

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
August 4, 2010**

I. CALL TO ORDER

Chairman Brown called this meeting to order at 6:30 p.m. on Wednesday, August 4, 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, Bob Rogers, Lee Mayhew, Sally Curran

Media

Present:

Recorder: Kate Thorndike

II. Agenda Items

6:35 Meeting Updates – Meetinghouse Committee

6:45 Appointment – Bob Rogers, Chair, Library Trustees

7:00 Appointment – Joanne Woods, resident

7:15 Road Agent Report

Johnsons Corner Road/Wilton Road

7:30 Citizens' Open Forum

7:45 – Appointment – OIC Kevin Maxwell,

8:05 – Town Administrator Report:

Citizens' Hall – status on repairs, etc.

Carnival Hill – new date

CIP meeting schedule

Gulf Road Bridge – submission for reimbursement completed

Other –

8:15- Old Business:

Review Action Item list –progress update

Investment Policy review –sample of other investment policies

PD Administrative Assistant job description

Littering Ordinance – status

8:30 - New Business:

Emergency Operations Plan – first review and discussion

Town Health Officer / Deputy Health Officer

8:55 Review & signing of warrants and documents

III. Adjournment 9:30

Meeting updates:

Meeting Updates – Meetinghouse Committee: Selectmen Brown read an email from Andy Roeper to update the Board. There was no quorum for the meeting. Energy work is dead and very little participation. Emergency light EXIT sign issue was mentioned. **SB:** Jim, let's either disconnect it or get someone in to fix it. **ACTION...TA Bingham** will take care of that. **ACTION...Selectman Byam** is going to check into any changes on lighting requirements. **JB:** There are many broken panes in the windows in Center Hall. **TA Bingham** will be getting quotes to get them fixed. There are also some structural issues that need to be addressed and grant money should be looked into. The Historic District Commission can be useful in that objective by applying to become a Local Certified Local Government entity giving the town access to a pool of money from the NH Division of Historic Resources. **AB:** I would suggest that we get a quote from Andy Roeper to finish the rest of the windows.

Appointment – Bob Rogers, Sally Curran & Lee Mayhew, Library Trustees

BR: We have been offered the donation of 3-head sprinkler system for the library lawn. Would the Selectmen favor such an item? There will be a small amount of maintenance. The Board was in favor but would like the use of it to be monitored given the fact that the water comes from Citizens' Hall. **LM:** It is an annual, reoccurring cost. *Lawn mowing and snow shoveling conversation followed.*

Appointment – Joanne Woods, resident: She has an issue with a catch basin that was installed. Catch basin letter and pictures were handed out to the Board and Ms. Woods reviewed the history of the problem. She had never had water in her basement prior to the installation of this new catch basin. She put a pump in the basement which temporarily fixed the issue. I spoke with Mr. Bingham and asked, if the town isn't going to do the work then could I go ahead and find someone which I did and the estimate is \$5,700.00. The opinion of Ms Woods and her contractor is that the catch basin is not large enough. **KP:** My fix for this is to take it out and let her raise her driveway to match the road. **JW:** That won't work because my house sits lower. **KP:** We can't dig down because it is solid ledge. It is also private property and has nothing to do with a town road. **AB:** It appears that there is additional run off coming down from behind the house that may have increased due to land changes. Also the state redid the culvert on Route 31 which may have added to the water flow. There was a lengthy discussion of all of the options and the Board would like to visit the site and review it further. Ms. Woods is willing to go to the state to speak with a civil engineer. She is asking for some kind of a fix and would like to work together with the town. **KP:** Please be careful because this could turn into another one of these fixes that should not be done by the town and then the town is liable for any repair/problem. **AB:** Some additional investigation is necessary. Let the Board review it further and they will get back to Ms. Woods.

Road Agent Report:

Johnsons Corner Road/Wilton Road: Paving project is complete and well within budget. All that is left is the edging. We will be making a decision on white lines or guard rail or maybe both in places depending on remaining budget. **Signage:** KP did all of the signs today. **School generator fencing:** Kent will order the materials and install the fencing. Mark Chase is out on medical leave. Community Day is coming up and we need to make sure that Center Hall grounds are taken care of. **DS:** Congrats to Kent and his crew on that project. They didn't take lunch breaks and worked straight through. Kent and his guys did a fantastic job staying on top of it and also saved the town some money.

Citizens' Open Forum

Lee Mayhew: Has the Board decided whether Pettingill Hill is one way in or one way out?
SB: Spoke with the bus company and they need access both ways. So, first we are increasing the signage and will pay closer attention from an enforcement perspective. **LM:** Any thought on a speed bump? **KP:** There are some legal challenges with speed bumps. I would need to look it up. **LM:** C & W Auto has come a long way but there are still some issues there. There are a couple of auto skeletons still left there and concern about potential drainage of oil. **SB:** I did notice when it was getting cleaned up and I'm not sure if I'm noticing more vehicles coming back. I will pay closer attention. **LM:** I would like to make another plea to put the tax impact on each individual Warrant articles for Town Meeting. It makes it easier for the individual voters by supplying more data for their decision making process. Would the Board please consider some kind of basement into the future PD addition? The long-term records of the town need somewhere to go. Last comment is that Lorraine Carson is actually from Milford not Wilton as a correction to the minutes.

Jerry Reneau: Hello, Jerry Reneau from Johnson Corner. I am here to describe a strange visit from individuals who stated they were working for the town. There was a young woman taking pictures of my house. A discussion followed explaining the current town-wide statistical update, cyclical revaluation, spring pick-ups and why the assessment representatives were at his house. **SB:** From a learning perspective, do you think we should have done anything differently? **JR:** My questions have been answered. Thank you.

Clayton Brown: Asplundh tree cutting on Center Road: There was an unmarked cruiser and I didn't recognize any of the officers. **DS:** We don't have enough officers to cover all the details in this town so we hire outside of town. **CB:** Why don't they have marked vehicles? **DS:** Some of the officers drive unmarked vehicles and we have no control over what vehicle they drive. **CB:** Ok, as long as they are doing they're job. I have another question for the Selectmen. Is Mr. Sawin a Selectman and a Police Officer? Isn't that a conflict of interest? I have heard several people mention it and there has been some talk about it. **SB:** You are correct. Mr. Sawin is a Selectman and a part-time police officer. We poked around about it and statutorily there is no legal problem with a part-time officer serving as a Selectman. The trick there, is in order to make sure there isn't a conflict, is that you have to distinctly separate the two roles. You have the added complication to this because in one of those roles Mr. Sawin is subordinate to the Officer in Charge and in the

other role as a Selectman he is a superior. It is complicated and we are working our way through this because the OIC is a new position. Legally it is not a problem but logistically there are some unique challenges. It is incumbent upon this Board to make sure that even the appearance of conflict of interest is avoided and that is something we are working on. **CB:** That is fine and I admire Donnie for serving as a Selectman. I just wanted to get it straight up. You hear people talking and I don't like it. Thank you, gentlemen.

Appointment – OIC Kevin Maxwell: (Postponed to a future meeting)

Town Administrator Report: TA Bingham

Citizens' Hall – status on repairs: Confirmed quote on soffits/repairs, appt. tomorrow and waiting on another.

Ceiling Fan: Bought a new one and I'll try to replace it. If I can't do it then Mel Rossi will.

Citizens' Hall: Electrical Contractor is coming on 8/20 to review all the circuits.

Plastering job: I have made attempts to get competitive bids and have had little to no response. **ACTION...Donnie will look into a couple of other quotes.**

Carnival Hill –8/11 site walk

CIP meeting schedule for Board review: **SB:** Planning Board involvement? Let's send them the schedule to keep them in the loop. **ACTION...TA Bingham** will forward it to the new Chair.

Gulf Road Bridge – The submission for reimbursement is completed and has been sent to the DOT for reimbursement. My best estimate at this point is approximately \$250,000.

Other-Perambulation: New Boston has invited Lyndeborough to submit some possible dates.

Old Business:

-Review Action Item list –progress update

-**Investment Policy review** –The Board reviewed the policy. **SB:** We didn't have anything significant to add. We looked at ours and the other two towns.

Selectman Brown moved to approve the Investment Policy as written.

Selectman Sawin seconded the motion, so moved.

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

PD Administrative Assistant job description:

Several issues were discussed about the position, status of completed work, the future and the budget. **OIC Maxwell** comes in on 8/18 and we will discuss it then. **ACTION...TA Bingham** will speak with **OIC Maxwell re: Board expectations.**

Littering Ordinance-Status: Public Hearing? **ACTION...TA Bingham** is going to check into whether a **Public Hearing is necessary.**

New Business:

Emergency Operations Plan – first review and discussion

JB: I met with **OIC Maxwell** and **RA Perry** and have made some adjustments. It doesn't have to be perfect but the objective is not to have to "tweak" it too much after we finish. **SB:** ESF 8? We actually finished that one. **ACTION...the Board members will review the front 40 pages in preparation for their next work session.**

Town Health Officer / Deputy Health Officer: Selectman Sawin has referred a candidate to the Board for this position and the Board was given her resume. Discussion followed re: the responsibilities of the position. **SB:** Do we have an obligation to post the opportunity? **JB:** We can certainly put something on the website and post something locally. We also have the position of Deputy Health Officer. **ACTION...the office will post the openings and invite the candidate in to meet the Board.**

SB: It has been brought to the Board's attention that Federal Law HR 218 may require us to give Bob Dolinak the ID that he originally requested. Discussion followed re: exactly what purpose the card serves. **ACTION...TA Bingham will check with LGC to confirm the legal obligation.**

OIC Description: Tim Merrill at PSTC requested a copy of our Job description. **SB:** Let's send the accompanying policies along with it.

Brief discussion on pending PD applicants and the chain of communication.

Winter Maintenance Policy: Possible next review...Where is the policy?

AB: paving looks good and I really hope that the crushed gravel shoulders get put in. **DS:** Great job at Johnson's corner on the paving and site improvements.

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 10:00 p.m.

Date: August 4, 2010
Kate Thorndike, Recorder

Steven M. Brown, Chairman

Arnold A. Byam, III

Donald R. Sawin