

Board members present: Selectman Bugbee and Selectman LaCourse

Others present: Bill Callen, Caren Rossi, Paul and Annie Gasowski, Randy Stevens, Cary Brown, Roger Rice, Ryan Crosbie, Erick Sawtelle, Laura Gund, Pat Jenkins, Anne Tappan, Town Secretary Denise Duval and Town Administrator Julie Glover.

1. Selectman Bugbee calls the meeting to order at 6:00 pm and asks Selectman LaCourse if he accepts the Agenda as presented. He does.
2. Selectman Bugbee 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 none.
3. a. and b. Annie Gasowski, 250th Anniversary Planning Committee Representative, is presenting the banner request. Amy Daskell is the artist in town who worked on the logo and designed the banners that were being considered. The Committee is looking for the Board's approval to move forward on purchasing the banners along with permission to seek the approval from the electric companies to hang the banners on their poles. The Committee chose a banner at their meeting this morning. The background will be pine green, the years 1766 – 2016 will appear under the oxen yoke, then the plowed fields under that followed by the pine trees and the rock walls. The quote from AMI Graphics was for 12 banners which is what the Committee voted to purchase at the meeting this morning. Ms. Gasowski references the map that was included in the Agenda packet that identifies the poles that will hold a banner. Town Administrator Glover is working with Primex and the electric companies on behalf of the Committee to gain permission to hang the banners on the poles. The artist design fee will be an additional cost at \$75hr; billed in 15 minute increments. Town Administrator Glover informs the Board that whenever an agreement contains indemnification language we need to obtain Primex's approval. Primex reviewed it and gave its approval as long as we get a minor change from Eversource. The TA is still waiting for an answer from Eversource. The Electric Coop does not have the same guidelines and forms as Eversource; however, the Town still needs their permission and possibly FairPoint's permission. This is still a work in progress. The TA asks if the Committee has a plan B if the Town cannot come to an agreement with the utility companies. Annie Gasowski says no, but they could discuss one. Ms. Gasowski hopes to get a tree company to volunteer their time to hang the banners. The hope is the banners will be up by the Fair.

Selectman Bugbee asks the TA to speak on the matter of where the money sits and how it can be spent. The TA states that the 250th Committee was created, and the members appointed, by the Select Board and it reports to the Select Board. It was determined that the best option was to keep the money under the guidance of the Heritage Commission because they can spend the funds and not lose them at the end of the fiscal year. The question that arises is can the Heritage Commission simply decide to spend money on the 250th celebration or does the Committee have to come to the Select Board in order to spend the money. Selectman LaCourse believes that the Committee should have to come to the Select Board to ask to spend money. Selectman Bugbee thinks that there should be a minimum dollar amount so time is not wasted running back and forth to the Select Board for small purchases. The Board agreed upon a \$500 limit. Selectman LaCourse moves to approve the banner design and authorize payment to purchase in

an amount not to exceed \$1710.00 plus design fees, as necessary. Selectman Bugbee, seconds. All in favor. **Motion Carries.** If more than \$500, must come to Select Board.

Ms. Gasowski states that the Committee will need to have authorization from the Select Board to get the paperwork started to put the Elm Tree (part of the Liberty Tree Memorial) between Mast Way School and the Church.

Selectman Bugbee adds that they hope to have the Governor come to deliver the Proclamation on January 16th which is when the Town was created.

4. TA Glover presents Mr. Silver's Raffle Permit Request. Selectman Bugbee moves to approve the Raffle Permit for the American Legion Post 114 to hold raffle events at the Market Basket in Lee on July 24th and 25th 2015 and September 25th and 26th 2015, both events taking place from 9am to 3pm. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

5. Bill Callen, Racetrack Manager, hands out additional material. Mr. Callen states that this agenda item refers to a 5K (9x around track) Charity Benefit on the Racetrack property when in essence they are looking to be able to do this on an as needed basis. Meaning when groups need a facility to house such an event they could be available anytime during their open season (April – October). An example is the Color Run, which is what the material in the agenda covers and there is one on August 13th. These activities would most likely take place on Saturdays. Selectman LaCourse asks if there will be bands, music, etc. Mr. Callen says music yes, but not loud noises. This is not something that would require police presence according to Mr. Callen. Caren Rossi adds that the approval process is a three part process. Per the Racetrack Ordinance they need to get approval from the Select Board. Per Zoning Ordinance they need to get the Zoning Board's approval for the use and then they would need the Planning Board's approval regarding police, fire, parking and traffic. Selectman LaCourse would like to have Chairwoman Dennis present for this conversation. Selectman LaCourse moves to table until next meeting.

6. a. Caren Rossi contacted the printing company for a quote to send out 561 surveys to randomly selected Lee resident land owners for the Master Plan Survey. The quote is \$918.59 which includes postage and return postage paid envelope for the survey. Ms. Rossi is asking for permission from the Board to spend this amount of money. The TA had suggested sending out a postcard to all residents instead of a letter which would direct the recipients to a web site where they could complete the survey. This would be \$342 cheaper and easier to do. Ryan Crosbie who serves on the Planning Board and Master Plan Committee has been working with Barb (Bill Humm's wife) on creating a randomized survey to send out. He indicates that the same survey will be available to everyone in town as well via a link, Town Hall or Transfer Station. Selectman LaCourse is leaning towards doing the survey according to the expert and not doing the postcard. Ryan Crosbie clarifies that the mailer and the general surveys will be kept separate. Erick Sawtelle suggests that they look at the last survey that the Master Plan conducted because it received a 40% return. The easier the format is, the better the return rate, according to Mr. Sawtelle. Ms. Rossi states that this survey is very similar. Ms. Rossi states that the Committee wants the survey sent out and returned by June 20th. Selectman Bugbee asks if there is money in the budget for this expense. Ms. Rossi indicates that there is. She adds that her budget is over due to the legal expenses, but that expense is coming out of the contingency

fund. Selectman Bugbee moves to grant the Master Plan Committee permission to expend not more than \$1000 to mail out surveys to Lee residents for the Master Plan update. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

b. Caren Rossi states that last year for the Lee Fair they had a resident in town offer to pay for live music entertainment for the dinner hour, but the individual did not have the required insurance; therefore, could not play. Ms. Rossi is present to ask the Board as a representative of the Fair Committee if the Town would be willing to waive the liability insurance requirement for entertainment which has been missing from the fair. Selectman Bugbee asks the TA what the Town's exposure would be liability wise. TA states that there is probably minimal risk but there is always risk. It comes down to risk analysis and how much do you want to accept. Ms. Rossi then suggests discussing whether or not to waive the insurance requirement for vendors while we are all here. Selectman LaCourse would rather discuss that at a different time. Selectman Bugbee does not have a problem with the musical request, but would not be ok with food vendors. TA Glover suggests setting up criteria as was done for the waiving of insurance for the PSC before making any decisions. The Board agrees to have the TA return to the next meeting with a list of criteria and suggestions from Primex with regards to vendors. Selectman Bugbee moves to grant a waiver of the liability insurance requirement for the musical performers at the Lee Fair in 2015. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

c. Caren Rossi corrects her Agenda Request to read "Road names for a new subdivision for Newtown Road (not Hayes Road)." Mr. Cheney is presenting Armstrong and Daniels. These are historic names from that area. Selectman Bugbee moves to name the two roads in the Cheney Development Daniels Drive and Armstrong Way, as indicated on the plan submitted. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

7. a. Roger Rice is present to give the Board an update on the Waste Management/Lamprey Regional Coop Agreement. With regards to the \$100,000 coming back to the towns, Mr. Rice said he polled the group, he wanted them to discuss so they talked lightly but they really talked in detail and they were all in agreement that they would use it as a subsidy for lowering the billing price to the town members which would be 4 quarters in 2016 and the last quarter in 2015. The quick and dirty guess would be about \$10,000 to Lee. The rest of the towns are pleased with the deal that came back according to Mr. Rice. He indicates that Mr. Durfor would be available to come answer questions if there was a hold up tonight with voting in favor of this agreement. TA Glover points out that the Coop already voted to authorized Paul Deschaine to execute the agreement with Waste Management. Mr. Rice says yes but the Town of Lee is only bound to tip its trash through December 2016. Selectman Bugbee asks about the Coop's fund balance. TA Glover states that she did not get the answers she needed from the treasurer and has not had the opportunity to speak with Mr. Deschaine. They do not call them reserves rather they call them CD's. One CD has \$96k which they say is for operating expenses and the other one has \$225k which are funds being held for the ash landfill. Selectman Bugbee thinks that the \$96k is their cash flow mechanism. Selectman Bugbee says that the overall rate is a good deal and apparently as part of the agreement the Town of Lee has to sign off that it's going to go forward with the agreement. There is nothing in front of the Board to sign tonight. The final agreement is being draw up according to Mr. Rice. Selectman LaCourse moves that the intent

of the Board of Selectmen is to sign the Waste Management/Lamprey Regional Coop Agreement when it is posted. Selectman Bugbee, seconds. All in favor. Motion Carries.

b. Roger Rice indicates that David Witham from Primex came to the site and looked at the sculpture and make a favorable report, requesting a sign that says “do not play on or around”. He was in accord that there would be a chain fence around it. He also suggested wood chips on top of the concrete pad to dress it up. Mr. Rice has not secured yet, cheaply or for free, the chain needed to go around. The plan was to have one at 42 and 24 inches high. He would want something that means you can go look at it, but you can’t touch it. Selectman Bugbee asks if Mr. Witham had anything to add regarding the fence. Mr. Rice reads Mr. Witham’s email “As you know I was on site in Lee last Tuesday to look at the sculpture/art and to look at the proposed site plan for it to be erected at the Transfer Station. After doing so I believe any risk associated with this proposal can be easily managed. The location is well away from active processed areas at the Transfer Station and is also set back from the driveways and the like. As I understand that the plan is to have the artwork/sculpture properly anchored to a concrete footing or slab and a chain style barrier/fence will be installed around the exhibit. I also suggested that a sign be placed near or on the barrier stating ‘Do not play on or around’. I hope this visit and follow-up are helpful. Best of luck.” Selectman Bugbee asks if they can have a commemorative ceremony to acknowledge the artist and to tell everyone what we have. Selectman Bugbee moves to accept the donation of a piece of sculpture from Jill Nooney and to have it installed in the front of the Transfer Station on a concrete pad with the assistance of the highway department. Selectman LaCourse, seconds. Selectman LaCourse agrees with Selectman Bugbee that there should be a ceremony. Mr. Rice thinks that they should be able to get it done within a month or so depending on Mr. Stevens’ schedule. All in favor. **Motion Carries.**

8. Randy Stevens is requesting clarification on the spending freeze directive. He was confused as to how this applies to the highway department. He refers to a list that he submitted of things that he had planned to do and some of which the Board has already approved. TA Glover reminds the Board that the directive was that the Department Heads should only pay for essential items between now and the end of the fiscal year. The definition of essential was going to be left to the discretion of the Department Heads. Selectman LaCourse says that Carole was leading that charge, but he can provide his interpretation. There is concern that the budget is growing so the thought was if there is anything left over that we can use to apply to the fund balance in the future so we can turn some of the monies back to the citizens that is what they are looking for. It does not mean to cut things that need to be done like road repairs etc. He gives an example of Mr. Stevens being one of those people who end up giving money back. Selectman LaCourse states that they are leaving it up to the department heads’ discretion. Selectman Bugbee reminds him of the workshop that is happening the following Monday. Selectman LaCourse tells him to use his best judgement at this time.
9. a. TA Glover requests reimbursements from the Trustees of the Trust Funds for FY15 expenditures from Capital Reserve Funds. Selectman LaCourse asks the TA to read them into the record: Roads and Bridges Capital Reserve Fund \$9520.23, Library/Town Center Capital Reserve Fund \$13,000.00, Accrued Benefits Expendable Trust Fund \$4363.14, Highway Equipment Capital Reserve Fund \$38,473.95, Town Buildings Capital Reserve Fund \$22,397.53. In March the voters approved closing two capital reserve funds (Solid Waste Site Closure

and Fire Building Maintenance) so that total is \$57,626.14 + plus interest that has accrued since March. \$4825.97 from the LUCT Fund to pay for the expenses relative to the proposed purchase of the Kennard property. Selectman Bugbee moves to request the reimbursements from the Trustees of the Trust Funds for RY2015 Expenditures from the Capital Reserves Funds as presented. Selectman LaCourse, seconds. All in Favor. **Motion Carries.**

b. TA Glover informs that Board that she received a request form Chairwoman Dennis to Table this next item to encumber the funds for the purchase of the Kennard Property until the next meeting on June 22nd. Both Selectmen are ok with that. Selectman Bugbee asks that Bill Humm be present at the next meeting for this item.

10. a. TA Glover informs the Board that the DOT plans to shut off the street light at Route 125 and Route 152. Both the Fire and Police Chief's do not anticipate a problem with that.

b. The next item is the Electric Coop Director's Ballot in addition to a by-law amendment which will allow voting to take place electronically. Selectman LaCourse suggests ignoring this item.

c. TA Glover presents the final version of the Select Board Operational Guidelines and Code of Ethics for signatures. Selectman Bugbee moves to approve the Select Board Operational Guidelines and Code of Ethics as presented. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

d. After advertising in the E-Crier, the TA's office received two applications for the Town Center Committee – Dave Meeker and Brian Seeley. TA will bring all applications to the next meeting where the Board will decide who will be on this Committee. Ask Heritage Commission Representative to be at the meeting.

e. TA Glover reminded the Board that at a previous meeting it had approved of the Lee Fair charge and the Fund Authorization Form. Since then John Tappan, one of the Trustees of the Trust, was looking for some changes to the authorization. She met with him and Caren Rossi and slightly revised the form. The original authorization had the Fair Committee reporting to both the Select Board and the Trustees of Trust and he wanted to take out the part where the Committee is reporting to the Trustees. Selectman Bugbee moves to accept the revised Lee Fair Fund Authorization form as presented. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

f. TA Glover will be at the Municipal Manager's Annual Conference Wednesday afternoon through Friday morning of this next week.

11. Selectman Bugbee move to accept the Consent Agenda as presented. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

12. Selectman Bugbee moves to accept the Select Board Public Meeting Minutes from May 26th and Non Public Meeting Minutes from May 11th and May 26th 2015. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

13. Selectman Bugbee moves to accept Manifest #24 and Weeks Payroll Ending June 7, 2015. All in favor. **Motion Carries.**

14. Pat Jenkins, 9 Harvey Mill Road, would like to discuss the Boston Post Cane recipient. She states that there are two very qualified gentlemen that are both in their 94th year. She acknowledges that they weren't born in the same year, but would like to recognize both of them by giving the cane to the older one and giving an honorary something to the other. Selectman LaCourse asks what the ruling on the cane was; more specifically, who made the rule that it goes to the oldest person. TA Glover states that this is the way it has been handled since it was started. Selectman LaCourse states that if it is not a rule or a warrant of the Town of Lee then they have privilege to do what we want. TA Glover points out that the history of the Boston Post Cane is that it gets awarded to the oldest resident. Pat Jenkins asks if the TA is sure that they were born in the same year. The Town Secretary clarifies that her gentleman just turned 94 while the other is turning 95 in September. Selectman Bugbee asks if there is an extra one and how much does one cost. The Town Secretary states that at this time there is only one and each one cost \$250 with engraving. Ms. Jenkins says she is not looking for a precedent. She is just looking for some way to honor the younger one. The Town Secretary points out that if we did two this time we would have to do it again next time. Selectman LaCourse states that the Board of Selectman can do what they want. They have full authority. Selectman Bugbee says they will just have to take the flack for it later on. Selectman Bugbee asks to confirm that at some point they will give it to the oldest member officially at some point. Selectman Bugbee makes a motion that they present the auxiliary Boston Post Cane to the 2nd oldest recipient in the name of Harold Ward at the earliest possible convenience. Selectman LaCourse states that this is not a forever drawn conclusion for the future. At this particular time, it is a special waiver. Selectman Bugbee states that under the circumstances of the individual, what he has done for the country and the Town, he thinks he would personally like to acknowledge his service and he thinks that this is a good way for the Town to do that. This is not precedent. This is a one-time thing that this particular Board feels is important to do. The Town Secretary asks the Board what they would like the engraving to say. Selectman Bugbee says 'something that is appropriate'. Selectman LaCourse suggests 'longtime resident'. Selectman Bugbee and LaCourse would like to do the presentation at some point. All in favor. **Motion Carries.**

15. Selectman Bugbee motions to adjourn at 7:35 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

6/22/15
Date


Scott Bugbee


John LaCourse