastic job they did during the long power outage. Chairman Cedarholm also needs to acknowledge Caren Rossi who was there during the *entire* time cooking meals and doing a fantastic job.

4. Art Guadano, owner of AG Architects, starts by directing everyone to his proposal, where he outlines programming, existing facility, site reviews, conceptual designs, estimates and meetings. He estimates what they would have to do for each of these tasks. For programming there would be data collection, staff interviews, questionnaires, public survey and then they analyze the data, develop a projection and a program summary. There is a lot of looking at what people do and what they need. The RFP was gray in terms of how many properties they would have to analyze. They figured on at least six. This is what they based their costs on. They counted on at least 2 meetings with the public. Mr. Guadano suggests doing a public hearing and/or survey by mailer. Chairman Cedarholm points out that it may be difficult for the public to get a good picture of a possible site without a conceptual plan to look at. Mr. Guadano suggests that once the initial options are identified then they should look to the public for feedback again.

TA Glover asks him to speak on how much work is involved in each conceptual plan. Mr. Guadano states that typically one would develop for each site one or two concepts or sketches per site and narrowing it down to a more finished solution based on input after that.

Chairman Cedarholm opens it up to the public for questions for Mr. Guadano.

Paul Gasowski asks Mr. Guadano to speak about the Town Center studies that have been done and the proposals that were generated by Dennis Mires and previous committees. Mr. Guadano has not read the full study thoroughly yet.

Chairman Cedarholm asks the Board what their thoughts are on whom to work with on the Site Assessment. Selectman Bugbee would like to work with Art's firm mainly because he spoke more to engaging the community and keeping the community informed throughout the process. Selectwoman Dennis agrees. She is only concerned with the difference in the three cost proposals. She asks the other Board members if they are amiable to discussing the costs at this time. Selectman Bugbee asks Mr. Guadano if early on in the process the number of sites were reduced from 6 to 3 what that would do to his cost proposal. Mr. Guadano indicates that the portions that would be affected would be the conceptual design and the estimates of project costs including both themselves and the civil engineer. Selectman Bugbee asks if cutting it

from 6 to 3 would take off about \$9,000. Mr. Guadano says pretty close. They are not a pollster but they will do paper surveys and online surveys. Chairman Cedarholm has utilized the UNH survey center before and it cost about \$5,000 to poll 450 calls or about 10%. Selectwoman Dennis suggests mailing a survey with the Voters Guide. Could collect surveys at the Transfer Station.

Chairman Cedarholm moves to hire AG Architects to move forward with the municipal facilities needs assessment and site alternatives analysis and not to exceed budget scope of \$42,000. Selectwoman Dennis is more comfortable with \$35,000. Mr. Guadano states that if the scope was limited to potential 4 sites then they could meet that target. Chairman Cedarholm amends the latter part of the motion to read not to exceed a scope of work and budget of \$35,000. Selectwoman Dennis, seconds. All in favor. **Motion Carries.**

Chairman Cedarholm asks the Board if they want to discuss this subject further. They decide for the next meeting they should be ready to discuss how they want to start moving forward, a possible schedule, the 3-4 possible sites and the committee to be formed. Selectman Bugbee would like to see the Board, department heads, public members and outreach individuals on this committee.

5. Randy Stevens received RFP's from four companies for a Hydraulic Study and Conceptual Plan for Culvert Replacements on Tuttle Road and Packers Falls Road. They are as follows for both culverts: Farwell \$4,840.00; CMA \$6,800.00; Right Angle \$6960.00; Hoyle Tanner \$10,585.00. Mr. Stevens is having a hard time deciding. Not sure if Tobin Farwell has enough experience with replacing culverts. There is a discussion about what needs to be done at each location. There would still be another RFP after this stage. This is the first step. Mr. Stevens has met with Right Angle from Grantham. He spoke to Hoyle Tanner over the phone. They are big into bridges. Mr. Stevens thinks he might want to do the work ourselves and stay with one of the smaller firms. He asks for Chairman Cedarholm's feedback who indicates that he has worked extensively with CMA when he was in Durham and was impressed with a box culvert project they did in Nottingham. The Nottingham DPW did all the construction and CMA did the design and guidance through the construction. CMA worked carefully with Nottingham to keep the budget down to a reasonable amount. Mr. Stevens had a site visit with CMA. Mr. Stevens is unable to make a recommendation. Chairman Cedarholm is concerned with Right Angle being so far away. Mr. Stevens adds that two of the firms are not on the consultant list for the DOT program: Right Angle and Farwell. CMA and Tanner are consultants for the State. Selectman Bugbee narrows his choices down to Right Angle or CMA. There is really no difference in price. Mr. Stevens is fine with either one of them. He would like to do another RFP after this work is done. Mr. Stevens suggests that he contact the two firms one more time regarding their fees and bottom line and then come back with his recommendation.
6. Annamarie Gasowski would like to request a date for the public hearing on the bond for financing the Lee Public Library Community Center through the municipal bond bank on behalf of the Library Trustees. They were looking to have it on January 5<sup>th</sup>. There was a very well attended informational session on November 20<sup>th</sup> and they have another one coming up on December 18<sup>th</sup>.

Chairman Cedarholm states that he is not in favor of bringing the bond forward this year. This is a 2016 project and the commitment to raise the balance from the trust fund and bond is a significant task and he feels that this should not come forward until they have a good idea where things stand with the donated funds. He states it is putting the cart before the horse. Selectwoman Dennis asks Julie to explain what they had previously discussed regarding bonding authority. TA Glover explains that this (passing a warrant article) would give the Town the authority to obtain a bond which remains in effect indefinitely or until rescinded or until the Town actually secures the bond. In other words, the Town could obtain the authority for FY16 and not get a bond until the year 2025. Tonight is just asking for the Public Hearing date for the Bond. After the Public Hearing the Board still needs to make an affirmative decision to put the Bond on the Warrant. Because it is a Bond over \$100,000, we have to have a Public Hearing. Annie Gasowski indicates that the Library will be asking for a \$1 million bond at the hearing. She adds that there were a lot of comments made at the information session with regards to not including the community room in the design. Many people thought the community room is very important and that perhaps this should be on the warrant also. Selectwoman Dennis asks if they are considering a project in excess of \$2.25 million if the community room is added on. Ms. Gasowski says no, but she indicates that people want to look at options to put this on the plan. Selectwoman Dennis asks what the options were. Ms. Gasowski says building it later. Selectwoman Dennis asks again what the options are for paying for this. Ms. Gasowski says fundraising or asking for a \$1.2 million bond instead of \$1 million bond. Selectman Bugbee says that the informational session was very enlightening and informative. He agreed that the Board might see a Petition Warrant Article for adding the Community Room. Selectwoman Dennis asks Ms. Gasowski if they were able to update the CIP. She says they are meeting on Wednesday.

Selectman Bugbee moves to accept that we schedule a bond hearing for the Library Community Center for 1/5/15 at 6:00 pm.

Selectwoman Dennis understands that Bob Smith is looking for updated figures from the Library and she spoke to Annie (Gasowski) about providing those. Selectman Bugbee states that the Board has already voted and the project is \$2.25 million with \$1 million bond, \$451,000 out of trust funds and the remainder to be raised through fundraising. Logistically how does this information get to the CIP? Bob Smith says that they left in the numbers they had because 2 months ago when the Library presented they did not provide new numbers. If the Board has defined the numbers then he can use them, but this is the first he has heard of them. Selectwoman Dennis let Annie know the other night that it is important to update the CIP with the new numbers. Katrinka Pellecchia says that they did not have the final numbers when they met with the CIP. She states that she indicated in an email that she was unclear as to whose responsibility it is to talk to the CIP. Selectwoman Dennis says that she never received this email. TA Glover says it should come from the Trustees. Bob Smith questions if what he gets will be accurate based on the conversations he is hearing tonight. Chairman Cedarholm suggests that the Library Trustees send the numbers to TA Glover copying the Board who can confirm their accuracy and then TA Glover can forward them to Mr. Smith.

TA Glover reads the motion from the minutes: Chairman Cedarholm moves to authorize Dennis Mires to work on the design for a \$2.25 million facility for a fee not to exceed \$13,000 in support of the fundraising for the project the Select Board will support a Bond in the amount

of \$1 million with the balance of \$371,000 paid from the Library Community Center Capital Reserve Fund and \$80,000 from the Library Building Maintenance Fund. This motion carried.

Bob Smith asks TA Glover to send that exact wording to him. The \$80,000 figure should actually be \$60,000 so the Trustees have to decide whether to increase to \$80,000 or stay at \$60,000. There is \$125,533.60 in the Maintenance Fund.

Selectman Bugbee moves to approve the Library Trustees request to schedule the bond public hearing on 1/15/15. Selectwoman Dennis, seconds. Selectwoman Dennis and Selectman Bugbee in favor. Chairman Cedarholm opposes. **Motion Carries.**

7. a. TA Glover prepared an RFP to finish the storage room at the PSC and presented to the Board for comments. She will advertise the RFP and send to a list of vendors that she obtained from Ms. Rossi. Town Clerk Reinhold asks if the room at the PSC is fire proof. No but fire proof filing cabinets can be used. The metal box (i.e. current storage container) is not fire proof either.

b. TA Glover presents the Board with the final version of the Personnel Policy & Procedures Manual. Chairman Cedarholm moves to approve the Personnel Policy & Procedures Manual for the Town of Lee. Selectwoman Dennis, seconds. All in favor. **Motion Carries.**

c. The Emergency Management Team would like to update the kitchen at the PSC. They have a gas stove and a large commercial refrigerator that will be donated. A chest freezer will be purchased for little money. They are going to repurpose the room next to the kitchen. DF Richard will be converting the stove from natural gas to propane which will be under \$2000. Chief Dronsfield speaks to the rest of the renovations.

Chief Dronsfield discussed the issues with inter department radio communication with the Highway Department. They used to be able to communicate on Lee highway or Lee local, but when everything went digital it made it difficult to do this anymore. The Chief called 2-Way Communications and then he met with Randy Stevens to try to figure out the best way to improve this situation. They decided that they needed to get a town dedicated channel that they can all operate off of. This initial cost could be split between highway, fire, police and EOC. There is no annual fee. Code Red was phenomenal. Most notifications (regarding the Thanksgiving storm) were received through Code Red.

Chief Nemet asks the Board that the grant money that they receive go back into the EOC line item. Chief Dronsfield and Ms. Rossi also ask to have their grant money go back into their accounts when it is received instead of going into the general fund. Chief Dronsfield says that Rochester has a grant line item. The Board asks TA Glover to find out if this can happen. TA Glover says in the meantime we have money in the 4199 account that can be used to pay for the Emergency Operations Plan. The Board verbally approves this.

8. Chairman Cedarholm moves to approve the Consent Agenda as presented. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

9. Chairman Cedarholm moves to approve the BOS Public Meeting Minutes from November 17, 2014. Selectwoman Dennis, seconds. All in favor. **Motion Carries.**
10. Chairman Cedarholm moves to accept the Manifest #11 and Weeks Payroll ending December 7, 2014. Selectwoman Dennis, seconds. All in favor. **Motion Carries.**
11. The Triangle Tree Lighting was the night before. Chief Dronsfield will make sure that there is an officer available to help with slowing traffic and crossing people there next year.

Selectwoman Dennis announces that there will be a Senior Luncheon sometime in early 2015. She will keep us posted on the date.

Selectwoman Dennis suggests contacting the 4 childcare centers in town that serve about 500 families in regards to increasing the distribution of the E-Crier. TA Glover adds the school as well. The issue of advertising might come into play.

Selectman Bugbee indicates that they had the walk through at the Bricker house over the weekend. Quite a few people showed up. It is in good shape.

Chairman Cedarholm wants to mention that the Recreation Commission did not talk about the parking solution, guard rails or fences at LRP during their budget presentation and these are critical items. There is also a conceptual plan missing with regard to LRP to show the voters. There was a conceptual drawing a few years back that was for a \$200,000 pavilion which is way more than what the town can afford and is looking at now. The Committee has scaled down their recommendation to something similar to the smaller pavilion like the one over at Stratham Hill Park. The parking and fencing is critical to solve the parking issues and keep cars off the fields. The boulders that are being used to define the limits are not allowing people to park efficiently. Chairman Cedarholm feels it unfortunate that we are at this stage and yet we do not have this defined. The Board agrees. The pavilion cost should be considerably less than the proposed \$60k.

TA Glover reminds the Board that the next step is to talk about the proposed budget at the next meeting. Chairman Cedarholm states that in the past the Board has gone through the budget line by line. He recommends that the Board go through the proposed budget and highlight items that they are concerned about so they can discuss it at the next meeting.

Selectwoman Dennis informs the Board that she has requested the ABC minutes from their meetings from October, November and December. They need to be posted. The Chair is typically the secretary. TA Glover sent an email to Alice MacKinnon presenting it as a 91-A request.

12. The Non-Public has been postponed.
13. Chairman Cedarholm motions to adjourn at 8:36 pm. Selectwoman Dennis, seconds. All in favor. **Motion Carries.**

**SELECT BOARD MEETING MINUTES**

**December 8, 2014**

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Minutes transcribed by:

\_\_\_\_\_  
Denise Duval, Town Secretary

12/22/14  
Date

Minutes accepted by The Lee Select Board:

  
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David Cedarholm, Chairman

  
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Carole Dennis

  
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Scott Bugbee