

SELECT BOARD MEETING MINUTES

December 7, 2015

PAGE 1

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

Others present: Larry Kindberg, Cary Brown, Ron Pitkin, Dick Babcock, Caren Rossi, Ryan Crosbie, Bob and Gail Smith, Barb Wauchope, Bill Humm, Anne Tappan, Katrinka Pellecchia, Fred Stiteler, Jim and Lou Ann Griswold, Catherine Fisher, Laura Gund, Barbara McNamee, David and Sharon Meeker, Antoinette Hartgerink, Chuck and Laurel Cox, Paul and Annie Gasowski, Chief Dronsfield, Chief Nemet, Emery Eaton, Town Secretary Denise Duval and Town Administrator Julie Glover.

1. Chairwoman Dennis calls the meeting to order at 6:00 pm and asks if the Select Board accepts the Agenda as presented. It does.
2. Chairwoman Dennis opens the meeting up to public comment.

Bill Humm, Conservation Commission Chair, invites the Board and the public to an informational meeting regarding the conservation of the 227 acre Powder Major's Farm and Forest located in Lee, Durham and Madbury being held on December 9th at the Public Safety Complex at 7pm. The intent by the Society for the Protection of NH Forests is to acquire 197 acres of the property and to acquire a conservation easement on the farm land that is open and being farmed.

Ron Pitkin, Wadleigh Falls, asks if there is a limit as to how many committees a resident can be on at one time. He states that it would be great to get more people's input and a variety of different opinions instead of having the same people on all the committees all of the time. He was wondering if there were any written guidelines. Chairwoman Dennis says there are not.

3. Chairwoman Dennis introduces Lou Ann Griswold to present the results of the Master Plan Survey which was conducted this past summer/fall season. Lou Ann acknowledges the committee members Ed Bannister, Ryan Crosbie, Gail Smith and Barb Wauchope. The purpose of the Master Plan is provide a vision for the town and serves as a reference for town planning. Ms. Griswold turns the presentation over to Ed Bannister.

Ed Bannister reads from the PowerPoint slides. Ryan Crosbie takes over with the data analysis. He explains the process of assigning points and then applies that to the data provided. They provided the data in two different formats. Mr. Crosbie reads through each slide.

Gail Smith briefly covers the written comments section of the survey, how the survey data will be used and how the Master Plan will be organized. It will be available online, at the Planning Board Office and at the Library and paper copies will be provided upon request.

Cary Brown, Thornton Lane, is interested in the point assignment they used and what the survey would look like if they ran it with just the raw data i.e. without assigning points. He thinks that the points tend to skew the data. Barb Wauchope states that it is not a matter of assigning numbers of points to the answer. It is simply a number. Mr. Brown would like to see the graphs plotted out by simply using the straight raw data to see if it comes out ranking the same way. He finds it hard to believe that the majority of people in Lee think that a year round farmer's market is the most important issue we have. Lou Ann Griswold thinks that Mr. Brown is suggesting that they ask the question a different way on the survey. The Town Secretary

clarifies for Ms. Griswold that Mr. Brown is asking to 'calculate' the survey differently not ask the questions differently. Ms. Griswold says it would come out the same way. Both Mr. Brown and Mr. Pitkin disagree. Chairwoman Dennis needs to regain order.

Dick Babcock has the feeling that the question Mr. Brown is asking is whether the 1,2,3,4 are weights. Mr. Babcock asks if they weighted the data. They say no; therefore, the results would be the same.

Ron Pitkin talks about how the survey was distributed and then asks how many more places would it have had to have been sent to so that everybody got one. Ms. Griswold says roughly 5000. Mr. Pitkin asks how we know one person did not fill out fifty surveys. There is really no way of tracking that. A one page questionnaire was sent out to all the town departments, commissions and committees. They used the information gathered to help design the questions that they used in the survey.

TA Glover asks if they used the combined scores or the randomized scores when computing the scores. Ms. Griswold states that they used combined because there was not any difference in terms of who responded. TA Glover states then it is possible then that someone answered the online, the randomized, and the hard copy version. The percentage results were not always the same. TA asks Ms. Griswold to explain how the raw data got converted into the 1,2,3,4. Ms. Griswold passes the question over to Ryan Crosbie who says he was the one who played with the numbers. He says that through the spreadsheet he converted the data into the numbers. TA asks for a specific clarification. There is some discussion amongst the group and then Barb Wauchope says that what you've got is all those answers is a combination of 1's, 2's, 3's, 4's, everybody's answer is one of those numbers. You average all the totals together to get whether it's going to be a number between 1 and 4. Ryan Crosbie says you add up all the numbers and take the average. Chairwoman Dennis states that this is obviously not going to get solved tonight. Barb Wauchope states that the purpose here was to make it easier to compare a lot of numbers in one chart. They wanted the average to represent all of the answers to one question. The two ways to do that is by reporting percentages or by reporting averages. She states that this is standard procedure in any survey work and that this is the way all surveys are done. Mr. Brown disagrees.

Selectman Bugbee points out why is there anything labeled 0-1. Ms. Wauchope agrees and says that this chart should run 1-4 not 0-4.

Chuck Cox would like to see the written comments. If these people took the energy to write something down then it must be important. He thinks it should have more weight than just some numbers. He hopes that these comments can be made available and used. Ms. Griswold states that any comments fewer than 12 did not make it to the list. They felt they could only acknowledge the topics that people felt compelled to write about. There were almost 400 responses. They have the original surveys and could make them available, but they are not sure how. Ms. Wauchope suggests listing the comments as an addendum while taking out any identifying information. The Board thinks that this is important information to make public.

Selectman LaCourse refers to the data that indicates that the 55-85 was overrepresented. He asks by how much. Ms. Griswold states that she does not know. She would have to go back to

the census data. Selectman LaCourse states that there are many questions that would relate to people of that age bracket; therefore, would that make it slightly bias. Ms. Griswold says yes.

4. Chief Dronsfield reminds the Board that at the last meeting they discussed replacing the Base Station radio and the need to look further into the finance options for this cost. Chief Dronsfield spoke with Chief Nemet and there is money in the EOC that can be utilized while the rest can come from the police budget.

Chairwoman Dennis moves to accept, by majority vote, the terms of the Emergency Management Performance Grant (EMPG) as presented for the purchase of the Base Station Radio in the amount of \$13,988.00. Furthermore, the Board acknowledges that the Town will be responsible for a 50% match (\$6994.00); \$1,500 appropriated from the EOC with the remaining \$5494.00 to come from the Police Department operating budget. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

5. Chief Nemet first thanks the Board for approving this part-time position. They received 7 applicants for this position. After oral boards were conducted they chose to hire Emery Eaton. Chief Nemet introduces the new part-time firefighter Emery Eaton to the Select Board. Mr. Eaton has been on the department for 4 years and has 7 total years' experience. He is currently on Greenland Fire as a per diem firefighter.

Chief Nemet adds that they inspected the new truck last week and the arrival date for this new truck is December 18th. The anticipated date to be put into service will be a week after that. They will try to organize a push in push out ceremony sometime before or after the holidays.

6. Caren Rossi states that Chestnut Way, a 28 lot subdivision, is ready to be bonded so that they can start selling lots. Per regulations she needs the Board to accept the bond figure so they can start the process. The road has been paved and the inspection has been completed. Civil Consultants has determined the bond amount to be \$91,157.75 for the remaining site work and road work. The cisterns did not pass inspection by the Fire Department today; therefore, the 2 cisterns at \$10,000 a piece will be pending passing inspection tomorrow. This request is actually not for a Performance Bond but rather a cash bond. The money will actually be held in escrow and as the work is done the money can be released in stages or all at once at the completion. The road will eventually be accepted as a town road. Chairwoman Dennis moves to accept the Performance Bond as presented, in the form of a certified check to be held in escrow, in the amount of \$91,157.75 for the remaining site work and an additional \$20,000 to be held until the acceptance of the cisterns. Selectman LaCourse, seconds. All in favor. **Motion Carries.**
7. a) TA Glover has circulated the draft Comp Time Policy to all the department heads for their feedback. For the most part everyone was fine with the form that it took. There were some language changes. This is another tool for the department heads to manage overtime if they so choose. It is not mandatory. Chairwoman Dennis moves to approve the Compensatory Time Policy as presented and approve its addition into the Employee Personnel Policy effective immediately. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

- b) TA Glover presents an amendment to the Personnel Policy to insert language to specifically cover the vehicles that the two Chiefs drive in absence of an employment agreement for each of them that spells out the conditions. TA submitted to both of the Chiefs and they were agreeable to the language and the terms. Chairwoman Dennis moves to approve the Amended Section 14:8 of the Employee Personnel Policy relating to employee vehicle use as presented. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
- c) TA Glover presents the language to cover the Police Chief's special duty agreement which was discussed with the Select Board. Chairwoman Dennis moves to approve the Special Duty Agreement for Police Chief Tom Dronsfield as presented. Selectman Bugbee, seconds. All in favor. Effective 1/1/2015. **Motion Carries.**
- d) TA Glover presents the Board with a first time request from the Professional Photographers Association of New England to use the Public Safety Complex for meetings. Fred Stiteler, Executive Secretary for the Association, states that they are a 501 c-6 trade association looking for a place to hold their Board meetings. TA Glover adds that we have received the appropriate insurance certificate. Mr. Stiteler states that there could be between 11-22 people at the meetings and they meet once every four months.
- e) TA Glover forwarded the radon testing results to the Board for their review. The Annex could be mitigated; the cost would be about \$1500. The Fire Department should be retested. Town Hall has no radon. The Board agreed to move forward with these recommendations.
- f) The Board agrees that Town Employees may end the work day on Christmas Eve at noon. Town Secretary will put an announcement in the E-Crier.
- g) Thank you to Tina Sawtelle and Randy Stevens for the wreath on the new Pavilion. The Board agrees to have a ribbon cutting on Saturday, December 12th at 10:00am. The Town Secretary will be there with giant scissors and ribbon.
8. Chairwoman Dennis moves to accept the Consent Agenda as presented. Selectman Bugbee, seconds and expresses his dissatisfaction with Xfinity's rates always going up. All in favor. **Motion Carries.**
9. Chairwoman Dennis moves to accept the Select Board Public Meeting Minutes from November 23, 2015. Selectman LaCourse, seconds. All in favor. **Motion Carries.**
- Chairwoman Dennis moves to accept the Select Board Non Public Meeting Minutes from November 23, 2015. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
10. Chairwoman Dennis moves to accept Manifest #11 and Weeks Payroll ending December 6, 2015. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
11. Chairwoman Dennis moves to enter into Non Public Session in accordance with RSA 91-A: 3 II (a-e) to review previously sealed minutes (2015) at 7:28pm. Selectman LaCourse, seconds. All in favor. **Motion Carries.** The Board reconvenes to the public session at 7:51pm.

SELECT BOARD MEETING MINUTES

December 7, 2015

PAGE 5

12. Chairwoman Dennis states that Barb Wauchope has done a tremendous amount of work for the Department of Education and has an impeccable reputation.

Selectman Bugbee informs the Board that he did the Ward cane presentation on Saturday. A few family members were present. They were appreciative. It was clear that it was an honorary cane and the family understood that.

Chairwoman Dennis announces that she is not going to seek re-election. She has enjoyed working with everyone. She would be interested in working on a grant writing committee. She would be in favor of having a grant writer come in to train us. She will try to connect with her contact at UNH. The Board would like the TA to look into what other towns do and how they handle grant writing.

13. Selectman Bugbee motions to adjourn at **7:56 pm**. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

Minutes transcribed by:



Denise Duval, Town Secretary

12/21/15

Date

Minutes accepted by The Lee Select Board:

Carole Dennis, Chairwoman



Scott Bugbee



John LaCourse

SELECT BOARD NON-PUBLIC MEETING MINUTES
December 7, 2015

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

Others present:

1. Chairwoman Dennis motions to enter into Non-Public Session at 7:25 pm per RSA 91-A: 3II (a), (b), (c), (d) and (e). Selectman LaCourse, seconds. Roll Call Vote. **All Agree following Roll Call Vote.**
2. The Board votes to releases for following non-public meeting minutes: 3/16/2015 (3), 4/13/2015 (1), 4/27/2015 (1), 10/26/2015 (2).
3. Chairwoman Dennis moves to publically disclose the minutes. Selectman LaCourse, seconds. Roll Call Vote. **All Agree following Roll Call Vote.** The minutes are not to be sealed.
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 7:50 pm.

Minutes typed by:

Denise Duval, Town Secretary

Minutes accepted by Lee Select Board on 1/4/16.



Carole Dennis, Chairwoman



Selectman Scott Bugbee



Selectman John LaCourse