

SELECT BOARD MEETING MINUTES

January 2, 2018

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

Others present: Pat Barbour, John and Anne Tappan, Lou Grondin, David and Sharon Meeker, Ruth Eifert, Barb Wauchope, Bill Humm, Katrinka Pellecchia, Toby Van Aken, Thomas Murdoch, Paul and Annie Gasowski, Randy Stevens, Chuck Cox, Alice MacKinnon, Caren Rossi, Bill Booth, Chief Nemet, Chief Dronsfield, Town Administrator Julie Glover and Town Secretary Denise Duval.

1. Chairman LaCourse calls the meeting to order at 6:31 pm.
2. Chairman LaCourse opens the meeting up to public comment. There is none.
6. a) Chairman LaCourse moves up #6 on the Agenda. Alice MacKinnon presents the Advisory Budget Committee's (ABC) recommendation to the Board which is approximately a 3.64% increase in the total budget. She highlights 4 items. The ABC recommends the hiring of a new police officer, they do not recommend the expansion of the assistant librarian, they recommend that the Conservation Commission be zero funded and they recommend that there is no increase in the hours of the building inspector or turning it into a full-time position.

No questions from the Board at this time.

3. Chairman LaCourse moves to open the FY19 Public Budget Hearing.

Bill Humm, Conservation Commission, is surprised to learn of the recommendation from Ms. MacKinnon that the Conservation Commission be zero funded for the coming year. Ms. MacKinnon interjects that she is just reporting what the budget committee did, she voted for funding the Conservation Commission. Mr. Humm thanks her for the clarification but states that none the less this news was a surprise. The Commission does have a balance in their budget and will have at the end of the year, but they are also looking at some significant expenses in the coming 6 months. Particularly on the Joe Ford property where there are some management activities that need to be undertaken. He would request that the Select Board consider and not accept the recommendations of the ABC with regards to Conservation Commission's budget.

Selectman Brown asks if Mr. Humm can project what the shortfall would be if they were not funded. Mr. Humm states that it would be very difficult to project that answer. His desire was to maintain a positive balance in the fund. It would be difficult to say they would need \$5000 in order to do that because he does not have the cost estimates with respects to the Ford property or other management activities that maybe on the horizon.

TA Glover wanted to make the Board aware that she received an email from the Library Trustees asking the Board to add an article on the warrant asking to fund the Lee Library Building Capital Reserve Fund. They would like the amount to be \$100,000 as was put in in prior year; however, she thinks they would be ok if the amount was somewhere between \$50-75,000.

TA Glover reminds the Board that it is during the Public Hearing that the Board needs to reveal any funding increases to the budget; if not, then during the next Public Hearing. The Board decides to go through the articles at this time.

Selectman Bugbee would like to add to the warrant monies for purchasing the church property and the cost associated with that and the monies for designing the town center building project. TA Glover asks for amounts. The only quote that they have for the building project is from AG Architects and that is high. The only number they have for the church property is the counter proposal from the church for \$175,000. Selectman Bugbee estimates the survey and fees to be about \$10,000 and legal at about \$5000. The demolition is unknown at this time.

TA Glover asks if the Board has any other comments or changes. Selectman Bugbee states that if the design warrant article doesn't pass then they should at least consider working on the ADA and code compliance issues. The Board could take money out of the existing funds to do this work.

TA Glover asks if they could talk about Article #4 (All Veteran's Tax Credit). This was voted in last year by the NH legislature. Selectman Bugbee is interested in approving it all at once, not phasing it. Chairman LaCourse agrees.

TA Glover states that there are no proposed purchases this year other than the fire command vehicle.

TA Glover adds that the CIP recommended for Article #14 that \$6000 be funding to the Recreation Capital Reserve Fund. The Recreation Commission had asked for \$10,000. This fund was not funded last year.

Selectman Bugbee asks if there is a map of the proposed area for Article #18. TA Glover knows that Mr. Humm does have one. It is a piece of land behind the school and is part of the existing Town Forest. Mr. Humm hands out a copy of a map to everyone and describes the area in question. Mr. Humm states that this area was left out of the existing easement because it was believed at the time that the Town might have use for it for future building but that was before it was identified as containing significant wetlands particularly a vernal pool behind the school.

The Board goes through the budget category by category.

TA Glover explains that the part-time finance assistant line has been bumped up slightly should extra time be needed from her for vacations or sick time for the Finance Officer.

The actual rate from the Strafford County Regional Planning Commission amount is entered.

TA Glover explains that due to the way that the ABC puts their budget together the additional \$20,000 in the other general government line is actually the contingency warrant article that comes out of the unassigned fund balance. It is really not a dollar amount in the operating budget. She will put that back down to \$45,000. Chairman LaCourse agrees.

The Board reduces the Dispatch line back down to \$6712 to reflect what has been spent in the last few years.

Chairman LaCourse states that he wants to increase the building inspector to a full-time line. He states that with the increased activity in Lee he wants to make sure they hold onto their personnel. Selectman Brown agrees. Selectman Bugbee is against it. Chairman LaCourse asks TA Glover to move forward on this and calculate the salary and full benefits. TA Glover gives the estimated figures of \$52,500 for the salary and \$30,403 for the additional costs in the personnel lines.

The Board decides to go with the ABC recommendation and reduce the Solid Waste Disposal - MSW & Bulky Waste budget to \$80,000.

TA Glover checks whether the Board wants to put the Meals on Wheels funding request into the operating budget or make it a separate warrant article in its first year. The Board decides to leave it in the operating budget.

TA Glover reminds the Board that the ABC's recommendation is to not move the assistant library director into a full-time position. Chairman LaCourse agrees with the ABC.

Ruth Eifert, Library Director, states that the Library is trying to do a couple different things here with the assistant director. They have a personnel bylaw that covers the library staff and it has been amended over the years. In it full-time employees (those who work 35 or more hours per week) are entitled to full-time benefits. This has been fulfilled partly about 4 years ago when the assistant director became the acting director, that position was then recognized as full-time in order to get retirement benefits. They are attempting to bring their full-time person up so that they will be allowed to get full medical benefits. This position gets retirement now. They want this position to fit their bylaws. Keeping this position at 35 hours saves \$5000 on the salary line. The bylaws were reaffirmed this year without any changes. They would ask to either give this position the benefits or bring it up to 40 hours.

Ann Tappan, Conservation Commission, also was unaware of the zero funding for the Conservation Commission. She states that this commission is an extremely active group in Town and devotes hundreds of hours to maintain the easements, camperships, invasive plant control and numerous public programs so to just drop the commission is a serious omission and a slap in the face to the people who are working so hard. She hopes they will consider funding something.

Selectman Bugbee states that their ending balance at the end of FY15 was a little under \$7000. The ending balance at the end of FY16 was a little under \$10,000. The ending balance at the end of FY17 was almost \$14,000 and through October 18th of this year they have \$19,000. He reminds everyone that just like the Heritage Commission who has a large amount of money, the Board is not going to give more money if they are not going to use it. He says he is the first to acknowledge that the Conservation Commission is very active. This is not a slap in the face. Until you use the money you have, you are not going to get any more. Selectman Bugbee adds that the Heritage Commission has not asked for money in two years because they have a significant amount of cash.

Chairman LaCourse notes that they have heard everyone's requests and this is the first time cut through the budget. The next meeting budget hearing is January 16th. He closes the budget hearing at 7:09pm.

4. b) TA Glover presents the FY19 Default Budget. Chairman LaCourse moves to accept the FY19 Default Budget as presented. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

- a) Chairman LaCourse asks Caren Rossi to explain Articles #2 & #3. Ms. Rossi states that when the State law changed in June stating that Towns had to allow accessory dwelling unit apartments with a minimum of 700 square feet with up to 2 bedrooms, the law said that the Town couldn't say that the primary unit had to be owner occupied. This is making the Planning and Zoning Board regulations match the law.

Chairman LaCourse asks the TA to speak on Article #16. TA Glover states that in 2011 the Town established a Public Safety Special Duty Revolving Fund which has been modified a few times. Recently it was changed to allow the purchase of equipment by the police department. This Article will allow the fire department to do the same.

TA Glover states that in 2011 the Town voted to establish the Conservation Land Stewardship Trust Fund with the idea of having it funded by timber sales on town owned property. Subsequent to that the Town found out that there has to be a Warrant Article that says the dollar amount. In 2014 the Town harvested timber from the Maude Jones Forest which yielded \$3409.99. Article 17 asks to transfer these funds from the Unassigned Fund Balance to the Stewardship Fund. Mr. Humm explains that the intent of the Stewardship Trust Fund when it was established was to have a repository for monies collected from timber harvest on town owned lands to offset costs associated with managing those lands. According to Mr. Tappan this is a trust fund and the Board is the agent to expend. All funds raised in the future will also require a Warrant Article.

The Auditor's prepared an MS535 which is an estimated Auditor's report in October. At that time there was \$2,461,022 in the unassigned fund balance. The Board voted to expend \$400,000 to put towards the tax rate leaving \$2,061,022. The Town's Fund Balance policy calls for maintaining the fund at a level of 10% of appropriations which would \$1,533,819 according to DRA. This would be approximately 500,000.

Chairman LaCourse is thinking about funding Article #7, #8 and #10. Selectman Bugbee would rather not. He would consider it for the church property and the subsequent expenses for that. He would rather use it for something that is one time and not ongoing. Selectman Brown is ok with funding the three that Chairman LaCourse has singled out.

Selectman Bugbee would like to talk about Article #19 & #20. He had a conversation with the Fire Chief about the roof needing replacing and therefore he would be in favor of not putting them on the roof and putting them on the ground instead. Chairman LaCourse agrees with him. TA Glover states that Article #19 allows for the panels to be placed on the ground. Her understanding is that it will be more expensive to put the panels on the ground.

Lou Grondin confirms that it would be more expensive to put panels on the ground due to rods, trenches and fences. He adds that Karen from ReVision says that one would expect a roof that is only 14 years old should be in ok shape to handle this project.

Chief Dronsfield states that the department heads recently got together to discuss this matter. The day before the meeting the roofers were actually here fixing the ice damming issue. The Chief spoke to the roofer about this proposal and his concern was the age of the shingles and the cost to re-shingle after the panels are in place. Because of the peaks and valleys on this roof, he suggested putting a new metal roof on it before the panels. His ball park figure to do this metal roof is \$60,000.

Chief Nemet says he agrees with Chief Dronsfield and adds that most of the panels will be going on the side of the building that they currently have most of the leakage. From a fire standpoint, he is concerned that the panels never turn off. If there was a fire, there is no way to turn off the panels. The panels are always live. There is also no space on the roofline to work should they have to go up there.

Toby Van Aken offers to put panels up at the Transfer Station on the ground. There is plenty of room.

TA Glover suggests adding language to encompass lands around the Public Safety Complex.

Chairman LaCourse pulls Article #20, which provided a capital reserve fund to fund the potential buyout of the solar array.

John Tappan will add the question to their agenda on whether or not the purchase of solar panels could be paid out of the Building Capital Reserve Fund.

Library Trustees are asking for an Article on the Warrant for \$100,000 to be deposited into the Lee Library Building Capital Reserve Fund. As of the end of November there was \$388,435 in this fund along with \$60k in another fund.

TA Glover proposes to research and draft a Warrant Article to request money for preliminary/schematic designs for the town center project.

Selectman Bugbee explains to Selectman Brown that a more specific Warrant Article would not be presented until 2019. Selectman Brown asks at what point in this process does the Town address the current Town Hall and the fact that it needs work. He states that we have got to start doing something on this building. Chairman LaCourse agrees. Selectman Brown really wants to see a plan for the Town Hall.

Selectman Bugbee reminds everyone that the counter proposal from the church is \$175,000. He suggests talking about funding sources in terms of where that could come from. There is an expense for removing it from the site and also hazardous waste abatement expense. There will be a lot line adjustment, legal and survey expense which will be about \$15,000. Selectman Brown clarifies that the \$175,000 is just to purchase the land and the parsonage, not to move or tear it down. He states that could be a huge surprise. Selectman Bugbee states that there is

going to be a tour of the parsonage tomorrow and there will be someone there who is going to give us a quote in terms of what the costs will be to take the parsonage down. The Heritage Commission has indicated that they find the building of historical value but they value getting the land for Town use to be of a higher value than the building. Selectman Brown states that originally the Heritage Commission said that it was not a historical building but now after the Commission has met they do consider it a significant historical building to Lee and they wish to be a part of tearing it down or moving. There is no money set aside out of the \$175,000 for taking care of the parsonage. Selectman Brown just wants to remind everyone of what happened in Barrington when the price tag was \$235,000 because they found asbestos when renovated their town hall. Chairman LaCourse states that if these types of things are found in the house then the \$175,000 price can be negotiated. Chairman LaCourse states that if the voters say not to purchasing the property than the option is to consider Stevens field. He does; however, look at this property purchase as an opportunity to expand the town property. Selectman Brown says that it does not make sense to him to say yes to the church property but say no to the Banister property on the other side.

David Meeker, Wadleigh Falls Road, clarifies what the Heritage Commission would like to do with the parsonage. They recognize it is a historical building so they just wanted some time to determine what the best option would be for the parsonage i.e., move or dispose of. He personally supports purchasing the church property.

TA Glover clarifies that the Heritage Commission is requesting of the Board that if the purchase goes forward that they have until June of 2019 to do something with the building. Mr. Meeker states that it would be removed from the property by that date and not determined by that date.

Paul Gasowski, Lamprey Lane, is personally in favor of purchasing the church property. He references the Board speaking about the "building" in the singular text. He wants to clarify whether we are just talking about Town Hall or something larger. He encourages the Board to move forward on both the old Town Hall and committing to the entire project. Selectman Bugbee states that if he said building he meant to say buildings.

5. Bill Booth, Building Inspector, presents a list of the immediate needs for the Town Hall, the Annex, Library and Museum with regards to ADA issues. The issues addressed are access and life safety issues. Town Hall's both front and rear accesses would need to be modified, include exterior emergency lights, a fire alarm system adding horn and strobes where needed, and a handrail on the interior stairway to the 2nd floor. These were all suggestions made by AG Architects only with more reasonable prices attached to them.

Town Annex would need a better transition between the parking lot and landing. Exterior emergency lights as well and modify the interior entry way by removing the interior walls to allow the proper clearance.

Library would need to modify the main door access ramp to make it in compliance, add exterior emergency lights, modify the stacks to achieve proper clearance, and add fire alarm and horn strobes.

The museum needs the access ramp modified with landings and railings and installing exterior emergency lights.

The estimated cost is \$26,650. This is just an estimate not quotes from vendors. Chairman LaCourse states that some of these things need to get done now. He asks Mr. Tappan if these could be paid for out of the Town Building Capital Reserve Fund. Mr. Tappan indicates yes.

Selectman Brown cautions what is chosen to fix now. It would not make sense to fix something now that is only going to be disturbed again in the near future. The Board asks Mr. Booth to come back to a meeting soon with his priority list of the ones he feels are most problematic along with hardcore costs. Mr. Booth and Mr. Tappan agree that the Department of Justice grants leeway should you have a list and show intent to comply. They do not expect towns to be completely compliant at retrofitting old buildings all at one time.

6. b) TA Glover and Ms. Rossi worked together making corrections on the CIP based on the various discussions in meetings that have occurred and at this point they believe they have a final CIP plan. She believes that Selectman Brown is going to comment on the connection between the CIP and the Master Plan. As referenced in RSA 674:7 titled "Capital Improvements Program" TA Glover reads Section I.

In preparing the capital improvements program, the planning board or the capital improvement program committee shall confer, in a manner deemed appropriate by the board or the committee, with the mayor or the board of selectmen, or the chief fiscal officer, the budget committee, other municipal officials and agencies, the school board or boards, and shall review the recommendations of the master plan in relation to the proposed capital improvements program.

TA Glover reiterates there is a connection by statute between the Master Plan and the CIP. Selectman Brown says it is important to link the two and to manage it. He is simply trying to link the Master Plan to the budgeting process so that we can fund the Master Plan. He thinks that this is a great step, the revision is better and they are heading in the right direction.

7. a) Selectman Bugbee surveyed the department heads and received 8 votes for the Goals Setting Action Planning and Time Management and 2 votes for Building Collaboration and Improving Volunteerism. It appears that Thursday February 1st from 2-5pm will be the next training date.

b) This was done earlier in the meeting.
8. This was done earlier in the meeting.
9. Chairman LaCourse moves to accept the Consent Agenda as presented. 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 **8:26pm**. Selectman Bugbee, seconds. Roll Call Vote. **All Agree following Roll Call Vote. Motion Carries.** The Board returns to public session at **9:47pm**.
11. There are no non public meeting minutes to be sealed.

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12. Selectman Bugbee looked at what property the Town owns and would like to sell these if possible. TA Glover says that it was probably in 2012 when the Conservation Commission looked at all the Town owned properties and made a recommendation as to which ones could be sold. There were 3 parcels sold in 2013. Two were on Wadleigh Falls Road, one was 2.27 acres and one was 2.45 acres. Each of these sold for \$400 apiece and the Town gets about \$300 a year in taxes from each property. The 3rd parcel on Old Mill Road sold for \$35,000 and the Town gets about \$8100 in taxes. The Town has not acquired any properties by deed in 6 years. Selectman Bugbee thinks that it should be in a policy that they take a look at the Town properties every 5 years or so. The Tappans might offer to buy the town owned land next to them (17.8 acres) which is also next to Chairman LaCourse.

TA Glover will double check the authority on selling Town owned land and create a list of existing Town owned lands to the Select Board.

13. Selectman Bugbee moves to adjourn at 9:54pm. Chairman LaCourse, seconds. All in favor. **Motion Carries.**

Minutes transcribed by:




Denise Duval, Town Secretary

1/16/18

Date

Minutes accepted by The Lee Select Board:



John LaCourse, Chairman



Cary Brown



Scott Bugbee

SELECT BOARD NON-PUBLIC MEETING MINUTES

January 2, 2018

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

Others present: Town Administrator Julie Glover and Toby Van Aken

1. Chairman LaCourse motions to enter into Non-Public Session at 8:26 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

1/16/18



Chairman John LaCourse



Selectman Cary Brown



Selectman Scott Bugbee

SELECT BOARD NON-PUBLIC MEETING MINUTES
January 2, 2018

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

Others present:

1. Chairman LaCourse motions to enter into Non-Public Session at 8:26 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 employee merit raises and COLA. Chairman LaCourse moves to approve both a 2% COLA and salary increases as presented on the spreadsheet. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
3. A Motion will not be made to seal the minutes back in public session.
4. Chairman LaCourse moves to leave nonpublic session and return to public session. Selectman Bugbee, seconds. All in favor. **Motion Carries.** The Board reconvenes to public session at 9:47pm.
5. Minutes recorded by Chairman LaCourse.

Minutes typed by:

Denise Duval, Town Secretary

Minutes accepted by Lee Select Board on 1/16/18.



Chairman John LaCourse



Selectman Cary Brown



Selectman Scott Bugbee