



**Lee Sustainability Advisory Committee Meeting**  
**Minutes – May 18, 2022; 7 PM**  
1st floor Meeting Room, Lee Public Safety Complex  
George Bennett Road, Lee, NH

**Members Present:** Dean Rubine (Chair), Paul Gasowski, Chuck Cox, Jennifer Messeder

**Members Absent:** N/A

**Officials Present:** N/A

**Public Present:** Sandi Jenkins

**I. Call to Order:** 7:02 pm

Introductions, guests: Welcome back, Sandi!

**II. Public Comments:** N/A

**III. Preliminary Actions**

**A. Approval of Agenda**

Approved by consensus.

**B. Approval of Minutes**

April 12 - Edits marked in Google Drive were reviewed. No additional changes noted.

Paul moved to approve as amended. Jen seconded. Approved 4-0.

May 3 – Edits marked in Google Drive were reviewed. No additional changes noted.

Paul moved to approve as amended. Chuck seconded. Approved 3-0-1 (Dean abstained as he was absent from that meeting).

### **C. Correspondence**

In addition to what's on the agenda, Dean received a photo for the Artisan directory.

Paul sent several emails for our records. No action needed.

### **D. Other: N/A**

## **IV. Updates on Old Business**

### **A. All – Current Membership Terms and New Members**

Dean's and Paul's renewals were approved at the May 16 Select Board meeting. Dean has been sworn in. Paul will go soon to be sworn in.

Chuck has submitted his application, which we expect will be reviewed on 5/31.

Three people expressed interest in the LSC at the Artisan Fair. Jen invited them to sit in on some meetings and got their email addresses. Jen also sent them information about this 5/18 meeting.

### **B. Paul/Sandi – Made in Lee Artisan Fair; feedback and wrap up**

Sandi emailed the vendors after the fair to elicit feedback, which was overwhelmingly positive, with some suggestions for "next time."

Having it the day before Mother's Day seemed good. Several vendors mentioned wanting to do another Fair closer to the holidays.

Sandi wished we had a way to count how many people came through because some vendors mentioned having done better at this fair than at larger ones.

Some vendors had issues with the wi-fi, which made it hard to take payments via Venmo or Square. Logging in as a guest tended to work better, but not for all vendors.

We had 18 vendors, so the space was just right. If all 21 vendors had come, we probably would have needed to use the cafeteria, which would be okay if both rooms were full, to avoid the impression that a few vendors were separated out.

The Library started packing up their table early (around 2:30), which made vendors wonder if they should start wrapping up. Paul and Jen also started packing up before 3.

Everyone was out by 3:30, so we really didn't need to start wrapping up early.

We scrambled a little bit for a final E-Crier ad that would really pop on the day before the event. Plan for this earlier and get permission from artists ahead of time if we want to use photos of art in an ad.

An attendee suggested to Jen that events that span lunchtime include food. Paul later reminded her that there are insurance issues with serving food.

To use a school's kitchen requires having cafeteria staff hired to serve food at the event.

Paul reported that one of the tables was selling items for the Lee Church Mission. Sandi had no idea. Another vendor was also running a fundraiser for Ukraine. Is it appropriate for vendors at a town-sponsored event to hold fundraisers?

We collected 2-3 large bins of food for the Wilkinson Food Pantry.

Paul drafted an E-Crier article to serve as a post-Fair wrap-up. Dean provided some mark ups on a print out. Sandi provided the names of her husband and son, who helped with the event all day.

The LSC heartily thanks Sandi for initiating the Fair and collaborating with us on the Directory.

Sandi has been approached by some suggesting the possibilities of holding additional Fairs at other locations. She's not sure what her next step will be – on her own, with other towns or for Lee. She's not interested in joining a Lee committee at this time, but could collaborate with this or another committee in the future.

Paul wondered if town liability insurance can cover events at non-town locations. Chuck replied that town events have been held at the Grange, which is privately owned.

#### NOTES FOR NEXT TIME:

- Try to resolve issues with wi-fi issues at whatever venue we use.
- Have a guideline that no one starts to break down until 15 mins after the official end time.
- Have a comprehensive advertisement plan with artist permission well in advance.
- Clarify the question about vendors running fundraisers.

### **C. All – Artisan Directory pilot**

Sandi requested that the non-discrimination notice on the Artisan Directory include “gender identity” rather than, or in addition to, gender. Paul asked Andy Robertson what the town’s notice is. Andy replied that such notices are only in materials related to employees. He’s not sure what, if anything, would be required on committee items.

Paul spoke about the liability risks of networking people. It’s safer to keep distance, as would be the case with an online directory.

We don’t know yet how many completed applications were submitted, though all vendors said they would fill it out. Sandi instructed them to drop them off at the Library. The LSC will follow up on this.

### **Sandi departed**

Paul sent a few sites as examples of what other towns have done. WordPress might be an option for building a site of our own.

- Eugene, Oregon Artist Market Site: [https://eugenesaturdaymarket.org/artisan\\_list.php](https://eugenesaturdaymarket.org/artisan_list.php)
- Ann Arbor, Michigan Market Site: <https://sundayartisanmarket.org/our-artists-and-artisans>
- Global Network: <https://craftsmanship.net/artisans-directory/artisans-list/>

### **ACTIONS:**

- Paul to pick up whatever applications have come in to the Library.
- Paul to follow up with the vendors who participated on May 7, and include a few additional Lee vendors.
- Paul to start drafting a site.

### **D. All – RCWG Final Report, presentation of report and recommendations to Select Board, posting and sharing the report, continued collaboration with Durham, ORCSD & UNH**

Dean and Chuck will present at the meeting on Tuesday, May 31. The meeting starts at 6 pm and we anticipate that this topic will be early on the agenda.

Dean posted a draft Google Slides presentation. Paul and Jen posted comments and suggestions, which the LSC discussed.

The Select Board members should receive their meeting packet on May 27. Is it possible to get the presentation to them earlier to allow them more time to review it in advance?

Agreed by consensus to have the finalized presentation ready to send on Wednesday, May 25. This gives the LSC a week to continue to review and revise the draft.

**ACTIONS:**

- Dean to move most of the text from the slides to the presenter notes. When he generates the final version to be sent to the Select Board members, he'll make sure to include the presenter notes.
- All to review the draft after it's revised.
- Dean and Chuck to divide the presentation between the two of them, based on who's most comfortable with which topics.
- Dean to have Denise Duval print five copies each of the presentation, the final RCWG report and Chloe Gross's report.
- Dean to check to make sure his computer will interface properly with the town's projector in the large meeting room.

**E. Jen – Transfer Station Initiative – One Bin book to TS web site; print version**

Jen and Steve Bullek have made revisions to the book and Jen had posted it to our Google Drive for LSC review. No additional comments or corrections were posted.

Jen asked to simplify the footer with current revision date only. This was approved by consensus.

**ACTIONS:**

- Jen to finalize the book and send it to Denise Duval to be posted to the LSC site in place of the version that's there. This will likely break the direct link to the book, FYI.
- Jen to let the LSC know when this is done.
- Dean to include the link in the Recycle More E-Crier article.

**Dean: new market signs for the transfer station?**

Prices have changed recently, so the signs at the Transfer Station are out of date. We'd be happy to create new signs for Steve, if he'd like.

**ACTIONS:**

- Dean to draft new versions for LSC review.
- Jen to send the drafts and our offer to print them to Steve Bullek.

#### **F. Dean – LSC Facebook Group**

Dean's next step is to post LSC content from the private group to the new group, not including comments from members of the public.

#### **G. Jen – NHDES Composting Rules Revisions**

Jen reported that she hasn't heard anything yet. According to past minutes, the process should be getting close to finished.

Dean Googled NHDES to see if the rules have been adopted, and it looks like they have been.

ACTION: Dean to take a closer look, as these rules might affect the RCWG presentation.

#### **H. All – Transfer Station Initiatives – “Show Us Your Bins”**

Dean has taken pictures of their recycling setup and will post them. Paul also plans to post pictures.

#### **I. All – Transfer Station Initiatives – Reduce consumption, increase recycling**

Dean posted a draft Recycle More article on Google Drive. Jen passed along the new prices that she received from Steve Bullek.

We have another week to comment while we wait for the link to the revised One Bin book.

ACTIONS:

- All to review and comment on the Recycle More article.
- Dean to submit the article to Denise Duval on May 26.

#### **J. Paul – “Lee’s Trees: Then and Now” Final Update, reimbursement**

Paul has been reimbursed and this is complete.

#### **K. All – Options for remaining FY22 funds**

We'd like to create an “event kit” (see item V.C.), and this will use some funds.

#### **L. Paul – Moving LSC docs off Paul’s Google Drive**

The topic was on the agenda for the May 16 Select Board meeting. At the meeting, Andy Robertson said that Google is not a good option for the town because it’s not aligned with Microsoft and doesn’t allow the direct access that the town needs for Right to Know.

The town will explore options within the Microsoft suite, but that might require giving all members of public bodies a password.

On the plus side, it seems that the town recognizes that the current state is not good. Town content should not reside on personal computers or in personal accounts.

Chief Dronsfield reminded everyone at the May 16 meeting that the old Police Department server will become available.

Is there an interim solution that this committee can pursue to get LSC content off Paul’s personal Google Drive while the town deliberates a long-term solution?

#### **ACTIONS:**

- Dean to follow up with Andy Robertson to see if there has been any movement on a Microsoft-based solution.
- If there hasn’t been, Dean is to ask if we can pursue an interim solution of setting up an LSC Google-based account (unless we already have one related to our blogspot site) to allow us to move our content off Paul’s Drive.

#### **M. Paul – Town-based email accounts for all LSC members?**

Tabled.

#### **N. Paul/Katrin/Dean – Dedicated Hard Drive, New IT Committee**

The Select Board approved the new IT Committee at their May 2 meeting, and approved Dean’s application to serve on it. Dean has been sworn in, but is the only member at this time.

#### **O. Chuck – Backyard Farming Initiative 2022**

The first program was at Bambi Miller's home. It was a good presentation with about 20 people attending.

Durham Farm Day is on Saturday, August 20. This might be renamed to include more towns in the area.

#### **P. Paul – Sustainability within the ORCSD**

Nothing new at this time.

#### **Q. Price of aluminum cans and sorted office paper**

Steve Bullek emailed Jen to say that aluminum cans and sorted office paper are earning a lot more now than before.

Aluminum is covered in the Recycle More E-Crier article and we're no longer sorting out office paper, so there's really nothing we can do about that.

#### **R. NRRA conference, May 16-17, wrap up**

No one attended.

### **V. New Business**

#### **A. Jen – Mary Woodward's email; phone conversation; lines between LSC and personal "hats"**

On April 29, Mary emailed Jen "related to the issue of a proposed solar panel installation for the Lee Transfer Station" and asking Jen to call her back. (See full email thread in the Appendix.) During the conversation, Mary asked Jen some general questions from Low Carbon Diet about changing electricity suppliers. However, there were enough mentions of the Energy Committee (which Mary is a member of) to prompt Jen to reach out to the LSC for guidance.

Jen provided to the LSC a summary of her conversation with Mary by email on April 29 and verbally at this meeting. During her call with Mary, Jen was acting as a Lee resident with experience selecting electricity suppliers, but she became unsure of Mary's role as the conversation proceeded. Mary later clarified by email that she also was acting as a Lee resident and that the conversation was not related to any Energy Committee or LSC business.



Questions to clarify:

- If committee members have a conversation about something that a committee is working on (outside a meeting), does that necessarily violate Right to Know?
- If committee A formally asks a member of committee B for information that the member has as an individual, should that member inform committee B?
- Does Jen's work with the Low Carbon Diet workbook pose a conflict of interest with her LSC membership?

Dean had forwarded an email about Right to Know from the town. Some wording that seems relevant to these questions:

"What is not a meeting?

"Gatherings of fewer than a quorum; consultation with legal counsel; chance or social meetings neither planned nor intended to discuss official matters and at which no decisions are made; strategy or negotiations regarding collective bargaining."

"Are the communications used to discuss [or act on] matters over which the body has supervision, control, jurisdiction, or advisory power?"

Jen's conversation with Mary was a sharing of information between individuals. It didn't involve making decisions for or taking action on behalf of either committee. The LSC doesn't need to be informed of conversations like this.

If another committee asks an LSC member for information or assistance with something that is not LSC business, the LSC doesn't need to be informed. The member should state to the other committee that they are responding as a Lee resident, not as an LSC member.

Jen's Low Carbon Diet work (as long as it's not an event that's sponsored by the LSC) is not a conflict of interest and the LSC doesn't need to be informed.

## **B. Jen – How should we address correspondence in agendas and meetings?**

Continue listing conversations in the agenda as a bullet list.

In the minutes, FYI-type correspondence will be handled in the Correspondence section. Weightier topics will be included in either the Old or New Business section.

### **C. Paul, Jen - Where should we archive hard copies of LSC content?**

While packing up the LSC table at the Artisan Fair, Jen and Paul chatted about needing a place to store hard copies of paperwork and physical items owned by the committee.

We could use FY22 funds if we need to purchase a box or two.

- Tape, scissors
- Paperweight rocks
- Twine, rope
- Pencils, pens, paper
- Table cloth?
- Paper files

**Note:** The Fair Committee holds the LSC banner.

Dean moved to approve up to \$100 to outfit an event kit. Chuck seconded.  
Approved 4-0.

ACTION: Jen and Paul to work on this.

### **D. Other**

The Fair Committee will begin meeting soon.

DECIDED: We would like to have a booth like usual. We need to think more about helping with the composting given that it had too much paper in 2021. Mr Fox reported that they had to toss it all for that reason.

## **VI. Public Comments: N/A**

## **VII. Closing Actions**

**A. Future Meeting Dates:** June 14, July 12, August 9, September 13

**B. Agenda Planning for Next Meeting** (including COVID status)

As above

## **VIII. Adjournment:**

Chuck moved to adjourn. Jen seconded. Approved 4-0.

Meeting adjourned at 9:50 pm

**Respectfully submitted, Jen Messeder**

Please email [sustain@leenh.org](mailto:sustain@leenh.org) if you have suggestions, comments or questions.

## **APPENDIX – Regarding Jen’s conversation with Mary Woodward**

**May 2, 2022, 10:07 AM**

Mary P Woodward <mhwoodward@comcast.net>  
to Paul, me, Laurel, Dean, Katrin, Lee, Carol

correction - meeting at which Revision presented was April 28 (last week) M

**On May 2, 2022, at 9:44 AM**, Mary P Woodward <mhwoodward@comcast.net> wrote:

Hi Paul,

Just to clarify, my call to Jen was not part of lead-up preparation for tonight’s presentation, has not been the topic of any LEC discussion, and was not to Jen as a member of the Sustainability Committee but rather as the person who introduced me to the concept several years ago when we were both members of the Seacoast Interfaith group (and when Bob and I chose this path). In my mind I didn’t connect the query at all to Jen’s now being a member of the Lee Sustainability Committee.

Re posting of LEC minutes, the energy committee was on hiatus over the holidays. Draft minutes for a February meeting were submitted and noted as approved in a draft submission for a brief April 14 LEC meeting for which Lou, Barb, Katrin, Don Anderson and I were the attendees. A draft for that meeting has been submitted to Denise but has not yet been approved by the committee. A Revision representative presented their intended presentation for the Lee BOS at the LEC April 21 meeting last week.

Mary

**On May 2, 2022, at 8:55 AM**, Paul L. Gasowski <plgasowskilee@gmail.com> wrote:

Hi Jen,

Thanks for sharing this. I needed to think about how I would respond to this thread, without irritating folks any further. However, I will once again share my overall thoughts about how committees should operate in my notion of the ideal municipal government 'committee arena.' For the most part, I am writing as an individual here, but I have shared similar comments in LSC meetings and in other municipal government forums.

Yes, the solar array at the transfer station is on the select board agenda for tonight’s meeting; ReVision will be presenting a proposal. It is unclear to me who submitted the agenda request but it probably doesn’t matter. It is an important and timely topic. I suspect that Lou Grondin, LEC chair, will be their point person and that Katrin, select

board rep to the LEC, will be quite active in the discussion. Unfortunately, the most recent LEC minutes that are posted on the town's web site are from 11/21, so it is difficult to get adequate background on their discussions about a solar array at the transfer station. However, I am well aware that the LEC has been pursuing a solar array, on behalf of the town, for a number of years. It is great that a formal proposal will be discussed tonight.

As for Mary Woodward's contact and discussions with you, I have two observations. First, the timing of her outreach to you is very late in the lead-up to tonight's SB presentation. Further, the timing does not align very well with the LSC meeting schedule, which is the proper forum for our involvement in any such discussion. Second, it is unclear whether Mary Woodward is representing the LEC or whether she is inquiring on her own; the same could be said for your involvement in the discussion with Mary. That being said, I have always expressed my concerns when folks take it upon themselves to act individually on topics that are actually committee work. Although one's intentions are good in these situations, protocols and richer discussions are getting bypassed. That's not good at all. So, I think the proper response to Mary's efforts should have been to clarify whether she is acting on behalf of the LEC and whether her efforts have been vetted at an LEC meeting. Also, the proper response from your end should have been to defer on any action until this can be brought before the LSC.

Of course, it is perfectly fine for committee members to offer their personal opinions and speak on a variety of topics, as one clearly states that they aren't representing any particular group. However, the more 'committee hats' that one wears the more challenging it gets to navigate between groups and roles. Personally, these days, I wear one committee hat, the LSC's; I have trouble recalling when I have ever belonged to more than three committees, all within the 'public domain.' If too many people 'freelance' in the name of the common good, then it begs the question as to why have committees at all.

Thanks,  
Paul

**On Apr 29, 2022, at 9:43 PM**, Jennifer Messeder <jlmesseder@gmail.com> wrote:

Hi, LSC

Mary, who serves on the Lee Energy Committee and participated in the first Low Carbon Diet group I led back in 2015, reached out today and I called her back. She had questions related to a proposed solar panel installation for the Lee Transfer Station that's up for discussion with the Lee SB.

In her original email, she didn't mention my membership on the LSC, so I assume that she reached out to me as a Lee resident who had helped her and others change

electricity suppliers in the past. She also didn't mention acting on behalf of the LEC, but during our call I asked and she did say the LEC is trying to obtain information about various options for comparison - the solar idea has prompted objections from some residents about use of town funds.

Some of her questions were about selecting a renewable electricity plan in general, which she had done back in 2015. She had forgotten some of the details, so I provided answers to her questions about the process as a whole, including with respect to rates and rate stability. She wanted more info about how expensive a renewable plan might be compared to the rate the town would pay if we go with the solar installation where the investor owns the panels and the town essentially buys electricity from them.

I offered to meet with the LEC to provide any more info I can, though I've never assisted towns with this and was open with her about that lack of experience.

I'm letting the LSC know because this is one of those gray areas where I'm intending to act as a resident, but where there is also LSC overlap.

For the LSC to consider - should I continue this conversation with the LEC? If so, should it be as a resident or on behalf of the LSC? (If the LSC would like to be involved, I'd love to have another member attend when/if I meet with the LEC.)

Thanks, and have a great weekend. We should have some nice weather - back out to the yard with me!

Jen

From: JENNIFER MESSEDER <jen.rich@comcast.net>  
To: Mary P Woodward <mhwoodward@comcast.net>  
**Date: 04/29/2022 9:10 PM**  
Subject: Re: Fwd: can you phone me?

Ah. Interesting info on both counts. Thanks for looking into it. I'll bet that, as the conversation proceeds, we'll all learn a lot and find the best option.

Thanks  
Jen

Jen & Rich Messeder  
147 Wadleigh Falls Rd  
Lee NH 03861-6223  
home: 603 336 3475  
cell: 603 621 0230

**On 04/29/2022 5:56 PM** Mary P Woodward <mhwoodward@comcast.net> wrote:

Now that I'm starting to read, in this case "aggregator" seems to be a group that can source from multiple suppliers - and thus doesn't directly relate to the community aggregation model. M

**From:** Mary P Woodward <mhwoodward@comcast.net>

**Subject: Re: can you phone me?**

**Date:** April 29, 2022 at 5:50:23 PM EDT

**To:** JENNIFER MESSEDER <jen.rich@comcast.net>

Thank you for the quick send of info, Jen. I haven't looked in detail on the page yet but am guessing that "aggregators" refers to the new community aggregation plans for a community's households and businesses that some towns are joining. I've attached Rye's plan in case you are curious. The Lee BOS has taken an early-stage look at enrolling Lee in this program. M

**On Apr 29, 2022, at 5:23 PM,** JENNIFER MESSEDER <jen.rich@comcast.net> wrote:

Hi, Mary

Nice chatting with you. Here's the link to the relevant page of the PUC site - <https://www.puc.nh.gov/Consumer/energysuppliers.htm#suppliers>.

At the bottom, there are links for Residential and Commercial suppliers and a link for "Aggregators." I don't know what aggregators are or if they apply to municipalities. I wonder where the town gets its electricity now and how to dig into other options that apply.

Good luck!

Jen

Jen & Rich Messeder  
147 Wadleigh Falls Rd  
Lee NH 03861-6223  
home: 603 336 3475  
cell: 603 621 0230

**On 04/29/2022 6:11 AM** Mary P Woodward <mhwoodward@comcast.net> wrote:

Hi Jen,

Related to the issue of a proposed solar panel installation for the Lee Transfer Station that is up for discussion at the next Lee BOS meeting, can you phone me when convenient at 603 659 6239?

Am hoping all is well. Thank you,

Mary