

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
April 20, 2011**

I. CALL TO ORDER

Chairman Byam called this meeting to order at 6:45 p.m. on Wednesday, April 20, 2011 in the large meeting room in Citizens' Hall.

Those persons present were as follows:

Members

Present: Arnie Byam, Donnie Sawin & Kevin Boette

Staff

Present: Jim Bingham (Town Administrator), Captain Burke, FC McQuade,
RA Perry

Public

Present: Don Anderson

Media

Present:

Recorder: Kate Thorndike

I. Agenda Items

6:05 – Appointment – Capt. Burke

6:55 – Approval/Correction of Minutes as needed.

Review and signing warrants, action items and correspondence, etc.

7:30 - **Citizens' Open Forum**

7:45 – Appointment – Road Agent Kent Perry

Non-Public Session –RSA 91-A:3 II (b)

8:05 – Town Administrator Report:

Preparation for Audit is underway

Boundary issues with Milford-appointment requested

Bids for smaller generator at Citizens' Hall

Free cell phone upgrades for PD and FD ordered

Bank services comparison

Copier lease

Safe Routes to School Presentation

8:20 –Old Business:

Milford-Lyndeborough Boundary on Center Road

8:30 – New Business:

Proposal from Mainstay, LLC for I.T. support-cost breakdown

II. Adjournment 9:30

LYNDEBOROUGH BOARD OF SELECTMEN Meeting Minutes
April 20, 2011

Approval/Correction of Minutes as needed.

Review and signing of warrants, action items and correspondence, etc.

Appointment – Captain Burke:

Captain Burke updated the Board on several items/issues that have been addressed within the LPD over the last several weeks including the following:

-Hillsborough County Dispatch has been informed to contact Milford PD or Wilton PD along with the State Police when there isn't an officer on duty in Lyndeborough. **OIC Burke:** I don't want our town residents to have to wait for a State Trooper who might be as far away as Bedford, NH.

-Hillsborough Police Chief has been thanked in writing for the use of their K-9 during the recent burglary attempt.

-Press Releases out to Union Leader and the Cabinet re: burglary and domestic

-Mutual Aid agreement signed with Mont Vernon

-Request submitted to LGC for sample Police Policy Manual on CD

-Letter sent to Hillsborough County Attorney Re: Laurie issues on LPD officers: No current officers on that list.

-Letter out to Karen Holland re: LPD's involvement on Community Day

-Spoke with Chief McQuade and LPD will assist with funeral on 5-1-11 and also with mock school bus accident on 6-5-11

-LPD will assist Wilton PD with mock accident at the WL Co-op on 5-11-11

-Spoke with Temple/Greenville Police Chief re: Mutual Aid assurance

-Met with Greenfield Police Chief re: Mutual Aid assurance

-Met with New Boston Police Chief re: new Mutual Aid agreement

-Officer Hervieux and Potter attended class at Milford PD on 4-14-11 re: the handling of underage drinking parties.

-Reported 120 MV stops, 117 calls for service and 7 arrests over the last 5 or 6 weeks.

-LPD is spending time at LCS eating lunch with the kids and the principal/teachers have been very welcoming.

-Reported on the attempted burglary incident/arrest at the Village Store: **OIC Burke:** It was community policing working at its' finest. The interaction with the community lead to the intelligence gathering that ultimately assisted the LPD in the apprehension of the individuals. The tactical end of it was very commendable on the part of the officers involved. It was a deadly force situation and those officers used great restraint. Officer Hervieux took the K-9 Officer out into the woods and they were able to apprehend the other suspect. This situation spoke volumes to our surrounding towns that were able to solve several burglaries as a result of our arrest. As far as the reputation of the department, I feel like we're moving in the right direction. Most importantly, is the town folks perception of the police but it's also critical that we have the respect and support of our neighboring towns.

-There was a discussion of the IMC program versus Crimestar. **ACTION...OIC Burke will do some additional research and Selectman Sawin is looking into some numbers from the Wilton PD for comparison.**

-The Principal was contacted at WLC re: LPD's enthusiasm for getting involved with their sports teams and there was no response. **OIC Burke** was disappointed as this program has been very successful for him in the past. He is not sure if the Baseball Coach was ever contacted.

-State pumps for gas for the PD: **OIC Burke:** When using the state pumps, we don't have to pay the excise tax and no application for rebate is necessary. We talked with them and took it upon ourselves to fill out the paperwork. Officers can use any state highway pump in the state. Mont Vernon uses the pumps. It needs to be a request from the Selectmen of the town. Please take a look at the request letter and decide whether or not you'd like to proceed.

-Schedule: **OIC Burke:** Officer Roy and I are going to pick up the slack when Keith is gone. We will take alternate Saturdays. *There was a brief discussion re: Officer Roy's schedule of work.*

-The future of the LPD; staffing, scheduling, objectives, etc.

FC McQuade: I think Captain Burke is doing a great job. We've had lots of med/fire calls and just about every time we've had an officer on scene. It is very helpful and the department is heading in the right direction. It's really nice to see. Additionally, if we don't have an officer on duty we've got mutual aid coming in quick and that speaks volumes.

Chairman Byam: Does PD have any specific equipment needs? **OIC Burke:** The Taser would have been most appropriate on Saturday night and we're looking into that. I'm trying to save some money to get a couple of those. I'm going to wait for Officer Hervieux to come out of the Academy so we're all trained together. It is especially important here in rural country when these officers are out there alone.

Citizens' Open Forum

Don Anderson was in attendance

FC McQuade: I will be doing a Life Safety Inspection of this building: double doors out front need to be addressed immediately. The crash bars are not functioning. Also, there are blocked electrical panels. I'll report back after I've completed the inspection. **ACTION...TA Bingham will get them fixed.**

Also, the Home Depot card is not working. Can we get a new card and find out why it's not working.

Appointment – Road Agent Kent Perry:

-Resident Request for a stop sign at the intersection of Putnam Hill and Cemetery. It is a dangerous intersection. The site distance is only 75 feet. I spoke to **Captain Burke** and he's in agreement. **RA Perry** will place the sign.

-The Highway Dept. did the repair to the posts around the monument.

-Has the Board decided anything further on the Schoolhouse property? **ACTION...TA Bingham will plan a meeting with SPNF and Mike Decubellis.**

Don Anderson: Any more information on the French Road? Any more input on that?

Selectman Sawin: No. It is officially an emergency lane. **RA Perry:** Any repairs on the road will probably be in August.

Non-public Session RSA 91-A: 3 II (b) *Hiring*

Selectman Boette moved to go into a non-public session regarding reputation under the provisions of Non-public Session RSA 91-A: 3 II (b). **Selectman Sawin** seconded the motion, so moved.

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

The Board then went into nonpublic session, as recorded separately, at 8:05 p.m. The Board returned to public session at 8:15 p.m.

Old Business:

- Milford-Lyndeborough Boundary on Center Road

PD in Milford is supportive of this change and would rather have no sign than a sign in the wrong place. **FC McQuade:** Has our PD been informed of this? **Selectman Sawin:** No. Lorraine is going to meet **RA Perry** tomorrow to reset the sign. The final document will be set up and signed by both Boards.

Lorraine Carson: Get both boards to approve and sign the one document of agreement. Get together with highway from both towns to put the signs in the right place. Done numerous onsite visits and have combined all documents together which explain why the memorandum needs to be signed.

The Board was in agreement with this boundary adjustment and will sign the final document once provided.

Town Administrator Report:

-Preparation for Audit is underway: Letters are going out. May 16th is the date

-Boundary issues with Milford-appointment requested: **TA Bingham:** Have Lorraine come back in to talk about Carnival Hill. Carnival Hill update followed...subdivision impact? *Chairman Byam summarized the Carnival Hill boundary issue.*

Selectman Boette moved to table the issue of the Carnival Hill Monument until the Board of Selectman has addressed several bigger impact issues. **Selectman Byam** seconded the motion, so moved.

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

-Bids for smaller generator at Citizens' Hall: **TA Bingham:** I've contacted all the vendors that submitted for the first one. Hopefully next week you can look at those.

-Free cell phone upgrades for PD and FD ordered: **ACTION... TA Bingham will get the numbers changed on the phones.**

-Bank services comparison: **TA Bingham** has started work on this including Citizens' bank and TD Bank and will make a presentation to the Board once research is complete. *A brief discussion followed on several issues related to the town's bank of choice.*

-Copier lease: **Kate Thorndike** presented purchase/maintenance research and recommended a copier purchase through Conway Office Products. **ACTION...TA Bingham** will be looking into the multiple phone lines coming into all departments to utilize an existing line for the fax move into the Town Clerk/Tax Collector's office.

Selectman Sawin moved to approve the purchase of the Conway copier machine and the accompanying service/maintenance contract as presented. **Selectman Boette** seconded the motion, so moved.

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

-**TA Bingham** updated the Board on the IT agreement with Mainstay including budget planning.

Selectman Boette moved to accept the IT plan from Mainstay Technologies as presented. **Selectman Sawin** seconded the motion, so moved.

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

Selectman Boette: I have a question on payroll. How do we track vacation/earned time? **TA Bingham:** It is tracked on the paychecks and there is a spreadsheet that is part of the accounting system. There is also a request form that has to be filled out and approved prior to receiving that time. **ACTION...TA Bingham will include the earned time spreadsheet in the packets once a month tied in with the year to date budget.**

Selectman Boette: Will we be getting the YTD budget next week? **ACTION...TA Bingham:** Yes.

-Safe Routes to School Presentation

Selectman Sawin: PD has laptops that might be available for minute taking. **ACTION...TA Bingham** will talk to OIC Burke and look into that potential use.

Chairman Byam moved to recognize the function at Citizens' Hall following the funeral service for Bo Leavitt as a town sponsored event. **Selectman Sawin** seconded the motion, so moved.

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

Chairman Byam: Is that insurance issue for our firefighter settled? **TA Bingham:** Yes, the checks are going out. **Selectman Boette:** In the future let's work on some sort of policy that will ensure that a volunteer firefighter's payment is taken care of until the insurance money comes through. An individual who volunteers for the town should not have to suffer financial/credit hardships.

III. ADJOURNMENT

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

VOTE: Chairman Byam called for a verbal vote on the motion. All members voted in favor.

Chairman Byam then declared the meeting to be adjourned at 9:31 p.m.

Date: April 20, 2011
Kate Thorndike, Recorder

Arnold A. Byam, III,
Chairman

Donald R. Sawin

Kevin J. Boette

APPROVED BY THE BOARD OF SELECTMEN ON APRIL 27, 2011