

**LYNDEBOROUGH BOARD OF SELECTMEN  
MEETING MINUTES  
April 28, 2010**

**I. CALL TO ORDER**

**Chairman Brown** called this meeting to order at 6:30 p.m. on Wednesday April 28, 2010, in the large meeting room in Citizens' Hall.

Those persons present were as follows:

**Members**

**Present:** Steve Brown, Arnie Byam & Donnie Sawin

**Public**

**Present:** Jessie Salisbury

**Staff**

**Present:** TA Jim Bingham, RA Perry

**Media**

**Present:** Nick Martin

**Recorder:** Kate Thorndike

**II. AGENDA ITEMS**

- 6:35 Meeting updates:
  - Meetinghouse Committee
  - Report on perambulation w/Greenfield Selectmen
- 6:45 Appointment – Officer Kevin Maxwell: Reporting from PD.
  - Office Organization
- 7:00 Department Heads forum – One Wednesday of each month & as needed
- 7:30 Citizens' Open Forum**
- 7:45 Town Administrator Report:
  - Folding Chairs-letter from Historical Society
  - Master lists of roads in town
  - Telephone books
- 8:00 Road Agent Report
- 8:15 Old Business:
  - Acceptance of Revisions to Town Purchasing Policy
  - Review Action Item list –progress update
  - Historic District Commission-candidates and formation
  - Bid specs for roof & trim
  - Draft policies for OIC position
- 8:55 New Business:
  - A list Candidates for Historic District Commission
  - Holden Engineering
- 9:10 Review & signing of warrants and documents

**III. ADJOURNMENT**

**Meeting Updates:**

**Meetinghouse:AB:** I didn't make it.

**Greenfield Perambulation:AB:** It went well, covered quite a bit of territory and found three bounds on the steps. Dated 1869 and we took photographs. So we now have a large portion walked out. **SB:** let's finish that piece this year. **AB:** Greenfield Board offered to go out after work. **JB:** Did we confirm the existing boundary lines? **AB:** I believe that the shift on the US GS map is wrong. I don't know how we proceed from there. **SB:** I would like to assemble a draft report for this particular activity including the GIS points, finalize it here and then send it to the Greenfield Board for their review. The walls and markers are not going to move. **KT:** There is an extensive packet of information that Roger C. Lee Williams submitted that could be beneficial as well.

**Appointment: Kevin Maxwell:** A caller thanked the town for slowing down speeders on Center Road. **TA Bingham** and I met with Jennifer Weston today regarding a PD administrative position for three days a week during the summer. She used to be a full-time secretary for the New Ipswich PD. We would like to develop a complete, uniform department system with her as she has experience doing just that. Cindy Sowerby is done on June 2, 2009 so that would give them a month to work together. **AB:** Budget is there? **JB:** I think for the summer we should be able to do that. **ACTION...**My plan for tomorrow is to work that all out. **SB:** What happens when Cindy comes back? **KM:** Depends on what happens with Jennifer looking for a full-time job and Cindy is very aware and understanding that we might find a person over the summer who works for the department. It is also very beneficial to have Kay on Fridays. Jen also has some real experience with records retention so she can be vital on that committee. **JB:** We are coming before the Board with a recommendation. Kevin and I both feel this could be very beneficial to the PD.

**Selectman Byam** moved to extend an offer of part-time, administrative work in the Police Department to Jennifer Weston. **Selectman Sawin** seconded the motion, so moved.

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

**SB: OIC Job Description:** We took an action to look around for some policies we could use from other sources. I don't have an update at this point but it is my intent to finalize this, have another discussion and put something in front of you to clarify the division of responsibilities. I apologize for not having it now but will get it ready hopefully for next week. **KM:** Do we have the electronic version of the PD directives? **JB:** No, unfortunately **Mike French** has been having long term computer problems and is trying to get them out of a crashed hard drive. There are some that we have. I will **ACTION...**go back my computer and see if there is a list to start with. Then we can determine what we don't have. **SB:** As long as we have a paper copy, we can regenerate the electronic version. **KM:** We need to get these directives handed out and studied. From a risk management standpoint, we all need to really understand them not just have read them.

**SB:** Do you take the police cruiser home at night? **KM:** Yes. That was something that I got in writing from Neal Cass that is consistent with town policy. **SB:** Yes, because Milford is closer. I have heard some background discussion around town about the fact that this reminds them of your predecessor. **SB:** I think that we need to revisit that policy as a Board, including you in the discussion as well to be sure that we are all on board with this. **FC McQuade:** In his defense, at least we see him. When there are calls involving the FD and PD, if he is on call...he is there. **KM:** I usually come in the back way which is a good reason to be out on Center Road creating more PD visibility.

**Dept. Head Forum:**

**SB:** Trying something new. This is new and I have nothing prepared. How about we just go around the room? Let's start with Kent. **KP:** I'm working on the bridge but will address that later. Cemetery crew starts tomorrow. **AB:** Memorial Day? Purchasing Policy changes have been made and the Public meeting is scheduled. We will get together later to discuss any changes. **JB:** The school events upstairs-what do we need to know? **RM:** We need the PD to be informed about the parking challenges. I will also get in touch with Sue about wiring the seats together (which will be a school responsibility as well as set up and break down) and having refreshments downstairs. **KP:** Should I purchase a sign for Burton's driveway-"No Parking-private drive". Why don't I look into that? **RM:** SCBA trailer coming down on the 11<sup>th</sup> and 12<sup>th</sup> which depicts different environments that firefighters face. The Explorers have a pancake breakfast on Sunday from 8-11 to raise money. The driver's obstacle course is on the 16<sup>th</sup> at around 8am. I would like to see Kent take the grader through. Thank Kent and Mark for their involvement with the extrication training. **KM:** There are some PD and office personnel going to driver safety course. **RM:** We have four full sets of gear that have failed. Regulations have changed so after 10 years, gear is retired regardless. So, we will really have to look carefully at the budget. We have 30 sets that are approximately \$1,500/each.

**Citizens' Open Forum**

*Scott and Stephanie Roper were in attendance*

**SB:** Andy Roper thought that PSNH would light a flag free of charge. He is going to check into that. Are the monuments going to be moved this weekend? **Scott:** Possibly; we have some more cleaning up to do. For permanent set up we will be determining exactly what they need. **Stephanie:** We also want to be sure we have some kind of ceremony. *Brief discussion on Right of Way and boundaries.* **RM:** Have you given any thought to removing the Christmas tree? We could easily use and decorate a cut tree and not worry about how big it grows. **Stephanie:** That would be a good idea because you won't be able to see the monuments once that tree continues growing. **Perambulation:** *Brief discussion...* **Stephanie:** It is great that you are continuing that tradition.

**Town Administrator Report:**

**Folding Chairs-letter from Historical Society: JB:** The town office received a letter from the Historical society accepting the donation of the chairs and they will oversee the sale of them. Would the Board make a motion to donate the chairs?

**Selectman Byam** moved to donate the folding chairs at Citizens' Hall to the Historical Society. **Selectman Sawin** seconded the motion, so moved.

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

**DS:** I got an offer for a flat fee of \$250. **JS:** We'll take it.

**Telephone books:** I contacted the company and they will be looking at alternate methods of delivery. We put a note on the website directing residents on exactly how to stop delivery.

**ACTION...**We will post it down at the PO and into the Views as well.

**Master lists of roads in town:** Draft of Class V roads in your packet. Kent and I have been updating it. Please take a look at it and if you have anything to add, please make notes. We will make identical reports for Class VI and private as well. **KT:** I spoke with E911 today and requested updated maps in paper and electronic form. **SB:** I would like to generate a road form for LEPC use which will expedite the reporting of emergency road information.

**DS:** What about getting rid of all the Class VI roads and turning them into emergency lanes?

**SB:** Want to make sure that there are no unanticipated consequences. Do we have to justify the change as an emergency need?

*Discussion on involving the trail's group and Conservation Commission in maintaining emergency lane projects.*

**Road Agent Report:** We are doing road grading, patchwork, ditching, etc. Donnie Sawin and I are going to compile some sign requests to present to the Board. *Discussion on ribbon rail needed around town and beginning to budget a line item in for it.* **SB:** Let's come up with a short list of those real areas of need.

**Old Business:**

**Acceptance of Revisions to Town Purchasing Policy:** Increase in amount of dpt. Head sign off authority and whether or not you need written versus verbal quote. Preferred vendor list is still needed as well as the Asset mgmt Policy which doesn't exist. **DS:** Let's review insurance once we get our inventory list finalized.

**Selectman Byam** moved to accept the updated and revised Purchasing Policy. **Selectman Sawin** seconded the motion, so moved.

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

*Selectman Brown and TA Bingham will work together to put the new document into the proper format.*

**Historic District Commission-candidates and formation JB:** Scott Roper has volunteered to be on that commission. I have a call in to Larry Crosby to get some possibly members from the church. We need a planning Board member and Historical society. **AB:** I think that Bob Rogers will be the PB rep by default. **JS:** I will speak with Helen re: the Historical society member. Grant possibilities and review. **SB:** Let's make sure that that we are sensitive to how Meetinghouse and HDC interface.

**Bid specs for roof & trim:** *Lengthy discussion on the specs, soffit, trim work and all options.* The Board decided to repair only the soffit, trim and tighten up some holes on the outside of the building. **DS:** I think it is important because it is a town project and it is historic that we have Dick Howe inspect it at the half point to make sure they are in compliance with what they agreed to. Once they are done, it is blind and you don't know what they did or didn't do. **SB:** Handicapped light upstairs needs to be fixed, possibly with a motion. Also, Jim would you please get the light fixed in the TC/TC office and the file room? **JB: ACTION...** Yes, I started working on that and was told by Andy Roeper to wait for stimulus money. We do have what we need upstairs and I will get them replaced. **SB:** They have been operating like that for a while, so please elevate that as a priority. **JB:** Absolutely.

**Draft policies for OIC position: JB:** I checked with Amherst but theirs didn't have bearing on what we're doing. I have started writing the policies. **TA Bingham** handed out one to Board and asked them to read it through/compare to OIC description. The Board **ACTION...** will review the handout and come back with thoughts/comments to discuss next week. **JB:** I'm going to write **ACTION...**a second one to cover a number of the other pieces and will email it out to the Board.

#### **New Business:**

**Holden Engineering: SB:** We haven't talked about Phase II of the Holden project and it wasn't clear to me whether we had money in the budget. I wanted the board to discuss it specifically to decide 1. Do we have the money? and 2. Are they the right company for the job? They are a great organization and probably they are the right firm but I would like discussion. I want to be sure we are following our own town policy. **JB:** Holden Engineering works well with the town but exactly how they became the engineering company of record for the town is unclear. **DS:** I think it is important to throw it out for comparisons. If I don't have anything to compare it to then I don't. **JB:** What does it mean to have an engineering firm of record? What are the pluses and minuses of that? **SB:** Putting it out to quote keeps everyone honest and thinking creatively, smartly and economically. Competitive procurement policy... **DS:** If we're going to pick them let's use that as a negotiation piece. **SB:** Let's reach out for some other quotes to get some comparisons. Also, let's tell them that we will authorize the payment of this current invoice but in the future we would request that they not spend unauthorized funds. **ACTION...** Jim will contact Peter and discuss it with him.

**Review Action Item list –progress update:**

**Generator:**

-Donnie will get the generator information for Steve.

**Town Ordinance:**

-Kate has begun work on the organization/listing of everything in the office, making lists of what is online, what is in binders, what needs document management, etc. She will put together a final list for the Board including revision dates and location. The Planning Board will be asked to participate in the revision process. Bob Rogers responded to say that the PB will be working on updates and will get it back to us in the next few weeks. The office will get them into the right format once received. **JULY 21<sup>st</sup> =Back to the BOS.** Kate will provide the list for next week’s meeting.

**“Intent to Cut” attachments:**

-Steve will email Mike Decubellis to check status  
-New Boston document from Bob Todd

**“Potato field/satellite HW site:**

-Jim is contacting the owner to see if there is interest to sell/lease

**Emergency Plan review:**

-Steve is going to check out all of his information and report back to the Board.

**Class VI Road bonding:**

-Jim is checking with LGC

**ADJOURNMENT**

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

**VOTE:** Chairman Brown called for a verbal vote on the motion. All members voted in favor. Chairman Brown then declared the meeting to be adjourned at 10:30 p.m.

Date: April 28, 2010  
Kate Thorndike, Recorder

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Steven M. Brown, Chairman

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Arnold A. Byam, III

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Donald R. Sawin

***APPROVED BY THE BOARD OF SELECTMEN ON 5-5-2010***