

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
January 20, 2010**

I. CALL TO ORDER

Chairman Strube called this meeting to order at 6:30 p.m. on Wednesday January 20, 2010, in the large meeting room in Citizens' Hall.

Those persons present were as follows:

Members

Present: Lorraine Strube, Steve Brown & Arnie Byam

Public

Present:

Staff

Present: TA Jim Bingham, RA Perry

Media

Present:

Recorder: TA Jim Bingham

I. Agenda Items

- 6:35 Meeting Updates:
 - Planning Board-public hearing
- 6:50 Appointment – Robert Todd, Forester
- 7:10 Town Administrator Report:
 - Road Agent Report
 - Hot water heater
 - War memorial committee announcement
- 7:30 Citizens' Open Forum**
- 7:45 Old Business:
 - OIC position- Job description & report form
 - IT adjustments
- 8:15 New Business:
- 8:20 Non-Public RSA 91-A:3 II (e)
 - Non-Public RSA 91-A:3 II (a)
- 9:00 Approval Votes and Signing of Items
- Adjournment 9:00**

Meeting Updates:

Planning Board: Public Hearing scheduled on Jan. 22 at 7:30 pm on establishing a Historic District and a Historic District Commission. The proposed district does not involve any homes/residential properties so that this district should not raise the resistance that the proposed historic district of several years ago raised.

Steve Brown is going to send an email to TA Bingham regarding how to set up a document reference note for each word document.

Appointment: Robert Todd: Robert Todd was introduced to the board members. Robert commented on the comprehensive job description and was impressed that the town needs the level of service stated in the job description. LS: it is possible that we may or may not need that much service we are exploring that now.

Robert Todd is an experienced in Forensic Forestry and currently doing work in New Boston on some cases of fraudulent reporting and cutting. He confirms the accuracy of timber cuts and how closely the loggers comply to best management practices & state DES logging regulations. In doing such work for a town, Bob Todd suggested that a letter accompany each “intent to cut” application stating that the town has a forester working for the town who will go to the logging site to review the cut. Bob stated that without such a letter he wouldn’t have legal right to be on the parcel. Bob stated that as a result of GPS and mapping technology available today, he uses online maps and aerial photos that offer an effective and accurate way to review the timber on a parcel for estimating the accuracy of the intent to cut application and can save hours of “leg work” (and money). If this investigation raises any issues he then can walk that area.

Todd also developed a matrix to assess the “intents to cut” which considered the # of acres, the topography, the mix of timber, etc. to better determine the overall total cost of this logging operation. The State now uses a similar matrix. As the town forester, Bob would incorporate this matrix method in assessing timber cuts in town.

Bob stated that he also has considerable experience in wetland laws and regulations which he would bring to this position. He could help with monitoring road issues and wetland issues that may arise in timber harvest operations. Bob was not certain if he could be of help regarding current use applications as they are often completed by a forester though it is not required.

BT: do the owners of CU parcels have land management plans?

LS: I don’t think many have timber management plans on file. SB: There is quite a bit of land in current use in Lyndeborough up to 80%.

BT: Do you follow up on plans asking owners what they plan to do with timber harvest plans in the next five years? JB: Letters requesting updates on these plans are sent out but there is no obligation for response. SB: I have been on the board for the past 5 years and I have yet to see a plan. Why we are moving in this direction is due to our perceived need to pay more attention to the timber harvesting in town-balancing the need of the harvesters and those vigilant individuals in town who want to make sure the land is not harmed excessively. We want to know what is and what is not the town’s responsibility in this area. Dave Buxton wrote us a letter providing some good suggestions but is really too busy to provide the expanded service that we are looking for.

SB: The town has some forest land, Beaver Brook, about 300 acres and Purgatory Falls, about 5 acres, but we do not know if these parcels have been managed before.

LS: We have never had the opportunity to sit with licensed foresters to get their views on the job description and what we are looking for in proper monitoring of timber harvests and land management. What is your charge for services?

BT: I'd say the fairest way is to charge by the hour and my rate would be less than I charge for my forensic services; I am thinking \$65 per hour.

Town Administrator Updates:

R.A. report: Kent has started a new P/T driver, Steve Regatto, who has worked out very well. **LS:** I want to make sure Kent continues the road scholar program to level 2 and not to miss any deadline. **JB:** I will check on how on that. Kent has a schedule of classes for the spring and summer and is planning to take more courses. I think that he can take the necessary workshops at his pace and receives Level 2 certificate when he meets the course requirements. **AB:** it works on that basis. He keeps taking the courses until he is done, not set schedule. **LS:** It's good because now we have both Kent and Mark [Chase] at Road Scholar level 1. Selectman Byam noticed that the bollards near the PD office door were pushed back. TA Bingham will contact Kent about re-setting the bollards in the spring.

Hot Water Heater: T.A Bingham stated that there is a quote from Bragdon to install the small hot water heater in the bathrooms. He is expecting another quote from Whetherbee Plumbing and Heating any day.

IT UPDATE: TA Bingham reported that Dick Lambert from Second Source came in to address a number needs including changing e-mails, correct some glitches, develop scanner ability for Kate's PC, reviewed the backup systems for the selectmen's office and PD. PD files have remote back up and there is a firewall protecting their files. Dick reviewed a hard drive from PD evidence file and downloaded the directory for PD. Kent will be set up with dial up internet access at the garage using a tower system that Dick had cleaned off earlier. Selectman Brown asked about the panic buttons and Jim Bingham stated that the batteries were changed last May and there are panic buttons in each office. Selectman Strube asked about the locks in the building. TA Bingham reported that he cannot find information on what locksmith installed these locks and plans to email Neal Cass to see if Neal could provide any information. TA Bingham was informed by two locksmiths that they could not make duplicate keys because the locksmith used a non-standard key template so that only he can reproduce the keys. Selectman Byam suggested that we contact the locksmith in Milford as the town tends to use local businesses.

Pettingill Hill Rd Culvert: TA Bingham presented the board three proposals and a matrix of the 17 proposals received showing price, key elements of the scope of work, meeting with DES, filing the wetlands permit, etc. and went over the spreadsheet. Jim focused on those proposals that were closer in price to what is budgeted for this work. Selectman Brown agreed that this may be the best approach to evaluating these proposals. TA Bingham presented proposals from three firms for the board members to review for the next meeting. The board discussed some of the possible ideas that TA Bingham stated are being considered in the proposals submitted. TA Bingham mentioned that the different ways the firms present their proposals may offer insights of how each firm organizes their approach to this project.

Citizens' Open Forum

Old Business:

Select Chairman Strube informed the board that she is beginning the Board's report for the town report and stated that the board needs to decide whether to choose the Conservation Theme for the book and decided on the dedication for this year. Two residents who have contributed generously to the town over the past years were raised for consideration and a discussion ensued reviewing the volunteer and committee hours of each. The board members agreed on one individual and Lorraine Strube asked that the selection be kept confidential. Chairman Strube volunteered to write the dedication and the memorial for Jerry Rand. The memorial will be expanded to include others who have made conservation easements in the past on behalf of the town.

The discussion moved to other parcels that have conservation easements and whether copies of these easements are stored in the selectman's office. These easements become part of the property deed and are in the property file. Chairman Strube asked that the Mike Decubellis, Chair of the Conservation Commission, be contacted and asked if the Conservation Commission had a list of parcels with conservation easements or has copies of the easement documents.

TA Bingham stated that the performance evaluations are in the file caddy for the board's review. LS: We will try to have these numbers for you for January 26, which is the next budget committee meeting date because I know you need to finalize the budget.

LS: Also please start to consider set up for town meeting as you did last year.

JB: I found Rick's memo about room capacity for the meeting room and left it in the read file for your review.

SB: good.

Non-public Session RSA 91-(E) LEGAL

Selectman Brown moved to go into a non-public session regarding reputation under the provisions of Non-public Session RSA 91-A: 3 II (e).

The Board then went into nonpublic session, as recorded separately, at 8:25 p.m. The Board returned to public session at 8:50 p.m. **Selectman Byam** moved to seal the minutes which was seconded by Selectman Brown.

VOTE: Selectmen Strube, Brown and Byam voted in favor, and Chairman Strube declared the motion to have carried unanimously (3-0).

Non-public Session RSA 91-(a) PERSONNEL

Selectman Brown moved to go into a non-public session regarding reputation under the provisions of Non-public Session RSA 91-A: 3 II (e).

VOTE: Selectmen Strube, Brown and Byam voted in favor, and Chairman Strube declared the motion to have carried unanimously (3-0).

The Board then went into nonpublic session, as recorded separately, at 8:55 p.m. The Board returned to public session at 9:40 p.m. **Selectman Brown** moved to seal the minutes which was seconded by Selectman Byam.

VOTE: Selectmen Strube, Brown and Byam voted in favor, and Chairman Strube declared the motion to have carried unanimously (3-0).

ADJOURNMENT

All scheduled items having been addressed, Selectman Byam moved to adjourn; Selectman Brown seconded the motion.

VOTE: Chairman Strube called for a verbal vote on the motion. All members voted in favor.

Chairman Strube then declared the meeting to be adjourned at 9:50 p.m.

Date: January 20, 2010
Jim Bingham, Recorder

Lorraine A. Strube, Chairman

Steven M. Brown

Arnold A. Byam, III

APPROVED BY THE BOARD OF SELECTMEN ON 2-17-2010