

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

Others present: Bill Humm, Caren Rossi, Ron Pitkin, Warren Hatch, Kimberly Foss, Paul and Annie Gasowski, Deborah Schanda, Randy Stevens, Cary Brown, Roger Rice, Town Secretary Denise Duval and Town Administrator Julie Glover.

1. Selectwoman Dennis calls the meeting to order at 6:00 pm and asks the Board members if they accept the Agenda as presented. There is no opposition.
2. 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.

Warren Hatch, 24 Mast Road, wants to comment on moving the public town offices to the 2nd floor of the PSC. He does not think that it is practical. The building was not designed for that and this move would be more of a band aid than a cure. Money should be spent on a cure rather than a temporary solution.

3. Bill Humm, Conservation Commission Chair, introduces Kim Foss, an entomologist with Swamp Inc., who presented a proposal to the Conservation Commission that the Commission now wants to recommend for the Board's consideration. The proposal is to put up a mosquito testing and collection light trap. Lee had a trap on Wadleigh Falls Road back in 2006 and 2007 by another company which produced some positives. She is more interested in placed a trap in the Town-owned portion of the bog once a week on a Monday night, collection on a Tuesday. This would be from July to October 1st. If a positive result is found, the location will remain confidential. Results will be reported to the town office. There is no cost associated with this project. The Board agrees with moving forward with this trapping project.
4. Randy Stevens is requesting permission to cut down and remove trees that have been deemed dead and/or hazardous by the Select Board and located on Scenic town roads per RSA 231:158. Randy hands out photos of all the trees that he plans on cutting down. These include trees on High Road, Stepping Stones West and East. He will hire Urban Tree to conduct the work. Chairwoman Dennis moves to authorize the Highway Supervisor to cut down/remove several hazardous trees as shown in supplied pictures on several scenic town roads per RSA 231:158. Selectman LaCourse, seconds. All in favor. **Motion Carries.**
5. Roger Rice not present yet. Will skip to number 7.

7. Julie Glover is asking the Board to grant her authorization to enter into an Agreement with the Health Trust for benefits beginning 7/1/15. This does not mean that changes to the plan cannot happen within the next fiscal year. Management would just have to give the employees at least 60 day notice prior to any changes in coverage. This is an Affordable Care Act provision. The department heads have received this information already. If the Town does not lower its premiums it will be responsible for an approximate Cadillac tax of \$10,000 per year according to the TA. She suggests scheduling a workshop with department heads, employees and any members of the public. The issues are complicated and the Town should try to avoid or mitigate the Cadillac Tax. The Board schedules a workshop for June 15th at 6:00 pm. The department heads, employees and the public are invited. Chairwoman Dennis moves to grant

the Town Administrator authority to execute the Membership Agreement and "Certificate of Authorizing Resolution" with the Health Trust for medical, dental, short term and long term disability and life insurance benefits for the period beginning July 1, 2015. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

8. TA presents the first budget report out of the new financial software system and states that the transition process is continuing. The current operating budget for FY15 is \$3,664,064.79. Some estimated big ticket items left for this year are \$385,000 for payroll costs, \$37,000 for health and medical benefits, \$54,000 for the NHRS. The estimated money left in FY15 is \$261,594 not including things that have been purchased and not paid for yet. A guess would be another \$100,000 will be spent. The TA's recommendation would be to ask the department heads to look carefully at this report and try to determine what they are actually going to spend between now and the end of the fiscal year and what items are critical. The Board may want to consider a spending freeze given the tax rate that the town is potentially looking at this coming year. The unassigned fund balance is approximately at \$2.1 million. Chairwoman Dennis states that the anticipated tax rate is looking to be \$32 so it is prudent to discuss the budget further given these numbers.

Selectman LaCourse thinks that there are some areas that should be looked at such as department heads that traditionally turn back funds routinely all the time; he does not want to see a spending free for all at the end of the year; he would like to discuss at the future meeting areas of possible savings which would include the health insurance. The TA thinks we may know by then what the State is going to do with the budget. Selectman Bugbee agrees with having a workshop. He adds that the State raided another Trust Fund this week; they took \$52 million. The school is our biggest issue. The Board agrees on the spending freeze; spending on critical items only.

Chairwoman Dennis wants to also discuss a hiring and wage freeze with the understanding that the Board would revisit the decision after the first of the year. Selectman LaCourse asks what the 2% wage increase will cost. TA Glover indicates it will be approximately \$36,600. Chairwoman Dennis states that is not only what would be included in that discussion. There is a full-time position (Police) coming forward as well as a part-time going full-time (Fire.) This budget increase exceeds well over \$100,000. Selectman LaCourse would move to freeze wage and positions until they can review the budget further. He wants the Board to review more data before moving forward with filling those positions. Selectman Bugbee asks if this is for the current FY or the next FY. TA Glover states that it would be both: a spending freeze would be for FY15 and it is the FY16 that has money in the budget for a 2% COLA, hiring a new police officer and to move a part-time fire fighter to a full-time position. Selectman Bugbee would like to have the workshop to review the numbers.

Chairwoman Dennis states that the Select Board has never attending the ORCSD budget hearing as a Board and she would like to this year along with the ABC. She hopes this will encourage others to do the same. Selectman Bugbee suggests inviting the Durham Town Council and Madbury Select Board as well.

Chairwoman Dennis would like to engage the public and educate them throughout the year instead of just right before the budget season. She would also like to have a discussion

regarding the unassigned fund balance. She would like to hear from the Treasurer on where we are with that.

5. Roger Rice states that never before did the Select Board have to sign the Annual Facility Report. This is new and all the MSW Manager's disagree with it. Chairwoman Dennis asks when was the deadline for the report. Mr. Rice does not know. He just said he needed to get their signature and send it back. TA Glover states that the law changed effective July 1, 2014. In addition to other changes to the existing Solid Waste rules, the Report now needs to be authorized and signed by the Select Board. TA Glover asks if there is anyone at the State level that checks this information. Mr. Rice says they saw Lee because of our building as being one of the leaders. All of them came here for self-inspection training. Now everyone just inspects themselves. Selectman LaCourse suggests that the TA review this with the SW Manager and then she can give the Board her opinion before we vote on the report. Selectman Bugbee agrees.

6. Discussion regarding the proposed Waste Management/Lamprey Regional Cooperative Agreement. Chairwoman Dennis asks how the \$100,000 is going to be distributed to the members. Mr. Rice states that that has not been decided yet. He states that the members want to use it towards lowering the cost of trash disposal by cutting our tipping fee from \$79.50 to somewhere in the \$60's. It is still an unknown. TA Glover states that it appears that we are paying \$2.35/ton to the Coop for administration fees. She asks if that is going to change and how is that number determined. Mr. Rice states that the Coop votes to set its own costs. The Lamprey has a reserve fund according to Mr. Rice. TA Glover asks where the reserve comes from. Mr. Rice says it has been there for years and fluctuates. TA Glover says that the Coop is not supposed to make money. If there is a reserve then that money should be given back to the towns at the end of the year. Mr. Rice has never questioned it. It has been there since he started 8 years ago. Chairwoman Dennis asks how much it is. Mr. Rice says 'not a clue'. Chairwoman Dennis is concerned since this is a contract worth \$600-700,000. She thinks they need more clarification on various questions. Selectman Bugbee points out that Lee is a member of this Cooperative and says the Board can vote not to give Mr. Rice permission to vote for this contract or instruct him not to vote against it, but the other members can do whatever they want and they seem to be in favor of it; therefore, our opinion might not matter. The Town would have to pull out of the Cooperative if we do not like it. Mr. Rice states that Lee produces about 1000 tons of trash per year. All together the Cooperative has 10,000 tons of trash. This makes the Cooperative a larger customer with some clout. He believes the group is educated enough to make a sound decision. He considers it a good deal. Chairwoman Dennis does not understand the push and rush to get this done when the contract is not up until December 2016. She is not ready to approve this now. She needs more information. Selectman LaCourse agrees and moves to table this until we receive more information and answers to the questions. Specifically, how much this reserve is, why it hasn't been distributed back to the communities, when is a decision going to be made with regards to the \$100,000. Selectman Bugbee says that they will not have the \$100,000 answer by June 8th. Chairwoman Dennis states that they should have that answer by the 8th if they are going to sign a contract for that much money than they should certainly understand where the \$100,000 is going to go, how it's going to be distributed to the communities and when. Chairman Dennis, seconds the motion to Table. All in favor. **Motion Carries.**

9. TA Glover informs the Board that the statute regarding the Heritage Commission, like the Planning Board, requires that a member of the Select Board be a member of the Heritage Commission and she apologizes that she did not realize this in March when appointments were being made. Chairwoman Dennis asks for a monthly update from both Selectman Bugbee and Selectman LaCourse, who is on the Planning Board, with regards to their Commission meetings. They agree. Chairwoman Dennis moves to approve Scott Bugbee as the Select Board representative to the Heritage Commission in accordance with RSA 673:4-a and moves to approve Scott Bugbee's appointment to the 250th Anniversary Committee until December 2016. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

10. TA Glover presents a slightly revised Tax Warrant for the Select Board to sign. The revised figure is now \$6,198,251.00. Chairwoman Dennis moves to approve the 2015 Tax Warrant. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

11. a) TA Glover presents the Board with their list of seven goals for 2015.
 1. Explore Health Insurance Options for the Town's employee/retirees
 2. Explore additional sources of revenue/grants for the Town including dept. fees
 3. Review the FY16 Budget, discuss possibly instituting a spending freeze, with the goal of reducing the impact to the 2015 final tax rate.
 4. Re-establish the Town Center Committee; explore uses for Town Hall and the Annex if offices are moved to the 2nd floor of the Public Safety Complex
 5. Plan, design and build the Pavilion and fencing at Little River Park
 6. Repair/reconstruct the roof above the sally port (& entrance to Fire Dept.) at the PSC
 7. Explore adopting a Pay as You Throw (PAYT) Program in Lee, along with single-stream recycling

- b) TA Glover presents the Operational/Ethics Policy for final review. No recommended changes.
- c) TA Glover presents Police Chief's contract amendment for signature.
- d) TA Glover updates the Board on the Veteran's Resort Chapel case. Mr. Macdonald refuses to remove a sign. Both she and the Code Enforcement Officer have communicated numerous times to Mr. Macdonald and his attorney on this issue. The town attorney has filed an official notice of violation and also a motion to enforce the settlement agreement with Superior Court which should allow the Town to move more quickly within the court system on any zoning violations.
- e) TA Glover presents the Board with the renewal contract for MRI. Chairwoman Dennis moves to approve the MRI Contract for Assessing Services which shall remain in effect through June 30, 2017. Selectman LaCourse, seconds. All in favor. **Motion Carries.**
- f) TA Glover presents the Board with the ballot for NH Electric Cooperative Election of Directors which is due June 10th. Selectman LaCourse moves to table. He would like to look at this more closely.
- g) TA Glover presents the draft Town Center Committee Charge for final review. Selectman LaCourse asks her to read it into the record.

Purpose:

The purpose of the Committee is to determine the status and existing conditions of municipal administrative and Library facilities within the Town Center and to develop a broad set of goals, objectives and recommendations through a collaborative planning approach for the future use of Town facilities in order to increase capacity and communication, while decreasing potential duplication of goals or services.

(Lee's Town Center has been defined as the area contained within a ½ mile radius of the Lee Triangle, which is at the intersection of Mast Road (Route 155), George Bennett Road and Lee Hook Road.)

The Committee will work under the authority and direction of the Select Board. The Select Board shall have full discretion to appoint Committee members.

Deliverable:

The Committee is to prepare a memorandum of its preliminary findings that contains goals, objectives and recommendations and other related information and figures as deemed appropriate by the Committee and the Select Board.

Duration:

The Committee will provide a preliminary memorandum within six month following the first meeting of the Committee. This schedule may be subject to modification according to review and approval of the Select Board.

Chairwoman Dennis would like to see more than the 7 applications already received. TA Glover suggests doing more than just advertising in the E-Crier such as maybe having a table at the Transfer Station for a few weekends. Selectman LaCourse agrees and adds posting at the Library and in Town Hall. Chairwoman Dennis wants to make sure that the Committee is well represented by Lee residents. Deborah Schanda mentions that the ad for the Town Center Committee was taken out of the E-Crier. Town Secretary explains that it was because at that time the formation of that Committee had been tabled indefinitely. It will go back in now. Selectman LaCourse would like to see this advertisement have its own block in the E-Crier and put up the Charge as well.

12. Chairwoman Dennis moves to adopt the Consent Agenda as presented. Selectman LaCourse, seconds. All in favor. **Motion Carries.**
13. Chairwoman Dennis moves to accept the Public Meeting Minutes from April 27th, May 4th and May 11th. Selectman LaCourse, seconds. All in favor. **Motion Carries.**
14. Chairwoman Dennis moves to accept Manifest #23 and Weeks Payroll ending May 24, 2015. There is a question regarding the invoice for BJ memberships. Robin the Police Department Administrative Assistant happens to be in the audience and is asking to approach and explain if she knows what this bill is for. She indicates that it is the renewal invoice for BJ memberships for the Police employees. Chairwoman Dennis has a problem with \$200 being spent on police employee's private memberships at the tax payer's expense. The cost is \$25 a piece. This would be a considerable expense if the Town were to offer such a perk to all of its employees.

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Chairwoman Dennis makes a motion to pull this invoice. Selectman LaCourse, seconds. All in favor. Motion Carries.

Selectman Bugbee, seconds the Motion to accept Manifest #23 minus the item that was pulled and Payroll ending May 24, 2015. All in favor. **Motion Carries.**

15. Chairwoman Dennis makes a motion to move into a Non-Public session in accordance with RSA 91-A: 3 II (c) at 7:30 pm. Selectman LaCourse, seconds. All in favor. **Motion Carries.** The Board returns to Public session at 7:36 pm. The Select Board has voted to seal the minutes.

16. Selectman LaCourse gives an update on the Planning Board. Cheney Enterprises is building a 30 something lot subdivision. Right now they are discussing exit strategies for emergencies from that circle. The Banister property (on Mast Road) is turning into a child care facility. There will be 2 apartments above. The Veterans Chapel is looking to build 8+ units around the main building. The thought is that veterans will go there during the day but not stay overnight. The Planning Board is looking at whether or not he can lay out all of these buildings with the zoning that we have at this time. Mr. MacDonald has applied to be a church and it is being reviewed by the Town's Attorney. The doggie daycare project has been passed by the Board but it is still in the Court at this time. The Chinberg subdivision on Kelsey Road is presently going on as well. Between the two subdivisions there should be about 58 new homes.

Selectman Bugbee says that there was a very good turnout for the Memorial Day Parade and Service.

17. Chairwoman Dennis motions to adjourn at **7:43 pm**. Selectman Bugbee, seconds. All in favor. **Motion Carries.**


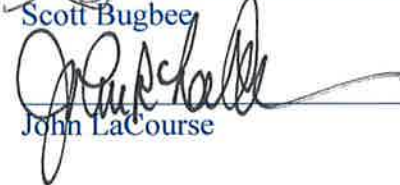
Minutes transcribed by:

Minutes accepted by The Lee Select Board:

Denise Duval, Town Secretary

Carole Dennis, Chairwoman

6/18/15
Date


Scott Bugbee

John LaCourse