

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
February 10, 2010**

I. CALL TO ORDER

Chairman Strube called this meeting to order at 6:30 p.m. on Wednesday February 10, 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: Burton Reynolds

Staff

Present: TA Jim Bingham, IPAA French, OIC Maxwell, RA Perry, FC McQuade

Media

Present:

Recorder: Kate Thorndike

I. Agenda Items

6:35 Appointment – Officer Kevin Maxwell

7:00 Meeting Updates:
Budget Committee –public hearing

7:30 Citizens' Open Forum

7:45 Town Administrator Report:
Job Description for O.I.C. position – LGC comments
Warrant Articles – proposed articles for review in packet
Stony Brook Culvert permit - update.

8:00 Non-Public RSA 91-A:3 II (a)

8:45 Old Business:
Hot water heater
Monthly Report for PD

9:00 Non-Public RSA 91-A:3 II (a) - # 2

9:15 Approval Votes and Signing of Items

II. Adjournment 9:30

Appointment: OIC Maxwell:

IPAA French, Burton Reynolds & Donnie Sawin were in attendance

Officer Maxwell updated the Board on the highlights of his recent training and how it will impact his management style going forward. **KM:** I will be setting up meetings with each of the guys to discuss my expectations of them and also their expectations of me. In addition, we will discuss training goals for each officer. I will expect each officer to submit a training memo after training and also make a presentation to the PD to solidify exactly what they've learned. Additionally, at some point I would like to sit down with the Board to discuss exactly what your expectations are of me.

MF: I would strongly suggest that OIC Maxwell be offered the opportunity to attend the international conference when it is locally available. He will hopefully be attending the state's First Line Supervision week long class in March at PSTC. **KM:** One of my goals is to find training that is geared to small municipalities. **LS:** Let's stay on top of LGC Leadership conference and training.

Police addition:

LS: I scanned a communication re: different rooms for the addition. **MF:** That is a list that I sent to Jim Bingham back in the beginning of February and copied Officer Maxwell as well. It includes the basic, functional areas using the large space with an open concept direction. **OIC Maxwell** needs an office of a decent size including space for confidential storage.

TA Bingham provided a copy of a sketch from Officer Sawin to all. There was a lengthy discussion of the PD space including additional land from Burton Reynolds if necessary, necessity of PD bathrooms, impact of maintaining the status of a National Historic building, EOC inclusion/multi-use space, possible server move, rough square footage, potential of a safety complex and that building in stages might be more sellable to the BC and the town.

KM: We have scheduled an architectural firm to come out on Friday and meet with us at 3:30 and they will give us a proposal, estimate of cost including a sketch and schedule.

Burton Reynolds: Rough square foot cost? **DS:** \$150/175 per square foot. \$288,000=150/square feet. The bond issue and associated interest is prohibitive. No one is going to quibble about the fact that PD needs space. It is the economics of the problem. We have to start somewhere and it fits pretty well into the plan. There are some challenges coming up for the CIP between Bridge Aid and the PD addition. Combine the EOC with the PD to help support the project. Are there grants available?

RM: Safety complex monies are becoming available. You have got to get your ducks in a row and be ready. **KM:** I would like to involve the Building Inspector in whatever we do. I don't think he was consulted in the prior renovations to this building. **LS:** We will run with it and see what happens. **OIC Maxwell** is in agreement with the notes on what is necessary internally.

OIC Transition:

KM: I am still waiting to see the job description that I was promised from last week's meeting. I believe we talked last week or the week before about **TA Bingham** looking into a reduced number of hours for MRI that would be acceptable to them. I don't have information on exactly what is happening with that. **LS:** The BC is looking to cut the hours in half for MRI. They figure that we are paying twice. There is not a lot of understanding about the necessity of the supervisory/training piece. **MF:** I have not discussed the offer before the Board with Kevin prior to this meeting. Certainly Kevin needs to see that job description to weigh in on it. Over the next two or three weeks, I would suggest that a PT officer covers his hours so he and I can sit and establish some goals and priorities to get him up and running. Another component would be to arrange for the personnel files to come out of my control and into the Selectmen's office. I want to reinforce with Kevin what goes into the main office and what stays in PD. Final piece would be to outline finances, predicting expenditures/budgets, monthlies, etc. Going over the monthly report draft and offering suggestion on how to complete. Less labor is necessary when time is managed proactively. Kevin knows the Police/street work. In these final weeks, just some final suggestions on process need reiteration. I will leave it to the Board's discretion if they want to discuss now the offer I've made. **LS:** How many times do we go to Court now? **KM:** Probably 1½ times a month. Court is pretty slow right now. We have done the new part time officer's background and the paperwork is being submitted. **MF:** He is certified full time so there will be minimal training necessary. **SB:** Let's get some events with timelines down on paper to accomplish and once that is agreed on, come up with an event-based plan. Easier to sell to the BC and sets up the PD in a better light. Fit within a month timeframe works. **AB:** Do you think we can accomplish such a thing within a month? **MF:** I think we can come pretty close to the date that I gave you in the document that you have as long as **OIC Maxwell** and I can get some good quality time together. There are a couple of other directives that I need to get to the Board including some verbiage changes re: OIC versus IPAA versus BOS, etc. **AB:** The time frame works quite well going into town meeting. **OIC Maxwell** will attend training from March 8-12th and **IPAA French** will cover.

KM: I'm still not sure exactly what an OIC is. It is a new position and I'm still unclear of the specific responsibilities, chain of communication and role.

MF: If you have finalized that job description and Kevin could get to take a look at it, then he and I can go over it and start discussion.

The Board is in agreement that should happen immediately.

KM: I thought that last week it was brought up that it had been sent to LGC. **JB:** No, it did not. I called LGC and they aren't going to look at it. Their advice was to look at the RSAs.

KM: Can I look at it? **JB:** Yes, I just don't know if it has to go to town Counsel too. **LS:** He can still have a copy of it. **MF:** As a suggestion, if Kevin could have a copy then he and I could have some discussion on content. If there is anything that comes up I will get back to Jim about it. Hopefully, next week you can put a final stamp on it. I don't think it prohibits transition discussions. **JB:** Frankly, there have been so many revisions and I don't have a fresh copy. **TA Bingham** will get a copy to **OIC Maxwell** and **IPAA French** first thing tomorrow. **KM:** We talked about this same thing last week and I thought it was going to happen last week. **LS:** There might be miscommunication to some degree because we

discussed sending it to LGC. **TA Bingham** was contacting LGC and they have advised us to go with it as is or consult with Town Counsel. **JB:** It is not going to LGC; I was told that is not their role. **LS:** This will be fast at this point. Mike, thank you for your offer and we welcome having you at Town Meeting. **MF:** OIC Maxwell will be submitting the weekly report next week.

Citizens' Open Forum

RM: I have a quote for drainage work at the FD: The quote for the two drains is \$7,600 including everything. Tim McEntee has been very generous. I would like to present this for an approval out of the renovation fund. This is the last project to really make it better and safer. He is ready to move on this work. Need to speak with **RA Perry** about some logistics, parking. **LS:** Do we need to talk to the state for anything? **RM:** I will ask to be safe. **LS:** Is this the only quote that you are presenting? So, you are asking us to waive the normal purchasing policy procedure? **RM:** I can get two more quotes but I guarantee that they are going to be substantially higher.

Selectman Brown moved that the Board authorize the Fire Department to expend \$7,600 out of the FS Renovation fund as quoted by Tim McEntee for the Fire Station drain work. **Selectman Byam** seconded the motion, so moved.

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

RM: I will forward it to Jim for town files as well.

The Board discussed some discrepancies in the Trustee of Trust Fund report versus the PDIP statement. **TA Bingham** will contact PDIP to confirm numbers and Steve Brooks to make sure that the Trustees Report matches.

RM: Has the electrical panel been looked at yet? **JB:** No, it hasn't. Do you have any suggestions on electricians? **RM:** I would suggest as a matter of safety that you contact Mark Weissflogg immediately. **JB:** I think we have a generator maintenance scheduled so I will call him back to confirm. **RM:** Also, we talked last week about getting a key cut for the fire panel? **JB:** That will be done tonight and I'll have it for you tomorrow. **RM:** Thank you. **Kate Thorndike** will set up an access code for Rick for the Citizens' Hall security system.

Merit/evaluation: **TA Bingham** has the merit numbers for PD and will fill them in on the evaluations and get them back to OIC Maxwell tomorrow so he can finalize his evaluations. **KM:** I feel that the evaluation process needs a little further discussion/clarification procedurally.

There was a brief discussion re: the evaluation process.

Non-public Session RSA 91-A: 3 II (a) Personnel

Selectman Brown moved to go into a non-public session regarding a personnel issue under the provisions of Non-public Session RSA 91-A: 3 II (a). **Selectman Byam** seconded the motion, so moved.

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 9:40 p.m. The Board returned to public session at 10:15 p.m.

Non-public Session RSA 91-A: 3 II (a) Personnel

Selectman Brown moved to go into a non-public session regarding a personnel issue under the provisions of Non-public Session RSA 91-A: 3 II (a). **Selectman Byam** seconded the motion, so moved.

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 10:20 p.m. The Board returned to public session at 10:50 p.m.

ADJOURNMENT

All scheduled items having been addressed, Selectman Byam moved to adjourn; Selectman Strube 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 10:55p.m.

Date: February 10, 2010
Kate Thorndike, Recorder

Lorraine A. Strube, Chairman

Steven M. Brown

Arnold A. Byam, III

APPROVED BY THE BOARD OF SELECTMEN ON 3-10-10