

**LYNDEBOROUGH BOARD OF SELECTMEN
WORK SESSION MINUTES
November 3, 2010**

I. CALL TO ORDER

Acting Chairman Byam called this meeting to order at 6:28 p.m. on Wednesday, Nov. 3, 2010 at Citizens' Hall.

Those persons present were as follows:

Members

Present: Arnie Byam, Donnie Sawin

Staff

Present: TA Jim Bingham, OIC Kevin Maxwell, PD Admin Assistant, Jen Weston

Recorder: Jim Bingham

TA Bingham informed the board that the lease for the 2007 John Deere 710J backhoe needed to be signed and the lease has been made out for the town administrator's signature. As the annual cost of the lease is over the limit for which the town purchasing policy allows the town administrator to sign, TA Bingham is requesting authorization from the board to sign the lease.

Selectman Sawin moved to have the town administrator sign the lease for the 2007 backhoe. Motion was seconded by Selectman Byam. Motion passed 2-0.

TA Bingham introduced PD administrative assistant, Jen Weston to the board stating that the purpose of this meeting was to review the status of the work projects that Jen had taken on over the summer since her hire. TA Bingham stated that he and Officer Maxwell brought before the board in May a proposal to hire Jen because she had technical experience with CrimeStar as well as PC experience that would be very helpful in organizing the PD. Jen had been recently laid off from the New Ipswich PD and was actively seeking a full time position. Officer Maxwell felt that to hire Jen on a part time basis to help him organize the Lyndeborough PD while she was job hunting would be a good opportunity for the dept.

Officer Kevin Maxwell began the discussion by stating that they seem to be on-track with the work that they had hoped would be completed by the end of summer. Jen had created several report templates on Crimestar that should improve reporting efficiency of the patrolmen using this system. Jen has also eliminated duplicate entries in various fields of the PD names database, systemized the entry systems by reducing duplicate codes. Jen has also combed through the physical files and re-organized and cleaned these files as well among other housekeeping tasks.

Jen provide the board members with a demonstration of the improved, faster reporting by showing how the information on the finger print cards can be transferred via a template she designed. Officer Maxwell presented a proposed record retention policy for the PD to the board to review.

Selectman Byam wanted to know what is needed by the dept. in the future stating that he recalled that Jen's tenure was temporary and would wind down in the Fall. He asked Officer Maxwell to identify key projects that still remain to be done.

There key projects listed were:

Purge and reorganize the PD records upstairs and in the office according to the proposed records retention policy and State statutes.

Write up an instructions manual for officers on how to use the new reporting templates on Crimestar as well as some of the Excel and Database forms Jen had created on the PC's.

Jen will train, as needed, new officers on the CrimeStar system including the new templates.

TA Bingham reminded everyone that the administrative duties in the PD were done by a volunteer, Cindy Sowerby, over the last couple of years. And even though there were some funds in this year's budget for admin support, the Board will need to move to make this a permanent part time position during the budget process by showing the need for this assistance in light of the "streamlining" that was instituted over the summer.

He will discuss with Officer Maxwell a strategy to best engage Jen's expertise in continuing the work of streamlining PD administrative tasks.

The Board thanked Jen Weston and Officer Maxwell for coming in to meet the board and provide this update.

The discussion turned to staffing issues, particularly how to justify the present pay rate that Jen is receiving. This position was originally created as an interim position to utilize Jen's expertise in CrimeStar during the summer while she was not employed full time. The higher pay rate was to compensate her for her technical knowledge. Will the Budget Committee take issue with the higher pay rate for an "admin. assistant position when similar positions are at a lower pay rate?

It was suggested that Jen be assigned to tasks that most directly utilized her technical expertise and hire another part time assistant at the normal pay rate to handle the more routine paperwork and filing. Selectman Sawin reminded the board that the officer returning from active duty later this year is not certified and still need to attend Police Academy sometime next year. Until he completes academy training, this officer's arrest powers are limited. He could pick up some of the office administration work during this interim, particularly, re-organization of the police files stored upstairs.

Other Business:

TA Bingham informed the board that the Winter Wanderers, the local snowmobile club, wants to host a safety training for all snowmobile enthusiasts in the meeting room upstairs in a couple of weeks and is asking the board to waive the standard rental fee for the room.

Selectman Sawin moved to waive the fee for this function. Selectman Byam seconded. The motion passed 2-0.

The meeting was moved the Town Administrator's office so that Selectman Brown, who is traveling on business, could join the meeting via tele-conference for this matter. The board took up the matter of the annual Halloween Hayride and the concern that this event may be in limbo with respect to liability and to what extent the town is liable if there was an accident and injury during the hayride as it is a somewhat private event yet to town offers a police detail at no cost. The town's property /liability insurance provider was contacted and informed the town that it was covered in the event of a law suit as well as the volunteers participating in the hayride. Since a private vehicle was being used there should be insurance on that vehicle to protect the driver. To eliminate any potential grey area regarding insurance coverage, the town could sponsor the ride as a town event and form a Halloween Hayride committee to organize it.

Selectman Byam moved to make the Halloween Hayride an annual event sponsored by the town. Selectman Brown seconded the motion. The motion passed 3-0.

The Board asked TA Bingham to schedule a non-public session for the next BOS meeting on Nov. 8th.

Acting chair, Selectman Byam called for a motion to adjourn. Seconded by Selectman Brown seconded the motion. Motion passed 3-0.

The Work Session was adjourned at 9:30 p.m.

Date: Nov 3, 2010
Jim Bingham, Recorder

Steven M. Brown, Chairman

Arnold A. Byam, III

Donnie Sawin