

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

Others present: Deborah Schanda, Toby Van Aken, Paul and Annie Gasowski, Dean Rubine, John and Anne Tappan, Hannah Legard, David and Sharon Meeker, Randy Stevens, Town Administrator Julie Glover and Town Secretary Denise Duval.

1. Chairman LaCourse calls the meeting to order at 6:29 pm.
2. Chairman LaCourse opens the meeting up to public comment.

Deborah Schanda says that after thinking about the Board's discussion regarding the recommendations that the Facilities Committee proposed during their final presentation on August 28th she found it disappointing to have served on a committee whose plan presentation was so well received and for the Committee to have received such encouraging words such as help to form a new committee to the comment on September 11th the Board will take it from here. She states that much of the discussion on September 11th was once again around locations as if the committee had not done due diligence in their final presentation in presenting the choices in how the committee in conjunction with public opinion finalized their number 1 recommendation. The discussion during the September 11th meeting was the same discussion that they had in September 2016 and September 2015 per Ms. Schanda. She states that the committee members worked hundreds of hours to consider all possibilities, to research options, to research costs, define common ground all in the hope of making the difference in the Town of Lee. She states that at the moment it seems that this potentially was in vain.

3. Randy Stevens, Highway Supervisor, presents the bids for replacing the failing and unsafe highway annex chimney. He received two local bids and recommends going with the less expensive quote which is David Allen Masonry. Mr. Stevens states that if there aren't any ties to the building then they can easily take it down themselves, but if there are then he would recommend Allen doing it. Chairman LaCourse moves to have David Allen Masonry (low quote) replace the Highway Annex chimney per his quote assuming certificate of insurance if acceptable. Move to have Kevin Kukesh Mason Contractor as a backup contractor per his quote. Project to be funded from the Town Buildings Capital Reserve Fund. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

Mr. Stevens informs the Board that the drip irrigation is all installed at LRP and the shed has been painted. All trees have been installed. Selectman Brown asks if there could be something that indicates what each tree is. The Board asks the Town Administrator to ask the Recreation Commission Chair if they would take over this task.

4. a) Toby Van Aken, Transfer Station Manager, recommends rebuilding the Swap Shop in-house. He presents the Board with the final plan and what it would cost for the highway and transfer station to build it. He has not worked out a time work schedule yet with Mr. Stevens. Mr. Van Aken added an estimate from Service Experts for adding a new heat pump system to the bulky building in the amount of \$5800. The gas system that is in there now is not efficient or safe. This recommended system will save on power according to the energy group. Mr. Van Aken would also ask to be able to close the swap shop for the period of time during the construction phase of the new shop for cleaning, organizing and moving of the old shop. A

portion of the funds are to come from the Energy Committee. Sharon Meeker agrees that money was set aside for the heating and cooling of the buildings. Selectman Bugbee points out that the \$5800 is in addition to the final plan cost which has approximately \$11,000 attached to it. Mr. Van Aken was hoping that this could get done at the same time as the LED project gets completed which is to swap over the existing fluorescent fixtures to LED fixtures in both the Transfer Station and the PSC. The Energy Committee is going to come to the Board separately with regards to this LED project per the Town Administrator. The Town Administrator attended the Energy Committee meeting this past week and she would recommend that the cost for this project come out of the Capital Reserve Fund and the cost for both buildings will be approximately \$16k. The Town Administrator will send an email to the Trustees of Trust explaining all of this and asking them to take this up at their next meeting to determine whether they would consider this to be a capital project. Chairman LaCourse moves to accept the Swap Shop final plan as presented by the Transfer Station Manager, including giving permission for the Highway Department to budget their time to assist with this project. Cost not to exceed \$11,000 and said funds to be paid as follows: \$5000 allocated from the Energy Committee Operating Budget and remaining funds to come from the Town Buildings Capital Reserve Fund and pull appropriate building permits. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

b) Chairman LaCourse moves to grant the Transfer Station Manager permission to close the Swap Shop for the time period during the construction of the new Swap Shop. Selectman Bugbee, seconds. All in favor. **Motion Carries.** Notices will be put up on the TS TV, outside of PSC and in the E-Crier.

c) Toby Van Aken wants to reiterate the protocol at the TS with regards to items going into the Swap Shop. The items need to be approved items and paid for before dropping off. He would like to research the possibility of not accepting cash anymore and accepting only checks. The tickets themselves cost almost \$2300-2600. There are logistics with only taking checks that they need to figure out. They really need to tighten up on what is getting dropped off at the Swap Shop. For example, car seats are not allowed at the Swap Shop.

5. Selectman Bugbee hands out a proposal from Dr. Susan Losapio for department head training. The Board asks the Town Administrator to ask the department heads what dates work best for them.
6. Paul Gasowski, Lamprey Lane, and Dean Rubine, High Road, on behalf of the Sustainability Committee are looking for the Board's feedback and approval to use the 250th logo for Sustainability use. One of their members asked Amy Daskal who is the artist of the original logo and she has granted them permission to use it. Mr. Gasowski asks several others for permission to use it as well, such as Jan Allen of the 250th Committee and Tom Dronsfield, the Police Chief, are ok with its use. There is a draft of what they want the logo to look like in the agenda packet. They are not asking for exclusive use. Chairman LaCourse asks the Town Administrator to make contact with Ann Daskal to ask for future permission to use this logo as well as right now.
7. Deborah Schanda states that she met with Art Guadano and discussed changes to the proposed site plan. Mr. Guadano wondered why we would move the museum over near the Town Hall

and not create a basement when that would make us lose space. His thinking is to leave it there and build the library behind it. Either way his cost was going to be \$1250 to redo the site plan drawing. Chairman LaCourse asks if Ms. Schanda spoke to the Library about Mr. Guadano's new suggestions. Ms. Schanda said she did not. Selectman Bugbee says that the Heritage Commission would not like this new option. The Board discusses this option and decides to stick with the original plan. There is a discussion with regards to where the money will come from to pay for this drawing. Chairman LaCourse moves to have AG Architects complete the revision of the plot plan said cost not to exceed \$1250, funds to come from the Town Building Capital Reserve Fund. Town Administrator asks about a revised site plan for Steven's Field. Selectman Bugbee states that the Facilities Committee recommended a smaller Town Hall at the Town Center than the one that was recommended at Steven's Field. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

Selectman Bugbee asks if it is going to be the Board who is going to handle this project alone or is there going to be others involved. Chairman LaCourse thinks that the Board should put together a committee that would focus on this with the Board being a part of the committee. He would like Ms. Schanda to make recommendations. Selectman Brown asks what exactly would this committee be charged with. He states that sooner or later they have to agree on what the facilities are going to be. Chairman LaCourse thinks that two options will be brought to the voters (Church property or Steven's Field) and the committee is going to be charged with getting that out there to the people. Chairman LaCourse states that he has come to there being 2 options. Selectman Brown just wants to confirm this to make sure that there is no going back and starting over. At this point Chairman LaCourse is looking for public acceptance for either option. Town Administrator wants to confirm that they will only be asking for design work funding on the Warrant. Selectman Bugbee says he does not believe they have decided that yet. He thinks it would be presenting the entire plan (buying Church property if not Steven's Field) or just asking for design work. Selectman Bugbee thinks that if they have an energized enough committee then they could probably do the whole presentation. If not then they would have to fall back and just do the design part. Selectman Brown then asks if in either case is the Board going to put in front of the voters both options? There is a discussion over whether the voters will get to see both ideas/plans. One being Town Hall at Town Center (if the Town gets the Church property) and the other being Town Hall at Steven's field. Selectman Bugbee at this point says if the Church says yes he would only recommend that the Board only present the Town Hall at Town Center to the voters and the Board does not offer them (the voter's) Steven's Field. Chairman LaCourse asks about the timing issue. The Town Administrator states that January 16th is the last day to hold a Bond Public Hearing. She does not think there is enough time to put together plans, elevations, numbers, and a marketing plan for a \$3.4 million project between December and January 16th. The Board needs to have this discussion. Chairman LaCourse asks to start with forming the committee. He asks Ms. Schanda to provide three recommendations with why these people would be the best choices and send them to the Town Administrator.

The Town Administrator mentions that assuming that the Church is willing to sell the property there will have to be a Warrant Article to approve the purchase of the property.

Ms. Schanda asks if in light of this conversation is it still a wise expenditure to make changes to a plot plan for \$1250. She adds do they need to rush or wait for the new committee to meet

and discuss. Town Administrator states that the Town would probably need a site plan to explain why it needs to buy the Church property. Selectman Bugbee says that it could easily be done on a CAD program. The Board decides to hold on hiring AG Architects for now.

John Tappan volunteers to do a simple site plan drawing for the Board.

8. a) TA Glover asks the Board for clarification as to what information they would like to see printed in the E-Crier with regards to the plans for town buildings. At this point, there is nothing ready to go into the E-Crier for this Friday.

b) TA Glover presents the FY19 Budget Calendar to the Board for review and approval. Selectman Bugbee reviews the ABC Calendar with the Board members. There is one conflict. He will need to check with the ABC members regarding a change with one date.
c) TA Glover presents the SRPC Map Geo Proposal. The cost to the Town would be \$1000 per year. The City of Dover offers this program to the public. The Board would like to take a look at it and revisit at the next meeting. TA Glover will find out how often they will update Map Geo and what the Town will have to be responsible for.
d) TA Glover advises the Board that in the past the Town has budgeted a \$40k allowance as a designated fund balance for unpaid property taxes for the end of year audit. The auditor did an analysis and based on a 5 year average \$175k every year is unpaid taxes from previous years. There is an extensive discussion with regards to what the allowance amount for uncollected taxes should be. The Board wants more information and tables this item until the next meeting.
9. Chairman LaCourse asks about item e. He would like the TA to find out from Ms. Rossi what this item is about and get back to them. Chairman LaCourse moves to accept the Consent Agenda as presented. Selectman Bugbee asks to remove item a&f. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
- 9a) Selectman Bugbee would like to know why the Town needs 3 people to be authorized to be the administrators on the credit card accounts. He also wants to know more specifically if this is for accessing or changing information on the accounts. He would like to know these answers and a list of who currently has credit cards along with the limits on each card. The Town does not have a written credit card policy. Selectman Brown would like to see a policy defining who, what and why. TA Glover will draft a policy. Revisit these at the next meeting with only 2 on the Business Card Resolution.
- f) Selectman Bugbee states that on #4 in the Meeting Minutes dated 9/11/2017 it says that the fund balance is approximately \$1.8 million and it is not. He states that it is \$2,024,155.00 as of the last audit. He knows that the TA said it, but it is not correct. He wants this reflected in tonight's minutes.
10. Chairman LaCourse moves to enter into Non-Public Session per NH RSA 91-A: 3 II (a) Personnel at approximately 7:55pm. Selectman Bugbee, seconds. Roll Call Vote. **All Agree following Roll Call Vote. Motion Carries.** The Board returns to public session at 8:34pm.
11. No motion is made to seal the non public meeting minutes.

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12. Selectman Bugbee and Chairman LaCourse give an update on Bedrock Gardens which is proposing to build an event center and expand the parking lot. Their employees have been trained to handle the parking now; therefore, they are not requiring any more special details from the police department. The Planning Board is reviewing the application now for a bigger parking lot. All access is off of High Road. This parking lot will accommodate busses and fire trucks and handicap parking. They plan on expanding the garden as well.

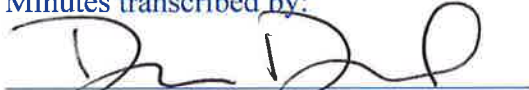
Ms. Rossi is putting together all the responses that she has received regarding what has been accomplished by departments, committees, commissions and boards pertaining to the Master Plan.

TA Glover still needs to contact Governor's Commission on Disability to ask for ADA assessment recommendations.

The 2nd donation truck is full and is ready to get packed up to go and will head for Florida soon.

13. Chairman LaCourse moves to adjourn at **8:39 pm**. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

Minutes transcribed by:



Denise Duval, Town Secretary

10 | 9 | 17

Date

Minutes accepted by The Lee Select Board:



John LaCourse, Chairman



Cary Brown



Scott Bugbee

SELECT BOARD NON-PUBLIC MEETING MINUTES
September 25, 2017

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

Others present: Toby Van Aken and Town Administrator Julie Glover

1. Chairman LaCourse motions to enter into Non-Public Session at 7:55 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 discusses and moves to increase the Transfer Station Manager's salary to \$45k effective September 24th. 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 10/9/17



Chairman John LaCourse



Selectman Cary Brown



Selectman Scott Bugbee

SELECT BOARD NON-PUBLIC MEETING MINUTES
September 25, 2017

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

Others present: Fire Chief Scott Nemet and Town Administrator Julie Glover

1. Chairman LaCourse motions to enter into Non-Public Session at 7:55 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 discusses and moves to allow the Fire Chief to work special duty details up to 24 hours per week. Rates to be determined at a later date. 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 10/9/17.



Chairman John LaCourse



Selectman Cary Brown



Selectman Scott Bugbee