

SELECT BOARD MEETING MINUTES

December 22, 2014

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

Others present: Bill Humm, Anne Tappan, Bob Smith, Katrinka Pellecchia, Annie and Paul Gasowski, Randy Stevens, Jim Banks, 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 6:04 pm.
2. Chairman Cedarholm moves to open the Budget Public Hearing. Selectman Bugbee, seconds. All in favor. **Motion Carries.** The Chairman explains that the public will have a chance to comment after each section of the budget.

TA Glover goes through each department's budget line beginning with 4130 – Selectmen's budget. This is essentially the same except \$200 has been added for a conference line item for the Board because Board members do occasionally travel and attend conferences. For 4140 – Elections & Registrations, the Town Clerk/Tax Collector is recommending a budget that is \$3520.00 less than the current year's budget. For 4141 – Town Clerk/ Tax Collector budget the Clerk is also recommending to reduce this budget by \$350.00. 4150 – Financial Administration is recommending a decrease of \$1900. 4151 – Information Technology has an increase of \$2100. As part of the IT, the TA had put in \$18,000 under Computer Hardware for new equipment to upgrade Channel 13 and taping system, but that is an item the ABC does not recommend. This \$18,000 was for the purchase of a server at \$11,688, a fixed camera, a robotic camera, a controller for the cameras, a camera switcher, a tri-pod, a ceiling mount, training and software. Chairman Cedarholm thinks that the quality of the videos is sub-standard and we might actually get more viewers if the quality was better. 4152 – Property Valuation/Assessing is the same as it is in the current year. 4153 – Legal Expenses. The TA is recommending \$10,000 which is a \$25,000 reduction and proposing to move the bulk of the legal expenses to Planning and Zoning where they have mostly been incurred. 4155 – Personnel Administration has an increase of \$51,929.74. This includes the proposed new police officer, moving a part-time fire fighter into a full-time position and still includes combining a part-time transfer station and part-time building maintenance person into one full-time position. 4191 – Planning & Zoning has a department recommendation of \$98.25 more than the current year. 4194 – Government Buildings has a slight decrease of \$98.32. 4195 – Cemetery budget is looking for an increase of \$2000. 4196 – Insurance is looking for an increase of \$4000. TA is looking to eliminate the 4199 – Other General Government Account. 4120 – Police Department is looking for an increase of 43,707.77. The recommendation of the Chief is to add a full-time police officer. 4211 – Dispatch Centers are being level funded at \$17,065.00. 4215 – Ambulance. McGregor has asked for an increase of \$5678.00. 4220 – Fire Department is looking to move a part-time person into a full-time position and is therefore looking for an increase of \$27,152.78. This includes a \$10,000 increase in personal protective equipment and a \$5000 increase for training. 4290 – Emergency Management would like to reduce its budget by \$2200. 4311 – Highway Department is looking for an increase of \$23,360.00. The bulk of which, \$20,000, is in the paving line item. 4321 – Transfer Station is looking for an increase of \$1962.00. 4324 – Solid Waste Disposal department head is looking to decrease this budget by \$4200.00. 4414 – Animal Control is remaining the same. 4415 – Public Health Agencies is increasing by \$1168.00 due to requests by those agencies. 4441 – General Assistance is looking for a

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reduction by \$150.00. 4442 – Direct Welfare Assistance is looking to maintain the budget at \$17,500. 4444 – Social Service Agencies is looking for a decrease of \$1147.46. 4445 – More Social Service Agencies is looking an increase of \$2212.00. Most of this is from a request by American Red Cross of \$1962.00. 4520 – Parks & Recreation is looking to decrease the budget by \$800.00. 4550 – Library budget combined with some of the costs that are also carried in the Town Administrator’s budget would indicate an increase of \$32,256.48. 4583 – Patriotic Purposes remains the same. 4618 – Community Planning Coordinator has been zeroed out. 4619 – Conservation Commission is looking for an increase of \$550.00. 4711 – Principal/ Bonds Long Term Note remains at 90,000. 4721 – Interest / Bonds Long Term Note has decreased by \$3435.00. 4912 – Agriculture Commission is looking for the same budget and the Heritage Commission is looking for an increase of \$21,000.

Chairman Cedarholm asks the Board for any specific comments. Selectman Bugbee says that the moderators used to get paid a lump sum and not per event. The current moderator would like it changed back to this way and then she would not put in for travel and expenses. He says it may be better for the Town to pay her a stipend. In 2015 the budget was \$480. In 2014 it was \$369. The recommended request for this year is \$360. According to the Finance Officer, in the past seven years it has been based on a certain amount per meeting and per election. The Town has paid the moderator \$360 through the end of November. Selectman Bugbee states that this moderator has requested to him that she would like a stipend once per year and then she will not submit for mileage or other expenses. The Board asks the TA to speak to the Moderator to find out what she is looking to get paid. Chairman Cedarholm also would like to know how many hours the supervisors of the checklist work in addition to the election workers. He wants all the salaries to balance out.

Selectman Bugbee wants to see 4151-14 Training zeroed out. This was going to be used for employee training on the new financial software. Selectman Bugbee asks what 4155-W1 Bonus is used for. TA Glover states that it is for recognizing employees who have gone above and beyond in taking on additional duties and tasks in any given year. It is used every year. Selectman Bugbee wants to see the Health Insurance costs reduced. He would like to see 4191-W2 at the \$25,000 level and use the Contingency Fund for anything over this. TA Glover reminds the Board that the Contingency Fund needs to be voted in every year and that brings a risk of it not being in any given year.

Caren Rossi states that the inspector’s hours for last year were for every day stuff. They did not include all the new projects and developments that are on the schedule for this year. Chairman Cedarholm asks how fast these homes are going to go up. Ms. Rossi does not have that answer right now but could look into it.

Selectman Bugbee asks why 4191-42 Legal Fees is still at \$5000 and what the TA would recommend this to be. TA Glover recommends this line item to be at least \$20,000. Selectman Bugbee wants to see 4196-41b – Insurance Deductible zeroed out. Selectman Bugbee requests that the new Police Officer and costs associated with that under 4210-W3 be taken out and presented as a separate Warrant Article. Selectwoman Dennis states that the last time this happened was 1973 for the first full-time police officer for Lee. In 2004 two new full-time firefighter positions were added in the operating budget; in 2005 a full-time police officer was added within the operating budget and last year the Board appointed a full-time fire chief. She

is not clear as to why this change is being suggested now. Chief Dronsfield added that historically this has always been part of the operating budget. They have applied 3 times for police grants and have been denied. Selectman Bugbee says that his motivation is to give the Town's people the opportunity to say whether they want another police officer or not. Selectwoman Dennis points out that the data that Chief Dronsfield presented was pretty clear as to the need for a new full-time police officer. She would be opposed to a separate Warrant Article. This does not make good sense to her. Selectman Bugbee supports adding the \$2000 back in to 4290-S1 Emergency Management Salary. He supports adding \$1500 in 4321-W2 Part-Time Wages and Government Buildings to try to attract people to fill these positions. He is not in favor of combining two positions together to form a full-time position. Selectwoman Dennis agrees. TA Glover will look into having to raise all other part-time positions at the Transfer Station. Selectman Bugbee states that he know Roger Rice is strapped for help. TA Glover states that she just hired someone today to work at the Transfer Station.

Selectwoman Dennis would rather increase the Library part-time position to a full-time instead of just by 2 hours so this position can access retirement. She figures that 2 hours a week compared to the difference it will cost to contribute to retirement and salary vs. the actual amount of community service we are going to get out of that time is very expensive to the tax payers. It is over \$65hr. If it is increased to a full-time position which is probably coming forward soon then at least the Town will have the additional hours of community service which should be the priority over just having someone access retirement. Selectwoman Dennis also has a question regarding the Heritage Commission funding.

Selectwoman Dennis asks the TA for account balances for the commissions. The Conservation Commission as of 9/30/14 had \$6213 in its account. The Heritage Commission has \$18,321 and is asking for \$17,700. The 250th Committee is asking for \$20,000. Chairman Cedarholm is concerned with some of the items on the list for the 250th such as \$3500 for traffic control and \$2000 for plates, \$2700 for hats and \$6400 for souvenirs. Chief Dronsfield states that the traffic control will not cost a fraction of that; probably less than \$750. Chairman Cedarholm agrees with an idea that the TA had to break the money out over the next two years and assess the fund in March 2016. He suggests reducing the \$10,000 to \$5000. Selectman Bugbee would support giving them \$17,700 now.

Chairman Cedarholm suggests returning to this discussion at the next budget meeting. He reminds the Board that they had talked about a part-time Rec Director for this year. Is the Board still interested? Both support the idea, but not sure if this year is the year. Chairman Cedarholm hopes that having someone to run the fair would help possibly support the position in the future.

Chairman Cedarholm asks if there are any public comments regarding the budget hearing.

Paul Gasowski believes that 4151-40 – Computer Hardware is a good idea. He thinks that there would be more viewers if there was a better system. He suggests at least cleaning up the audio and maybe a robotic camera. The Ag Commission is talking about partnering with the Conservation Commission to produce a newsletter again.

Chairman Cedarholm moves to close the Budget Public Hearing. Selectwoman Dennis, seconds. All in favor. **Motion Carries.**

3. Chairman Cedarholm opens the meeting up to public comment. There is none.
4. This item was removed by the person who submitted the agenda request.
5. Cary Brown speaks on behalf of the Ad Hoc Racetrack Committee. The status of the committee is that they have received 6 responses to the Noise/Sound Study RFP. The committee met and reviewed all the proposals and recommend Reuter Associates out of Portsmouth, NH. The cost of the service being \$10,500.00 with an additional \$1760.00 to do an optional noise contour monitoring. The Ad Hoc Committee liked the idea of using funds from the Contingency Fund to fund this so that this project could happen with this next race season. Selectman Bugbee wants to see this funding source put on the warrant. Selectwoman Dennis finds this interesting since last week the Board put forth \$35k for an Assessment cost and now he's concerned with \$10,500. She will have to think about this. Chairman Cedarholm moves to authorize the Town Administrator to enter into an agreement with Reuter Associates to perform a Sound / Noise Study at the Lee USA Speedway for a cost not to exceed \$12,260.00 and to determine the source of the funds at a future meeting. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
6. Randy Stevens states that CMA has agreed to a fixed cost of \$6800.00 to include mileage. Mr. Stevens spoke to Nottingham who was pleased with CMA. Mr. Stevens recommends CMA, but would still want to do another RFP for the next stage. Chairman Cedarholm moves to authorize the Highway Supervisor to enter into an agreement with CMA Engineers to provide engineering services for the hydraulic study and conceptual plan for the replacement of the Tuttle Road culvert at Beaver Creek and the Packer Falls culvert at Chesley Brook, at a cost not to exceed \$6800 and to withdraw the necessary funds from the Highway Department Road and Bridge Improvement Plan Capital Reserve Fund. Selectwoman Dennis, seconds. All in favor. **Motion Carries.**
7. TA Glover met with Art Guadano. He sent a draft schedule. TA suggested some changes such as moving some dates past March 2nd. She is waiting for a draft agreement. Selectman Bugbee believes that the schedule looks tight and he doesn't think that we can meet these dates. Selectman Bugbee wants the public to be part of choosing 4 locations. TA Glover indicates that these are just proposed and not etched in stone. Chairman Cedarholm suggests receiving a draft survey with 6-8 questions at the first meeting in January and then finalizing by the 2nd meeting. There is a discussion about having a committee, who should be on it and the complications that arise with having a committee especially one with Board members on it. The Board brainstorms some ideas on how to get the concepts out to the public and solicit thoughts and comments. Chairman Cedarholm suggests having Mr. Guadano start with a draft to be ready for the 1st meeting in January and finalizing it by the 2nd meeting so that it can be incorporated into the Voters Guide in February. The public could comment at the meetings. Selectwoman Dennis thinks that aside from public comment during meetings the Board should build in some time during each meeting to listen to comments and thoughts on the site assessment process. Chairman Cedarholm is concerned with forming another committee due to time constraints and overloading everyone. The Town could hire the UNH survey center to conduct the survey, but

that is costly. Selectwoman Dennis suggests maybe finding a point person volunteer to collect and manage the collected data. The draft survey should have approximately 6-8 questions and have the possible locations narrowed down to four. TA to send electronic copy of the Town Center survey to Mr. Guadano. Selectman Bugbee suggests having the department heads at the first meeting in January and Chairman Cedarholm thinks that the Town Clerk or Deputy should be there as well to weigh in since they will be talking about town offices. Selectwoman Dennis says or at least send their thoughts via email or in writing.

The TA reminds the Board of the upcoming schedule: January 5th is the Library Bond Hearing and the Board will be reviewing the Warrant. January 20th is the 3rd Public Budget Hearing and the Board will need to approve the Warrant. January 31st is the Deliberative Session. The last day to post the Warrant and Default Budget is January 26th. The last day for candidates to file for positions is January 30th. The first day is January 21st. The snow day for the Deliberative Session is February 7th.

8. Chairman Cedarholm moves to accept the Consent Agenda as presented. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
9. Chairman Cedarholm moves to accept the BOS Public Meeting Minutes from November 24, 2014 and December 8, 2014. Selectwoman Dennis, seconds. All in favor. **Motion Carries.**

Annie Gasowski asks whether the suggested language by the Library Trustees for the Library Warrant Article is acceptable or not. TA Glover states that she is still waiting for the Board to decide on the amount from the Library Capital Reserve Fund since there is a discrepancy. She will move forward on the language once that is established. Ms. Gasowski thinks that they need this information by the January 5th meeting. TA Glover states that the statute reads that the Board should approve the Bond Warrant after the Public Hearing.

10. Chairman Cedarholm moves to accept the Manifest #12 and Weeks Payroll ending December 21, 2014. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
11. Selectwoman Dennis recognizes S&J Trucking for donating a commercial refrigerator to the Town which has been installed by the Fire Chief and others. Selectwoman Dennis also wants the Board to recognize Mark Kustra for donating a commercial grade stove to the Town for use in the PSB. The Board thanks both S& J Trucking and Mark Kustra for these generous donations.

Selectman Bugbee states that the Heritage Commission received a response from UNH regarding the Burleigh Demerit House. They are going to wrap it and support putting it on the NH Register of Historic Places which means it will be eligible for grants more specifically LCHIP money. They will work with the Town until June 30, 2018. After that they will consider doing something else with the building.

Selectwoman Dennis informs the Board that she requested that the Heritage, ABC and Ag Commission post their minutes or send them to the TA. The Heritage Commission hasn't posted minutes since May of last year. It is important that the public know what these

commissions are doing. Selectman Bugbee will pass this on to the Heritage Commission. The Conservation Commission always provides timely notes to the Town Secretary to post.

Chairman Cedarholm would like to talk about the Library Warrant Article. More specifically, the trust fund money that was put into aside into the Library Capital Reserve Fund for maintenance or improvements to the existing library should be used on that building. He is not comfortable using those funds on something other than what they were originally intended for. Selectman Bugbee agrees with the Chair and also wants the Warrant Article to state that all funds must be raised before construction begins on the project. Chairman Cedarholm also wants to add the correct map and lot number of the intended location to the Warrant Article. Selectwoman Dennis agrees that this should be cleaned up.

TA Glover reads the portion of the Warrant Article from 2010 that speaks of the \$60,000. In 2010 Warrant Article 8 states "To see in the Town will raise and appropriate the sum of \$60,000 to be added to the Library Capital Reserve Fund." The minutes of that Town meeting suggest that there was a discussion about the construction of a library.

This Fund has been in existence since 1998: In 1998 Warrant Article 18 states "To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of capital improvements to the Library and to raise and appropriate the sum of \$5,000 to be deposited into this fund."

Chairman Cedarholm's point is that this money should have been spent to fix the building issues during all this time since there was a fund set aside for this purpose.

Robert Smith, Chairman of the CIP, states that the CIP started in 2006 and that library fund has always been associated with library furniture and fixtures. He has never heard that something such as a furnace should have come out of that trust fund. He wonders if this fund could be pointed directly at the furniture and fixture line item in the new building. Since there is a fund specifically for building maintenance that the TA manages, Mr. Smith would lean towards this fund not being specifically for the Library building maintenance. Chairman Cedarholm disagrees and states that when this trust fund was originally written its intent was for maintenance of the existing library building.

12. Chairman Cedarholm makes a motion to move into a Non-Public session in accordance with RSA 91-A: 3 II (b), (c) and (d) at 8:19 pm. Selectman Bugbee, seconds. All in favor. **Motion Carries.** The Board returns to Public session at 9:20pm.
13. Selectman Bugbee asks if the Board would consider postponing the purchase of a new Fire Department Tanker Truck from this year. He thinks it could be put off for a year. The CIP was recommending \$110,000 this year. The Board could consider not funding other items such as the Lee Library Capital Reserve Fund. This next budget would be the fifth year for \$100,000 to that trust fund.
14. Chairman Cedarholm motions to adjourn at 9:30 pm. Selectwoman Dennis, seconds. All in favor. **Motion Carries.**

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Minutes transcribed by:

Denise Duval, Town Secretary

1/20/15

Date


Minutes accepted by The Lee Select Board:



David Cedarholm, Chairman



Carole Dennis



Scott Bugbee

NON-PUBLIC MINUTES OF THE BOARD OF SELECTMEN'S MEETING

December 22, 2014

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

Others present: Town Administrator Julie Glover, Bill Humm and Anne Tappan (Conservation Comm)

1. Chairman Cedarholm motions to enter into Non-Public Session at 8:20pm per RSA 91-A: 3II (d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. Selectman Bugbee, seconds. Roll Call Vote. **All Agree following Roll Call Vote.**
2. Bill Humm met 2 times with Mr. Kennard (*after last discussion with the Board*) to make sure he knew what he wants to achieve. They made good progress. Numbers 1,2,4,5,6 are already familiar to the BOS. Number 3 is different layman language, not attorney language. The lawyers will incorporate into legal documents. Selectwoman Dennis asks how long will that take. Bill Humm says 4-6 weeks. TA Glover agrees. Selectman Bugbee remembers Erick Sawtelle asking who will manage the property and why not just get an easement. Bill Humm states that the Conservation Commission has management plans on other properties. He discusses process: Public information session on plan, implementing actions and then BOS for final approval.

Selectwoman Dennis is happy with the changes and thinks that Mr. Humm has done a great job bringing it around and honoring Mr. Kennard's wishes. She feels good about changes.

Chairman Cedarholm thinks it is good, but has comments. What about fruit trees and there is nothing about forestry (in list). Anne Tappan says it is not meant to be all inclusive. "Cultivated crops" covers huge range (but lots of deer on property). Selectwoman Dennis asks if management plan will include "best practices". Ann Tappan says it can be as detailed as you want it. Stewardship/Management Plan is collaborative effort on behalf of the Conservation Commission and BOS (and others). It wouldn't hurt to put in that it includes best management practices. Not necessarily in legal document, but in Management Plan. Bill Humm says that Mr. Kennard is content with it, apprehensive, but did sign off figuratively.

3. Next steps will be to forward to Town's attorney and Mr. Kennard's attorney.
4. The minutes shall be publically disclosed.

Minutes typed by:

Denise Duval, Town Secretary

Minutes accepted by Lee Board of Selectmen on 11/20/15.



David Cedarholm, Chairman



Carole Dennis



Scott Bugbee

NON-PUBLIC MINUTES OF THE BOARD OF SELECTMEN'S MEETING

December 22, 2014

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

Others present: Town Administrator Julie Glover

1. Chairman Cedarholm motions to enter into Non-Public Session at **8:20pm** per RSA 91-A: 3II (d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. Selectman Bugbee, seconds. Roll Call Vote. **All Agree following Roll Call Vote.**
2. TA Glover reviews the Bricker agreement with the Board: 10 % less than the average of 3 appraisals equals \$276,000. TA Glover will draft a Purchase and Sales Agreement and send it to the Bricker's and the Attorney. There is a source of funds discussion which results in doing a general taxation warrant article. Selectwoman Dennis has a concern that there is no solid plan. Chairman Cedarholm says if the timing with the needs assessment had been better than the plan would make more sense. Selectman Bugbee agrees. Chairman Cedarholm is worried that people will use it for a better access to the new Library.
3. Chairman Cedarholm motions to reconvene to public session at **9:20pm**. Selectwoman Dennis, seconds. Roll Call Vote. **All Agree following Roll Call Vote.**
4. The minutes shall be publicly disclosed.

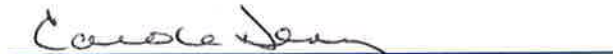
Minutes typed by:

Denise Duval, Town Secretary

Minutes accepted by Lee Board of Selectmen on 1/20/15



David Cedarholm, Chairman



Carole Dennis



Scott Bugbee