

Board members present: Chairwoman Dennis, Selectman Bugbee and Selectman LaCourse

Others present: Larry Kindberg, Dick Babcock, Bill Humm, Patricia Jenkins, Marian Kelsey, Laura Gund, Paul and Annamarie Gasowski, Erick Sawtelle, Roger Rice, Chief Nemet, Chief Dronsfield, Town Secretary Denise Duval and Town Administrator Julie Glover.

1. Selectwoman Dennis calls the meeting to order at **5:30 pm** and asks the Board members if it accepts the Agenda as presented. There is no opposition.
2. Chairwoman Dennis makes a motion to move into a Non-Public session in accordance with RSA 91-A: 3 II (a) at 5:30pm. Selectman LaCourse, seconds. All in favor. **Motion Carries.** The Board returns to Public session at 5:52 pm. The Select Board has voted to not seal the minutes.
3. Chairwoman Dennis opens the meeting up to public comment and reminds everyone to address the Board, not the audience and to please limit their comments to 3 minutes. There is no comment.
4. Bill Humm, Conservation Commission Chair, on behalf of the Conservation Commission and the Select Board want to recognize and thank Laura Gund for her remarkable volunteer service over the years. Mrs. Gund has been a dedicated member for 24 years and for the past 15 years she has been the liaison between the commission and land owners who have conservation easements on their property. She has been able to create and maintain a really valuable relationship with these land owners. Mrs. Gund has also been instrumental in recruiting youngsters for the Barry Conservation Camp. She is also currently a member of the Agricultural Commission, Heritage Commission, Historical Society, the 250th Anniversary Committee and the Lee Fair Committee. In 1966 Mrs. Gund volunteered for the 200th Bicentennial Anniversary Committee. Lee needs more volunteers like Laura Gund. (clapping) Chairman Dennis asks if anyone in the audience would like to speak to Laura. Pat Jenkins joined in 1966 with Laura Gund. Mrs. Jenkins has so enjoyed working alongside Mrs. Gund. Mrs. Gund states that it has been a pleasure serving with everyone here in Lee.
5. Larry Kindberg on behalf of the Recreation Commission recommends the appointment of James Lonano to the Recreation Commission for a 3 year term. Chairwoman Dennis moves to approve the appointment of James Lonano to the Recreation Commission for a 3 year term. Selectman LaCourse, seconds. All in favor. **Motion Carries.**
6. Dick Babcock is present to speak as the representative for the Farmer's Market. Mr. Babcock gives a brief history of the market which began around 2005-2006. The Mission is two-fold: support agriculture and provide quality Ag products to Lee residents. They have resisted the yard sale/flea market atmosphere and maintained a friendly local feel. The vendors are cooperative, supportive and committed to the Lee Market. The townspeople are committed to coming to the market as well. The market has never asked the Town for any funds. Mr. Babcock states that the risk assessment is very low. They have never had any problems. He would recommend that the Board approve waiving the insurance requirement for the market vendors. He thinks that in addition to the three examples of waivers that have been presented to the Board there should be a fourth alternative to just close the market completely. Chairwoman

Dennis asks TA Glover to share what information she has from the insurance company. TA Glover confirms that by virtue of the Board allowing the Farmer's Market to operate on Town property that there's a certain amount of liability coverage that the Town provides. Primex's primary concern was not with the product liability but with the parking and cars coming in and out. In the State of NH there are larger Farmer's Markets that have stringent insurance requirements. There are smaller town's that do not. Selectman LaCourse moves to approve waiving the general and product liability insurance requirement for the Lee Farmer's Market vendors. Chairwoman Dennis, seconds. Mr. Babcock will continue to try to address the traffic flow and parking issues. All in favor. **Motion Carries.**

The Lee Farmer's Market opens Thursday, May 28th.

7. Scott Nemet asks for approval to purchase 5 Motorola portable radios from 2-Way Communications for an amount not to exceed \$12,247.50. Currently the fire department has 22 radios that they utilize now which are over 10 years old. They are having reliability issues and many are out for repair. Chief Nemet has applied for a radio grant about 5 months ago for 4 new radios through the Fireman's Fund Heritage. Chief Nemet indicates that there is money in the budget to pay for these at this time. This price from Motorola is a set price to all of the dealers. Selectman Bugbee asks if in the future this will be a CIP item. Chief Nemet will speak to Bob Smith about this item in the future. The warranty on new radios is believed to be 5 years. Chairwoman Dennis moves to approve the Fire Chief's request to purchase 5 Motorola APX4000 Portable Radios from 2-Way Communications for an amount not to exceed \$12,247.50 as a sole-source purchase. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
8. Roger Rice states that as the voting member on the Lamprey Regional Coop, he and the Coop have been looking at a proposal that came from Waste Management to lower our tipping fees. The Town's contract goes through the end of the year 2016. Waste Management's proposal was to cut the price and they will give a return of their expenses through this remaining period in the form of a cash amount of \$75,000. The Coop counter offer is \$150,000 cash refund. Selectman Bugbee thinks that Waste Management will come back somewhere in the middle. He thinks that it's a good deal, it's better than what we are getting now. Chairwoman Dennis is concerned that this is being rushed and it's a ton of money. Mr. Rice says that the first offer came out in November and nothing happened for 3 months. 10 days ago they sent their counter offer. Chairwoman Dennis would like to see more information before making a decision. Waste Management's deadline is May 15th. TA Glover asks if our current tipping fee is \$81.83 per ton. There is some back and forth discussion surrounding the actual tipping fee. Mr. Rice does not provide an exact number. TA Glover states that the current market rate is about \$60 per ton. The market rate has been significantly lower than what the Town has been paying over the years since the Coop has been locked into a contract with Waste Management. Mr. Durfor, NRRA Executive Director, believes there will be a downward trend in tipping fees due to people buying less and the burn facility in Concord needs a certain amount of MSW to operate the plant so they drop their rates. This agreement with WM would lock the town in again for long term with no de-escalation clause. According to Mr. Rice each town pays the same tipping fee per ton. His guess is that the Coop will lower the tipping billing fee until the refund runs out. He is not in favor of paying a one-time check in accordance to usage. TA Glover wants to make it clear that the town must keep on paying the higher rate between now and December 31,

2016 to Waste Management. Selectman LaCourse moves to table this item at this time for further review. Selectman Bugbee, seconds. All in favor. **Motion Carries.** The Board asks Mr. Rice to bring other options to the Select Board at the next meeting. TA Glover confirms that the Coop could vote to proceed even if the Town of Lee voted not to.

9. Selectman LaCourse speaks on behalf of moving Town Hall to the Public Safety Complex. This is a study at this point. There has been no formal decision, but he is looking to see if it is possible to move all town offices to the 2nd floor of the PSC. It is not his intention to dismantle or throw away the Town Hall. He would like to look at what purposes it could be used for. TA Glover collected measurements of both Town Hall and the Annex. Town Hall 1st floor office space equals 1648 square feet (not counting the bathroom and kitchen). The Annex office space equals 663 square feet. The total is 2311. The rough measurements of the PSC 2nd floor are 2781 square feet (includes all meeting rooms upstairs). TA Glover estimates \$200,000. The server would have to be moved if we want a person to be greeting people as they come off the elevator or stairs.

Chief Dronsfield and Chief Nemet have discussed the traffic concerns at the PSC and have solutions for parking and driving around the building. Scott thinks that the side of the Fire Department should be closed off and Tom thinks that the entrance on the Police side should be only for emergency vehicles. Randy Stevens can create more parking on the side of Stevens's field. There will be problems with parking during voting and when the school uses the building. Chief Dronsfield points out that the inner doors will need to be replaced with doors with windows. The entrance will also need to be addressed. Either put up a wall in front of Robin Estee's window or make the Town Hall entrance through the side of the building entering into the stairwell.

Pat Jenkins does not want everyone to lose sight of what the plan was in the first place and that was to preserve the historic buildings and town center. She would like to see a Town Center Committee, with new people on it, make the decision as to where everyone is going to go.

Selectman LaCourse asks if the Town Center Committee is still on the table. He is reminded that establishing this committee was tabled indefinitely. He would like to continue to use the Town Hall just not as town offices. He thinks that a committee study could look at what use should be made of Town Hall and the Annex in the future. Pat Jenkins suggests using it for the Historical Society.

Bill Humm wants to make sure that in the space planning there is consideration given to the users of the 2nd floor of the Town Hall which seems to be missing from the discussion. TA Glover anticipates that they would keep on using it. The Board agrees that nothing is going to happen to the 2nd floor and that they can still meet and use the upstairs.

Paul Gasowski agrees with what Pat Jenkins expressed. He thinks that using the 2nd floor of the PSC as an interim solution might work. He does have some concerns and suggestions. He shares the concern with parking and pedestrians. He is not sure if the solutions given by the Chiefs will work in an urgent situation. He thinks that this is a force fit. This building was built for public safety purposes. He is interested in hearing what Primex has to say about mixed use for this building. It is worth a study and talking about. He does not however want to see our

historic buildings languish. He hopes that the Town could pursue grant money to renovate these historic buildings.

Chairwoman Dennis states that the Town has allowed these old buildings to languish yet it is not a problem to expect the staff to stay in them while they are in the shape they are in. We are all talking about what we are going to do once they are vacated but not what we're going to do for employees that are in those buildings at this point in time. From her perspective, this is her priority. It was never the intention to ever just abandon Town Hall and not use it, but she feels strongly that something has to be done. This has gone on for too many years.

Paul Gasowski thinks that the Town Center Committee should be brought back.

Selectman LaCourse states that this is an ongoing discussion. He would like to continue gathering data and start looking at a possible layout taking into consideration what has been brought forth tonight (directing this to the TA). He suggests making a small committee including Alan Dennis and preparing an estimate of what this will cost. He understands that it was tabled, but he would like the Board to reconsider putting together a Town Center Committee with some directives such as if the move were to occur how they would use the vacated buildings at Town Center.

10. TA Glover starts with her list of goals for the Board this year. 1. Explore new streams of revenue such as additional \$5 motor vehicle fee and increase police and fire permit fees. 2. Look into different ways to save on health insurance.

Selectman Bugbee lists his three priorities 1. Police sally port leakage issue. 2. Pavilion 3. Town Center Committee. He goes on to mention staff evaluations, tax delinquencies, fund balance left over from last year, 250th celebration and redoing the CIP process.

Chairman Dennis wants to finish the pending projects that we already have on the grid which would be the Board Guidelines, E-Crier/Website Policy and the pavilion and fencing. Health insurance needs to be a discussion and she wants to revisit the budget that was already voted on. She does not think that the Board needs to necessarily spend it all.

Selectman LaCourse wants to look into pay per bag for trash removal. TA Glover points out that typically if a town moves to a pay per bag you would go to single stream recycling.

TA Glover will put the list of goals together and bring to the next meeting.

11. TA Glover states that the simplest way to accomplish the use of an email signature is to copy and paste the verbiage into a signature to use in Outlook. Chairman Dennis asks the Board if they are all good with this. They indicate that they are.
12. TA Glover reminds the Board that at the last meeting they appointed the members of the Lee Fair Committee and accepted the charge for the committee. TA Glover is asking that the Board accept the funds donated by the Lee Fair Committee and to establish a Lee Fair Fund in accordance with the document presented. TA Glover provided John Tappan, Trustee of the Trust Fund Chair, with information relative to this earlier today since they will be the ones to

have to hold on to the money. The amount of funds being transferred is \$3350.45. Chairwoman Dennis moves to accept the funds donated by the Lee Fair Committee and to establish a Lee Fair Fund in accordance with the terms as established by the "Lee Fair Fund Authorization". Selectman LaCourse, seconds. All in favor. **Motion Carries.**

13. a) TA Glover informs the Board that during the course of renovating the records room on the 2nd floor of the PSC, it was determined that some fire alarm work needed to be done that had not been anticipated originally and the cost of renovating the room was to be taken out of the Town Buildings Capital Reserve Fund. Chairwoman Dennis moves to authorize the withdrawal of \$1601.25 from the Town Buildings Capital Reserve Fund for the payment of the invoices from Tyco for the work performed in the records room at the PSC. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

b) TA Glover has forwarded the E-Crier policy to the town's attorney but hasn't received her comments back as of yet. Selectman Bugbee says on page 6, #6 should say Select Board instead of Town Counsel. The title of the policy still needs to be changed. The final document will be brought back to the next meeting.

c) Chairwoman Dennis would like to add the following language to the Ethics Policy "No financial information shall be sent out to the public without being vetted though the Financial Officer and/or the Treasurer at Town Hall".

Selectman Bugbee would like to change page 3, #19 of the appendix to the Town of Lee code of ethics instead of the Lee code of ethics.

TA Glover will bring the final document to the next meeting.

d) TA Glover asks the Board to form the Municipal Records Committee. She recommends that she be the designee of the Select Board and to appoint the Town Clerk/Tax Collector, Treasurer and Assessor in accordance with NH RSA 33-A:3. In addition, appoint a representative from the Heritage Commission and the Police Department Administrative Assistant. Chairwoman Dennis moves to approve the Municipal Records Committee as recommended and request that the Committee meet as soon as practically possible to review the draft Municipal Records Retention Policy and make recommendations regarding same and to proceed in accordance with NH RSA 33-A and the adopted policy. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

e) The Board schedules a walk through at LRP for Tuesday, June 2nd at 6:00 pm. Attendees will be the Board, Larry Kindberg, Randy Stevens and Julie Glover. Chairwoman Dennis asks if we could invite Mrs. Dronsfield to attend as well. Town Secretary will send reminder emails.

f) TA Glover had a brief meeting with Mary Woodward last week at Town Hall to discuss Lee in Bloom. This is a project that is being done with Bedrock Gardens as part of the 250th celebration that involves building 30 40 x 48 inch planters which will hold varies bulbs and plants that will blooms at various times of the year. They will be located along Route 155. They are tentatively planning to come to the meeting on June 22nd to discuss this in greater detail. Selectman LaCourse would like Randy Stevens to be present as well.

g) TA Glover informs the Board that the Town received money from the NH Charitable Foundation from an anonymous donor in the amount of \$351 to build the foundation for the sculpture at the Transfer Station. Selectman LaCourse moves to accept the grant of \$351.00 from the NH Charitable Foundation for the installation of the sculpture at the Lee Transfer Station. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

h) TA Glover asks the Board to accept the presented NH Retirement System Tax Shelter Election form. Chairman Dennis **moves** to elect to participate in the tax shelter program under NH RSA 100-A:16 I(e) with respect to all Town of Lee employee, Police Officer and Firefighter members of the NHRS and to report this election to the NHRS on the "Tax Shelter Election Form;" with the understanding that the Town still retains the right to appeal the decision of the NHRS, through its agent Tamre McCrea, that any and all previous payroll contributions made to the NHRS by the Town of Lee on behalf of its employees must remain in the NHRS system as post-tax. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

14. Chairwoman Dennis moves to adopt the Consent Agenda as presented. Selectman LaCourse, seconds. Selectman Bugbee asks how the Religious Exemption Application under Information Only is proceeding. TA Glover indicates that the attorney is reviewing it and has been in discussion with Mr. Macdonald/VRC's attorney. All in favor. **Motion Carries.**

15. Chairwoman Dennis moves to accept the Non Public Meeting Minutes from April 27, 2015. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

16. Chairwoman Dennis moves to accept Manifest #22 and Weeks Payroll ending May 10, 2015. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

17. Selectman LaCourse asks where we are with moving the gym to the smaller room. It has not occurred yet. He would like the TA to ask the Police Chief for an update. Chairwoman Dennis knows that he put out an email to sell and/or get rid of the old equipment.

18. Chairwoman Dennis motions to adjourn at 8:03 pm. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

Minutes transcribed by:

Minutes accepted by The Lee Select Board:

Denise Duval, Town Secretary

Carole Dennis, Chairwoman

5/26/15
Date

Scott Bugbee

John LaCourse

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

May 11, 2015

Board members present: Chairwoman Dennis, Selectman Bugbee and Selectman LaCourse

Others present: Chief Tom Dronsfield

1. Chairwoman Dennis motions to enter into Non-Public Session at 5:30 pm per RSA 91-A: 3II (a) regarding the dismissal, promotion or compensation of any public employee or the disciplining of such employee or the investigation of any charges against him unless the employee affected (1) has a right to a meeting, and (2) requests that the meeting be open, in which case the request shall be granted. Selectman LaCourse, seconds. Roll Call Vote. **All Agree following Roll Call Vote.**
2. Chief Dronsfield works Monday through Friday and cannot take time off after working overtime, i.e. he feels that he cannot be flexible by adjusting his work hours after working more than his regular work schedule. He is looking for the ability to supplement his income through special detail work.

Selectman Bugbee suggests a trial period with just working special duty within the Town of Lee at first.

Chief Dronsfield adds that he will not perform special duty work Monday through Friday; only after regular hours and on weekends. The shift supervisor works on weekends.

Selectman LaCourse agrees with a trial period.

Chairwoman Dennis questions what the parameters are for special duty.

They agree on Friday evening through Sunday evening with a maximum of 12 hours worked, effective 5/11/2015.

3. Selectman LaCourse moves to publically disclose the minutes. Selectman Bugbee, seconds. Roll Call Vote. **All Agree following Roll Call Vote.** The minutes are to be disclosed.
4. Chairwoman Dennis moves to reconvene to public session. Selectman LaCourse, seconds. Roll Call Vote. **All Agree following Roll Call Vote.** The Board reconvenes at 5:50 pm.

Minutes typed by:

Denise Duval, Town Secretary

Minutes accepted by Lee Select Board on June 8, 2015.

Carole Dennis, Chairwoman

Scott Bugbee

John LaCourse