

SELECT BOARD MEETING MINUTES

August 29, 2016

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

Others present: Caren Rossi, Bill Humm, Anne Tappan, Randy Stevens, Paul Gasowski, Roger Rice, Erick Sawtelle, Annie Gasowski, Chief Dronsfield and Town Secretary Denise Duval.

1. Chairman Bugbee calls the meeting to order at 6:30 pm.
2. Chairman Bugbee opens the meeting up to public comment. There is none.
3. Roger Rice refers to the bid information provided and recommends purchasing the skid steer from Bobcat of NH for \$35,635. He indicates that these funds are to come out of the TS Equipment Capital Reserve Fund. Chairman Bugbee moves to grant the TS Manager permission to purchase a new skid steer from Bobcat of NH in the amount not to exceed \$35,635 and to fund said purchase from the TS Equipment Capital Reserve Fund and to authorize the Town Administrator to sell the Model 773 Bobcat skid steer loader via the sealed bid process. Selectman Brown, seconds. All in Favor. Motion Carries.

Roger Rice informs the Board that the Lamprey Regional Coop met again this past week and will meet in another 10 days. He suspects that the town will be able to get the same deal from Waste Management if we lose Lamprey trucking. If Lamprey sells the truck, they could get less than what they owe and that could be a hit to the town.

4. a) Randy Stevens goes over the diagram that has all 18 piles (3500 cubic yards) of material shown on it. Selectman LaCourse would like to attack this in 3 pieces. He wouldn't want to give away anything that the highway department could use presently or in the near future. If we could move it to the highway garage at least it's not at LRP. He thinks we should expand the parking lot as much as we can. Selectman LaCourse was hoping we could pack the slope, but Mr. Stevens says that it would be too hard on their machines. The slopes are too steep to push the heavy clay.

b) They first discuss adding guardrail posts down the center of the parking lot to define the parking spaces better. They review a diagram that Mr. Stevens prepared. They discuss parking lot expansion near the cellar hole and near the electrical easement. Expanding fifty feet would get another 16 spaces either way as long as we are far enough away from the cellar hole. The Board asks Randy to explore expanding the option near the cellar hole.

Mr. Stevens states that the walking bridge is in disrepair. He can temporarily fix it for the fair and then investigate further.

c) The water test at LRP showed Coliform Bacteria. The individual who is responsible for the water systems at the State is concerned about the bacteria. He doesn't know if the positive reading was due to sloppy handling during the taking of the test or not. It will cost \$45 to retest. If it comes back positive a second time then they will be more concerned. Based on the proposed usage this would be a transient non-community water system operating seasonally: meaning that there can be 25 persons a day for 60 days per year that can use it. It is not necessary to have a certified operator for a transient water system. This will require a \$95 quarterly test and a \$150 annual filing fee with a report. The State inspects the system every 5

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years. It is one of the simpler systems. The problem arises when it comes to fertilization. The radius around the well will need to be 150 feet. Chairman Bugbee moves to authorize the highway supervisor to do the \$45 test for the bacteria. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

d) Randy Stevens recommends entering an agreement with both Morton Salt and Granite State. Chairman Bugbee moves to authorize the Highway Supervisor to enter into an agreement with both Morton Salt (approximately 275 tons) and Granite State Minerals (approximately 200 tons) for the purchase of approximately 475 tons of winter bulk deicing salt for the 2016-2017 winter season at State Bid Price. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

5. Caren Rossi informs the Board that the State has made it official that we are in a drought and some towns are advising residents to conserve water. Some towns have initiated a water ban. There is an RSA that allows the Select Board to put restrictions on water usage. Selectman Brown states that the map indicates that we are in a severe drought and the map is two weeks old. There are several communities that have implemented water restrictions. The Board decides to start with a write-up in the E-Crier asking for voluntary restrictions.
6. Chairman Bugbee discusses what the Board would like to do with regards to employee training. They are a list of topics that were formulated by Ann Driscoll following their meeting with her. Selectman Brown would like to circulate the list to the employees prior to the first staff meeting that they have all together.

The Town Administrator is going to take a grant writing class per the Board.

7. a) The NHMA Legislative Policy Conference is September 23rd. We have one meeting between now and that date to vote a position on the policy recommendations. Selectman LaCourse recommends that these get moved to the next meeting, but have the Board submit objections to the TA between now and the next meeting. The Town Secretary will resend the material to the Board.
- b) The Board agreed upon the following schedule for the NH State Primary and the General Election: 7am – noon Cary Brown; noon – 6pm Scott Bugbee; 6pm – end John LaCourse.
- c) The MS-1 is the DRA report that the assessor's turn in. The DRA's deadline is 9/1; however, we need the data from CNP before we can complete the MS-1 and they are late in getting the data to us. Therefore, we need to request an extension from DRA. The Board signs the form.
- d) The new auditors this year are Vachon Clukay. In the past the auditors would ask the finance officer, TC/TC and the TA complete an Internal Controls Questionnaire. This firm would like the Select Board to complete the form. Selectman Brown would like to see what was submitted last year. Selectman LaCourse suggests having Joanne Clancy, Linda Reinhold and Julie Glover meet to fill out the form and then the Board looks at it and makes suggestions at that point. They are closer to it then the Board is.
- e) The TA presents the Annex Roof bid results. The low bidder is Score Construction Services out of Londonderry. Their references checked out. Without getting up into the attic space, there

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is no definite answer as to what insulation is needed. The TA recommends working with the contractor to find out what needs to be done for insulation before moving forward with the project which could cost as much as \$25,000. Chairman Bugbee states that unless this is timely needed he would like to wait. He is not interested in spending \$25,000 on a building that might be torn down or moved. The Board agrees to get someone (preferably Score Construction) to look into the attic to assess what needs to be done up there.

g) There is no miscellaneous.

8. Chairman Bugbee moves to accept the Consent Agenda as presented. Selectman LaCourse, seconds. All in favor. **Motion Carries.**
9. Chairman Bugbee **moves** to accept the Select Board Public and Non Public Meeting Minutes from August 15, 2016. Selectman Brown, seconds. All in favor. **Motion Carries.**
10. Chairman Bugbee **moves** to accept Manifest #4 and Weeks Payroll ending August 28, 2016. Selectman Brown, seconds. All in favor. **Motion Carries.**
11. Chairman Bugbee **moves** to enter into Non-Public Session per NH RSA 91-A: 3 II (a) at 7:33pm. Selectman LaCourse, seconds.
Roll Call Vote. **All Agree following Roll Call Vote. Motion Carries.**
The Board returns to public session at 8:11 pm.
12. Chairman Bugbee **moves** to seal the minutes from the non-public meeting. Selectman LaCourse, seconds.
Roll Call Vote. **All Agree following Roll Call Vote. Motion Carries.**
13. Chairman Bugbee proposes that the Town of Lee award Finance Officer Joanne Clancy a \$1000 bonus for her additional work implementing the Tyler Technology software. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

Selectman LaCourse states that the Master Plan will be presented this Wednesday at 7pm by the Planning Board. Selectman Brown asks when we will look at the lessons learned from the last 10 years. Selectman LaCourse says as soon as this passes. Selectman Brown asks why wait until after it passes; why wouldn't they have incorporated some of those things into the new plan. Selectman LaCourse says that once they pass this plan they will go back and look at prior things. This plan does not follow the same format as the previous one. The Planning Board will vote on accepting the plan or not on Wednesday.

The 250th JubiLee was an exceptional event. Both Chairman Bugbee and Town Administrator Glover were costume winners. Selectman Brown was in a bidding war for the Bell but in the end Town Clerk Reinhold held the highest bid and won the Bell.

14. Chairman Bugbee **motions** to adjourn at 8:21 pm. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

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Minutes transcribed by:



Denise Duval, Town Secretary

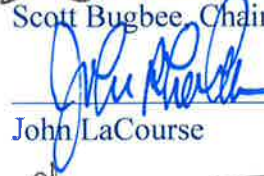
9/12/16

Date

Minutes accepted by The Lee Select Board:



Scott Bugbee, Chairman



John LaCourse



Cary Brown