

## SELECT BOARD MEETING MINUTES

January 3, 2017

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

**Others present:** Bill Booth, Pat Barbour, Roger Rice, Dale Hardy, Bill Humm, James Cummings, Paul and Annie Gasowski, John and Anne Tappan, Paul and Kelsey Goodwin, Mary Woodward, Randy Stevens, Peg Dolan, Katrinka Pellecchia, Chief Tom Dronsfield, Chief Scott Nemet, Town Administrator Julie Glover and Town Secretary Denise Duval.

1. Chairman Bugbee calls the meeting to order at 6:35 pm.
2. Chairman Bugbee opens the meeting up to public comment.  
John Tappan, 187 Stepping Stones Road, thanks the Select Board for listing the appropriations for the Trust and Reserve Funds as separate articles.

Paul Goodwin, 74 Newtown Plains Road, has concerns about Chestnut Way. He and his wife purchased their home in July. They were unaware of the construction that was to start next door. He is concerned with the ongoing miscommunication between the Zoning Board and the abutting residents in regards to a few of their issues. It seems that there has been a group of variances granted for the Zoning Board about distance between wells and septic. His understanding is that one variance was granted for the entire development allowing for septic and wells to be built inside of the Lee required 125 feet separation between septic and wells; however, that is now being used on 29 separate pieces of property. Mr. Goodwin adds that now without any demonstration of a hydrology survey done to test how it will affect the abutting property owners access to the water table, without any actual look at the effect of potential spillages or leaks to the water table on the abutters there is a move to build 29 new separate homes with septic and wells inside of the 125 required feet per Lee's law. It is also his understanding that they are 100 feet apart which is in accordance to the State's regulations and that's why the variance was granted; however, that has not actually been demonstrated from what has been observed by the abutters. It is not actually physically possible in many of the planned overlays of the individual land plots. There was a hearing to discuss the plan variance on (he believes) December 1<sup>st</sup> and every single person on the street received a 2<sup>nd</sup> notice by registered mail on the same day three days after the hearing. One of his neighbors started a petition to have this appealed and there was a secondary hearing set up 2-3 weeks ago to keep it within the 45 days to hear an appeal, but only 3 members of the Board showed up. They rescheduled the hearing to January 4<sup>th</sup>, but it has been rescheduled due to lack of space. He believes that this is in defiance of whatever tonight's acceptance of this project is going to be. Mr. Goodwin wants to know what their legal steps are to fix those situations in the future.

James Cummings, 14 Cherry Lane, agrees with Paul Goodwin. He thinks that for the Selectmen to approve the Chestnut Way development while it is presently being appealed is unethical and an abuse of process. He would respectfully request that no there is no more discussion on this tonight. Chairman Bugbee asks for anymore comments. There are none.

3. Chairman Bugbee opens the public hearing for the Acceptance of Chestnut Way as a Road. Selectman LaCourse does not see immediacy for accepting a road. He thinks they can table this until they get more information; however, they do not mix much with the Zoning Board. They are independent. He does not mind tabling it at this point until the Code Enforcement Officer can be present to provide more information.

Paul Goodwin asks what the process is by which they can submit a request for information on this proposal to date. TA Glover states that they can make a 91-A request to the Selectmen's Office and it will be forwarded to the ZBA and the Planning Board. She points out that the Board was not approving a subdivision tonight. To the best of her knowledge, that has already been approved. The Board was going to accept or not accept the road. Chairman Bugbee closes the Public Hearing and entertains a motion to table. Selectman LaCourse so moves. Selectman Brown, seconds. All in favor. **Motion Carries.**

4. Chairman Bugbee opens the 1<sup>st</sup> Public Budget Hearing.

John Tappan states that on page 9 it says 'Lee Fair CRF Expense WA', there is no Lee Fair Capital Reserve Fund. TA says it just needs to be called a Trust Fund.

TA Glover confirms that everyone knows that this is the first Budget Public Hearing for the FY18 budget. There will be another public budget hearing two weeks from today which is the 17<sup>th</sup>. After that the Select Board is scheduled to have a final meeting currently scheduled for January 23<sup>rd</sup> to finalize the budget and the warrant. Then the budget and the warrant have to be posted no later than January 30<sup>th</sup>. Any amounts that are going to be added to the budget need to be discussed at a public hearing otherwise they would have to be added at the deliberative session.

Dale Hardy, 2 Decato Drive, asks why the fire budget has jumped so much. Chief Nemet states that he moved the line item part-time lieutenant's pay for \$23,000 up to the part-time firefighter line. He also is asking for 2 part-time firefighters for Saturday and Sunday which would cost \$43,000 and then moving the \$23,000 up to the part-time firefighters. Chief Nemet states that he is proposing the 2 part-timers on the weekend to work 6am – 6pm because currently the department is very young and they do not have many members that are around during this time period. The average time frame that they hit the most calls is M-Sun 6am - 6pm. This will at least guarantee two person coverage 7 days a week 6am – 6pm and M-F is actually 24 hrs. Chairman Bugbee closes the Public Hearing at 6:55pm.

Chairman Bugbee goes through the proposed budget department by department with the Select Board. The Select Board does not have any questions or points to discuss with regards to the Selectmen's Office, Elections & Registrations, Town Clerk/Tax Collector, Financial Administration, Assessing, and Legal Expense.

With regards to Personnel Administration, TA Glover refers the Board to the health and dental insurance lines. If new full-time employees are added then this line will need to change. The Board may want to add to the cushion for this budget line. The Board also may want to discuss funding again for the employee's FSA accounts. Currently there is no money in this budget for that. Chairman Bugbee would like to know how much has been used out of that line before he would fund it again.

Chairman Bugbee would like to increase the Special Awards/Flowers line to how much we needed to spend this year.

The Legal Expense line under Planning & Zoning will need to be increased. Chairman Bugbee wants to leave this open until Caren Rossi is present to make a recommendation.

Under Government Buildings TA Glover wants to add another cell phone reimbursement to this line. Cemetery, Insurance and Other General Government are all ok.

Selectman Brown sees that the request for a sergeant has been zeroed out and wonders if that was going to be a new head or a promotion. Chief Dronsfield states that that was going to be a promotion. There used to be 2 sergeants but now there is none. Chief Dronsfield states that he has many concerns with the budget as presented. He was quite shocked when he got the email and noticed the reduction of almost \$65,000 from what he had requested. The Senior Patrol line item was reduced by about \$49,000. He states that he is already paying that to 3 Sr. Patrolmen. When he did the budget they realigned the numbers so it showed what they were actually paying. He took money out of patrol and put it in the Sr. Patrol. He doesn't know where the money would come from for the 3<sup>rd</sup> Sr. Patrolmen that he is already paying. He states that the amount he had requested for a part-time officer has been reduced and the 8<sup>th</sup> full-time position has been removed. He states that if this passes the way it is, it's going to be detrimental. If he can't have the ability to give promotions or raises then he will lose good people.

Selectman Brown doesn't want to take away the sergeant promotion. The Board agrees to revisit this matter.

Dispatch, Ambulance, Fire Department, Code Enforcement, EOC, Highway Department, Transfer Station, Solid Waste, South East Watershed Alliance, Animal Control, Health, Welfare and Parks & Rec are all ok with the Board.

Peg Dolan, 11 Lamprey Lane, states that the Library staff has not gotten a raise in a number of years. The Board is ok with the Library, Patriotic Purposes, Heritage Commission, Agricultural Commission, Conservation Commission and Bond Principal and Interest. Under Trust Fund Transfers, Chairman Bugbee would like the Board to consider using the special duty fund to pay for line item Capital Expense Vehicles & Machines in the amount of \$19,459.00. The Board is ok with all the other Trust Fund Transfers.

5. a) TA Glover presents the 1<sup>st</sup> draft of the FY17 Town Warrant. There are also a number of revisions to the Zoning Ordinance. That document is 101 pages. This may be summarized for the ballot but available if requested. TA Glover reads each of the Warrant Articles. 1. To change the purpose of the Lee Library/Community Center Capital Reserve Fund. 2. To rescind SB2. 3. To raise and appropriate an operating budget. 4. To raise and appropriate \$170,000 to purchase a new Plow Truck. Randy Stevens will get a better number with regards to a new truck. 5. To raise and appropriate \$155,850 to rebuild the Tuttle Road Culvert. There is a discussion with Randy Stevens regarding what needs to get done and whether or not they should begin with engineers and apply for a grant again. 5. To raise and appropriate \$62,340 to rebuild fire ponds/ dry hydrants on Tamarack and James Farm Road. Selectman LaCourse asks the Fire Chief if he is proposing to put in a cistern. He says no. Both of these developments have dry hydrants which have been grown over. They just want to clean them out and put in a new pipe. They do not want to lose them.

TA Glover reads the next section of Warrant Articles which are the deposits into the Capital Reserve Funds. 6. \$150,000 to be deposited into the Fire Equipment Reserve Fund. 7. \$60,000

to be deposited into the Highway Department Road and Bridge Improvement Plan CRF. 8. \$55,000 to be deposited into the Highway Equipment CRF. 9. \$35,000 to be deposited in the Town Buildings CRF. 9. \$25,000 to be deposited into the Fire Pond & Cistern CRF. 10. \$15,000 to be deposited into the Internal Service Fund for Accrued Benefits. 11. The ABC did not recommend a deposit this year into the Revaluation CRF. TA Glover says that the Town could afford to skip it this year as long as they pick it back up in the subsequent years. 12. \$10,000 to be deposited in the Transfer Station Equipment Reserve Fund.

TA Glover reads the next section of the Warrant which is appropriations. 13. To raise and appropriate \$19,459 for the purchase of a Radar Trailer w/LED messaging for the PD. 14. To raise and appropriate \$8000 for fireworks at 2017 Lee Fair, \$6000 to come from general taxation and \$2000 to be funded by donations. 15. To raise and appropriate \$7000 to landscape LRP. 16. To raise and appropriate \$5000 to update and replace library furniture. 17. To raise and appropriate \$20,000 to fund the contingency fund. 18. To raise and appropriate funds to be deposited into the Recreation Facilities CRF.

TA Glover reminds the Board that the Racetrack Committee has proposed a fairly extensive revision to the racetrack ordinance, which needs to be modified. The Board may still want to add this to the warrant. The TA will make the final changes and bring it back to the Board at the next meeting.

Dale Hardy asks what the deadline is for submitting a warrant article. TA Glover states that the deadline for Petition Warrant Articles is today, January 3<sup>rd</sup>, but one could propose an Article to the Board and if the Board agrees then it goes on the Warrant. Dale Hardy states that there is an item coming up later that he is interested in possibly suggesting a warrant.

b) TA Glover presents the FY18 Default Budget for the Board to approve should the operating budget warrant article fail. The default FY18 budget is \$3,812,478.00 which is the current budget with contractual increases submitted by Strafford County Dispatch and MacGregor Ambulance and the COLA. Chairman Bugbee moves to accept the default budget for FY18 as presented. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

6. Bill Booth, Building Inspector, hands out a proposal to institute fines to those doing work without a building permit. Contractors, both homeowners and builders, have instituted work without contacting the building office. Under RSA 674:51 Bill Booth is requesting to establish the enforcement procedures of work commencing before permit issuance. Selectman Brown asks if there are other fees that they will want to change in the future. Bill Booth indicates that this is it. Bill Booth states that the Town of Lee is in line with other towns with regards to how much we charge in fees. He adds that this enforcement is to start from this date forward. They are not interested in going back and charging past offenders. He states that his office is to protect the property owner. Chairman Bugbee moves to approve the request of the Building Inspector to implement a fine schedule of up to \$300 for work commencing before permit issuance. Selectman Brown, 2nds. All in favor. **Motion Carries.**
7. a) TA Glover presents the proposal from AG Architect's for approval. Chairman Bugbee finds AG Architect's assistance invaluable in terms of working through these proposals. He states that it is a lot of money, but they need break a few eggs to make any progress. He is in favor of

it. TA Glover will check the contract from a legal standpoint. Selectman LaCourse supports it. Selectman Brown is very concerned about being able to come to a decision on facilities. He states that we've done a lot but we still need to make a decision on the facilities themselves and what we are going to do and they don't seem to be able to make any progress there. Selectman LaCourse says that he thought there was going to be a warrant article, but he doesn't see one. Chairman Bugbee states that their plan is to continue to use money from the Town Building Capital Reserve Fund to research what we want to ask the public for. He suggests putting out a referendum asking if the voter is in favor of them moving forward. Selectman LaCourse agrees. In the meantime, Chairman Bugbee moves to approve AG Architect's proposal as presented. Selectman LaCourse, 2nds. All in favor. **Motion Carries.**

b) TA Glover just wants to point out that it took an inordinate amount of time and effort on behalf of the finance officer to calculate the retroactive 1% COLA. While it is appreciated, we may want to think more about the timing of when and how it is applied in the future.

c) TA Glover informs the Board of the Public Hearing to rescind SB2 on February 27<sup>th</sup> at 6:30. This is a regular Select Board meeting night.

d) TA Glover presents the new Veterans Tax Credit language. If this were to be enacted there are a potential of 88 individuals that would apply for this new Veterans Tax Credit. If it stayed at the current amount of \$500 it would be an additional \$44,000 in a tax shift burden to the rest of the tax payers. There are potential changes to this law in the works.

Dale Hardy, 2 Decato Drive, states that Barrington's impact was going to be over \$100k. He submits a sample warrant if Lee is thinking about adopting this law. There is a discussion with regards to possible outcomes.

8. Selectman Brown reminds every one of the Volunteer dinner that was held a few weeks back. On that night, 6 of our firefighters were called out to a fire in Epping and could not attend the event. Selectman Brown thought it would be nice to do something for those that could not make it such as giving a gift card to a local restaurant. Selectman Brown asks for approval to purchase \$150 worth of gift cards at \$25 each. Selectman LaCourse so moves. Selectman Brown, 2<sup>nds</sup>. All in favor. **Motion Carries.** Chairman Bugbee instructs the TA to take it out of the Gifts and Flowers line item.
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 December 19, 2016. Selectman Brown, so moves. All in favor. **Motion Carries.**
11. Chairman Bugbee moves to accept Manifest #13 and Weeks Payroll Ending January 1, 2017. Selectman Brown, 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 8:07 pm. Selectman LaCourse, seconds. Roll Call Vote. **All Agree following Roll Call Vote. Motion Carries.** The Board returns to public session at 9:22 pm.

- 13. Chairman Bugbee states that they are not sealing any of the non-public minutes.
- 14. Chairman Bugbee confirmed that TA Glover and Chief Dronsfield could work out the salary differences that they had. TA Glover said that there was still a \$7600 difference between what he asked for and what people are actually getting paid and in addition what is also built into his budget is the 8<sup>th</sup> full-time officer that he is not currently filling; therefore, there is more money in his proposed budget because he's asking to fill the 8<sup>th</sup> full-time and keep the part-time, in addition to a number of promotions. Chairman Bugbee states that he discussed with him going forward they will put addition monies into the salary pool and when he needs to do a promotion he will come to the Board and ask for it.

The time capsule will be sealed on Thursday. Selectman Brown will use sealing wax to close it.

- 15. Chairman Bugbee will entertain **a motion** to adjourn at **9:26pm**. Selectman LaCourse so moves. Selectman Brown, seconds. All in favor. **Motion Carries.**


Minutes transcribed by:

  
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 Denise Duval, Town Secretary

1/23/17  
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 Date

Minutes accepted by The Lee Select Board:

  
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 Scott Bugbee, Chairman

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 John LaCourse  
  
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 Cary Brown

**SELECT BOARD NON-PUBLIC MEETING MINUTES**

**January 3, 2017**

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

Others present:

1. Chairman Bugbee motions to enter into Non-Public Session at 8:07 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. Discuss the issue of increasing Rachel Deane to full-time with benefits. The Board decides to not make the change.
3. Minutes recorded by Chairman Bugbee.

Minutes typed by:

Denise Duval, Town Secretary

Minutes accepted by Lee Select Board on

1/23/17



Chairman Scott Bugbee

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Selectman John LaCourse



Selectman Cary Brown

**SELECT BOARD NON-PUBLIC MEETING MINUTES**

**January 3, 2017**

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

**Others present:** Bill Booth

1. Chairman Bugbee motions to enter into Non-Public Session at 8:07 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. Discuss increasing the hours of the building inspector to 24hrs. TA will provide Board with FY17 building revenues. The Board will consider increasing to more than 24hrs after reviewing this data.
3. Minutes recorded by Chairman Bugbee.

**Minutes typed by:**

**Denise Duval, Town Secretary**

**Minutes accepted by Lee Select Board on**

1/23/17



**Chairman Scott Bugbee**

**Selectman John LaCourse**



**Selectman Cary Brown**



**SELECT BOARD NON-PUBLIC MEETING MINUTES**

**January 3, 2017**

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

**Others present:** Chief Dronsfield

1. Chairman Bugbee motions to enter into Non-Public Session at 8:07 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. Discuss the Chief's salary and budget increase requests for FY18.
3. The Board reconvenes to public session at 9:16 pm.
4. Minutes recorded by Chairman Bugbee.

**Minutes typed by:**

**Denise Duval, Town Secretary**

**Minutes accepted by Lee Select Board on**

1/23/17

  
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**Chairman Scott Bugbee**

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**Selectman John LaCourse**

  
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**Selectman Cary Brown**