

SELECT BOARD MEETING MINUTES

August 14, 2017

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

Others present: Larry Kindberg, John and Judy MacDonald, Joe Bassett, Marissa Flynn, Annika Barth, Sharon Meeker, Caren Rossi, John and Anne Tappan, David Cedarholm, Maria Barth, Dean Rubine, Paul Gasowski, Leslie Adams, Randy Stevens, Patricia Jenkins, Laura Gund, Chief Tom Dronsfield, 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.

David Cedarholm, Fox Garrison Road, wants to speak in favor of the initiative that the Energy Committee is bringing forward. He refers to an article published by the Environmental Defense Fund that highlights solar and wind jobs have grown at rates of about 20% annually in recent years and are each creating jobs at a rate 12 times faster than that of the rest of the US economy. From both energy and economic stand points and a sense to promote renewable energy but it also makes sense from a job stand point. He encourages the Select Board in helping to move this warrant article forward.

Maria Barth, Birch Hill Road, strongly supports the Energy Committee's proposal. She and her husband feel so strongly about moving toward alternative energy that they have installed 52 solar panels on their barn.

3. Chairman LaCourse opens the Public Hearing on Highway Block Grant Aid/SB38. TA Glover explains that the State of NH had a surplus of funds this past budget year and decided to distribute to the municipalities in the State an additional \$30 million in highway block grant aid with a couple of caveats. 1. It had to only be used for projects that were not already scheduled or budgeted for; and 2. The money could not be used to reduce the tax rate. Lee has been given an additional \$95k to be used on our roads, culverts, etc. Chairman LaCourse moves to accept the additional State Highway Funds in the amount of \$95,184.52. Selectman Bugbee, seconds. All in favor. **Motion Carries.** Chairman LaCourse closes this public hearing.
4. Chairman LaCourse opens the Public Hearing on Planning/Zoning and Fire Department Proposed Fee Increases. Fire Chief Nemet states that the Fire Department does not have any fees for any of their inspections that they currently perform. He presents the fee schedule to the Board. The 2nd page is a reference guide for the fees. Caren Rossi states that they would like to increase the two permit fees that they currently have to \$75 from \$50. There are new charges listed on the schedule as well that they would like to implement as soon as possible. Chairman LaCourse moves to adopt the new permit and inspection fees as presented. Said fees to go into effect on September 1, 2017. Selectman Bugbee, seconds. Ms. Rossi asks if the new schedule could be effective tomorrow. Selectman Bugbee asks if these fees are comparable to the fees charged in surrounding towns and the Fire Chief indicates that they are. Ms. Rossi states that it is the height of building season and there is a lot of commercial development coming in along with several residential building projects getting started. It would be nice to add some revenue sooner than later. Between the Planning and Fire Departments they anticipate an increase of \$5000 in permit and fee income alone. Selectman Bugbee asks the Chairman to accept a

friendly amendment that it becomes effective tomorrow. Chairman LaCourse accepts the amendment. All in favor. **Motion Carries.**

5. Joe Bassett, Lee USA Speedway Manager, hands out an outline containing carnival information. Mr. Bassett apologizes for the publicity on the Demolition Derby getting out before they had a chance to talk to the Board. The Speedway would like to have the Derby on the 23rd. They understand that they do not have enough time to get the carnival approved by the 23rd. They would like to get the Board's permission this year to hold this event next year. Chairman LaCourse asks if the Chiefs have any issues to report to the Board. Chief Dronsfield says that he does not foresee any issues. He will have sufficient staffing and if they need to scale it back next year they will. Fire Chief Nemet says that he also does not foresee any issues. He thinks it will be like any other race night. He will staff it the same. Chairman LaCourse warns that in the future the Board does not want to be blindsided. Mr. Bassett says that there was no intent of disrespect. The Speedway will still be held to the noise ordinance. If they do the carnival, any ride or music will point the speakers inward towards the midway. The hours of the Derby will be 5:00 – 8:00pm.

Leslie Adams, Wadleigh Falls Road, states that she is concerned with what the difference is between a race and a demolition derby and a carnival. She thinks the carnival will be bigger, louder and busier. She is not happy about the Rochester fair moving to Lee. Chairman LaCourse states that under the Racetrack Ordinance there is opportunity for other things besides racing and the demolition derby would fall under other events. Just like the rodeo did. With respect to a carnival, Ms. Rossi states that this would have to go to the Select Board, then the Zoning Board for a variance and then finally the Planning Board.

Chief Dronsfield does not have an issue with a carnival and states that they can manage it. Chief Nemet would run it like the rodeo. There would be several details, inspections before they open and the Fire Marshall's office would be responsible for inspecting all the rides. The carnival companies come with certificates of insurance for all of their rides. He does not have an issue with all the inspections that they would have to do. Mr. Bassett states that no alcohol would be served at the carnival. They do not want to bring the Rochester Fair here; just the motor part that the fans want to continue. Mr. Bassett states that the derby should not be as loud as a race night. There will be crashing for a bit but there will not be the custom motors and exhaust as with a race. Chief Dronsfield will continue to put the meter out for this event as well. Anne Tappan, Stepping Stones Road, asks if there is heightened concern about the spilling of oil or gas during the derby. Mr. Bassett states that just as they would during a race they have a speedy dry crew that cleans it up completely. Chairman LaCourse moves to grant permission to 1st Strafford Realty Trust to hold a Demolition Derby on Saturday, September 23, 2017. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

Chairman LaCourse having served on the Racetrack Committee supports the Racetrack being able to look at other opportunities on the track itself such as things other than racing. Therefore, he moves to grant permission of 1st Strafford Realty Trust to hold a carnival on a date to be determined. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

6. a) Erik Sawtelle, Agricultural Commission Chair, highlights 6 items that the Ag Commission has been working on over the past year. 1. Education and Outreach 2. Farm Style Breakfast

Fundraiser March 12, 2017 3. Continue to sponsor the Lee Farmer's Market for the 10th year 4. Distribute the Town's Agriculture and Farm List in Lee 5. Discuss communication options with committees and commissions 6. Continue discussions about how to promote agriculture in NH. For future activities the Ag Commission will continue to monitor and assist in reaching the goals relative to agriculture as stated in the Lee Master Plan. Finally they will continue to sponsor the Lee Fair BBQ with an effort to feature as much local product as is available.

b) Sharon Meeker, Energy Committee Rep, updates the Board on its members which consist of 4 voting members and 3 non-voting members. They meet once per month. The community has shown a lot of support towards exploring alternative energy. They had Dr. Clay Mitchell update the last Energy Report from 2011 with the Energy Capital Improvement Program 2017-2014 Update for the Town of Lee. The Committee decided to focus on the needs of the PSC and the TS because they are not part of the Facilities Committee study. The Energy Committee has worked with Yankee Energy, Revision and the NH Co-op to consult with them on current costs. The Committee had an extensive tour of both the PSC and the TS with Mr. Joe Ladewski from the NH Co-op to learn about replacing lights with LED's. Ms. Meeker states that Mr. Ladewski had said that the room at the PSC needed attention before the lights.

Louis Grondin, Energy Committee Member, states that they looked into insulating the TS roof and the trash compactors. The budget for this was \$4200 and the estimate is \$7800. If they have an energy audit done, then they may be able to received energy savings. They were going to propose that the new swap shop be attached to the TS, but after speaking with the manager Toby Van Aken it was brought to their attention that this plan would not leave enough room for parking. The Committee is now considering a different location next to the metal recycling building. The preliminary costs for a new swap shop have been high. The foundation work alone has been around \$4000. Their budget for the swap shop project is \$5000. This is still in flux. Mr. Ladewski thought it would be worth it to have an energy audit on the PSC due to the ice dams. The main problem is that there is no air ceiling. Chairman LaCourse suggests speaking to the TA with regards to investigating the ice dams. Ms. Meeker said that Mr. Ladewski thought it would be possible to use the same fixtures that exist now and just replace the lights with LED's. She will send Barbara's report to the TA.

Ms. Meeker thinks that one of their main functions is education and outreach. They have collaborated with the Durham Energy Committee. For example, they hosted the Energy 360 program here in Lee to get information out to the public regarding solar energy. The Energy Committee is now looking into sponsoring a resolution to explore and promote offshore energy for NH and the entire Gulf of Maine through the creation of a State of NH task force to be appointed by the Governor in cooperation with the Bureau of Ocean Management. Right now the Governor does not think there is enough interest according to Ms. Meeker.

Chairman LaCourse informs everyone that the reports from each group will appear in the E-Crier. Ms. Meeker thanks Selectman Brown for attending and helping at all of their meetings.

d) Paul Gasowski, Sustainability Committee Co-Chair, states that this committee has been functioning since May 2016 and created a mission and vision statement in November 2016. Since then they have been working on several projects; the largest one being the Lee Well and Groundwater Awareness Program. They are in the process of developing a packet that will

educate residents in terms of locating their well, understanding aquifers/water and enable them to learn some management techniques and how to record this information for themselves. They will present a report to the Board when they are ready. Another project is looking at the waste stream reduction and composting in Lee. Mr. Rice spoke to the committee on December 28th about the Transfer Station tonnage and composting. Dean Rubine has done a lot of research on this matter. Matthew Rowell has made a video on composting as well.

With regards to outreach, they are working on developing a sustainability reading list and hope to co-sponsor a project with the library. Leslie Adams has done a considerable amount of work on the water part, Chuck Cox has worked on the reading list and Dean Rubine has been part of a small group of people who have been working to improve communication. Mr. Gasowski states that they have in the queue 6 articles in development for the E-Crier about things that they are doing. Mr. Gasowski mentions that the committee compiled a database of town reports and documents that are pertinent with sustainability and resilience.

Matthew Rowell came to the committee with the idea of a tool bank which is an organized effort to bring people who are willing to loan their tools to others together online. The idea was shifted to a mentorship program since they couldn't get past possible litigation problems. With this program, folks would volunteer their time to share their skills and expertise either with individuals who are interested and in return they log time in the time bank that they can use later.

e) Patricia Jenkins, Heritage Commission Chair, first thanks the Select Board member who attends their meeting regularly. The Commission this past year has conducted two interviews with Wally and Evie Dennis and Bob and Mary Keniston detailing their history in Lee. The Commission is planning more interviews. The transcripts of these interviews are being digitized as well as the interview with Harold Ward.

The Commission applied for and received a Moose Grant which paid for an archivist to do a Needs Assessment survey. They are still waiting to receive a full report from NH Document Conservation, but in the interim were told that the Public Safety Complex is ideal for document storage; fire proof cabinets are not advisable due to dust and damp micro climates and; the Heritage Commission & Historical Society should combine efforts to organize the collections. Anne Jennison will work with Sara Cox on this project.

Exploratory excursions taken by the Commission this year include the General Sullivan House and Cemetery in Durham and the Wright WWII Museum in Wolfeboro.

The Commission approved a suitable location for grain storage silos on the Flag Hill property. Two new barn easements were approved for the Jennisons and the Meekers as well as several renewals. Each year they monitor Flag Hill and the Randall Farm.

They are currently working on having the Town Center buildings placed on the NH Historical Register. They will be putting up signage on the Thompson Mill Trail. They have inherited the remainder of the 250th funds. Some of the balance has been used to frame the 250th certificates and have a plaque put on the Little River Park commemorative flag pole. They plan to have

benches made from the Mast Tree lumber. The Commission continues to discuss the 250th banners.

c) Larry Kindberg, Rec Commission Chair, states that they are seeing a decline in the Fishing Derby probably due to competition with sports activities but it is still popular. They had about 60 children and adults. Four years ago they started the Model Rocket Day which has “taken off”. Mr. Kindberg reports over 60 people attended the event this year.

This year the Rec Commission held their first outdoor movie night. The second one will be held the evening following the fair at 7:30pm. The movie will be “The Russians are Coming...The Russians are Coming.”

This Commission is working on completing the tree planting and irrigation system at LRP along with redoing the LRP sign because you can’t read it from the road.

There are 2 vacant positions on the Commission that need to be filled. They would like to create a Rec Commission brochure.

7. a) The Rec Commission was approached by Tim Munroe, who heads up a Basketball League that plays at the Mast Way School, asking to be accepted as a Town program in order to be covered under its liability insurance. There are about 10-12 participants who play Tuesday and Thursday September through May. The Rec Commission does not have an issue with this and would ask that the Board approve this as well. TA Glover and Mr. Munroe are working on a waiver to put in front of Primex for approval. Selectman Bugbee asks if it will be Mr. Munroe that will be paying to use the facilities during this time. Mr. Kindberg states that he does not believe that they pay. The Board asks the TA to check on this with the school. Chairman LaCourse moves to grant the Recreation Commission permission to add a men’s basketball league to the Lee Recreation Program and allow said league to be covered under the Town’s liability insurance in order to play at Mast Way School. Selectman Bugbee, second. All in favor. **Motion Carries.**

b) On August 1st the Rec Commission met at Little River Park with Randy Stevens and Marc Davis from Pawtuckaway Nursery. Mr. Davis had provided a quote/proposal for trees to put in at LRP and a quote from Hillside Landscaping for an irrigation system. Mr. Kindberg adds that a shed will need to be built around the well head. Randy Stevens has quoted about \$1805 to do this. The funds will come from the encumbered Recreation funds. Mr. Kindberg presents a sketched plan that includes the trees laid out in LRP.

John Tappan, Stepping Stones Road, has some comments with regards to the tree selection. Pin Oak \$108, Northern Catalpa \$152, American Elm \$180, Prairie Fire Crabapple \$243, Greenspire Linden \$\$270, Autumn Blaze Maple \$270, Chanticleer Pear \$270. Mr. Tappan thinks the first three are great at the lowest prices and are native species. The last three are not native and are the most expensive. Native trees are already adapted to the region and will not be the evasive species of the future. He would rather have less expensive, native species for LRP.

Anne Tappan, Stepping Stones Road, is not speaking for the Conservation Commission. The Chanticleer Pear is native to China, Korea, Twain and Vietnam. A search for this tree brings up

comments such as do not plant in the mid-west; an oppressive thug, do not recommend, a bad plant. She strongly urges that this tree be excluded from the list.

Mr. Kindberg was advised by Bill Humm that no one from the Conservation Commission could make it to the meeting they had about the tree plan.

The Board agrees to table the portion relating to native species and layout issues. Chairman LaCourse asks that the Rec Commission and the Conservation Commission get together and decide on the trees they want and the layout. Selectman Bugbee asks if they can move forward on building the shed and the irrigation system. Randy Stevens states that you really need to have the trees in first before you dig around to install the irrigation system. Mr. Davis did say that the irrigation needs to go in within a week of planting. Chairman LaCourse agrees with the plan and states that at the next meeting it should be a clean vote once an agreed upon plan is presented. Selectman Bugbee moves to instruct the highway department to proceed with building the well head shed in preparation for the irrigation and tree planting. Chairman LaCourse, seconds. All in favor. **Motion Carries.**

8. Tabled until next meeting.
9. Chief Dronsfield presents the Police Department's end of the year expense report that they need to provide to the Department of Justice from their drug forfeiture account. This report needs the Board to sign off on it.
10. Chairman LaCourse wants to review the goals that they set back in April.
 1. Continuing Workshops for department heads for advancement. Chairman LaCourse asks the TA to survey the department heads to see if there is willingness to come in on a Saturday to do such workshops.
 2. Purchase new equipment vs. used equipment. This seems to be moving in that direction.
 3. Establish a policy re: Commission and Committee minutes. TA Glover can develop a policy on the process on how the minutes are provided to the Select Board's office but the Statute is pretty clear about when the minutes have to be completed.
 4. Establish a policy for committees, commissions and departments to update the Board twice a year. This has started to happen.
 5. Establish a process and policy for merit raises. Currently working on this.
 6. Establish an end-date for completing LRP and set a date to commemorate the park. Things are moving in that direction and getting close.
 7. Designing and gaining support for a new town hall on town property for vote in March 2018. This is being discussed by the Facilities Committee. TA and highway supervisor crawled under town hall on Monday to capture what the situation is down there. There is mold everywhere; the insulation is all falling down and scrap pieces of wood and a rock are holding up various parts of the building.
 8. Revisit the pay in lieu of vacation benefit. This has been done.
 9. Sunset the 250th Committee. This has been done.
 10. Sunset the Facilities Committee on 6/30/2017 which was extended to the end of August.
11. a) TA Glover reminds the Board that there is money in this FY budget to digitize the assessing records and as part of this plan the paper goes away. The Town of Allenstown, which is the same size town as Lee, is moving towards seriously reducing their use of paper. They also use the same financial software as Lee does. The TA would like to arrange a visit to Allenstown with the Finance Officer to see how they handle accounts payable and the reduction in paper.

She would also like the Board to consider the use of laptops or tablets. The Board is in favor of reducing paper usage. Chairman LaCourse is in favor of checking with the Boards, Committees and Commissions to see how much they use. The Board is ok with the TA and FO going to Allenstown to gather information.

b) TA Glover informs the Board that there is currently no requirement that public buildings get rid of their lead paint. If the town does paint the buildings then they would have to follow the lead safety rules. She presents two quotes to paint all 5 buildings. One is \$44,800 and the other is \$21,600. The Board wants to wait for the Facilities Committee results.

c) TA Glover presents the draft revision to the personnel policy to implement health insurance to part-time employees. The Board had talked about a 50% contribution which is not written into the policy. No % amount contribution in the policy, instead it is a budget consideration. Chairman LaCourse moves to approve the changes to the personnel policy 14-6. A. 2. with respect to health insurance for part-time employees. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

12. Chairman LaCourse moves to accept the Consent Agenda as presented. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

Selectman Bugbee asks for the Highway Supervisor to bring in a list of things that could be done in the spring with the highway grant money.

13. Chairman LaCourse moves to accept the Public Meeting Minutes from July 31, 2017. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

14. Chairman LaCourse moves to accept the Manifest #3 and Weeks Payroll Ending August 13, 2017. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

15. Chairman LaCourse moves to enter into Non-Public Session per NH RSA 91-A: 3 II (a) Personnel and Church property (c) at approximately 8:45pm. Selectman Bugbee, seconds. Roll Call Vote. **All Agree following Roll Call Vote. Motion Carries.** The Board returns to public session at 9:11pm.

16. 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.**

17. Selectman Bugbee gives thanks from the Heritage Commission for allowing them to use Mr. Stevens and Mr. Hatch to move the rock to the flag pole. The plaque has been ordered.

Tomorrow the Heritage Commission has a walk through with the Conservation Commission and Mr. Stevens for signage at Thompson Mill trail.


18. Chairman LaCourse moves to adjourn at **9:13 pm**. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

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Minutes transcribed by:



Denise Duval, Town Secretary

8/28/17

Date

Minutes accepted by The Lee Select Board:



John LaCourse, Chairman



Cary Brown



Scott Bugbee