

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

**Others present:** Anne and John Tappan, Bill Humm, Dr. Jim Morse, Caren Rossi, James Lonano, John Hall, Krista Butts, Chief Scott Nemet, Town Administrator Julie Glover and Town Secretary Denise Duval.

1. Chairman LaCourse calls the meeting to order at 6:30 pm.
2. Chairman LaCourse opens the meeting up to public comment. There is none.
3. Mr. Hall is running late. The Board moves onto the next item.
4. Dr. Morse, Superintendent for ORCSD, is here to discuss with the Board the open position that is now available on the School Board due to the resignation of Maria Barth whose term ends in March 2018. The law in NH states that had there been two people from Lee on the School Board at the time of her resignation then the law would have allowed for the School Board to move ahead with filling her replacement. But because there is only one person from Lee on the School Board that authority shifts to the Select Board according to the law. Dr. Morse realizes how busy the town officers are and if he or the ORCSD can be of any service then they are available. TA Glover informs the Board that the office has already received 4 emails from residents who have expressed an interest in this position. She is looking for guidance as to how the Board would like to proceed. Selectman Bugbee would like to advertise in the E-Crier asking for a letter from applicants. The Board agrees that the deadline should be June 5<sup>th</sup> at noon. She will forward the applicant's application and letters of interest to the Board that day for them to review before the Select Board meeting that night. The Board invites Dr. Morse to attend that meeting on June 5<sup>th</sup>.
3. John (Jack) Hall has been a member of the Boy Scout's since he's been a Tiger. He is currently a Life Scout and working on his Eagle Scout. His proposed project is to create a trail from a Conservation parking lot located off Thompson Mill Road over to the Little River Sawmill and back out to Cartland Road. The trail would be about 1/5 of a mile and beneficial to the Town because currently the sawmill is marked as a historic site but it's currently inaccessible to the public. Mr. Hall has worked with the Conservation Commission to make sure that the trail is in a safe location and it does not damage any of the Town's natural resources. The Conservation Commission has given him their support and approval. He now requests permission from the Select Board. At this time he is in a bit of a time crunch. He is 17 and  $\frac{3}{4}$  years old and has 3-4 months to complete this project. His plan is to do this project over the next 3 weekends. The whole idea of the Eagle Scout project is to gather a bunch of people and lead them through the service project for the town. The Troop will police the trail after it is done as they do with all prior Eagle Scout projects. Bill Humm, Conservation Commission Chair, states that Mr. Hall did present this plan to the Commission who did a site walk with him and went over his project with a few slight modifications. The Commission is very interested in seeing it happen per Mr. Humm. Chairman LaCourse asks if there are signs out there with regards to the trails. Mr. Hall says that they will put up trail markers and post pamphlets about the trail but the project does not include signage. Selectman Bugbee suggests having the Heritage Commission work with Mr. Hall with regards to the signs. Chairman LaCourse moves to grant Mr. Hall permission to

create a trail as presented for his Eagle Scout Project. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

5. They review the Fund Balance Policy. Selectman Bugbee wants to reduce the fund balance down to \$1.5 million and does not believe that this will cause the Treasurer any cash flow problems. He thinks that \$1.8 is too high. \$1.5 is about 10%. Selectman Brown says that the guidelines say that 5-15% of regular general fund operating revenues or 8-17% of regular general fund operating expenditures need to be in the fund balance. He asks if one is more in our favor than the other. He is trying to understand why the GFOA gave these two choices.

John Tappan, Stepping Stones Road, refers to an excerpt from the GFOA best practices for Fund Balance Guidelines for the General Fund and says that it does not answer why you have two options but it does indicate which one you should perhaps use. If a Town's revenues tend to be more level than use revenue if expenditures then use expenditures. He suggests thinking more about how you will be using it and not just simply look at what the number is. Chairman LaCourse moves to reset the Fund Balance to 10% instead of 12%. Selectman Bugbee, seconds. There is further discussion with Selectman Brown. They go over how much money has been used towards tax reduction over the last several years. Selectman Brown is concerned with the expenditures that will be coming up in the near future if decisions are finally made with regards to Town Hall. All in favor. **Motion Carries.**

6. a) TA presents the results for the Assessing bid that was sent out to at least 10 firms and 3 responses were received. The low bid was from MRI. TA recommends that the Town continue to use MRI for its general assessing services. Selectman Bugbee asks if the Board could have some time to review these submittals and discuss at the next meeting. Chairman LaCourse tables until the next meeting.

b) Selectman Bugbee would like to see memorials in the Town Reports. He would like to include all those that have had significance to the town not just those who were selectman. Chairman LaCourse suggests that recommendations are brought to the TA and then the Board decides if they go into the Town Report or not. Selectman Bugbee moves to have Jay Grumbling and Melvin Jenkins mentioned in the next Town Report. Chairman LaCourse, seconds. All in favor. **Motion Carries.** Selectman Bugbee will propose to the Heritage Commission that they be responsible for the write-up.

c) TA Glover gives the Board the first tax warrant for 2017 for them to sign.

Chairman LaCourse asks the TA for an update on the merit policy. TA states that she drafted a policy and sent it out to the department heads asking for input. She will bring it to the Board for review on June 5<sup>th</sup>.

7. Chairman LaCourse moves to accept the Consent Agenda as presented. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
8. Chairman LaCourse moves to accept the Public and Non Public Meeting Minutes from May 8, 2017. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

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- 9. Chairman LaCourse moves to accept the Manifest #23 and Weeks Payroll Ending May 21, 2017. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
- 10. Chairman LaCourse moves to enter into Non-Public Session per NH RSA 91-A: 3 II (c) Tax Deeds, (a) Personnel x2 and (d) Church Property at approximately 7:12pm. Selectman Bugbee, seconds. Roll Call Vote. **All Agree following Roll Call Vote. Motion Carries.** The Board returns to public session at 8:30 pm.
- 11. Chairman LaCourse moves to seal the non public meeting minutes. Selectman Bugbee, seconds. All in favor. Roll Call Vote. **All Agree following Roll Call Vote. Motion Carries.**
- 12. Selectman Bugbee watched the meetings on YouTube and he likes it. He thanks the TA, Town Secretary and IT Consultant for getting that up and running.

There is a sign at the TS that needs to get updated to reflect the change in leadership on the Board.

Selectman Bugbee would like to have a plaque installed at the new flag pole at LRP. Selectman Brown comments on the light on the pole. The brightness is not very good.

Chairman LaCourse will speak at the Memorial Day Parade which begins at 1pm on May 29<sup>th</sup>. Selectman Bugbee will let Dale Hardy know that John will be there.

- 13. Chairman LaCourse moves to adjourn at **8:36 pm**. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

Minutes transcribed by:

  
Denise Duval, Town Secretary

6/5/17  
Date

Minutes accepted by The Lee Select Board:

  
John LaCourse, Chairman

  
Cary Brown

  
Scott Bugbee