

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

Others present: Matthew Murray, John and Anne Tappan, Larry Kindberg, Zach and Darleen Smith, Annie Gasowski, Chief Tom Dronsfield, Chief Scott Nemet, Finance Officer Joanne Clancy, Town Clerk Linda Reinhold, Town Administrator Julie Glover 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.

Annie Gasowski, Library Trustee, refers to the Auditor's Report specifically where it indicates that the Library Trustees do not have a policy concerning various funds. She states that there are a number of them that the Library does not need to have. Ms. Gasowski confirms that they do have an investment policy that is sent to the State each year. Ms. Gasowski states that Trustees do not need to have the three things that the Auditor's Report mentions.

3. Bill Cote from McGregor Memorial EMS reads a brief speech with regards to McGregor's 50th Anniversary in 2018:

"There is no joy in mudville; mighty Cassy has struck out." So are the sad words of Durham resident and business owner Bradford McIntyre as recorded in the minutes of March 14, 1967 Durham Town Meeting about the sudden death of a beloved resident on the day prior. McIntyre continued "I have been requested to share some thoughts with you as a tribute to our late friend Dr. George Gleason McGregor. As heavy as our hearts are tonight we still have some cause for thankfulness; his wish to die with his boots on. He did not have the fatal attach while on the highway. His final moments were calm and serene and we still have Marjorie."

The minutes continue with "It was then moved by Joseph Michael that the Selectmen for the Town of Durham create a suitable memorial expressing the great loss in the passing of Dr. George McGregor. That the same shall include the affection and respect of our Townspeople and further that a resolution shall be spread on the pages of this meeting with a copy to be delivered to his widow and family." The Motion was seconded by several and Carried by unanimous rising vote.

As the result the Board of Selectmen appointed the McGregor Memorial Committee consisting of Bradford McIntyre, Al Mataro, Francis Robinson, Mrs. Alfred Isakson, Pearly Fitz, Glen Stuart and Frank Heald as Chair. The following from the 1967 Durham Annual Report reflects the efforts the committee undertook. Although a number of suggestions for a memorial were considered by the committee there was unanimous approval of the idea of better ambulance service for Durham; a long time goal of the doctor. The committee has been operating in these 3 areas: 1. Conducting a campaign for funds to purchase a new ambulance to replace the present 20 year old vehicle. 2. Working with the university authorities to revise the regulations as to service more readily available for any emergency in the community. 3. Training additional volunteers to permit round the clock service by the Durham Ambulance Corp.

Thus in February 1968 the Durham Ambulance Corp was formally organized with a group of officers, a board of directors, a set of bi-laws, a 1959 ambulance, a home/dispatch center and a cooperative agreement with the Durham/UNH Fire Department. Since that time it has provided 24 hour service to the communities of Durham, Lee, Madbury and UNH. Over time due in part to our services to other communities and structural changes the Durham Ambulance Corp became McGregor Memorial EMS and continues to this day to serve its communities and others. Perhaps only once in a lifetime can one speak or write about a very special upcoming event for McGregor Memorial EMS. 2018 will mark the 50th Anniversary of the founding of McGregor EMS and I share this mile stone with all the community residents, businesses, the University community, friends and even patients of Doc, former ambulance corp McGregor members and the countless healthcare providers who walked through their doors and blessed them with their skills and talents. Planning has commenced yet it remains undecided as to where and what type of celebration will occur. Regardless the entire membership of McGregor both past and present thanks Dr. McGregor for his passion, for his patience and questionable pension for cigars. Thanks to the Town of Durham for its presence in creating a lasting dynamic memorial and deeply appreciates the residents and officials of Durham, Lee, Madbury and UNH for continued financial and social support over all these years. Thank you.

4. Matthew Murray from Vachon & Clukay reviews the FY16 Audit Report. It was noted that the Town switched from QuickBooks to Infinite Visions during FY1015. During the audit they identified three deficiencies in internal control that they consider to be material weaknesses. Observations, implications and recommendations were made in all three instances. There was a management letter completed with regards to one instance where an authorized rate of pay that was on file was not in agreement with what the individual was paid. The recommendation is that a PAR form is completed every time there is a change in rate of pay. The governance letter is required communication to the Select Board informing them of any difficulties they encountered during the audit, material adjusted journal entries were made if any, consultations with outside accountants, changes in financial statements and an attachment of the material adjusted journal entries.

There is a general discussion surrounding GASB 45 (*an accounting and financial reporting provision requiring government employers to measure and report the liabilities associated with other (than pension) postemployment benefits.*) Mr. Murray gives some suggestions and approximate costs for implementing this standard. GASB are simply recommendations and are not mandated by anyone.

There is a discussion about Town Clerk deposits. Mr. Murray suggests changing the Investment Policy if the Board wants to require that Town Clerk deposits are made more frequently.

Joanne Clancy, Finance Officer states that when they were implementing the new system she was advised to wait until July 1st to start using it and in hindsight they were right. She knew through the FY15 and FY16 that it wasn't ready and there wasn't enough time to make it ready for the audit. She was confident that it was clean and the money was where it belonged. She is grateful for Mr. Murray's attention to detail and is excited to have things clean and organized. The previous auditor had a different way of doing things so there was a transition that needed to be learned. She is now getting timely reports from the Tax Collector's office and is getting

this information correctly. It does take several steps to get this information into the system. Ms. Clancy is seeing compliance with deposits getting done in a timely manner.

John Tappan, Trustees of Trust Funds Chair, states that in the audit starting on page 15 there were three topics that they take issue with. This stood out as a problem to the Trustees. The first topic was interest rate risk, the second topic was credit risk and the third topic was custodial credit risk. In all of these topics the auditors give a brief description of what that risk is and then they give a brief description of how the town's investment policy addresses that risk. Each of those sections concludes with a sentence which reads in part "The Trustees of Trust Funds do not have a policy regarding interest rate risk, credit risk or custodial credit risk." Mr. Tappan states that the Trustees of Trust Funds think that their investment policy addresses all three risks; although not by name. He admits that some of the discussions in their policy could be more extensive than they are at present. Mr. Tappan states that it appears to them that the auditors did not read their investment policy and they did not ask any questions. Chairman Bugbee asks Mr. Murray if he would look at each of the findings to see if their policy addresses it or not. If it doesn't, would he let them know what needs to be changed so it may be fixed. Chairman Bugbee asks how important are these three items? Mr. Murray states that they are in the disclosure checklist as a requirement to disclose. If they do have a policy against it, state what the policy is; if they don't, to state that they do not have a policy addressing it.

5. a) Larry Kindberg is here to discuss the powers under RSA 35-B:1 for the Recreation Commission. The Rec Commission has issues with the way that the contracts are handled with regards to the fields and they have issues with the fields themselves and how no one is overseeing their maintenance and care. The Rec Commission says they have the time and expertise to manage the fields better.

Selectman LaCourse passes out a proposal for how he would like to handle this issue. He hears that the Rec Commission wants to be involved in the process but not necessarily having power of authority which will still rest with the Board of Selectmen. Mr. Kindberg confirms the commission is not looking to change the power of authority from the Board of Selectmen. They do want the authority to deal directly with ORYA. Selectman LaCourse reads what he is proposing:

II. To preview and provide suggestions on contracts with final approval by the Select Board.

III. To preview and provide suggestions for granting concessions with approval by the Select Board.

IV. To preview and provide suggestions for changes in the use of facilities or for participation with final approval by the Select Board.

V. To provide suggestions for rules and regulations governing the use of property, facilities or equipment with final approval by the Select Board.

VI. To provide suggestions on contracts with any municipal corporation, governmental or private agencies for the conduct of park and recreational programs with final approval by the Select Board.

Selectman LaCourse moves the provisions that he just read. Selectman Brown, seconds. All in favor. **Motion Carries.**

b) Larry Kindberg states that the Rec Commission has reviewed the draft MOU and emailed their changes to the Town Administrator. The TA states that the only request is to change the agreement to be between the Rec Commission and ORYA and not between the Town and ORYA. The Board did not just vote on giving the Rec Commission the authority to enter into contracts; therefore, they cannot enter into contracts. The contract authority remains with the Board. Mr. Kindberg understands.

Chairman Bugbee suggests moving forward with the MOU between the Town and OYRA but charge the Rec Commission with oversight. There is a discussion surrounding adding language, changing language or leaving it the way it is. Selectman LaCourse suggests a motion of intent. Chairman Bugbee states that the motion of intent would be to make the agreement between the Town of Lee and ORYA with the understanding that the Rec Commission will be the liaison between the Town and ORYA and provide oversight to the use of the facilities. Chairman Bugbee changes that to a motion and Selectman LaCourse, seconds. All in favor. Motion Carries.

6. Fire Chief Scott Nemet introduces Zack Smith, a Boy Scout in Troup 154 in Durham NH who is working on his Eagle Scout project to install AED's at the local youth fields Madbury, Durham and Lee. He is requesting permission from the Board to install an AED (Automated External Defibrillator) at LRP. Currently all the fields in Madbury, Durham and Lee do not have AED's. Selectman Brown is concerned with vandalism and environmental damage. Zach Smith states that they are weather sensitive so during the winter they would have to be stored in ORYA's main building. During the warm weather they can be installed inside the shed at LRP which has a combination lock. Chief Nemet states that when the call comes in from a mobile phone, the dispatch will give the code to the person to open the shed to gain access to the AED. The coaches will have them out during games and programs on the fields.

Larry Kindberg states that as a heart attack and triple by-pass survivor he does not think that this is a good idea because it would take a person too long to get to the shed from the walking paths, make the call and get back to the person. He also thinks that vandalism is a big concern. Several people in the room (talking at the same time) say that it would be better to have the chance to have it then not have it. Darlene Smith's mother states that AED's are life savers. It is still better to have them there 6 months out of the year then not there at all. And they should be safe in locked sheds. The dispatchers will also know where the AED's are located, so if a call comes in the person will be directed to the shed and given the code. The Board thinks that this is a great idea. Chairman Bugbee moves to approve the installation of an Automated External Defibrillator at Little River Park. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

7. a) TA Glover presents the MRI Assessing contract. Chairman Bugbee would like to go out to bid this year to check the prices. The Board asks the TA to do an RFP for Assessing Services for the Town of Lee for 1 or 2 years and bring it to a meeting in the end of April early May.

b) TA Glover presents the letter from the Trustees of Trust Funds indicating that they were not in favor of paying for the postcard that was sent out to all residents in Lee to advise them of the Public Presentation on the work of the Facilities Committee out of the Town Buildings Capital Reserve Fund. Chairman Bugbee would like to ask the Trustees of Trust Funds if they would

be amiable to paying for the contract for AG Architects out of the Town Buildings Capital Reserve Fund along with the cost of the survey that they would like to do.

The Board agrees to take the \$1131.96 out of the contingency fund. The Board agrees to ask the TA to send a letter to the Trustees asking the above questions.

John Tappan explains why the Trustees voted not to allow this payment in question. In summation, it was too far away or removed from the issue at hand. Chairman Bugbee would be looking for what they would believe would be inside the line of allowed period in question and what would outside that line.

c) TA Glover informs the Board that voting has been moved to Saturday, March 18th by the moderator due to snow storm Stella. Non-essential Town Offices and services are closed Tuesday, March 14th as well. The Board keeps its election staffing the same for Saturday. Selectman Brown thinks that the Selectman's Office did a good job getting the word out about the change in the Election Day. Madbury has moved to Thursday and Durham is remaining on Tuesday.

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 Manifest #18 and Weeks Payroll Ending March 12, 2017. Selectman LaCourse, seconds. All in favor. **Motion Carries.**
10. Chairman Bugbee moves to enter into Non-Public Session per NH RSA 91-A: 3 II (a) and (c) at approximately 8:02pm. Selectman LaCourse, seconds. Roll Call Vote. **All Agree following Roll Call Vote. Motion Carries.** The Board returns to public session at 8:46pm.
11. The Board discussed evaluations with Chief Nemet for full and part-time staff. The Board will seal the other two subject matters. Chairman Bugbee moves to seal two out of the three minutes from the non-public session. Selectman Brown, seconds. All in favor. Roll Call Vote. **All Agree following Roll Call Vote. Motion Carries.**

Chairman Bugbee moves to approve the non public meeting minutes from February 14, 2017 and February 27, 2017. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

Chairman Bugbee moves to approve the public meeting minutes from the February 14, 2017 from the February 27, 2017. Selectman LaCourse, seconds. All in favor. **Motion Carries.**

12. Chairman Bugbee states that the Town is at the end of Art Guadano's contract so he has asked him to present them with a new contract for the next step. Mr. Guadano will have that ready for the Board's meeting on February 27th. If the Town does continue with his services then he will articulate how much land we will need to purchase from the church. The land will need to be surveyed and assessed so that a proposal can be put together for the church. Chairman Bugbee states that a purchase and sales agreement will need to be pending the vote in March 2018.

Chairman Bugbee says that the Farm Breakfast went well.

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13. Chairman Bugbee entertains a motion to adjourn at 8:57 pm. So moved by Selectman LaCourse. Selectman Brown, seconds. All in favor. **Motion Carries.**

Minutes transcribed by:



Denise Duval, Town Secretary


3/27/17

Date

Minutes accepted by The Lee Select Board:



Scott Bugbee, Chairman



John LaCourse



Cary Brown