

SELECT BOARD MEETING MINUTES

March 27, 2017

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

Others present: Larry Kindberg, Bill Humm, Randy Stevens, Bruce MacIntyre, Arthur Bradbury, John and Anne Tappan, David Cedarholm, Paul Gasowski, Roger Rice, Chief Tom Dronsfield, Chief Scott Nemet, Town Administrator Julie Glover and Town Secretary Denise Duval.

1. Chairman Bugbee calls the meeting to order at 6:30 pm.
2. Chairman Bugbee opens the meeting up to public comment.

Larry Kindberg, Lee Hill Road, refers to the agenda item regarding the new proposed contract from AG Architects in the amount of almost \$117,000. He is dead set against spending any more money for consultants at this stage. Mr. Kindberg states that there is repair work and upgrading that needs to be done on some existing buildings and we have spent \$187,380 in consultant fees since 2007 that have resulted in nothing. He thinks that a \$6 million bond issue to the public will be thrown right back at you. The \$117,000 could be spent on repairs and maintenance of the buildings. The police department budget has been cut so Mr. Kindberg asks where we are coming up with \$117,000. He thinks that this is a foolish use of tax payer's money to continue this way.

Arthur Bradbury, Tuttle Road, has watched the Town go through the options of where to build a new town center and the costs have been totally outrageous to him. He thinks that it is ludicrous that they think the town is going to go for \$6 million. He says that the Select Board needs to get their act together, decide what they are going to do and present a basic presentation that is not going to cost \$117,000.

Dave Cedarholm, Fox Garrison Road, commends the Board on initially hiring Art Guadano to help out with this project. He thinks Art has done a great job and he advocated for hiring Art when he was on the Select Board. After going down the road that they have he agrees with the previous two gentlemen. The problem that he has is that there is no sense of frugality in the \$6 million proposal. He suggests not moving forward with another \$100,000 contract to continue the design and rather scale it down, figure out what we need to do while being as frugal as possible.

3. a) Chairman Bugbee will entertain nominations for Select Board Chair at this time. Selectman LaCourse nominates himself for Chairman. All in favor.
b) The Board decides to keep all liaison assignments to boards, committees and commissions the same for this next year. The 250th Committee will remain in place for the time being because they still have funds moving in and out. Selectman Bugbee asks to check on when their term ends. Chairman LaCourse states that they are sun setting the Ad Hoc Racetrack Committee and asks the TA to do a letter of appreciation for the membership and send it out.
c) The meeting schedule will remain the same.
d) Tabled.

4. Bill Humm, Conservation Commission Chair, states that for the last couple of years the Commission has been conferring with wildlife biologists at UNH about some habitat adjacent to the playing fields and LRP. Now there is an opportunity to have some on the ground professional guidance and also some skilled chainsaw work taking down some white pines and black locust that are encroaching on this habitat that is particularly valuable for woodcock. Chairman LaCourse asks if they expect the area to grow. Mr. Humm says no. The walking path will remain through the area. Selectman Brown asks if there needs to be any signage. Anne Tappan indicates that signs will only be needed when work is being done in the area. TA Glover states that there was a question with regards to insurance and how that was going to work. Her understanding is that Don Quigley through his position as a professor at UNH along with his students are going to be doing the clearing work but it seems as if they have some coverage through UNH as students but it does not seem that we will be getting any documentation or certificate of insurance. TA wanted to make sure that the Board was aware of that. Mr. Humm says that they have dealt with this similar use of trained students supervised by Don Quigley in clearing a trail in the Maud Jones Forest and the Board was comfortable with the degree of documentation we had at that point. Selectman Brown confirms that there is some kind of documentation that says they have the insurance coverage. Mr. Humm states that he has an email that was sent to himself and to the TA from Don Quigley that says "The courses I teach require supervision of students working and training in very hazardous situations both on and off UNH lands. All UNH students are covered for work done as part of any class activity whether or not on UNH lands." The Board says that this is satisfactory.
5. Roger Rice presents the Annual Facility Report to the Board. He reminds the Board that starting last year the DES wants the Board or someone with authority to sign contract to execute the report rather than just the Facility Managers. Chairman LaCourse moves to accept the Transfer Station's 2016 Annual Facility Report to the DES. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
6. a) Randy Stevens presents the quote results (via PowerPoint) for Catch Basin Cleaning, Line Striping, Plow Cutting Edges and Gravel/Stone. Mr. Stevens reviews and explains his highlighted recommendations. Chairman LaCourse moves to authorize the Highway Supervisor to enter into agreements with Jordan Equipment, Peter Kuegel Trucking, Hartigan Company and Industrial Traffic Lines as the primary vendors for materials and services per the attached spreadsheet providing the vendor can provide the service and/or materials as quoted in a timely manner. In case the vendor cannot provide the services and/or materials quoted in a timely manner the Highway Supervisor will pick the vendor with the best value for the town based on the attached spreadsheet. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

b) Randy Stevens presents his road work plan to the Board which consists of Alternative A and Alternative B. Mr. Stevens has a map that highlights the two Alternatives. Selectman Bugbee suggests adding the Public Safety Complex to Alternative A. The Board agrees with this suggestion and advises Mr. Stevens to get prices for both Alternatives.

c) Randy Stevens shows a variety of new plow truck pictures that he has collected from around the area. He will be doing 2 bids; one for the cab and chassis and one for the plow equipment. The Board would like to get started on this ASAP. Randy will go to 4 or 5 surrounding towns to check out what they have already gotten for new trucks.

7. Fire Chief Scott Nemet is requesting \$50 per hour for the Fire Department Special Duty Rate to be effective immediately. This new rate will take into account the new pay rate, Medicare, social security, retirement, workers' compensation and the administration fee for each type of firefighter (full-time, part-time and call). The new pay rate will be \$35/hr. This will bring them in line with what the police department has currently. Chairman LaCourse moves to approve the new Fire Department Special Duty Rate of \$50 an hour which includes pay rate, Medicare, social security, retirement, workers' compensation and the administration fee if required. Selectman Bugbee, seconds. Effective April 1st. All in favor. **Motion Carries.**

8. Art Guadano from AG Architects Dover, NH introduces himself. Selectman Bugbee asks if there are any items in his proposal that can be skipped in order to bring a product to the public. Mr. Guadano went through his list of items and did not suggest eliminating any items. Selectman Bugbee asks again what the Board needs as the minimum to get to the voters so they have enough to think about and make a decision. Mr. Guadano does not suggest any cuts. Selectman Brown asks if there is any information from prior reports or surveys that we could re-use instead of doing all over again. Chairman LaCourse thought we were looking for a rendering not a full blown architectural drawing. Selectman Bugbee is looking to see what kind of buy in they can get from the Town. Selectman Bugbee asks again for the minimum that they would need to bring a proposal to the voter. He doesn't want to see the committee put on hold for a month or two; however, he doesn't want to spend \$117,000. He wants to bring something to the voters to give them an idea of what we are looking for and an idea of what it is going to cost. Selectman Bugbee asks if other towns this size spend hundreds of thousands of dollars to get something to the voters. Mr. Guadano does not answer the question. He says that because we are looking at three buildings the cost is higher. Selectman Bugbee suggests asking Mr. Guadano to give the Board a proposal for doing phase I: building a new town hall either on the church property (if the town can get it) if not on Stevens Field and also fixing the town hall. Chairman LaCourse agrees. Mr. Guadano says he will prepare this and forward to the TA.

9. a) TA needs some clarification with regards to any (if any) language changes that are supposed to happen to the MOU with ORYA concerning the Rec Commission involvement. Larry Kindberg believes that the intent was to have something in there that the Rec Commission would have oversight with ORYA with regard to fulfilling their contractual agreements. TA Glover points out that the Rec Commission can at any time go look at LRP as it's being used by ORYA during the season and if the Rec Commission sees something that is troublesome they can either bring it to Randy Stevens' attention, to the Board or call ORYA. Selectman Bugbee confirms that Mr. Stevens will be doing all the maintenance for the fields and will be keeping ORYA apprised of any issues. If the Rec Commission sees a particular issue they may call ORYA. This may happen now without adding language in the MOU. Chairman LaCourse asks that the Rec Commission let the TA know if they report anything to ORYA in addition to Mr. Stevens. The Town Secretary confirms that the MOU is remaining the way it is presented today. Mr. Stevens asks if all the responsibilities with regards the park are put into writing so there is no question in the future. TA Glover asks the Board if the MOU should include Stevens Field. The Board agrees to include Stevens Field in the MOU. Selectman Bugbee would like to change the effective date. The Board agrees to change the effective date of the contract to April 1, 2017 to March 31, 2018. Chairman LaCourse moves to approve the MOU between the

ORYA and the Town of Lee for the management and recreation of fields as per our discussion today. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

b) TA Glover discovered that the Facilities Committee public presentation post card cost was already paid out of the Town Report Operating Account. The Board is fine with that.

c) TA Glover informs the Board that there has been a request from a former resident of Lee to have some of his wife's cremated remains placed in the garden at the Transfer Station. After reviewing the State laws and speaking with an attorney at NHMA it appears that there is nothing that prevents the Board from approving this request. Since the Board controls town property it is under the Board's purview to say yea or nay. This is proposed to happen in June. Selectman Bugbee would suggest writing a letter for the family to sign making it clear that the town can't be held responsible for the future existence of the garden. Chairman LaCourse agrees. Selectman Brown disagrees. He is wary of setting precedent. If others request the same at what point does it become a cemetery. Setting a marker or brick would be fine per Selectman Brown. TA Glover suggests that she draft a letter to the family for the Board to sign. A formal motion will be made at the next meeting.

d) TA Glover asks for clarification as to when the employee evaluations are due from the department heads. The next meeting is not until April 10th. The Board wants them submitted by April 1st.

e) TA Glover presents a summary with regards to the two photo copiers that have come to the end of their leases. The photo copier at the PD will not be supported any more with a maintenance agreement due to its age. TA informs that Board that if town hall were to replace their copier with a new one it would not be as advanced unless the Board thinks that they are going to want to do a paper newsletter at some point in the future. Ultimately we have to give the machines back or buy them or enter into a lease agreement with a new machine which in this case the machines will go away.

The photo copier that is sitting in the hallway at the PSC may be taken away to the Transfer Station per Roger Rice. Bill Stevens will be notified to take this copier to the TS.

10. Chairman LaCourse moves to accept the Consent Agenda as presented. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
11. Chairman LaCourse moves to accept the Public and Non Public Meeting Minutes from March 13, 2017. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
12. Chairman LaCourse moves to accept the Manifest #19 and Weeks Payroll Ending March 26, 2017. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
13. Chairman LaCourse moves to enter into Non-Public Session per NH RSA 91-A: 3 II (a) and (c) at approximately 8:10pm. Selectman Bugbee, seconds. Roll Call Vote. **All Agree following Roll Call Vote. Motion Carries.** The Board returns to public session at 8:41pm.

14. Chairman LaCourse moves to seal one of the subject matters in the non public session. Selectman Bugbee, seconds. All in favor. Roll Call Vote. **All Agree following Roll Call Vote. Motion Carries.**

Chairman LaCourse states that the other subjects are associated with providing raises and promotions to 3 police personnel and to increase the hours for the police chief for outside details and are not sealed. Chairman LaCourse moves to provide salary increases for 3 police personnel listed. Selectman Bugbee, seconds. The effective date is on the PARs. Selectman Bugbee asks if the Finance Officer can provide the financial implications for these increases for FY18 so they can transfer the funds to the police department budget. All in favor. **Motion Carries.**

The letter regarding the other matter should go into her personnel file.

Town Secretary asks for clarification with regards to the Chief and outside details. Does this need a motion? The Board does not think it is necessary. TA Glover points out that there is a MOU with regards to what the police chief can do for special details. Selectman Bugbee asks the TA to bring this agreement with any changes that need to be made to the next meeting.

15. Selectman Brown states that after the discussion came out at the Facilities Committee's public presentation about how 'we' communicate with the town at large he was wondering if it would be worthwhile to bring in a UNH PhD student to look at how we communicate to see if there are any changes we could make or improve on. He says we should consider putting our meetings on You Tube. TA Glover asks if the thought is we would do this in addition to what we are doing or stop what we are doing and just do You Tube. The Board wants to stop what we are doing and just do You Tube. TA will look into what this will cost with IT. Selectman Bugbee adds that You Tube gives the ability to scroll forward through the meeting.

Chairman LaCourse states that the Board discussed contacting Ann Driscoll again to continue with providing management training. Selectman Bugbee is going to get in touch with her to see what her recommendation would be to start up again.

Selectman Bugbee asks the TA if the tax deeds will be on the next agenda. TA will check in with the Town Clerk.

Selectman Bugbee asks if there have been further conversations with regards to the moderator. TA Glover thought that the Board was going to discuss this in non-public and determine whether the Board wanted to move forward. This will be on the agenda for next meeting.

Selectman Bugbee asks that the evaluations from the department heads be scanned and emailed to the Board for their review.

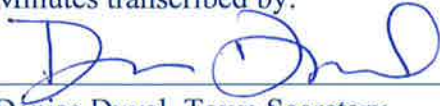
16. Chairman LaCourse moves to adjourn at 8:51 pm. Selectman Brown, seconds. All in favor. **Motion Carries.**

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Minutes transcribed by:



Denise Duval, Town Secretary

4/10/17

Date

Minutes accepted by The Lee Select Board:



~~Scott Bugbee, Chairman~~



John LaCourse, Chairman



Cary Brown

SPECIAL DUTY AGREEMENT

This Agreement is made and entered into on this 10th day of April, 2017, by and between the Town of Lee ("TOWN") and Thomas Dronsfield ("POLICE CHIEF").

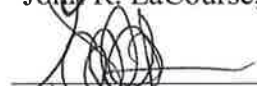
The parties mutually agree as follows:

- 1) POLICE CHIEF may work no more than 12 hours per month on off-hours, grant-funded speed and DUI patrols.
- 2) POLICE CHIEF may perform other Special Duty work both within the Town of Lee and in other communities, provided that any such work is performed after his regular working day is complete or between Friday afternoon (after 3:00 p.m.) and Sunday evening (11:00 p.m.) only and is not to exceed twenty-four (24) actual hours worked each week.
- 3) POLICE CHIEF may perform Special Duty work at other times outside of his regular working hours in the event of a bona fide emergency.
- 4) POLICE CHIEF shall be paid at the regular, special duty rate of \$40.00 per hour.
- 4) The Parties agree that the terms of this agreement go into effect on March 27, 2017.
- 5) POLICE CHIEF acknowledges that the Select Board may rescind this agreement at any time, with or without cause.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this day 10th of April, 2017:



John R. LaCourse, Chairman



Scott Bugbee, Selectman



Cary Brown, Selectman



Thomas Dronsfield, Police Chief

Memo

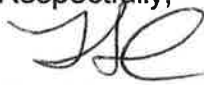
To: Board of Selectmen
From: Chief Thomas C. Dronsfield Jr.
Date: March 27, 2017
Re: Outside Detail hours

Dear BOS,

I am respectfully requesting and increase in my detail hours and some clarification in writing. Although I no longer have a contract it is still in writing that I am currently allowed to work 20 hrs of outside detail beginning at 3pm on Friday and ending at 8pm on Sunday. In 2015 I was also allowed to cover weekday emergency/last minute details after my normal work hours. I am looking to be able to continue this as it rarely happens. I am also requesting to increase my weekend hours to 24. In the past I have run into an issue in which the track was granted an extension and had to use it. The extra hours would put my over my approved 20 and I had to contact a selectman for approval to cover the detail.

I feel that I have shown that I know my first responsibility is to the town and the department. I am always available for any issue that may arise while I am working one of these details.

Respectfully,


Chief Thomas C. Dronsfield Jr.

Approved
3/27/2017
