

SELECT BOARD MEETING MINUTES

October 24, 2016

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

Others present: Jim Morse, John and Anne Tappan, Sue Caswell, Randy Stevens, Annie Gasowski, Rachel Deane, David Cedarholm, Marie Barth, Katrinka Pellecchia, 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.

Maria Barth, Birch Hill Road, is here just to express how eternally grateful she is to live in Lee, NH where everybody is nice. The police chief remembers her name and the fire department was so nice, helpful and polite the other day when she came in to get a fire permit. She loves everybody at the Transfer Station.

Dave Cedarholm, Fox Garrison Road, presents the Board with a letter from the Southeast Watershed Alliance. The Alliance was established in 2009 through RSA 485-E to essentially bring the communities of the Great Bay Watershed together to improve water quality, and to work together and collaborate on projects. Mr. Cedarholm was appointed the Town of Lee's representative to the Alliance back in 2014 and was part of the creation of SWA back in 2009. Mr. Cedarholm was appointed to the SWA Board this past summer. The Alliance is struggling to bring the communities on board. There are 42 communities in the watershed and only about a 1/3 have appointed members. Communicating and getting all the information out to the communities has been a struggle as well. At this time, SWA is asking for \$200 from the member communities to help hire a part-time staff person to help with updating the website and producing meeting minutes. If all 25 members give \$200 then they will have \$5000! Mr. Cedarholm will attend the ABC & Select Board Budget meeting next week to talk about this again then. Chairman Bugbee asks that he bring a copy of the Alliance's financials.

Peter Macdonald, Packers Falls Road, is here representing the VRC at 101 Stepping Stones Road. Mr. Macdonald references the letter that he dropped off at the Town Hall earlier that day. It says that the VRC should be recognized. It meets both the Lemon Test from 1960 and RLUIPA in 2000. Mr. Macdonald says that they applied for a permit and was told they needed to go in front of site review. He submitted a letter in June that said if he has to go in front of site review then the charge was going to be \$1.15 million dollars to attend. He states that the Town accepted that contract when it made him attend. The site review committee decided that they needed more time so they continued the meeting until October 19th. Mr. Macdonald submitted another letter saying the same thing. The site review committee decided that the case is going to be referred to the Zoning Board. Mr. Macdonald accuses the Board of not wanting homeless combat veterans in Lee. Selectman Brown asks Mr. Macdonald to tell him who on the Board ever said that. He could not say. Chairman Bugbee let Mr. Macdonald know that his 3 minutes were up. He kept talking. Chairman Bugbee repeated the 3 minute limit. Mr. Macdonald left.

3. Dr. James Morse updates the Board on what has been going on in the Oyster River Cooperative School District during the past year. The District opens this year with over 2150 students which is well above the projections that they had for long range planning. The Town of Lee has 320

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students at the Mast Way School which is the first time it has been over 300 during his tenure. All the projections saw this school shrinking. The Moharimet School population is shrinking.

The research on start time is pretty compelling. The school board is still in the discussion stage. The research around adolescent brain development is basically saying that kids need more sleep.

The new track field facility is gorgeous and is open to the community in the morning before school and evenings and weekends.

Dr. Morse asks that one of the Board members take over Carole Dennis' role as a representative on the Middle School Committee. The Board is in serious conversation about replacing the 80 year old Middle School building.

In the fall they had a Change Direction Presentation to the students during the day and adult community at night. It is about making the school community and our three communities aware of mental health issues. Oyster River School System was the first to move forward on the State initiative. The goal is to make students and adults aware of the five signs of mental health.

The Commissioner of Education visited this fall and was impressed with the work of the Middle School.

The following goals were approved at the School Board's meeting on 9/21/2016: Communicate outside the school system better. The Board wants Dr. Morse to communicate to the public the condition of the Middle School and engage the public in dialogue. The Board wants to expand world language which includes adding Chinese to the curriculum. A decision needs to be made with regards to start time. The Board wants to receive a recommended progress report from the Middle School staff with regards to the Competency Plan. Finally, they want to engage the community in a dialogue about mental health and develop a K-12 Trauma Action Plan.

Selectman LaCourse asks if Barrington is seeing any growth. Dr. Morse says that Barrington, Newmarket and Dover are seeing moderate growth. Selectman LaCourse asks what the school hours are now. Dr. Morse indicates that they are 7:30 am to 2:30 pm. The Board is looking at 8:10 am to 3:10 pm. Selectman LaCourse asks when the bond for the high school will be done. Dr. Morse states in 5 years. They would like to time the Middle School bonding with the decline of the HS bonding. Chairman Bugbee confirms that State aid for school buildings is zero right now. Is there anything happening in terms of legislation? Dr. Morse states that the Commissioner of Education has asked for the last two fiscal years and for this one, for the State to put \$50 million towards Capital Improvement for building new schools. This has been cut out of the last two budgets. Chairman Bugbee asks if the extra children from Lee are spread out among the grades. They are. The capacity of Mast Way School is around 350.

4. Kathy Seaver is not present as of yet.
5. Chief Tom Dronsfield discovered after reviewing the existing fees charged for Police Special Duty Detail with the Finance Officer and the TA that the amount they bill just covers the officer and the benefits. Other agencies or towns charge an administrative fee. Chief Dronsfield

recently attended a municipal government class where he posed the question about how he should go about adding this fee. They leaned towards having the Board adopt having a \$10 administrative fee to the detail rate. There were 976 detail hours in FY16. FY15 was 735hrs and FY17 to date is 401hrs. Right now the rate is \$52.38hr for the officer and \$10hr for a cruiser. The detail rate paid to the officers is a flat rate for everyone at \$40hr plus retirement, Medicare and worker's compensation. Selectman Brown wonders if \$10 is the right amount. The Chief wants to be careful not to over price. Chairman Bugbee suggests \$12.62. Chairman Bugbee moves to approve that the following hourly fee to be utilized for Special Detail outside billing: Police Officer \$52.38; Police Cruiser \$10.00; Administrative Fee \$12.62. Selectman Brown, seconds. All in favor. **Motion Carries.**

6. Randy Stevens passes out a picture of a proper size field added to LRP (sized similarly to Stevens Field.) It doesn't really fit. If it was reduced to 250 by 150 then it would work. He then passes out pictures of the piles at LRP that he would like to see removed from LRP to make room for spring projects. Chairman Bugbee moves to authorize the Highway Supervisor (at his discretion) to haul some of the surplus junk fill piled at LRP to a business owner at Noble Farm in order to make room for finishing up the remaining section of LRP per the shown pictures. Selectman LaCourse, seconds. All in favor. **Motion Carries.**
4. Rachel Deane can speak on behalf of Kathy Seaver. Ms. Deane has been participating in a Town Clerk certification course which is a three year course put on by the NH Town Clerk's Association. During the training, participants are given the opportunity to submit an additional Project, which she did. If selected as a winner, which she was, then the \$250 tuition is given back to the Town as an education/training reimbursement award. Ms. Deane also received the Anne Ingelmundsen Scholarship award.
7. a) Town Administrator Julie Glover gives the Board an update on the Contingency Fund which was funded at \$20,000 for FY17. There is \$5445.00 available as of 10/20/2016. If the encumbered amounts are less than was originally budgeted there will be more money available.

b) TA presents two quotes for the replacement of the Library furnace and to make the Library two zones and for repair work that is needed on the furnaces at Town Hall, Highway and the Annex. The repair work is to bring the furnaces up to code. Chairman Bugbee moves to grant the Town Administrator permission to enter into a contract with DF Richard in the amount not to exceed \$6120.00 for the purchase of a new furnace for the Library; funds to come from the Town Building Capital Reserve Fund. Selectman LaCourse, seconds. All in favor; Moves to grant the Town Administrator permission to enter into a contract agreement with Granite State in the amount not to exceed \$2,212.00 for the repairs to the necessary town furnaces; funds to come from the Town Building Capital Reserve Fund. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

John Tappan clarifies that as long as the repairs are capital improvements (such as bringing the equipment up to code) and not on-going maintenance related then they can come out of the Town Building Capital Reserve Fund. He also indicates that the Trustees would need to review this at their next meeting.

c) TA Glover informs the Board that since the Election calls for 33 booths this year, the moderator asked her if it would be possible to have the Election at the Mast Way School. TA Glover reached out to the school, which is closed that day for teacher workshop, but they said they will not be able to accommodate us at Mast Way. The moderator has not had any luck finding any booths (like the ones we already have,) but said she feels that they will be ok. The TA clarifies that the Select Board is responsible for the physical plant; building, heating, electricity, and booths. The Select Board is also responsible for finding and choosing two inspectors of election who are supposed to come from each of the parties that received the most votes during the previous election. If the moderator thinks we need more than that then the moderator is supposed to tell the Select Board and then the Select Board is supposed to go find however many inspectors of election that are needed (keeping it balanced). From the pool, the moderator chooses the ballot clerks who are the people who check you in and out. Lee needs about 12.

Selectman Brown is asking for a meeting 1-2 days before the Election with the moderator and everyone else involved to go over everything. Rachel Deane states that one of the functions in the Town Clerk's Office is that they have to do a ballot test with the machine before the Election. That may be a good time to have the ballot clerks come in also to have everyone go over how things are going to go. Ms. Deane will check with the Town Clerk with regards to the date and circle back to the TA.

d) TA Glover presents the Board with the General Election Warrant to be posted no later than tomorrow. Selectman Brown will cover the first shift 7am – noon. Chairman Bugbee will cover the noon – 5 pm shift. Selectman LaCourse will cover 5 pm until the end.

e) TA Glover reminds the Board that there are 6 Barn Easements that were executed in November 2006 that are expiring this month after their 10 year term. There was no automatic renewal language added to the easements. Letters were sent to these property owners and to date one renewal application has been received from the Pellecchia's. The TA confirmed with the Assessor that because the easements were in place on April 1st they will run through the 2016 tax year even though they expire prior to when the tax bills are going out. The Board must respond within 60 days of the receipt of the renewal. The one we have received was on October 5th. TA Glover is trying to schedule one public hearing for all of the applications to cut down on the costs for legal notices. The Heritage Commission will be contacting the property owners as well. The Board is in agreement. TA Glover informs the Board that there will be a few more renewals in 2018. The Statute reads as follows with regards to renewals "Upon the expiration of the terms of the discretionary easement the owner may apply for a renewal and the owner and local governing body shall have the same rights and duties with respect to the renewal application as they did with respect to the original application." Unfortunately, this would mean that the same process would need to be followed now as it was then. The TA is working on getting the fiscal impact to the Town from the Assessor. They have different rates that will be considered.

f) The TA informs the Board that the flu clinic held by Walgreens at the PSC serviced 15 people. Walgreens would like to hold another flu clinic at the PSC on 11/15/16, open to the public and free. For every shot given out, Walgreens will donate a vaccine through the UN to an impoverished area of the world. Chairman Bugbee moves to allow Walgreens to hold a

“Last Minutes Flu Clinic” at the Lee Public Safety Complex on November 15, 2016 from 12-2 pm that is open to the public. Selectman Brown, seconds. All in favor. **Motion Carries.**

g) TA Glover informs that she received the preliminary tax rate from the DRA this morning. The tax rate break down that the TA handed out today are the numbers based on applying a \$20k overlay (for abatements) and \$160k from the unassigned fund balance to put towards the tax rate (to keep it the same). Without the \$160k, the tax rate will be \$29.57. This will bring the unassigned fund balance down to \$2,071,483.00 which according to the DRA is 14%. The Town’s valuation went up about \$21,000.000 with the revaluation which is about a 4.85% average increase. There were a number of commercial and subdivision developments that drove this number up. The Board agrees on these numbers. The TA will submit these numbers to DRA. Chairman Bugbee moves to assign \$160,000 from the Unassigned Fund Balance to offset the tax rate and further assigned \$20,000 to the overlay and instructs the TA to execute the appropriate paperwork. Selectman LaCourse, seconds. All in favor. **Motion Carries.** The Board decides to sign this final paperwork at the ABC/Select Board meeting on Wednesday night. Ms. Deane confirms that the Clerk makes getting the tax bills out an utmost priority.

8. Chairman Bugbee informs the Board members that the Heritage Commission received a grant from the NH Moose Plate Program for archiving the Town’s records. There will be someone sent here from the Northeast Document Center in Andover, MA to give advice on how to archive things and what furniture we need. Chairman Bugbee states that Sarah Cox will be the mentor to coordinate all these things for us. The Heritage Commission has accepted the grant and voted to designate the Select Board as agents to execute the paperwork. The grant is for \$5385.00. Chairman Bugbee moves to accept the Moose License Plate Conservation grant in the amount of \$5385.00 from the NH Dept of Cultural Resources to the Lee Heritage Commission as unanticipated revenue for the FY16/17 and to move to accept the grant agreement as presented. Selectman LaCourse, seconds. All in favor. **Motion Carries.**
9. Chairman Bugbee moves to accept the Consent Agenda as presented. Selectman LaCourse, seconds. All in favor. **Motion Carries.**
10. Chairman Bugbee moves to accept the Public and Non Public Meeting Minutes from October 11, 2016. Selectman LaCourse, seconds. All in favor. **Motion Carries.**
11. Chairman Bugbee moves to accept Manifest #8 and Weeks Payroll Ending October 23, 2016. Selectman LaCourse, seconds. All in favor. **Motion Carries.**
12. Chairman Bugbee **moves** to enter into Non-Public Session per NH RSA 91-A: 3 II (a) personnel at 7:55pm. Selectman LaCourse, seconds.
Roll Call Vote. **All Agree following Roll Call Vote. Motion Carries.**
The Board returns to public session at 8:44 pm.
13. Chairman Bugbee **moves** to seal the non-public meeting. Selectman LaCourse, seconds.
Roll Call Vote. **All Agree following Roll Call Vote. Motion Carries.**

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14. Selectman Brown reports that there was an issue at the Racetrack this past weekend when the Committee tried to do some recording. They believe they have rectified the problem. He also believes that the Racetrack will be appearing to request a change in the race schedule.

Selectman LaCourse states that the Planning Board is still reviewing the site regulations. It was brought to their attention that they need a small section for economic development like they used to have in the Master Plan. They will be discussing this at the next meeting.

Selectman Brown asks about the Master Plan again. Selectman LaCourse states that it is on Chairman Smith's docket. He suggests asking the TA to inquire about it.

Chairman Bugbee gives an update on the Facilities Committee meeting. Art Guadano is giving the department heads some forms to fill out. They provided him with some reports that he did not have. They did some goal planning and are meeting again on the 31st. It was productive after the first 30 minutes or so. They need something by January 26th to post. They will present proposals to the public as soon as they can and in various forms. Chairman Bugbee assures Selectman LaCourse that they will not decide anything without him. He and Selectman Brown are keeping it on course.

TA Glover asks the Board how they wish to proceed in terms of setting the agenda. The agenda for the other night was submitted by the Facilities Committee with no input from the Board. Selectman Brown states that they do need to understand the mechanics of how the two groups are going to function as far as channeling communication and who gives direction to Art Guadano. He assumes that if tasks are given to Mr. Guadano then the Town will be billed for it. From his point of view, all of the direction should come from the Board. If there are things that the Facilities Committee wished to request then they can send it to the Board or the TA. The plan was to take his costs out of the Building Capital Reserve Fund per the TA. She will double check. The Board agrees that Mr. Guadano's time should be managed by the Board. Selectman Brown thinks that the Facilities Committee should get the agenda to the Town Secretary at least 2 days prior to the meeting so that the Board will have the opportunity to review and add items if they so desire. The Town Secretary confirms that Mark Nelson came into the office today to be sworn in to the Facilities Committee.

15. Chairman Bugbee **moves** to adjourn at 8:53pm. Selectman Brown, seconds. All in favor. **Motion Carries.**

Minutes transcribed by:



Denise Duval, Town Secretary

11/7/16

Date

Minutes accepted by The Lee Select Board:



Scott Bugbee, Chairman



John LaCourse



Cary Brown