

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

Others present: Katrinka Pellechia, Town Administrator Julie Glover and Town Secretary Denise Duval.

1. Chairman Cedarholm opens the workshop at 6:05 pm with describing its purpose being to start developing a comprehensive plan for Town facilities and properties. Selectwoman Dennis adds that ‘amongst other things’ and more broadly speaking ‘a plan to develop a plan’.
2. Chairman Cedarholm moves to accept the Public Minutes from the Board of Selectmen and Library Building Committee Workshop held on May 8, 2014 as amended by him. Selectwoman Dennis, seconds. Selectman Bugbee reviews the amendments and typos are corrected. All in favor. **Motion Carries.**
3. Chairman Cedarholm moves to accept the Non-Public Minutes from May 12, 2014. (They were not signed on 6/9/14) Selectman Bugbee, seconds. All in favor. **Motion Carries.**
4. Selectwoman Dennis begins the discussion with stating that her idea for the purpose of the work plan was to establish a plan to assist the Board of Selectmen with identifying and prioritizing current and future municipal goals and objectives. The other two Board members like this but would like to make sure it is broad enough to cover all subject matters. Selectwoman Dennis’ list includes the following:
 - a. Little River Park – After speaking to Randy, a realistic deadline would be getting the projects there done by August. (This subject title becomes **FIELDS**)
 - b. Racetrack Ad Hoc Committee and Charge
 - c. Employee Personnel Policy and Handbook
 - d. LBC Charge – 30 days from re-establishing the Committee (6/9/14)
 - e. Ordinances – TA Glover points out that ordinances need to be passed by the legislative body. In the past the governing body may have just adopted them. Chief Dronsfield has chosen 3 to take a look at now, revise if necessary and put in front of the voters in March. The three ordinances are Noise, Open Container and Misuse of Power.

Selectwoman Dennis states that the Fire Chief did not have an item for consideration and neither did Caren Rossi. The Fire Chief will be on the agenda with an update in the near future and Ms. Rossi has indicated that she will update the Board at the 1st meeting in July. Selectman Dennis indicated that she was unable to reach Roger.

Selectman Bugbee add his items to the ‘to do’ list as follows:

- f. Audit
- g. Fund Balance
- h. Staff Evaluations
- i. Facilities – Town Buildings
- j. 250th Anniversary (not really a “work plan” item) – just looking for an update
- k. Budget Process
- l. Salary Study

Chairman Cedarholm adds to the list:

- m. Succession Planning
- n. Tax Collection/Tax Rate/Goal – set a tax rate goal and maintain
- o. Fund balance
- p. Tax liens – update on tax liens
- q. Bricker House

There is discussion regarding the 3 fields, LRP, Stevens and Town (Mast Way). Selectwoman Dennis suggests wrapping the 3 fields together as one topic item titled Fields.

The Board and TA formulate 15 topic items which include all of the above minus the 250th. Updates on that can be provide by the Heritage Commission.

The Board needs to complete LBC Charge by 7/7/14.

Selectman Bugbee suggests starting to work on Audit in Sept and putting out to bid in Oct. Should have new auditor by December.

Selectwoman Dennis asks to talk about the Salary Study. She was under the impression that they were pretty up to date on that. Chairman Cedarholm was thinking about the Highway Department and Library. TA Glover states we have completed the Transfer Station.

The Board decides to set the Fund Balance discussion for the 2nd meeting in July. Selectman Bugbee suggests inviting the Finance Officer and Treasurer to the Fund Balance discussion.

The Budget Process can be set in early August.

Selectwoman Dennis starts the discussion regarding the Racetrack Charge. Chairman Cedarholm points out that the charge will be quite different this time since the previous charge was to update the ordinance. Now we need to focus on how to measure. The place to measure is at the property line, but where at the property line. TA Glover points out that there is an expert sound engineer coming to the June 23rd meeting to discuss the process of measuring noise. More discussion can take place then.

TA Glover suggests that the Employee Policy and Handbook not be part of a regular meeting. Selectman Bugbee will not be at the meeting on July 21st. The Board decides to discuss this at a workshop on Monday, July 14th which is an off-meeting Monday.

TA Glover points out that the Staff Evaluations for the Fire and Police Chiefs have essentially been done since they were just hired and her contract is up in December. They would start discussing her contract in October. The Board decides to start evaluations on August 4th with the Road Agent, Transfer Station Manager and Planning and Zoning Administrator.

The Board decides to follow-up with draft ordinances to review from Chief Dronsfield in November.

The next item the Board addresses is facilities. The questions arise as to how to address, should there be a new committee, should they review the Town Center Committee work, should Town Hall take priority, should we research moving town offices moving to the PSC? Selectwoman Dennis points out that the Board has already renewed the Library Building Committee last week. She adds that if they are thinking of putting another committee together outside of the building committee then at the very least they should be taking a look at the Town Center Report from 2009 and starting from there. Selectman Bugbee agrees. Selectwoman Dennis states that the Town Hall seems to be the priority from their previous discussions, maybe there needs to be a committee to research moving town offices to the PSC. One of Chairman Cedarholm's concerns is that the Library Community Center Plan is too grandiose and even with scaling down the plan there are a number of fatal flaws including issues with access to that site. He suggests starting from scratch. Lee would not be the first community to do this. Portsmouth and Kittery did it. Chairman Cedarholm states that we need a comprehensive committee to go back and look at the real options such as Stevens Field and the existing Town Center site. They were never seriously considered. If the town should really look at the existing Town Center site for a current Town Hall, it has great soils for septic system, the additions are in fantastic condition and it has a lot of real estate if the Historical Society and Annex are relocated. Both the Hist and the Annex were moved there from another location. They have no historical connection to that site. Chairman Cedarholm states that it is a priority to get the town offices out of the existing building even if it is just temporary. Selectwoman Dennis also suggests starting with a temporary plan for Town Hall. She thinks that a consultant for Town Hall could provide some short term answers on whether or not it is feasible to move to PSC and the cost involved. Selectman Bugbee asks what do we do with the Library Charge. Do we expand their scope? Selectwoman Dennis thinks that too broad a scope will lead to failure with any committee. Selectman Bugbee would rather look at where the Town wants to ultimately be. Chairman Cedarholm suggests hiring a consultant/architect to look at PSC as temporary, expanding PSC for a more permanent solution or building at Stevens Field. Selectman Bugbee is hesitant to spend on a temporary fix. He would rather spend the effort on where they ultimately want to be. Selectwoman Dennis agrees that temporary is not the best solution, but wants to get the employees out of a bad situation. She is only thinking about temporary because she is concerned about the state of the town hall and its effect on employees. Either way the earliest we can do something is July of next year according to Selectman Bugbee. The paving of Town Hall parking lot is on the schedule for this year also. The Board needs to keep this in mind. Selectman Dennis asks that the new committee or person that the Town asks to look at these facilities is familiar with the 2009 Town Center Report. Chairman Cedarholm clarifies that the 2009 Town Center Report assessed the condition of facilities, did a needs assessment based on criteria, provided a range of size options and then brought forward a conceptual plan. Selectman Dennis agrees with this and further states that they need to know the conditions of the buildings now. An updated needs assessment would be a better request along with the cost. The town offices needs assessment was done by the Sumner Davis Architects in October 2007. Katrina Pellechia states from the audience that the warrant article was for \$50,000; \$25,000 came for the town building line; \$25,000 came for the library capital reserve fund; \$45,000 was spent. Should the Board get an updated assessment from this company? They agree it is not necessary. A local company can use this report towards completing a new updated report. The Board agrees that they need to hire new (local) firm to do an updated needs assessment and comprehensive plan. Issues at the Town Hall include no private space, cannot use upstairs,

hanging wires, limited in square footage layout, air quality, mildew, mold, and lack of insulation and proper storage. Selectman Bugbee would like to build a new facility at the Stevens Field with the planning and zoning, town clerk tax collector and town administrative offices. Build a vault off the back for each department. At the same time generate enough parking for everyone.

Selectwoman Dennis states that more than 3 department heads volunteered to her that the department head meetings are going extremely well and they are feeling that they have a say in what is going on.

The Board wants to put out an RFP to a consultant by 7/21/2014 and Selectman Bugbee asks to let the company in Somerville know about it. The Town has a Town Building Maintenance Trust Fund. TA Glover will look into using these funds to pay for a consultant. TA will send a draft RFP prior to the 7/21/14 meeting date.

Selectwoman Dennis asks to get the Bricker property discussion somewhere on the agenda. Chairman Cedarholm states that the Brickers are interested in moving sometime in 2015 so it needs to be discussed prior to January. The Board decides on discussing sometime in September.

The Board agrees to start the Salary Study discussion in August and the Succession Planning in January.

The Board agrees to discuss the Tax Rate Goal and the Budget Process in September. Selectwoman Dennis wants the Board to be aware of that there is a balance and they can't just not do anything and not address our Town's needs as a whole specific to the tax rate. Chairman Cedarholm agrees and states that we need to pay our staff what they are worth and that should be priority number one. Priority number two is to provide the staff with a good, safe and adequate place to work and provide adequate facilities to the residents of the town. He states that we need to be careful of design and construction costs and size so we don't end up with an \$8 town tax rate. The Tax Rate, Budget Process and CIP should all be discussed together. Bob Smith should be included.

With regards to Tax Collection, it was suggested that an update on liens be provided to the Board rather than this being an agenda item. The Board sets the update for the BOS meeting on 7/21/14.

TA Glover has been working on the health care issue on an on-going basis. This is a work in progress. The Affordable Care Act Cadillac plan provision does not kick in until 2018. The Town of Lee is already at the Cadillac level per TA Glover.

Selectwoman Dennis moves to not bring forward new initiatives until April 2015. Chairman Cedarholm seconds. Selectman Bugbee opposes. All in favor. 2 in favor. 1 opposed. **Motion Carries.**

Selectwoman Dennis asks if the legal questions regarding Warrant #25 were formed yet. She has not seen them. TA Glover indicates that she and Chairman Cedarholm worked on those

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questions and they were forwarded to Attorney Somers on Friday. TA Glover states that she will forward this email to them tomorrow. Selectwoman Dennis asks that in the future something like this gets run by the entire Board so they all have the opportunity to ask a question or discuss what is going forward. She feels out of the loop and does not want this to happen again.

Selectwoman Dennis wants to do something for Caren Rossi and Scott Nemet in recognizing their promotions. Selectman Bugbee states that Chief Nemet expressed to him that he does not want anything. Selectwoman Dennis asks TA Glover to inquire with both of them so nothing gets overlooked.

Selectman Bugbee brings up what Roger Rice was going to talk about at the last meeting. There is apparently going to be a 'hit to the Town' over the trucking part of the Lamprey Cooperative. The five towns are going to be exposed to paying back \$110,000 to the general fund.

- 5. Selectman Bugbee motions to adjourn at **8:00 pm**. Chairman Cedarholm, seconds. All in favor. **Motion Carries.**

Minutes transcribed by:

Minutes accepted by The Lee Select Board:

Denise Duval, Town Secretary

David Cedarholm, Chairman

7/14/14

Carole Dennis
Carole Dennis

Scott Bugbee
Scott Bugbee