

SELECT BOARD MEETING MINUTES

March 28, 2016

PAGE 1

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

Others present: John and Anne Tappan, Paul Gasowski, Randy Stevens, Cellissa Hoyt, Susan Cilian, Nicholas Scuderi, Chief Dronsfield, Chief Nemet, Town Secretary Denise Duval and Town Administrator Julie Glover.

1. Selectman Bugbee calls the meeting to order at 6:00 pm and the Board accepts the agenda.
2. Chairman Bugbee opens the meeting up to public comment. There is none.
3. Nick Scuderi, ORYA Director, is present because Durham, Lee and Madbury would like to revisit the 'formula' used to determine what each town contributes to the Association. Mr. Scuderi on behalf of the ORYA wants to provide a fair and transparent model that would provide ease of year to year execution of funding requests for all parties involved. It can always be revisited if need be. The ORYA was established in 1981 by volunteer parents and became a non-profit at that point. At one point the towns provided a funding formula that was based off of the tax base and fully covered the association administrative budget. At some before 2006, the formula had been discarded, lost or found to be obsolete and done away with. He is not really sure where the diversion from the funding formula went but it was prior to his time there. The goal today is to present the numbers and get closer to agreeing on a fair funding model. Mr. Scuderi passes out a page of numbers prepared by their interim treasurer Ben Genes.

Instead of basing the number off of usage, they based the numbers off of the Oyster River School District budget. More specifically, their proposal is to be .456% of ORCSD's current budget. The numbers from each town presented would fund \$111,917.22 which is not their full administrative budget, which is \$135k. He says that they wanted to keep the cost down to the towns so they started the cost lower. Lee is currently contributing \$27,000. Chairman Bugbee wanted to see the proposal based off of usage. Mr. Scuderi states that now that they have changed data base companies OYRA can track individual town usage again, but apparently they have lost the data from the last two years. Town Administrator Glover cannot get the presented numbers to work out. Neither can any of the Board members. Mr. Scuderi will get the reason and/or explanation behind the numbers from Mr. Genes and provide them to the Board. Chairman Bugbee states that this seems to be way too complicated. It should be tied to what the Town's needs are and how many people from the Town of Lee are utilizing the service. Selectman LaCourse believes that usage is the main component and he does not agree that if the OR budget goes up by 2% then OYRA fee should go up as well. Mr. Scuderi thinks that the lost formula was used over 15 years ago. Chairman Bugbee will go through his records to see if he can find anything. Selectman Brown indicates that he still cannot get the numbers to work out. Mr. Scuderi will get an explanation from Mr. Genes to the Town Secretary for her to disseminate to the Board. Chairman Bugbee asks if he can get the percentages of the utilization for each of the Towns.

4. Paul Gasowski, 46 Lamprey Lane, goes over the Action Plan that he presented to the Board with regards to the formation of the Sustainability Committee. His recommendation is to close the application period on April 7th and submit the applications for the Board to review on April 11th along with discussing goals and charge. He suggests making final decisions on April 25th.

SELECT BOARD MEETING MINUTES

March 28, 2016

PAGE 2

5. Randy Stevens informs the Board that he solicited quotes for catch basin cleaning, line striping, plow cutting edges and gravel. He reviews the quotes with the Board and recommends Hartigan for Catch Basin Cleaning; Industrial Traffic Lines for line striping; Jordan Equipment for plow cutting edges and for Gravel/Stone Mr. Stevens would like permission to go with whoever is the best for the particular job at the time. He would like to get the $\frac{3}{4}$ gravel from Peter Kuegel Trucking. Chairman Bugbee **moves** to approve the vendors as recommended by the Highway Supervisor per the attached spreadsheet for cutting edges, sweeper wafers, catch basin cleaning services and centerline striping and authorize the Highway Supervisor to enter into an agreement with said vendors. Also, to authorize the Highway Supervisor to purchase gravel and stone per the prices listed on the attached spreadsheet up to \$9000 per what is the best value for the town based on quality of the material, closeness to job site and availability. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

Randy Stevens presents an estimate to rebuild 500 feet of Pinkham Road to the Board. He passes around a sample of the earth that is under that part of the road. This is the amount that Mr. Stevens is asking to take out of the Highway Dept. Capital Reserve Fund. TA Glover suggests putting this on the next agenda for an official vote.

Board agrees to let Mr. Stevens proceed with loam and stone exchange with Seth Peters at Little River Park. Randy will send a soil testing to UNH and stir the rock pile up to get a better look at it.

Mr. Stevens met with DOT over at the 125 bridge by the racetrack. This is a red-listed bridge. He is concerned about this due to the flooding on West Mill in the past. He and Ms. Rossi showed DOT the extent of the flooding on her road. DOT is in a bind because there is a multi-plate/semi-round pipe there. It is rusted pretty badly and they don't have time to design and put another bridge in. They want to put concrete in and up the side to restrict it. He thinks it will make the flooding worse. DOT has sent it to bridge design to see what they can do to minimize future damage.

Mr. Stevens should be finishing the guard rail at LRP this week.

Larry Kindberg is supposed to get in touch with Randy regarding the slide structure.

6. Chief Nemet is asking for approval to purchase a Scott/ISG thermal imaging camera from HSE. He has presented 2 quotes to the Board. HSE is offering more accessories and the fire department likes HSE better. The fire department currently has 2 cameras that are 12-13 years old. The new camera has some amazing new technologies and a 2 year warranty. This item is not in the CIP at this time. Chairman Bugbee moves to authorize the Fire Chief to purchase the Scott/ISG X380N Thermal Imager Camera-NFPA Compliant as proposed by Harrison Shrader Enterprises with funding from 01.42201.750.00 New Equipment budget line. Cary Brown, seconds. All in favor. **Motion Carries.** Chairman Bugbee asks Chief Nemet to put future cameras into the CIP.
7. Chairman Bugbee moves to approve the following appointments to full membership positions: Laura Gund, Donna Lee Woods and Erick Sawtelle to the Agricultural Commission; and Antoinette Hartgerink to the Conservation Commission. Cary Brown, seconds. All in favor. **Motion Carries.**

8. a) TA Glover would like to clarify what the process is going to be going forward for the employee and department head evaluations and the Library Trustees want to make sure that they understand what the process is going to be. Originally the department heads were asked to do their employee evaluations by April 1st which does not sync up with a Select Board meeting. Do they need to be turned in by April 1st or by the Thursday before the next meeting which would be April 7th? The Board just needs to receive them before the meeting. Chairman Bugbee and Selectman Brown will pick up their copies and Selectman LaCourse would like his emailed. The Board would like the Library Trustees to be at the meeting on the 11th with their recommendations to have a conversation with the Board. The Board will also be giving each department head their evaluation results on the 11th.
- b) In accordance with RSA 35:11, the Town Clerk has given to the Select Board a certified copy of the Official Ballot relative to the transfers to the unassigned fund balance to the capital reserve fund. Chairman Bugbee moves to request that the Treasurer transfer \$360,000 from the Unassigned Fund Balance to the appropriate Capital Reserve Funds. Selectman Brown, seconds. All in favor. **Motion Carries.**
- c) TA Glover reviews the HVAC bids with the Board. The department heads and maintenance supervisor met to review all of the bids and reached a consensus on recommending the bid award to Comfort Systems USA. There is a short discussion. Chairman Bugbee moves to grant the TA authority to enter into a contract with Comfort Systems USA as recommended and presented. Selectman Brown, seconds. All in favor. **Motion Carries.**
- d) TA Glover informs the Board that Scott Marsh from MRI is recommending that the request for an educational tax exemption filed by Growing Places be forwarded to the Town Attorney for review. She believes that his question is that, although there is an education component in what they do, they are also a daycare center so it may be that they do not qualify for a 100% education exemption. No other daycares in Lee get this exemption. Selectman LaCourse thinks that they should forward to the attorney. Selectman Brown agrees. Chairman Bugbee invites the director of Growing Places to come up and speak. Cellissa Hoyt, Executive Director, states that they have had 501(c) (3) status since 1978. They have had property tax exemption on Pinkham Road since 2007. She is governed by a Board of Directors. Ms. Hoyt states that children's learning starts at birth; therefore, education begins immediately.
- e) TA Glover updates the Board on the Comcast franchise agreement. A draft has been received and forwarded to the Town Attorney for review. TA is asking to get cable run to the Transfer Station and equipment for Channel 13. TA will bring the new agreement to the Board hopefully before the current agreement expires May 8th.
- f) TA reminds Board that she will be on vacation next week.
9. Chairman Bugbee moves to accept the Consent Agenda as presented. Selectman Brown, seconds. All in Favor. **Motion Carries.**
10. Chairman Bugbee moves to accept the Select Board Meeting Minutes from March 14th. Selectman Brown, seconds. All in favor. **Motion Carries.**

SELECT BOARD MEETING MINUTES

March 28, 2016

PAGE 4

11. Chairman Bugbee moves to accept Manifest #19 and Weeks Payroll ending March 27, 2016. Selectman LaCourse, seconds. All in favor. **Motion Carries.**
12. a) Chairman Bugbee moves to enter into Non-Public Session per RSA 91-A: 3 II (a) at 7:16pm. Selectman LaCourse, seconds. All in favor. **Motion Carries.**
The Board returns to public session at 7:39pm.
Chairman Bugbee moves to seal the minutes. Selectman Brown, seconds. All in favor. **Motion Carries.** TA Glover reminds the Board that it must be a roll call vote.
13. Chairman Bugbee revisits the E-Crier policy. After he reviewed the policy with the TA, there is a difference of interpretation. TA does not believe church suppers can go into the E-Crier and he just remembers religious services. TA Glover reminds the Board that during a previous discussion Reverend Kindberg brought up the point that the church suppers are donations to the church and she actually thought it was Mr. Bugbee that made the point that that was not an appropriate thing to put in the E-Crier because it is supporting a religious organization. Selectman Bugbee does not remember it that way. He remembers just services. He sees this as just a social thing. Selectman LaCourse states that he has never been in support of anything with any church being involved in the E-Crier. Ever since the Board adopted the new policy, church suppers have not been going into the E-Crier. The blood drive and the food pantry are included. TA Glover added that the attorney's review stated that items do not go into the E-Crier that are in support of religious organizations.
14. Chairman Bugbee motions to adjourn at 7:44 pm. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

Minutes transcribed by:


Denise Duval, Town Secretary

4/11/16
Date

Minutes accepted by The Lee Select Board:


Scott Bugbee, Chairman


John LaCourse


Cary Brown