

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

Others present: Hannah Legard, Paul and Annie Gasowski, John and Anne Tappan, Erick Sawtelle, Ken Brisson Sr., Deborah Schanda, Katrinka Pellecchia, 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. There is none.
3. Erick Sawtelle presents two individuals for approval as Alternates to the Ag Commission. Ken Brisson is present. Kristen Cisneros is not present but has been running the Best of Harvest contest at the fair for the last 3 years. Both have indicated that they would like to sit as Alternates on the Commission. Mr. Brisson introduces himself as a large landowner in town who is involved with agriculture by harvesting honey and maple syrup. He has been experimenting with Abenaki corn for grains and flowers. He heard there was an opening on the Commission and wanted to get more involved. Chairman LaCourse moves to approve two, three year Alternate memberships of Ken Brisson and Kristen Cisneros to serve on the Agricultural Commission. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
4. Chief Nemet presents the Board with the Fire Chief Special Duty rate of pay for approval (\$45.00 for the Chief; \$65.00 charged.) There is a discussion with regards to making the special duty rate more uniform between the fire and police departments. Chairman LaCourse moves to approve the Fire Chief Special Duty Rate of Pay to begin immediately. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
5. Deborah Schanda presents the Board with three recommendations for the next Facilities Committee. She states that she has not spoken to everyone on the list; however, the ones she has spoken to stated that without knowing the Charge for the committee it was difficult for them to discern whether or not they would want to be part of the committee. This person also wanted to know the composition of the committee i.e. whether or not it was going to augment the Select Board in total or one or two participating. Ms. Schanda reads her list of people to the Board: Patricia Jenkins (Historical Society member who articulated questions), Zachary Smith (works in architecture) and Mary Woodward (experienced in grant writing). Ms. Schanda asks the Board if they want to consider more than three people. The Board asks to hear the rest of the names. Ms. Schanda adds Tobin Farewell (Engineer), Amanda Gourgue (NH State Rep), George Trojan (Ret. Builder), Don Quigley (UNH Prof.), Ben Genes (Engineer/Town Treasurer) and Cord Blomquist (ABC). Chairman LaCourse sees this committee consisting of up to 10 members: 1 Select Board member, Town Administrator, and the rest volunteers from the Town. The charge being finding methods and opportunities to talk to the town folks about a dire need for a new Town Hall and renovating the rest of the Town Facilities. Selectman Brown asks if we are done with more iteration on what the Town Center should look like. Chairman LaCourse says we are done with that. There is a plan. There is a discussion about what will happen at the Deliberative Session as to whether there will be a full warrant article to move forward or asking for funds to do something less than that. TA states that final numbers would have to be ready by the 3rd week in January in order to be put on the warrant. Selectman Brown

asks if the Church could move up their time table in getting us an answer. Selectman Bugbee says we could ask but they have a procedure.

Chairman LaCourse does not think that the Town is going to accept a \$3.4 million Bond at this time, but he wants to lay out the whole plan, Town Hall being first as it was laid out by the committee and that all the buildings get taken care of sooner or later. The first part is to sell the Town Hall to be built first and then the other ones would follow out. He wants to ask for so much to do Town Hall and then follow through with the rest. Selectman Bugbee points out that this is not what the committee recommended. Selectman Brown says that their one line charge is to sell the \$3.4 million plan. Chairman LaCourse does not want to lose it all. Would agree to sell the whole package but would like to have a backup.

Katrinka Pellicchia thinks that they should try to do the whole package. She sees this as an opportunity to unite the Town. Selectman Brown suggests taking the plan from the Facilities Committee, bringing it to the people and telling them why it is the best deal. Selectman Bugbee agrees with putting it on the warrant article and if it doesn't pass then come back next year with revisions.

The charge will be drafted this week and a special meeting will most likely be held.

TA Glover asks to clarify if it is the Board's intention to go forward in March with the whole \$3.4 million project. The Board agrees. The TA asks if this is based on the site plans. Deborah Schanda states that she doesn't see how they are going to market the plan with a plot plan that is flat with no elevations. The TA agrees and asks if there is a plan to bring in another design professional. She asks how the square footage of Town Hall was arrived at. She doesn't know what kind of building it is. Selectman Bugbee says it looks the building at Profit Key on Rt 125 next to S&J. He says that's what the committee used as an example. She is less concerned with what it looks like then how it functions. TA says, for example if someone at the Deliberative Session asks what does the building look like, how many offices are there, etc. there would not be answers to these questions. Katrinka Pellicchia states that she thought the Town Hall people met with Art Guadano and were asked to reduce the square footage of the Town Hall and Randy (Stevens) came up with a plan that he showed to Town Hall who in turn accepted it. TA Glover explained to Ms. Pellicchia that Art Guadano came up with 5953 square feet. Mr. Stevens came up with a different plan of a different size building of 5000 square feet and Town staff talked about it and agreed it could work. The Facilities Committee reduced the size of the building on their own and not with Town Hall staff. TA Glover states that the plan that Mr. Stevens put together is not necessarily the plan that the Facilities Committee decided on. That has never been communicated. Deborah Schanda states that it was exactly his plan and they reduced it by 250 square feet. She states that 250 square feet is not going to make or break this proposal whatsoever.

The Board agrees that the next step would be to provide layout, schematics and elevations and there is not enough time to do all that before the Deliberative Session. Chairman LaCourse explains that a referendum would find out if the people are interested in going forward with this plan at all. He thinks that between now and the Deliberative Session they could have a healthy discussion trying to promote it. If it is a referendum vote that is positive then they have opportunity and time to move forward to find funding and grants to work on engineering.

Paul Gasowski, Lamprey Lane, suggests asking for money to be deposited into the Building Capital Reserve Fund to use for drawings.

Deborah Schanda asks what the Board thinks about her recommendations for the next committee. There is a discussion with regards to one person being out of town until late November. The Board agrees to ask all of them and see what happens. Ms. Schanda wants the charge before she contacts them.

John Tappan, Stepping Stones Road, agrees with TA Glover that when she says “we don’t know what is in the building” meaning there is nothing giving us the number of rooms, sizes of the rooms, functions of the rooms, shared offices, who uses the rooms or what the fraction of use would be from each of those parties. The plan presented by Randy Stevens has been changed and reduced but we have not seen the numbers. Mr. Tappan says that when TA Glover says she is not sure what is in that building of 4750 square feet she has just reason for saying that. He thinks that if you can’t point to the numbers in the table that show how big each of these spaces are and how you’ve met all of the needs of the town with a building this size then you really are missing something.

6. John Tappan presents a CAD site plan drawing of the recommended medium cost option 2-D which includes the full parcel augmented by the church land to be purchased. He reviews the diagram with the Board. He added the Liberty Tree Oak to the drawing which had not been done yet. The sidewalk and building will need to be shifted because of the tree. He added Wednesday Hill Road onto the drawing. Mr. Tappan added his observations to the drawing as well. One of which is that the more the drawing is studied the more questions come up. Mr. Tappan states that as far as he can tell no one has sat down with Mr. Stevens to discuss the parking lot design. Snow removal is a huge issue along with the large number of sideways.

Selectman Brown thanks Mr. and Mrs. Tappan for doing this work and agrees that this generates a lot of questions, including are we ready to take this to the public yet. The leach field was calculated at 40 by 50 by the architect. This was to accommodate all the buildings including the Town Hall. Mr. Tappan asks if the Board wants anything further at this time. The Board does not.

7. a) TA Glover asks if the Select Board wants anything to go into the E-Crier at this time with regards to the town buildings project. The Board does not want to publicize anything at this time.
 - b) The Board reviews the Map Geo proposal again. Chairman LaCourse moves to grant the Town Administrator permission to enter into an agreement with SRPC for Map Geo online database. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
 - c) The Town’s Assessor Scott Marsh has presented the MS-1 for review and approval in anticipation of the missing DRA valuation for the water utility (Pennichuck). Once MRI receives this figure the MS-1 can be sent to DRA and the Town will ready to set the tax rate. Chairman LaCourse moves to approve the MS-1 as presented, with the knowledge that the final version will have the updated water utility data input once received from DRA. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

d) TA Glover reminds the Board that at the last meeting the Board wanted a draft credit card policy brought forward along with more information regarding credit card limits. The TA presents a draft policy that she reviewed with all the department heads. Chief Dronsfield is concerned with only one credit card limit and that is with the Exxon Mobil. The Board asks to have the Staples and Home Depot credit card limits reduced. The new policy gives department heads two business days to submit receipts for purchases on credit cards. The TA will bring this policy back as a final to the next meeting.

The Board signs the revised Business Card Resolution form.

e) TA presents a revised merit policy for review. TA Glover is trying to get the timing to line up with the budget season. The department heads are in agreement with this plan. The Board is ok with employee evaluations getting done by September 30th. TA Glover will bring a final merit policy back to the next meeting.

f) TA Glover informs the Board of all the issues with the Town Hall entrance door. The existing door and hardware are not commercial grade which contribute to constant issues with the locking mechanism. Chairman LaCourse moves to grant the Town Administrator permission to enter into a contract with All Door & Lock to purchase and install a new commercial Town Hall door and hardware at a cost not to exceed \$1920.00 and funds to come out of the Town Buildings Capital Reserve Fund. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

g) TA Glover presents information with regards to the invasive insect emerald ash borer.

h) TA Glover presents the MS-535 that she received at about 5:35pm today for the Board's signature.

TA Glover adds that she received a 90 page checklist from the Governor's Office on Disability in place of walking through our facilities with us and suggested that the Building Inspector go through this. Mr. Booth will work with Mr. Bill Stevens to determine what if anything we need to do to the buildings in Town Center relative to the ADA.

8. Chairman LaCourse moves to accept the Consent Agenda as presented. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
9. Chairman LaCourse moves to enter into Non-Public Session per NH RSA 91-A: 3 II (a) Personnel at approximately 8:01pm. Selectman Bugbee, seconds. Roll Call Vote. **All Agree following Roll Call Vote. Motion Carries.** The Board returns to public session at 8:20pm.
10. No motion is made to seal the non public meeting minutes.
11. Selectman Bugbee will start the charge with proposed membership listing up to 10 people and leaving out the Town Administrator. The charge will list two phases: 1. Selling the vision; and 2. Ask for money for engineering drawings. Selectman Bugbee states that for the Deliberative Session we would be looking for schematics and elevations.

Selectman Bugbee will ask where the Church is in the process. Chairman LaCourse still wants to purchase the land for the Town independent of the Town Hall passing or failing. He thinks that when these opportunities come up the Town should take advantage. He wanted to buy the Banister property years ago.

Selectman Bugbee informs every one of the General Sullivan presentation on his life and house on November 1st.

- 12. Chairman LaCourse moves to adjourn at 8:25pm. Selectman Bugbee, seconds. All in favor. Motion Carries.

Minutes transcribed by:



Denise Duval, Town Secretary

10/23/17

Date

Minutes accepted by The Lee Select Board:



John LaCourse, Chairman



Cary Brown



Scott Bugbee

SELECT BOARD NON-PUBLIC MEETING MINUTES

October 9, 2017

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

Others present:

1. Chairman LaCourse motions to enter into Non-Public Session at 8:04 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 the Transfer Station Manager's salary.
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 10/23/17.



Chairman John LaCourse



Selectman Cary Brown



Selectman Scott Bugbee