

LYNDEBOROUGH BOARD of SELECTMEN  
TOWN HALL, 9 CITIZENS' HALL ROAD  
LYNDEBOROUGH, NEW HAMPSHIRE  
03082

Date: 8/24/11

Time: 6:50PM

Meeting Attendees: Arnold Byam, Kevin Boette, Donnie Sawin, Burton Reynolds

Subject: Minutes of Board of Selectmen Work Session of August 24, 2011

Agenda Item: Driveway @ Corner Center Rd/Dutton

Action Taken:

- Continue on BOS Work Session Agenda  
 No further action necessary on BOS Work Session Agenda  
 Action by Town Administrator and report back for next  BOS Work Session Agenda  
 Add to next BOS regular meeting agenda  w/o Town Administrator activity

BOS Comments:

David Helferich Map 225 Lot 15

Kevin explained contact with owner over weekend and that he now knows no driveway can allow access onto Center Road. Burton to write and convey this message.

Agenda Item: Hurricane Irene Preparation

Action Taken:

- Continue on BOS Work Session Agenda  
 No further action necessary on BOS Work Session Agenda  
 Action by Town Administrator and report back for next  BOS Work Session Agenda  
 Add to next BOS regular meeting agenda  w/  w/o Town Administrator activity

BOS Comments:

Board members will make themselves available on Sunday afternoon should Steve Brown activate the Emergency Mgmt Center

Agenda Item: Building Inspector

Action Taken:

- Continue on BOS Work Session Agenda  
 No further action necessary on BOS Work Session Agenda  
 Action by Town Administrator and report back for next \_\_\_\_\_ BOS Work Session Agenda  
 Add to next BOS regular meeting agenda \_\_\_\_\_ w/ \_\_\_\_\_ w/o Town Administrator activity

BOS Comments:

Back when Dick Howe started as the Building Inspector he did not have to do the paperwork part of the job

Typically has cell phone off during day so calls people back in the evening to reduce interruptions with his contracting business during the day

Arnie met with Dick on Monday evening. Outlined what Board has a desire the Building Inspector do – Dick felt it was more than he wanted to take on

Board voted to look for a new Building Inspector. Had previously met with Peter Hopkins and asked Burton to meet with him and see if he is willing to take the job, then report back

Agenda Item: Police SOPs (Standard Operating Procedures)

Action Taken:

- Continue on BOS Work Session Agenda  
 No further action necessary on BOS Work Session Agenda  
 Action by Town Administrator and report back for next \_\_\_\_\_ BOS Work Session Agenda  
 Add to next BOS regular meeting agenda \_\_\_\_\_ w/o Town Administrator activity

BOS Comments:

Burton reviewed a list of Police Department SOPs that were prepared by Mike French and were supposedly in effect but there were no Selectmen signatures. The Board thought

they had signed some and that perhaps the signed originals were in the Selectmen office.

Burton is to check.

Agenda Item: Thoughts on Community Day

Suggestions to try and draw more people to the event:

Face painting, dance after dinner with upbeat band, town yard sale, better signs, trail ride with fee including the cookout, fire truck rides or rides on the "mule", have department heads attend with info about their departments, set date far in advance and keep it there every year, hayrides with a tractor, sell tee shirts

Agenda Item: AEDs

Approved one unit for Center Hall and another for Citizens Hall

Agreed to obtain extra pads and a wall mount and a sign

Keep Center Hall AED at Citizens Hall during the season it is closed and should someone use the building they should get the AED when they receive the key

Agenda Item: Capital Improvement Plan

Burton shared with Board how the first meeting went with the committee and the CIP schedule  
Department Heads are to meet with Burton and see the Selectmen only if there are new items or radical changes

Focus should be on police space, paved roads, and Johnson Corner bridge

Agenda Item: Communication with Board

Just clarifying that the READ folder will have things in it of general interest. Info related to items on the agenda will be emailed and items needing attention will be emailed.

Agenda Item: Police Officer Hiring

Discussed general hiring procedure

Internal candidate is considered before others. Goal is to make a decision as to whether the person should be given the job or refused it. Seek input in their performance from department head. If not sure, place the person in the mix with those responding to the ad.

***LYNDEBOROUGH BOARD OF SELECTMEN Meeting Minutes***  
***August 24, 2011***

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ADJOURNMENT: 9:35PM Motion: Kevin 2<sup>nd</sup> Arnie

Prepared by: Burton Reynolds  
Date: August 30, 2011

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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 31, 2011**