

SELECT BOARD MEETING MINUTES

March 14, 2016

PAGE 1

Board members present: Chairman Bugbee, Selectman LaCourse and Selectman Brown

Others present: Roger Rice, John and Anne Tappan, Susan Mattioni, Paul Gasowski, Randy Stevens, Chief Dronsfield, Bryan Libby, Rae Knedeisen, Town Secretary Denise Duval and Town Administrator Julie Glover.

1. Selectman Bugbee calls the meeting to order at 6:00 pm and welcomes Cary Brown to the Select Board.
2. a) Selectman Bugbee reads the first order of business: Select Board Organizational Discussion and Designation of Chairperson. Selectman LaCourse nominates Selectman Bugbee to be Chairperson. Selectman Brown, seconds. There are no other nominations. All in favor. **Motion Carries.**
b) Selectman LaCourse nominates himself to the Planning Board. Selectman Brown, seconds. All in favor. Motion Carries. Selectman Brown volunteers to be the representative to the Heritage Commission. Selectman LaCourse, seconds. All in favor. **Motion Carries.**
c) The Board approves the 2016 Meeting Calendar.
3. Chairman Bugbee opens the meeting up to public comment.

Chief Dronsfield introduces Bryan Libby, the new Lee Police Officer who was sworn in tonight. Officer Libby comes to us from Concord Police Department.

Paul Gasowski, 46 Lamprey Lane, will be asking to be on the next meeting agenda to begin working with the Board to formulate the sustainability committee.

With regards to agenda item #5, he thinks that it would be a good idea to hire somebody to help explore the actual costs. He has not received any communication relative to the town center committee or any work that has been on any charge. The Board was looking for guidance and direction but he has not received any communication on that subject.

Chairman Bugbee asks to have the Sustainability Committee advertised in the E-Crier.

4. Susan Mattioni, 260 Wadleigh Falls Road, is present on behalf of the Oyster River Youth Association Baseball Program. They are bringing back the Babe Ruth level baseball program to Oyster River's community. The Association would like to sell banner advertising at the Little River Park field in order to raise funds to maintain and increase serviceability of that baseball field. They would also like to look into benches, bleachers and safety issues that may need to be installed. Ultimately if they raise enough money they would love to look at a scoreboard. They would like this to be a collaborative effort. TA Glover reminds the Board that this was done back in 2010-2011 by the Recreation Commission; they sold banners and collected about \$24,000. The money went into the Recreation Revolving Fund to be spent on programs or work done at LRP. The difference here is that the money from the banners will be going into a fund held by the Oyster River Youth Association but would be dedicated to Babe Ruth Baseball at LRP. An agreement should be written up. TA Glover added that since the High School warrant article passed for the field renovation, they are talking about moving some if not all of their games to LRP (during construction.) If they do want to do this, Corey Parker, Athletic Director will come before the Board to speak formally on this request. Also, since they will no longer be

SELECT BOARD MEETING MINUTES

March 14, 2016

PAGE 2

using the dug outs that are at the existing field; they may move them to LRP. This will involve some work to anchor them in place.

5. Selectman Bugbee recalls the Board asking the past TCC to get together as individuals to give the Board what they thought the new charge should be. He asks Paul Gasowski to spear head this task. Mr. Gasowski clarifies that he can work on a draft email with Julie and she can send it out to the group. Selectman LaCourse emphasizes it is to be a total facilities review.
6. a) Randy Stevens presents the Board with a spreadsheet of the highway summer 2016 road work plan. The paving budget is \$175,000 but the total that Mr. Stevens would like to see done this year costs \$217,166. It's about 2 ½ miles of road. There is a list of 'other work' that should be done as well which includes: culverts, construction, guardrail, ditching and shimming. Selectman Bugbee would like to discuss the winter surplus before making any decisions.

b) Due to the mild winter, it appears that there will be approximately \$30,000 left over. There is a discussion relating to ¼" vs. ½" paving. Mr. Stevens moves on to the guardrail at LRP. There is about \$3000 left over from the pavilion project. The Board is ok with Mr. Stevens moving forward with the guardrail project now. Selectman Bugbee moves to authorize the road agent to expend the remaining money out of the pavilion fund money to move the rocks, put up the posts and guardrails and finish the parking area at LRP. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

The Board agrees to allow the Road Agent to spend money out of the Bridges and Highway Trust Fund to pave Pinkham Road. Mr. Stevens will firm up the numbers and add that to the paving bid.

- c) Mr. Stevens informs that the Board that this year the average age of their plow trucks will be 21 years. They are all in good shape and run fine. There has been concern with the age of the fleet. He is asking the Board if they want to see information on replacing these vehicles. The Board would like to see a presentation by Mr. Stevens on new vs. old trucks at the next meeting on April 11th.
7. a) Chief Dronsfield presents the Board with an Employee Active Threat Response Plan for approval and then he can proceed with training the employees. The phone recording system has been ordered.

c) The Public Safety Complex does not have adequate camera coverage. Chief Dronsfield recommends going with Eastern Alarms. Chairman Bugbee moves to accept the Police Chief's recommendation to purchase a security camera system for the Public Safety Complex from Eastern Alarms & Communications, Inc., and to withdraw funds from the Contingency Fund for this purchase. Selectman Brown, seconds. All in favor. **Motion Carries.**

b) Chief Dronsfield presents the Board with two quotes for cruiser/body cameras. He is looking for a grant to help offset the cost; however, he has nothing at this time. He states that he will have the funds in his current budget for this purchase. He recommends going with Digital Ally which offers 3 in car cameras and 3 body-worn cameras for \$15,075.00. The evidence or videos can be stored on our own server so there will be no additional charge for

SELECT BOARD MEETING MINUTES

March 14, 2016

PAGE 3

storage. The Chief indicates that their policy will be to hold onto the evidence for 30 days. Chairman Bugbee moves to accept the recommendation by the Chief to purchase the camera system from Digital Ally for \$15075.00. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

Chief Dronsfield adds that in July when they purchase their 2 new cruisers the 2 old cruisers will go. One is a 2006 and the other is a 2012 Dodge Charger. He has a 2013 Dodge Charger that will have fewer miles on it than the 2012. He was thinking that he could keep the 2012 as the backup detail vehicle and give the 2013 car to the Town so it can get rid of the 2005 Impala,(currently assigned to the Building Inspector.)

8. Chairman Bugbee moves to approve the following appointments to full-time positions: William Humm to the Conservation Commission; Larry Kindberg to the Recreation Commission; Sharon Meeker and Mary Woodward to the Energy Commission. Selectman Brown, seconds. All in favor. Motion Carries. Chairman Brown further moves to approve the following appointments to alternate positions: Richard Babcock to the Agricultural Commission. Selectman LaCourse, seconds. All in favor. Motion Carries. Chairman Bugbee moves to approve the following appointments to committee positions: Bill Callen to the Ad Hoc Race Track Committee. Selectman Brown, seconds. All in favor. **Motion Carries.**

TA Glover notifies the Board that Mr. Blomquist has accepted the 3 year position on the Advisory Budget Committee. They will advertise the remaining openings on the ABC and the newly created Sustainability Committee.

TA Glover asks Selectman Brown if his term was up on the ABC. It is not. This would be problematic since Chairman Bugbee is also on the ABC.

9. a) TA Glover presents the Board with the draft Cash Receipt/Deposit Policy. Chairman Bugbee asks who under 1.3 B. has the Treasurer designated for this. TA states the Town Clerk/Tax Collector, Deputy TC/TC and the Finance Officer.
Chairman Bugbee asks under 1.4 H if the TA can clarify. She explains that, for example, employees could cash their checks in the finance office so this is to make sure that practice is not allowed.
Chairman Bugbee asks under 1.5 A. 6. who the check gets made out to. The Board asks for the department heads to take another look at this policy with their suggestions.
- b) TA Glover updates the Board on the progress the Wellness Coordinator, Denise Duval, has made on starting up a Wellness Program to which the HealthTrust has paid the Town \$500 to supplement. A survey was sent out to employees and a majority vote was for a 'Fitness or Workout Campaign' which will span over a 4 week period with a personal fitness trainer.
- c) TA Glover presents the Board with three bids that were received for the Septic Tank Pumping along with her recommendation to award the bid to BH Cameron Septic Services. Not only were they the low bidders, but after meeting with Mr. Stevens to walk the properties, offered to put a riser on the Library septic tank. He also does the local schools in this district. Chairman Bugbee moves to grant the Town Administrator authority to enter into a contract

SELECT BOARD MEETING MINUTES

March 14, 2016

PAGE 4

with BH Cameron Septic Services as recommended and presented. Selectman Brown, seconds. All in favor. **Motion Carries.**

d) The HVAC bid is also pending at this time. There has been a significant amount of interest.

10. Chairman Bugbee moves to accept the Consent Agenda as presented. Selectman LaCourse, seconds. All in Favor. **Motion Carries.**

11. Chairman Bugbee moves to accept the Select Board Meeting Minutes from February 29th and March 7th. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

12. Chairman Bugbee moves to accept Manifest #18 and Weeks Payroll ending March 13, 2016. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

13. a) Chairman Bugbee moves to enter into Non-Public Session per RSA 91-A: 3 II (a) at 7:30pm. Selectman LaCourse, seconds. All in favor. **Motion Carries.** Chief Dronsfield goes in at 7:32pm. The Chief leaves at 7:51pm.

b) Roger Rice enters non-public at 7:55pm and exits at 8:00pm.

The Board returns to public session at 8:12pm.

Selectman LaCourse moves to seal the minutes. TA Glover reminds the Board that it must be a roll call vote. A roll call vote is taken. Selectman Brown, Chairman Bugbee and Selectman LaCourse all vote yes.

Chairman Bugbee states that in the meeting with Chief Dronsfield, he requested an increase to 20 hours in the number of hours of Special Duty he can work on the weekend. The Board approved. He also asked if there are any questions about his department to please speak to him. The Chief is requesting an increase to Robin Estee's salary by \$1000. He is requesting that Scott Tingle be promoted to Senior Patrolman which is an increase of \$1200 and Eric Millar be promoted to Senior Patrolman which is an increase of \$1200. Effective date will be up to the Chief.

14. Chairman Bugbee states that he recently spoke with Nick Scuderi regarding how ORYA calculates the contributions from the three towns and they would like to make a presentation to the Board.

Chairman Bugbee would like to see this Board go back to serving on the Committees and Commissions. Chairman Bugbee thinks that he is a member on the Heritage as well as being the Board appointed Representative per the RSA. The issue is having two Select Board members on the same committee or commission. Selectman Brown resigns from the Heritage Commission. Chairman Bugbee moves that he continue on as the Select Board Representative to the Heritage Commission. Selectman LaCourse, seconds. Selectman Brown states that he has to discontinue his term on the ABC since Chairman Bugbee wants to continue his service on that committee. Selectman LaCourse suggested being available to the committees and commissions as liaisons.

Chairman Bugbee agrees with Selectman LaCourse in that they have enough meetings; however, they tried to leave it to the committees and commissions to report to the Board and

SELECT BOARD MEETING MINUTES

March 14, 2016

PAGE 5

they didn't. Chairman Bugbee thinks that it is nice for them to see a face and for the information to be brought back to the Board from the committees and commissions. Selectman Brown will do the Agricultural Commission and the Energy Committee in addition to his current position on the Ad Hoc Race Track Committee. Selectman LaCourse will do the Recreation Commission in addition to his commitment to the Planning Board. Chairman Bugbee will do the Conservation Commission in addition to the Heritage Commission, ABC, and 250th Committee.

Chairman Bugbee reminds everyone that the Lee Remember Event is this Friday at 7pm at the Public Safety Complex and the Easter Egg Hunt is March 26th.

15. Selectman LaCourse motions to adjourn at **8:30 pm**. Selectman Brown, seconds. All in favor.
Motion Carries.

Minutes transcribed by:



Denise Duval, Town Secretary

3/28/16

Date

Minutes accepted by The Lee Select Board:



Carole Dennis, Chairwoman



Scott Bugbee



John LaCourse