

**LYNDEBOROUGH BOARD OF SELECTMEN  
MEETING MINUTES  
July 21, 2010**

**I. CALL TO ORDER**

Chairman Brown called this meeting to order at 6:30 p.m. on Wednesday, July 21, 2010 in the large meeting room in Citizens' Hall.

Those persons present were as follows:

**Members**

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

**Staff**

**Present:** Jim Bingham (Town Administrator), RA Perry.

**Public**

**Present:** Jessie Salisbury

**Media**

**Present:** Nick Martin

**Recorder:** Kate Thorndike

**I. II. Agenda Items**

6:35 Meeting Updates  
Planning Board

6:45 Road Agent Report:

7:00 Town Administrator Report:  
Emergency Operations Plan  
G & K Services – contract renewal  
OIC job description /policies-signing  
Office procedures -  
Carnival Hill – set date

7:15 Old Business:  
Review Action Item list –progress update  
Investment Policy review –sample of other investment policies  
Library appropriation surplus

**7:30 Citizens' Open Forum – Presentation to former Selectmen; Andy Roeper & Lorraine Strube -social**

8:30 Non-Public RSA 91-A:3 II (c )

8:50 Non –public RSA 91-A:3 II (e)

8:55 Review & signing of warrants and documents

**II. Adjournment 9:30**

**Meeting updates:**

**Planning Board/**

**AB:** Requesting a meeting with **KP** to go over driveway permitting process. **KP:** NP-any night would be fine. There was a lengthy discussion on WF Housing. Reach out to some other towns to see how they are handling things. **JB:** Tree trimming is well on its way. Has PB set a date for a Public Hearing re: scenic Roads? **DS:** There have been some complaints re: lack of safety/flaggers on the crew.

**Road Agent Perry:**

Could be paving & grinding as soon as next Wednesday. We will need to do some website announcements. It might be a good idea to have some blue lights at the work sites. Tim has been doing some sign work clearing site lines.

**Town Administrator Report: TA Bingham**

**Emergency Operations Plan:** Finished the first draft. Key support personnel have been given their responsibilities for review. There will be a discussion at the Aug. 4<sup>th</sup> meeting. Needs to be adopted by the Board and then goes to NH Homeland Security office. I do not think we have a need for a Public Hearing for that. Then I will schedule Jack Moorhouse to do the Nimscastr. PD would like to get some GPS devices with a 50% match. **DS:** Anything related to communication would be applicable.

**G & K Services** – Contract renewal: Floor mats & uniform for Highway. We have made some changes for yearly savings.

**OIC job description /policies-signing:** The policy is here for the Board to sign. Would the Board like to schedule some time with **OIC Maxwell** to discuss and review. There have been some questions that have come up already. Also, the Administrative Assistant description needs to be finalized as well.

**Office procedures** - Revised the payroll procedure including Time Trax.

**Carnival Hill** – The date is set for 6:30, 7/28 to begin the Work Session at Carnival Hill.

**CIP Process** is starting: 1st mtg. 9/8 in the new library meeting room. I will be getting that schedule out next week.

**E911 House numbering Ordinance:** **TA Bingham** handed out a card that PD put together. The Patrol Officers will have the cards and they will leave at locations that do not have properly numbered houses. **DS:** That should be given to Ambulance and Fire too. **JB:** This is just a prototype so if you want to add anything, now is the time. *Chairman Brown read the text on the card.* **SB:** We have Community Day coming up and that might be a good place to introduce/display the cars. **KT:** Does it indicate specific number placement somewhere? It would be helpful to add some simple graphics on the back to assist the property owner. **JB:** Yes, it does. *A discussion followed on some numbering problems in town that have impacted emergency response.*

**FEMA reimbursement monies** received: **JB:** We did receive a transfer of \$1,436.69. I did not get a call back from Homeland Security so our submission is probably is what was accepted. We will get 75% of that \$44,000. **SB:** That will go into General Fund? **JB:** That will go into General Fund. Actually, we are creating a separate revenue account. **SB:** We should be sensitive to applying money back into those areas where the funds were

reimbursed to. **FC Mcquade** did bring to our attention that when volunteer man hours generate town reimbursements that there should be some mechanism for compensating, if not those individuals specifically, then at least focus on those specific areas with the funds. **JB:** What we did with that FEMA account when Highway incurred the costs it created a deficit that will balance out with the reimbursed funds. That keeps it out of our operating budget and **ACTION...I will make a point of looking into that more carefully. I will check with DOL to make sure we are doing that correctly.**

**Old Business:**

**Review Action Item list** –progress update

**-Investment Policy review** –sample of other investment policies. Milford and New Boston policies were reviewed...*Discussion followed.* **TA Bingham** is going to investigate investments further with TD Bank...**ACTION and report back to the Board** in the next two weeks.

**-Library appropriation surplus: JB:** Email exchanges have pretty much resolved the confusion on that. Are there any more questions or clarification necessary? It is quite clear that any unused town monies going to any town department do need to come back into the general fund unless it is encumbered. If the library wants to make purchases with the funds then they can put in orders at the end of the year. Once the budget is set we will develop a payment schedule. Quarterly would be cleaner for the office.

**Change in the school tax:** It has decreased by about \$4,500.00

*Road change discussion followed...*

**Community Day update:** Karen Grybko, Karen Holland & Ellen Pomer

**KH:** handed out an agenda...everyone is confirmed. No charge for tents or tables. People can stay as long as they like. There was a review of the schedule.

Make sure that the town Hall lawns are maintained. **AB:** shouldn't have an issue with the water. Toilet issue?? Porta Potty? **KG:** close off the driveway for walking and tape off some area for the horses too. Pasture will be used for registering horses.

Tables and chairs brought over by the Highway Dpt. On Friday...**ACTION**

Any local organization in town is welcome to participate and we will advertise it.

**SB:** The Board thanks you all for doing the hard work to make this happen.

**Citizens' Open Forum and Presentation to former Selectmen; Andy Roeper & Lorraine Strube**

*Tinker Anderson was in attendance*

**TA:** My question has to do with the funding of the Milford Court. How much input did the Board get from town's people in terms of funding? **SB:** State is looking at closing down the Milford Court and moving it to Merrimack due to funding issues. A number of local towns discussed their interest/lack of interest in putting some money toward supporting the court until a decision could be made. Lyndeborough's portion was approximately \$800. We had a Work session on June 16<sup>th</sup> to discuss. It was the Board's decision (no public input) to make

that investment while the research was done. The Board feels that is in the town's financial interest to keep it local. All the surrounding towns agreed except Amherst. What will happen is still unknown.

**TA:** Where will the funds come out of? **SB:** We did not specify that. **DS:** It would have cost us more in payroll to not do it then to do it. **TA:** It still has to come out of the budget in order to pay for it. What we look for is transparency in our budgeting and it wasn't there. Did the Board check with Town Counsel to review the Governor's opinion? **DS:** Milford stepped up and paid Amherst's share. **TA:** It would behoove you to seek counsel on some of these future issues. Concord is dumping more and more on the local towns and you and the BOS are the representatives of this town and have the responsibility to manage it well. **SB:** We appreciate the input and be assured the decision was done in good faith. **JB:** The warrant is a bottom line budget so it is the prerogative of the BOS to shift funds from one line to another. **DS:** It would have cost more to consult with Counsel than to pay the \$800.00.

**LS:** How many times a month are we using Milford Court? **DS:** once a month, typically. **LS:** There was a question/argument in the Cabinet that discussed the constitutionality of town's kicking in to this. Might not be a bad idea to get counsel's opinion.

*Chairman Brown presented two plaques to former Selectmen Strube and Roeper and a small social followed...*

### **Non-public Session RSA 91-A: 3 II (c) Reputation**

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

The Board then went into nonpublic session, as recorded separately, at 8:30 p.m. The Board returned to public session at 8:55 p.m.

### **Non-public Session RSA 91-A: 3 II (e) Legal**

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

The Board then went into nonpublic session, as recorded separately, at 8:56 p.m. The Board returned to public session at 9:05 p.m.

Selectman Donnie Sawin moved and Selectman Arnie Byam seconded that the Board of Selectmen seal the minutes from the just concluded Non-Public meeting. There being no further discussion, Chair Steve Brown call for the vote. Voting in favor: Selectmen Brown, Byam and Sawin. Chair Brown declared the motion carried.

### **BOARD OF SELECTMEN'S WORK SESSION**

The Board reviewed documents pertaining to the operation of the Town, approving various items as listed below.

### **III. ADJOURNMENT**

All scheduled items having been addressed, Selectman Brown 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 9:20 p.m.

Date: July 21, 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