

SELECT BOARD MEETING MINUTES

February 16, 2016

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

Others present: Caren Rossi, Jeff Vaillancourt, Paul Gasowski, Chief Nemet, Chief Dronsfield, John and Anne Tappan, Cary Brown, Erick Sawtelle, Chuck Cox, Deborah Schanda 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 general public comment.

Erick Sawtelle, North River Road, has concerns about the Solar Energy Warrant Article wording. He believes it is ambiguous and needs parameters attached to it as to the size of the operation. He also has tickets for the pancake breakfast at the Grange on March 13th starting at 7:30am until noon.

Chuck Cox, Captain Smith Emerson Road, has concerns about Article 18 in the Voter's Guide. He states that the reference to a 'majority of votes' is incorrect, it was unanimous. He thinks that the Article should state whether or not the Select Board recommends it or not. He also wants to be able to comment throughout the meeting not just during public comment.

John Tappan, Stepping Stones Road, believes that the Voters Guide is incomplete and hands out a page of comments that he believes should be included in the guide.

Anne Tappan, Stepping Stones Road, states that during the Deliberative Session the voters asked if the Board of Selectmen would change their position to not recommend Article 18. The Board felt that they could not vote since this was not a properly announced meeting. During the discussion of this Article Chairwoman Dennis stated and she quotes "As I sit here and listen to this conversation and I guess the Board would agree that one day under old business this would be a discussion and if there be a different vote then the Board would be responsible to for getting that information out to the Town certainly in a timely manner." Ms. Tappan is requesting of the Board that when the Voters Guide comes up for discussion this evening that the Board revisits their position on Article 18. In light of considerable new and more accurate information about the Tibbetts Road that the Board has recently received and that at the Deliberative Session the legislative body was clearly in fact unanimously not in favor of this Article, she requests that the Board revisit their position on Article 18. The presence of this road does not preclude the sale of the parcel per Tappan and to recommend this Article is giving away a long standing public right of way and throwing away all future options by the Town for this road. She urges the Board that they do not recommend this Article and that they make this change in the Voter's Guide.

3. Mr. Kindberg is unable to attend this evening. Chairwoman Dennis asks if the Board wants to discuss the policy that has been put forth by the Rec Commission tonight. Selectman LaCourse has a few questions relating to the regulations that the Rec Commission submitted. With regards to #8 (\$150 rental fee,) how long would this be for, a day or hours? What if someone wanted to camp overnight on the field. Selectman Bugbee adds that Stratham Hill Park was given to that Town under certain stipulations. The Town of Lee owns LRP. He has a problem

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making the residents pay for something that they already paid for. An administrative fee would be ok. He would not be in favor of a commercial thing. He would like to wait for Mr. Kindberg to present this matter. Chairwoman Dennis agrees that the people in town should not have to pay to use it and she was wondering where the funds would go. She also thought that 5:00 pm was too early to have as an end time.

4. Chief Nemet informs the Board that this idea was brought to him by McGregor. They are working with the Town of Durham and Madbury to get this program going. HeartSafe Community is a program designed to promote survival from sudden out-of-hospital cardiac arrest. It recognizes and stimulates efforts by individual communities to improve their system for preventing sudden cardiac arrest (SCA) from becoming irreversible death. The Board all agrees that this is a great idea.
5. a. Chief Dronsfield reminds the Board that a few months ago there was a bomb threat called into the station. The phones at the PD are not recorded. The Chief presents the Board with three quotes for a telephone recording system. Acorn Recording Solutions seems to be a popular system and is compatible with the phone system they have now. They are also the least expensive of the 3 bids. He did not budget for this expense in this year's budget. Chairwoman Dennis moves to authorize the Police Chief to purchase the telephone recording system as proposed by Acorn Recording Solutions and to appropriate the sum of \$5359.75 from the contingency fund to fund this purchase. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

b. Chief Dronsfield informs the Board that they applied for and have been awarded a radar speed grant. It will give them 24 3 hour block patrols in the morning and evening to run radar throughout town for speeding violations and other violations. It is grant funded and it gives the officers a chance to make a little extra money that the town does not have to pay overtime for. The cost to the town will be on the high end would be around \$800. The grant is \$3383.28. The paperwork needs to be notarized at the next meeting. Chairwoman Dennis moves to accept the Highway Safety Grant in the amount of \$3383.28 as presented. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
6. Chairwoman Dennis has interest in serving on the next Town Center Committee so she will leave it up to the Selectmen to form a new charge. Selectman LaCourse would someday like to see the Town Hall renovated to save the historical value. He would like to examine existing space and not invest in new space for right now. Selectman Bugbee would like to give the committee some money and support to facilitate them looking at the 3 options that they already gave us and putting some costs to these options. He would like AG Architects to assist the committee. Selectman Bugbee wants to give the committee money to go out and get estimates as to how much these options will cost. Selectman LaCourse and Bugbee think that the committee should have a follow-up conversation with employees and department heads with regards to their needs. Chairwoman Dennis suggests sending the needed square footage numbers back to the department heads to confirm that they are still accurate. She asks if the same members will be on the committee. Interested persons should submit their applications to the Select Board's Office.

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Deborah Shanda, Hale Farm Road, states that the committee struggled with the deliverables not being specific. She would ask that the Board clarify that going forward. Is it the 3 options as presented? Should they concentrate on the building with the most dire need or should they be more comprehensive in looking at all of the town buildings. Without that direction, they wasted a lot of time. Ms. Shanda does not know what Selectman LaCourse means by three layers of suggestion. He says money. Bond funds vs. internal or contingent funds vs. limited. Selectman LaCourse says that all people/departments are in play to look at. Selectman Bugbee is looking at this project in terms of phases. He would like the group to look at the plan and what we want to accomplish with the phases being what this is going to cost in estimates only.

Paul Gasowski, Lamprey Lane, agrees with Deborah. He would further say that the wording of the charge is awfully important and suggests that the original committee assist with the creating of the next charge before disbanding. TA Glover reminds the board that this committee was formed for 6 months. Selectman Bugbee suggested that they meet as group of citizens and submit a proposal.

7. Caren Rossi presents the Board with renewal applications for the Planning and Zoning Boards. They are all existing members. Ms. Rossi is requesting re-appointments. Jim Banks, Tobin Farwell, Peter Hoyt and Craig Williams are applying for the Zoning Board and Bob Smith is applying for the Planning Board. Selectman Bugbee asks if these opening can be advertised. TA Glover states that the positons were advertised in the E-Crier. Chairwoman Dennis states that the Board will re-appoint.
8. a) TA Glover explains that the solar exemption article #5 does not cover group net metering. The Board decides to wait for the answer to come from Energy and Planning before making any changes to the guide.

Selectman Bugbee has language that he would like to propose be added to Article #18 between the two discussion paragraphs. He reads "Subsequent to the Select Board placing Article #18 on the 2016 Town Warrant the Select Board found out that the information originally presented to the Board was misleading and incomplete. Since that time the Select Board has found out that the Town of Barrington will seek damages if the Town of Lee discontinues completely Tibbetts Road. Consideration of this additional information and the will of the voters at the January 30th, 2016 Deliberative Session the Select Board urges Lee voters to vote NO on this Warrant Article." Chairwoman Dennis does not agree with the 1st statement misleading and incomplete. She has nothing in front of her that suggests that the attorney from UNH stood here and mislead this Board or this public. Chairwoman Dennis has spoken with the Road Agent and just about every department and that is not how she sees it. She personally would not be willing to add that statement. John Tappan stands up. Chairwoman Dennis states that she is not going to entertain Mr. Tappan. He has had his discussion and opportunity. Selectman LaCourse agrees with Chairwoman Dennis with respect to the incomplete comment. He does not feel like anyone was misrepresenting us at this time.

TA Glover adds that she does not recall whether it was a majority vote or unanimous vote, she will ask the Town Clerk tomorrow. The Board agrees on adding the official tally into the Voter Guide. In the explanation, Selectman Bugbee would like to put that the Board does not support the discontinuance. TA Glover asks Caren Rossi to come up and discuss development of this

property. TA asks Rossi if Tibbetts Road is not discontinued, can UNH still subdivide the property. Ms. Rossi states that it would have to meet the zoning regulations and she does not know what the survey will show. How much development can happen if the discontinuance does not happen? She cannot say for sure but it would make it more difficult. TA Glover clarifies that the letter from Barrington asked to negotiate for damages. She has spoken to the Barrington TA who has indicated that Barrington has some disagreements with the University System over some other issues and they did not even have a map of the property or the layout of Tibbetts Road in front of them when they made the decision to ask for damages. It is hard to see how they would be damaged and lose access to their property since they can access it from their own side from a number of different directions.

TA Glover states that Ms. Rossi, Mr. Stevens and herself met with the owners of Progressive Electric to talk about their concerns. They wanted to know what this would mean to the taxable value to their property should the road become discontinued. TA asked the assessor and the answer was that it shouldn't have much impact at all. They would just add that piece to the current use that the property is already in. The only other property owner that Tibbetts Road crosses belongs to Market Basket and they have not responded to the notice.

The Board is ok with the rest of the Voter Guide.

b) TA Glover presents the 2015 Audit Report for the Board's review.

Selectman Bugbee asks if the findings in the Tax Collector's Office have been addressed with the Town Clerk. TA Glover states that the Auditors did when they were performing the audit. She believes that the deposits do not go home with her anymore. TA Glover does not know if number 2 (comingling funds) has been rectified. Chairwoman Dennis asks the TA to read the findings by the Auditor.

"Tax Collector Office: When performing the audit fieldwork of the Tax Collector's records, members of the engagement team noted the following conditions:

- Deposits were taken from the office overnight and deposited the following day.
- Deposits were comingling with the deposits of another entity in the same deposit bank. Deposits were in the same bag as deposits from the other entity, as admitted by the Tax Collector.
- A resident was in the Tax Collector's locked office with the door wide open during hours of operation.

We recommend that the internal controls over the Tax Collector be reviewed as deemed appropriate to address the above noted conditions, which should include:

- If deposits cannot be taken directly to the bank, they should be locked in the safe until such time that someone can take the deposit to the bank.
- Do not comingling deposits of the Town with other entities.
- Access to the Tax Collector's office should be limited to authorized personnel, such as the Tax Collector and Deputy Tax Collector."

Board agrees that a cash receipt and deposit policy should be drafted. The Police Department will share their policy.

c) TA Glover and the Board are working on the Comcast Franchise Agreement renewal. TA asks the Board if they would consider a five or ten year renewal. They are currently assessing a

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3% franchise fee. The maximum is 5%. We can change that at any time. There will need to be a public hearing once a draft document is completed. TA is working on getting cable run to the Transfer Station. Selectman Bugbee and LaCourse agree on a 5 year renewal.


9. Chairwoman Dennis moves to accept Consent Agenda as presented. Selectman LaCourse, seconds. All in favor. **Motion Carries.**
10. Postponed accepting the Select Board Public Meeting Minutes from February 1, 2016.
11. Chairwoman Dennis moves to accept Manifest #16 and Weeks Payroll ending February 14, 2016. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
12. Chairwoman Dennis moves to enter into Non-Public session NH RSA 91-A: 3 II (c) Property taxes at 7:24pm. Selectman LaCourse, seconds. All in favor. **Motion Carries.** The Board returns from Non-Public at 7:34pm. Selectman LaCourse moves to not publically disclose the minutes. Selectman Bugbee, seconds. Roll Call Vote. **All Agree following Roll Call Vote.** The minutes are to be sealed.
13. Selectman LaCourse says that the 250th Celebration event was quite exciting. He was super impressed by the Oyster River Middle School band and singers. Chairwoman Dennis thinks that a letter should go to the Superintendent with regards to much work the director put into this event and how well the band performed. The 250th wants to give a donation to the band. The 250th Committee did a great job.

The Master Hauling is this Friday behind the Church at 1:00 pm.

The 250th wine glasses are in and for sale at the Library.

14. Chairwoman Dennis motions to adjourn at 7:41 pm. Selectman Bugbee, seconds. All in favor. **Motion Carries.**


Minutes transcribed by:



Denise Duval, Town Secretary

2/29/16
Date

Minutes accepted by The Lee Select Board:


Carole Dennis, Chairwoman


Scott Bugbee


John LaCourse