

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

Others present: Caren Rossi, John and Anne Tappan, Paul and Annie Gasowski, Randy Stevens, Deborah Schanda, Katrinka Pellicchia, Linda Reinhold, 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.

Caren Rossi, Assistant EMD, reports a successful day on Saturday at the fair collecting donations of goods for the 53' trailer heading to Texas. On Sunday the truck was at Market Basket from 8am – 7pm and collected 14 pallets of individual items. On Saturday there were quite a few pallet donations. S&J has the trailer now and will be repacking it for the trip. They have also committed to bringing a truck load down to Florida if there is a need. Citizens were very pleased that they did this trailer collection. WOKQ will be partnering up with the Shark to advertise further if needed.

3. Randy Stevens, Highway Supervisor, presents the following list of possible choices for expenditures of SB38 funds to the Board.
  1. Tuttle Road culvert project – all or partial (letters of intent have been submitted for possible FEMA funds as well)
  2. Tuttle Road embankment project – all or partial
  3. Split use choices
    - a) Wednesday Hill Road Culvert project - \$6,000 additional funds for big excavator and trench box rental.
    - b) Tree work - \$5,000 additional work than budgeted
    - c) Crack filling \$7,000
    - d) Pave Transfer Station and Recycling Center Road - \$22,750
    - e) Shim and Pave Thompson Mill Road - \$54,880
    - f) Total = \$ 95,630
  4. Paving
    - a) Gile Road - ½” shim and 1-1/4” top = 455 tons x70/ton = \$31,850
    - b) Thompson Mill Road - ½” shim and 1-1/4” top = 784 tons x 70/ton = \$54,880
    - c) Transfer Station and Recycling Center Road = 325 tons x70 = \$22,750
    - d) Total paving - \$109,480@70/ton @ 63/ton (this year’s price) = \$98,532

Mr. Stevens does not recommend trying to get paving done this year because there are so many people trying to add paving to this year. Mr. Stevens adds that the Wednesday Hill Road culvert and tree work keeps getting put off. The Board and Mr. Stevens agree that #3 should be tackled first. TA Glover would want to double check on being able to do the entire Recycling Center Road under the SB38 fund rules. Mr. Stevens said they could replace Recycling Center Road with Gile Road if they had to.

Mr. Stevens states that the new truck is on schedule to be done September 22<sup>nd</sup> and arrive here October 1<sup>st</sup>. After that it will go to Maine to have all the equipment put on it.

Mr. Stevens let the Board know that he is thinking about bumping up the part-time labor in his department.

4. Chairman LaCourse feels that budget should be flat this year. He asks the TA for her thoughts. TA reminds the Board that the calculation she did a few weeks ago showed a tax rate increase of \$1.73 on the Town side and \$.66 on the school side without the Board putting any money from the Unassigned Fund Balance towards reducing the tax rate. Last year the Board used \$500k and the year before that the Board used \$425k towards reducing the tax rate. The fund balance as of the last audit was approximately \$1.8 million and the Board's decision was to stay at 10% of the appropriations which would be at about \$1.5 million. Chairman LaCourse states that he would remain at his decision to stay at a flat budget. Selectman Brown states that he thinks that they should move forward with a zero increase, hold the line and deal with extraordinary issues on an individual basis. Selectman Bugbee agrees and adds that if a department head wishes to request something additional they should come with a detailed explanation of what and why they want the extra money. TA Glover asks for clarification; should she advise the department head to submit a flat budget. There is a discussion with regards to exceptions. The department heads need to hold the line as much as possible. TA Glover states that if the Board is looking for a zero increase then cuts are going to have to be made; therefore, she is struggling with what she is supposed to relay to the department heads. Selectman Brown states that he is looking for them to make the reduction somewhere else and Chairman LaCourse concurs.

Selectman Bugbee needs to schedule the ABC meetings. Chairman LaCourse is open on Wednesday evenings. Selectman Brown is flexible.

5. Chairman LaCourse wants to keep this matter current by either creating another committee or the Board takes charge. In addition, the Board needs to decide whether they concur with the Facility Committee's recommendation or is there further discussion that they would like to have. Chairman LaCourse states that he still wants Stevens field as an option. The former Facilities Committee Chair Deborah Schanda states that the 1<sup>st</sup> option is the Church property and for whatever reason that falls through then Steven's field is the contingency plan for option 1. Option 2 is adding on to the buildings as they exist. Selectman Bugbee states that unofficially the answer to the Town's offer to the church is either going to be yes or let's negotiate a price. The appraisal will not be completed until the end of September and then it needs to be presented to the membership. Worst case it will not be done until December. Chairman LaCourse states that if the church membership says no, then Steven's field comes into play; therefore, he would like to move forward with looking at it. Selectman Brown states that Stevens field is looking really good to him. Chairman LaCourse is leaning that way as well, but he would like to get the land for expansion in the future. Selectman Bugbee states that if the church says no there is no cost change to move the building over to Stevens field as far as the well and sewer is concerned. However, if we choose to move and buy the church property there would be a cost increase of \$50-60K to put in the well and sewer. TA Glover asks if there was discussion within the Facilities Committee as to how much weight if any was placed on the difference between building a new town hall on that already extremely tight site and continuing the day to day operations vs. building it on Steven's field where the day to day operations would not be impacted at all. Deborah Schanda said they did. They believe the church property is large enough that the new town hall property would be built without disrupting any current

functions. TA Glover is struggling with understanding how the construction of a 5000 square foot building would take place there without disrupting what is going on. Selectman Bugbee states that according to Art Guadano this is possible. Chairman LaCourse would like to continue moving forward with two options: church property and no church property. Selectman Brown agrees and wants to put both in front of the people. Selectman Bugbee agrees with getting the information and choices out to the people. He points out that 40 or so people came out to the public presentation yet there are 600 or so Lee voters that need to be reached. Selectman Bugbee does not want to see the Town get sited for ADA deficiencies, as the Rochester Middle School recently was, and then have to deal with the issues on the court's timeline and not our own timeline.

Chairman LaCourse states that at this point he is not going to move to form a new committee. The Select Board will keep control of this project and decide on a marketing plan, establish a need and decide what needs to be done and present to the voters. He wants to be able to say that the Board has narrowed it down to two options and present that in the E-Crier. The Board needs to update the drawings from AG Architects for the Town Center and Steven's Field. Deb Schanda asks if the Board could refer to "the site" and "the cost plan" instead of Town Center and Steven's Field so that it will coincide with what is on the website. The Board agrees to engage Art Guadano to make the changes on the drawings. Selectman Bugbee states that we need to formulate a plan to reach the voters and figure out the drop dead deadline is going to be. TA Glover states that this will be tricky to wait for the church to make a decision in December because the Board needs to know what it is doing by December. She suggests putting forward just renovating Town Hall at first. She does not think there is time to get the whole thing ready by this coming March. Selectman Bugbee points out then that would mean paying to house Town Hall employees during all that time. Selectman Bugbee suggests taking the concept and asking for design plans in March and then asking for the whole thing in 2019. Selectman Bugbee states that Mr. Meader has offered to help (at no cost) with design and cost plans. Mr. Meader has said that all the costs presented are doable except he is unsure about the Town Hall.

TA Glover reminds the Board that a number of months ago the Board actually voted to make the Town Hall a first priority.

TA Glover offers to contact Art Guadano regarding the changes in the drawings. Deb Schanda says that she will do it.

6. a) TA Glover presents final merit policy. There is a discussion surrounding the time line of performance evaluations and increases. The Board decides to review the policy again.
  - b) TA Glover discusses how the finance office is going to handle documenting the library personnel costs in FY19.
  - c) TA Glover asks if the Board would approve the TA requesting assistance from the NH Governor's Commission on Disability with regards to what the Town buildings need to be ADA compliant. The Board approves this request.
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 Meeting Minutes from August 28, 2017. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
- 9. Chairman LaCourse moves to accept the Manifest #5 and Weeks Payroll Ending September 10, 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 (a) Personnel at approximately 7:50pm. Selectman Bugbee, seconds. Roll Call Vote. **All Agree following Roll Call Vote. Motion Carries.** The Board returns to public session at 8:10pm.
- 11. Chairman LaCourse states that non public meeting minutes are not to be sealed.
- 12. The department heads were not enthusiastic to come in over the weekend for training. The Board would like to engage with another training person. Selectman Bugbee will get in touch with this person to ask about scheduling sometime during the week.
- 13. Chairman LaCourse moves to adjourn at **8:11 pm**. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

Minutes transcribed by:

  
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 Denise Duval, Town Secretary

9/25/17  
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 Date

Minutes accepted by The Lee Select Board:

  
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 John LaCourse, Chairman

  
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 Cary Brown

  
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 Scott Bugbee

**SELECT BOARD NON-PUBLIC MEETING MINUTES**  
**September 11, 2017**

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

Others present: Town Clerk Linda Reinhold and Town Administrator Julie Glover

1. Chairman LaCourse motions to enter into Non-Public Session at 7:50 pm per RSA 91-A: 3II (a) The dismissal, promotion, or compensation of any public employee or the discipline of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted. Selectman Bugbee, seconds. **Roll Call Vote to enter into nonpublic session. All Agree following Roll Call Vote.**
2. The Board discussed the hiring of a new Assistant Town Clerk Tax Collector. Chairman LaCourse moves to hire Elizabeth Stone as soon as possible for this position. Selectman Bugbee, seconds. All in favor. Motion Carries.
3. A Motion will not be made to seal the minutes back in public session.
4. Minutes recorded by Chairman LaCourse.

Minutes typed by:

Denise Duval, Town Secretary

Minutes accepted by Lee Select Board on 9/25/17.

  
Chairman John LaCourse

  
Selectman Cary Brown

  
Selectman Scott Bugbee