

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

**I. CALL TO ORDER**

Chairman Byam called this meeting to order at 6:30 p.m. on Wednesday, July 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:** Kate Thorndike, RA Perry

**Public**

**Present:**

**Media**

**Present:** Jessie Salisbury

**Recorder:** Kate Thorndike

**I. Agenda Items:**

6:30 - Appointment – Zachary D. Byam (PT Police Officer candidate)

7:00 - Appointment – Wally Holt; Building Maintenance @ Center Hall

7:30 - Town Office Report:

Hazard Mitigation – Johnson's Corner

Center Hall Keys

Building Department

ADP Payroll-First Run

8:00 - Road Discussion

8:30 - Non-public session in accordance with RSA 91-A: 3 II (b)

8:45 - Review & sign warrants, minutes, correspondence, etc.

**II. Adjournment 9:00**

**Appointment: Zachary Byam**

The Board of Selectmen interviewed Zachary Byam for the position of Part-Time Police Officer.

**Selectman Boette** moved that Captain Burke be given the Board's authorization to begin the hiring process with Zachary Byam. **Selectman Sawin** seconded the motion, so moved.

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

There was a discussion about the two other potential candidates and the Board decided to push out those other two interviews until later in the fall. **ACTION...Kate Thorndike** will inform Captain Burke of that decision.

**Appointment: Wally Holt**  
(Burton Reynolds was in attendance)

Wally Holt met with the Board to update them on immediate suggested repairs at Center Hall including:

- repair/paint front entryway
- repair bathroom ceiling
- replace floorboard

He will submit an estimate in the next day or so to the town office. The prison crew will be in Lyndeborough the week of August 29<sup>th</sup> and **RA Perry** will purchase paint and coordinate/supervise the outside painting of Center Hall.

There was a brief discussion on the Building Maintenance position. The Board decided that Wally Holt would be a preferred vendor to be called as necessary and that **ACTION...the Building** Maintenance position would be eliminated from the budget.

**Town Office Report:**

**-Temporary Office Help:** Kate informed the Board that the new hire, Cindy Hasty is working out wonderfully. She is professional, has great people skills and is already making lots of progress in the Building Department.

**-Hazard Mitigation-Johnson's Corner:** Burton Reynolds updated the Board on the Cost/Benefit Analysis training he had attended as well as on the meeting with Jack Morehouse. **ACTION...the office** will try to locate the Johnson's Corner file.

**-Center Hall keys:** Brenda McQuade will no longer be cleaning Center Hall and **ACTION... the office** will need to determine who will take that over.

**Selectman Sawin** moved to have Wally Holt re-key Center Hall. **Selectman Byam** seconded the motion, so moved.

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

**-ADP Payroll-First Run**

The Board discussed IMC versus Crimestar and **ACTION...Kate Thorndike** will ask Captain Burke to have the IMC presentation on September 7<sup>th</sup> limited to financing options only.

**Road Discussion:**

RA Perry filled the Board in on project work including:

- Finished the New Road project. "Hell's Peak" is gone.
- Widening Buck Road
- Bullard Drive site work by the orchard
- Pinnacle Mountain blasting; trucking fill to other locations
- Grading of all roads
- Fixing headstones (19)
- Brush cutting is waiting on a mower rental

**Building Department:**

There was a brief discussion on the status of the Building Department and whether or not the responsibilities of that department are being met. **Burton Reynolds** will review some different job descriptions for Building Inspectors and Code Enforcement Officers and put together a suggested description for Lyndeborough for the Board's approval. **Chairman Byam** will meet with Building Inspector Howe to determine what his thoughts are and follow up at next week's meeting. He also updated the Board on his meeting with Mark Bausha at Propane Suburban re: 311 Cram Hill who will be looking into the set up and getting back to us. Sam Proctor who is handling the property for the landlord feels that if Suburban Propane stands by the installation, then he is fine with it.

**Selectman Boette** typed up a Nepotism Policy for the Board's review. **Burton Reynolds** suggested forwarding it to LGC for them to take a look at.

**Kate Thorndike** presented the request from Captain Burke to change Sergeant Roy's compensation from hourly to salary as well as to give him a dollar increase per hour. The Board discussed both requests and they appreciate Captain Burke's input and thoughtfulness but at this time they will not be approving those requests. **Burton Reynolds** suggested doing a good wage range study when he comes on board and then we can see whether or not there are inequities that need to be addressed.

**III. ADJOURNMENT**

All scheduled items having been addressed, Chairman 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 9:05 pm.

Date: July 20, 2011  
Kate Thorndike, Recorder

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Arnold A. Byam, III,  
Chairman

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Donald R. Sawin

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Kevin J. Boette

***APPROVED BY THE BOARD OF SELECTMEN ON AUGUST 3, 2011***