

SELECT BOARD MEETING MINUTES

September 26, 2016

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

Others present: Caren Rossi, Larry Kindberg, Roger Rice, Bill Humm, John and Anne Tappan, Bob Smith, Annie Gasowski, Howie Hoff, Randy Stevens, 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. Larry Kindberg, Rec Commission Chair, states that they are dismayed by the fact that they can't really operate as a Rec Commission by just doing a couple of programs. There are contracts out there that really need oversight that they feel they should be a part of. The Rec Commission is asking that the Select Board either rewrite the charge or take another look at what they are allowed to do. His issue is that the Rec Commission is not at the table for discussions. Selectman LaCourse has no problem with the Rec Commission coming to the Board to advise them on what they think the Board should do with the money or with changes or ideas pertaining to activities associated with Recreation. Chairman LaCourse says they welcome their advice and will take it under advisement.
4. a) Randy Stevens, Highway Supervisor, is requesting permission to hire an additional non-CDL PT driver who is currently working PT at the Transfer Station (at his existing rate of pay;) increase the hourly rate of the PT CDL driver who now works full time at the FD to his current pay rate; increase the hourly rate for one long time CDL driver from 17.50 to 19.00 per hour; and increase one long time non-CDL driver from 16.00 to 16.50 per hour. He would also ask to offer an incentive of \$250 dollars to each PT driver who finishes the season. Chairman Bugbee moves to approve the Highway Department Supervisor's recommendations for adding an additional part-time plow driver, wage increases as stated for existing part-time plow drivers and a \$250 per PT driver incentive for drivers who finish the plowing season.

b) There has been an alternate proposal for expanding the LRP parking lot submitted by a few citizens. Chairman Bugbee also suggests putting chips down with picnic tables in the area where Randy and his crew have cleared at the bottom of the parking lot in addition to along the tree line next to the general purpose field. The Board likes this alternate proposal. They discuss purchasing a line machine for future events.
TA Glover confirmed with the State that the Town could fill in the cellar hole with clean fill leaving one course of the foundation visible. Chairman Bugbee states that the Heritage Commission met on Saturday at the site and they voted on the following recommendation: That the Town follow the recommendation of Edna Feighner, the State's Archaeologist, and preserve the cellar hole by removing the vegetation and filling it with sand; leaving upper levels of the stone uncovered to distinguish the site. In addition, the cellar hole should be measured and the existing sign remain after the hold is filled. Mr. Stevens asks for a motion. Selectman LaCourse moves to fill the cellar hole with clean sand and leave the top course, removing vegetation prior to filling. Selectman Brown, seconds. All in favor. **Motion Carries.**
5. b) TA Glover informs the Board that since the water at LRP will be a transient non-community water source the Town does not need an operator. Butch at Advanced Pump would be happy to

assist us with sampling and keeping records. Randy Stevens states that the bookkeeping part is not bad. It is getting the initial design and irrigation that is complicated. There is a fee for initial design review which is based on a 300 gallon per day unit, but there is no annual fee.

- a) There are 66 sprinkler heads; 38 in the baseball field and 28 in the all-purpose field. It takes 95,039 gallons to provide an inch over the two fields. His calculations show we are putting more than we need on the grass. He would recommend irrigating every other day and try to keep our water use down and take control of the controller. Watering should be automatic any more. He also would alternate the watering of the fields. He is willing to take on this duty in order to conserve water. In the meantime, he shut off the water about a week ago. He has been trying to get ORYA to keep the grass longer. The ball field is great at 3 inches but the soccer field is down to an inch and a half. TA Glover will call Make a Difference Landscaping to ask them to please leave the grass longer, to at least 3 inches.

When discussing what type of water disbursement LRP should have (i.e. bubbler, faucet, etc.), Mr. Stevens suggested having the Rec Commission work on this part. Selectman LaCourse asks Mr. Kindberg to work with Mr. Stevens on what will be needed to fulfill this water project at LRP.

Mr. Stevens passed around various black and white photos of Lee that he had made into color photos. He hopes the Heritage Commission takes over this project in the future.

6. Bob Smith is here on behalf of the CIP Committee looking for guidelines and suggestions from the Select Board with regards to CIP. Selectman LaCourse would like to see new vehicles built in to the CIP especially for the Highway Department. Mr. Smith says that the compromise that he and Mr. Stevens have worked out is that every other truck becomes a new truck. Selectman LaCourse asks if the Police Department is considering putting a vehicle in the operational budget in the future again instead of running it through the CIP. Chief Dronsfield says yes. They need to get a new vehicle every year. Mr. Smith does not think that the CIP will be ready for presentation by November 30th. He will let the Board know as soon as he knows one way or the other. Chairman Bugbee informs Mr. Smith that the Board is looking to move the discussion forward on what to do with the Town Hall i.e. building a new building or putting up temporary structures. The staff at Town Hall needs to get out so that it can be renovated. Nothing has been decided.
Mr. Smith asks what the CIP is looking at for a ceiling. The Board has not talked about that yet. The Board is not able to give any direction on financial parameters at this time.
7. Chief Tom Dronsfield presents the information relating to the Federal Highway Safety grant in the amount of \$3600 for the purchase of 'E-Ticket' Equipment to be installed into police cruisers. There will be a \$900 in-kind match for which the Police Department will be responsible for. Chairman Bugbee moves to accept the NH Office of Highway Safety Grant in the amount of \$3600 for the purchase of E-Ticket equipment to be installed in police cruisers. Selectman Brown, seconds. All in favor. Motion Carries.
8. Selectman Brown had asked for a review of the Town's job descriptions to see if they are still applicable or if they need to be revised. He noticed that some were dated 2008. If they are not accurate now then they need to be updated per Selectman Brown. Selectman LaCourse refers to

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the department heads. The Town Administrator informs that Board that the department heads have completed this task short of one last one that she is working on with the TS Manager. The TA and the department heads are now looking to the Board for the next step in this process. Selectman LaCourse would look to the department heads to bring forward a request for a raise if their employee is doing more than what is in their job description. The Board agrees that the department heads may move forward with revising the individual job descriptions. The TA will pass this along to the department heads.

9. a) Town Administrator Glover refers to the draft Facility Committee Meeting minutes from 9/19/16 where there was a statement that indicated that both agendas and meeting minutes were sent to the Town Secretary. The first meeting was held on 8/8/16 and was coordinated with the Town Secretary for the meeting room use on 8/4/2016. The Town Secretary did not receive an agenda for that meeting and Deb Schanda indicated that this meeting was not posted. At the 8/15/2016 meeting when Mr. Kindberg came to discuss the Facilities Committee with the Select Board there had only been one meeting at that time and it hadn't been posted. The minutes from 9/19/2016 further state that it was not the fault of the committee that it did not start earlier in the summer as no one was contacted despite emails sent to the TA. The TA states that there are 15 current Boards, Committees and Commissions (not counting the 7 elected boards) which total about 120 people. The Select Board's office does its best to pass along information that may have happened at a Board meeting that is relevant to them. The TA would like to address what the Board thinks their role should be relative to all of these various boards, committees and commissions. The staff in Town Hall has not previously been responsible for setting up the meetings, etc. The TA does not see it as her responsibility or role to, as the meeting notes say, 'make it happen'. The Select Board may change how these things are done if it so chooses. The TA wants to let the Select Board know that she does not believe that the statements in these minutes are accurate relative to what the staff in the Selectmen's Office did or didn't do or when it was or was not done. Selectman LaCourse does not believe it is the Select Board's office responsibility to alert people of specific meetings. Information is put into minutes and distribution and that is it. Selectman Brown agrees. It is up to the committee and/or chairman to organize meetings, etc. This office just posts the minutes. TA makes the process clear by stating that Committees, Commissions and Boards coordinate with the Town Secretary to first schedule the meetings in the PSC and then she posts their agendas on the website and town calendar. This is one of the legal methods of posting a meeting. It is then, with the exception of the Board of Selectmen, up to the various Boards, Committees and Commissions to post the meeting in one other location. Caren Rossi takes care of the Planning and Zoning meetings. Once the final approved minutes are received they get posted to the appropriate websites. Selectman Brown adds that he knows there are issues with other committees with regards to collecting minutes. He sees the message traffic between the Town Secretary and them. He thinks it should be managed by the committee. TA adds that her staff does their best to communicate information to interested parties following a meeting. The agenda packets with all the back-up material are posted online and sent out to those who want it. The minutes are also posted as soon as possible. If there is an item of interest and you haven't heard from anyone about it, then just follow-up with the office, call, email or read the minutes. There does have to be a certain amount of personal responsibility on behalf of the department heads or anyone on a Board, Committee or Commission. The Board does not want to see any function or responsibilities change.

Chairman Bugbee attended the last Facilities Committee meeting and after seeing how far they have progressed and after reading the charge again he does not think that they are going to finish their work in time. He proposes to disband the Facilities Committee. Selectman Brown, seconds. Selectman LaCourse disagrees. He thinks there is a position for them at least for advisory. He suggests changing the charge but does not wish to disband. Chairman Bugbee points out that they received the charge on May 9th, members were not sworn in until 7/11, 8/3, 8/8 and 8/24. They did not get any work done this summer. There are supposed to be 9 members, there may be 6. They do not have enough time to get their work done by the time the budget process starts next week. TA Glover adds that there was a gentleman in the office today who expressed interest in serving on this committee. Selectman Brown thinks that the Board made progress when they met with the employees. He suggests leaving them intact; redoing their charge and the Select Board gets the first step done which is what to do with Town Hall. If they want to agree to changing the charge and working alongside the Board then ok per Selectman Brown, but if they are going to just butt heads then disband. The Board agrees to meet with them and asks the TA to schedule this meeting as soon as possible before the next meeting.

Art Guadano can attend the next Board meeting to discuss strategy. Can Mr. Guadano ask NH Listens to help us?

Selectman LaCourse does not want to use the Fund Balance. Chairman Bugbee disagrees with him. He thinks that the Fund Balance is a good place for it to come from.

b) TA Glover presents a draft budget calendar for FY18. The deliberative session is scheduled for February 4th with a snow date of February 11th. The Board approves the budget calendar as presented.

The Town Secretary reminds the TA that there was a motion and a second on the table with regards to the Facilities Committee. Then there was a discussion. Selectman Brown withdraws his second and then Chairman Bugbee withdraws his motion to disband for the moment.

c) TA Glover informs the Board that the State is pressing for towns to adopt a mandatory outdoor lawn watering ban. Selectman Brown thinks that the town needs to tighten it up a little bit more than just asking to cut down on watering. It is serious and it is going to worse. Selectman LaCourse is not enthusiastic about putting rules and regulations on private property. Selectman Brown is worried about the long term impact. The Town Secretary suggests making a flier and handing it out at the Transfer Station. Plus there is an article in the E-Crier. Selectman Brown points out that if wells start going dry the people are going to be sitting in front of them asking why the Board wasn't doing more. Annette Brown states that Newmarket has been very aggressive about this subject. The Board agrees to advertise more and not to go forward with a mandatory ban at this time.

d) TA Glover presents the final assessment values from Commerford, Nieder and Perkins for review and approval. Chairman Bugbee moves to approve the Final Assessment Values from Commerford, Nieder and Perkins as presented. Selectman Brown, seconds. All in favor. **Motion Carries.**

- e) TA Glover presents the MS-1 Summary of Inventory of Valuation to the Board for review and final approval. Selectman LaCourse moves to approve the MS-1 as presented. Selectman Brown, seconds. All in favor. **Motion Carries.**
- f) TA Glover refers to the cost estimates in the packet for message boards. There has not been an official bid put out. The alternative to a costly electronic message board is to put a television at the transfer station inside a climate controlled box. There would be a small computer attached that would allow it to be programmed from Town Hall. This project could cost approximately \$4000. It would strictly be used for upcoming events and news. There is money in the contingency fund for this. The monitor would be 60 inches. The Board agrees to move forward on this.
Caren Rossi and Chief Dronsfield suggest splitting the cost for a radar/message board between the Town, Police and EOC. The Board sees this as two different things. Chairman Bugbee moves that the Town enter into an agreement with Back Bay to provide the television monitoring conductivity things for installing a message board at the transfer station; funds to come from the Contingency in an amount not to exceed \$4000. Selectman LaCourse, seconds. All in favor. **Motion Carries.**
- g) Chairman Bugbee states that he sees inflation at about .8%. He would like to allocate some of the funds from the FY17 salary pool (approx. \$30k) as a cost of living increase and use some towards individuals' increases based on recommendations from department heads. Selectman LaCourse says that cost of living sounds good. He would go along with these recommendations. Selectman Brown asks what Chairman Bugbee said the cost of living is. Chairman Bugbee says it depends on where you look, but it's about .8%. He recommends 1% across the board and the remaining monies to go towards increases. Selectman LaCourse adds that increases could come from changes in job descriptions. Selectman Brown cannot get too excited about giving somebody 1%.
- h) TA Glover reminds the Board that back in 2014 Mr. Kindberg brought forward a donation from the Oyster River Parents of Preschool which the Board accepted. It was a \$500 gift certificate to Pawtuckaway Nursery and the Town never spent it. We confirmed that it is still valid. Mr. Kindberg approaches the front and says that they hadn't done anything with it because they were waiting for the pavilion. He said there was a problem with planting a tree down there because there is no water. Mr. Kindberg says that the Rec Commission hasn't even brought it up yet because we just finished the pavilion. Selectman LaCourse suggests asking the Conservation Commission about what type of tree should go in and where. Mr. Kindberg said they haven't thought about this donation until now. Selectman LaCourse says it is back on their table. The fall is the best time to plant trees.
- i) TA Glover states that one time the Town gave out longevity pins. The Board had talked a while back about starting up a recognition process again so she wanted to bring these to their attention. There have probably been employees that have missed a pin. The levels were 5, 10, 15, and 20. The Board would like to start this back up again. We will look into the pin situation.
- j) TA Glover states that back in 2006 the relatively newly formed Heritage Commission came up with a program for the Discretionary Preservation Easements aka Barn Easements. In

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2006 there were 6 granted with a 10 year expiration date on them. The enabling legislation and easement documents state that the onus is on the property owner to come forward and apply again if they want to continue it. The Town assessor believes that there is a historic preservation alliance that also keeps track of this and sends letters to property owners. TA Glover asks the Board if it would like her to send letters out. One of the grantors has asked if it can be simplified. After reading the statute, the Board is supposed to look at it all again so she does not think so. The Board agrees and also asks the TA to send out letters.

k) TA will be out this Thursday and Friday.

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 Public Meeting Minutes from September 12, 2016. Selectman LaCourse, seconds. All in favor. **Motion Carries.**
12. Chairman Bugbee moves to accept Manifest #6 and Weeks Payroll Ending September 25, 2016. Selectman LaCourse, seconds. All in favor. **Motion Carries.**
13. Chairman Bugbee **moves** to enter into Non-Public Session per NH RSA 91-A: 3 II (a) personnel at 8:45pm. Selectman Brown, seconds.
Roll Call Vote. **All Agree following Roll Call Vote. Motion Carries.**
The Board returns to public session at 9:07 pm.
14. Chairman Bugbee **moves** to seal one matter discussed and not the other from the non-public meeting. Selectman LaCourse, seconds.
Roll Call Vote. **All Agree following Roll Call Vote. Motion Carries.**
15. Chairman Bugbee attended the NHMA 2017-18 Legislative Policy Process. Item #3 under General Adm. and Governance did not pass; #6 was changed from priority to action; #10 was removed; #16 is already enacted so it was taken off; #25 was removed. Item #14 under Finance and Revenue was defeated. No to #1 Floor Policy, No to #2, Yes to #3, Yes to #4, No to #5, No to #6 and No to #7.

Selectman LaCourse reports from the Planning Board that Market Basket is spending \$1.5-\$2 million to renovate the parking lot, sidewalks, grading, ramps, lights, landscaping and curbs. This is not a substantial improvement just a modernization. The Aubuchon in Lee is the highest productive one out of all of them.

Selectman LaCourse states that the Master Plan is done. Copies can be obtained from Caren Rossi. There will be an addendum for Economic Development added.

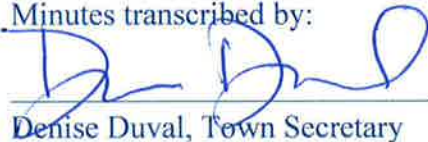
16. Chairman Bugbee will entertain a **motion** to adjourn at 9:17pm. Selectman LaCourse so moves. Selectman Brown, seconds.

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Minutes transcribed by:



Denise Duval, Town Secretary

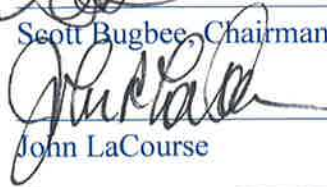
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Date

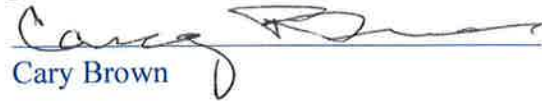
Minutes accepted by The Lee Select Board:



Scott Bugbee, Chairman



John LaCourse



Cary Brown

SELECT BOARD NON-PUBLIC MEETING MINUTES

September 26, 2016

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

Others present: Caren Rossi

1. Chairman Bugbee motions to enter into Non-Public Session at 8:45 pm per RSA 91-A: 3II (a) regarding the dismissal, promotion or compensation of any public employee or the disciplining of such employee or the investigation of any charges against him unless the employee affected (1) has a right to a meeting, and (2) requests that the meeting be open, in which case the request shall be granted. Roll Call Vote. **All Agree following Roll Call Vote.**
2. Caren Rossi asks the Board for permission to go over the budget in hourly labor. She will provide the Board with the additional cost for the additional hours.
3. Minutes recorded by Chairman Bugbee.

Minutes typed by:

Denise Duval, Town Secretary

Minutes accepted by Lee Select Board on 10/11/16.



Chairman Scott Bugbee



Selectman John LaCourse



Selectman Cary Brown