

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
December 7, 2011**

Members Present: Chairman Arnie Byam, Donnie Sawin & Kevin Boette

Staff Present: Town Administrator Burton Reynolds, Fire Chief Rick McQuade

Public Present: Clayton Brown, Rev. Paul Lemire and John Lemire

Media Present: Jessie Salisbury

Recorder: Pauline Ball

Appointments

6:30 p.m. Tim Fountain – Cartographics Associates

Tim Fountain explained that Cartographics Associates provided a remapping service to the town in 2006 and continues to provide a mapping service. On several occasions, they have discussed other geographical services including GIS to see if there was any interest in that type of technology. Because some interest has been expressed, he asked to make a presentation to the Board of Selectmen. He said that the company handles over three hundred municipalities in New England. Usually it begins with a single GIS system but some communities have full-blown GIS systems. It is not a “one size fits all” technology. They first determine what the municipality has for partial data. For example, Lyndeborough made a significant investment in accurate compilation of the parcels by reading all the property deeds, compiling all the original surveys and having a very accurate base map. This is the most expensive piece to get started and Lyndeborough is already there; now it is a question of how the data is applied, where does it fit and who will use it.

Acknowledging that the office is licensed to use Arc-view (a desktop GIS piece), Mr. Fountain said that Cartographics sells an extension to Arc-view which allows the user to query, browse and report from the GIS desktop using the data that is linked in the Vision system. Arc-View is expensive software because it is licensed to each computer or it is licensed through the server; therefore there are challenges in getting to it.

Mr. Fountain said that Cartographics provides an option in which a user needs a connection to the internet and a web browser. He asked to proceed with a demonstration; then talk about what other communities are doing and the cost of the service. He explained that this technology helps save time and is more efficient. Cartographics is responsible for hosting the data as well as the administration of the server. The town website is one of several ways to gain access. One option is to keep it open for all to use

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while some communities keep this data password protected so that only staff with a password code can access the information; another . **Selectman Sawin** questioned who and for what reasons would access be needed late at night or on a Sunday. Mr. Fountain explained that realtors use it to gather geographical information on a particular property. It is used by landowners who are looking for quick answers to questions concerning their property and the area in close proximity to that property. It is a useful tool in compiling a list of abutters for notification purposes.

At this time, Mr. Fountain demonstrated how this new technology worked and explained some of the ways data could be retrieved and how different layers of information could be controlled. For example, all the information about a particular property can be accessed including GIS base maps, aerial photography, scale mapping. He said that the software is designed so that it is user friendly. **Selectman Byam** asked about the town's exposure when a property, during the remapping process, falls out of Current Use because the acreage decreases to less than 10 acres. With the new technology, Mr. Fountain responded that a parcel is affected by all the data of surrounding parcels which are accurately surveyed. A problem may arise if the acreage is in a highly wooded area and there are only deed descriptions that say plus or minus acreage.

Although **Selectman Boette** agreed that this was a great tool, he voiced concern on the cost of this service and whether it was necessary at this time. Mr. Fountain said that the one-time set up fee is \$2500 and the annual hosting expense is \$1800. **Selectman Sawin** asked what was included in the set-up. Mr. Fountain replied that it would include compiling all of Granit's data layers as well as Cartographics data for maintaining the town's parcels, building the aerial photography data as well as base data. Ending the discussion, the Board agreed that this information would be reviewed and discussed.

7:00 p.m. Public Hearing: Emergency Lanes

Chairman Byam opened the public hearing on Emergency Lanes, saying that the Board has recommended changing some Class VI roads to emergency lanes. **TA Reynolds** added that the Board has double checked with the Fire Chief to see if the roads proposed were acceptable; Chief McQuade agreed with the choices. **Selectman Boette** explained that Emery, Collins, Pinnacle, and Richardson Roads are slated for this change. He said that they have already declared French Road as an emergency lane and the work on that road has been completed. Becoming emergency lanes will let the highway department do some maintenance on a Class VI road without changing its status. It will allow emergency vehicles more accessibility to these roads in the case of an emergency situation. **Chairman Byam** said this worked well on French Road because the road agent was able to alleviate some of the drainage issues that were washing out the road. Culvert clearing and the installation of water bars has helped with the erosion problem. **TA Reynolds** said that the Selectmen, the road agent and the fire chief along will discuss what needs to be done and the highway department will do the work.

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At this time, **Chairman Byam** opened the discussion to the public. Clayton Brown commended the Board for going forward with this change because many of the Class VI roads have become inaccessible over time. He said that in years past, they took care of all the roads, grading once in the summer; but somehow they have been forgotten. **Selectman Boette** responded that the town will not be spending a lot of money on this maintenance, only enough to make the roads passable. Jessie Salisbury agreed that this change was a good idea and those she has spoken with also think it is a good thing, especially when it will gain access to forest land. **Chairman Byam** closed the hearing saying that the roads listed at the beginning of the hearing are now, officially, emergency lanes.

Citizens Forum

There wasn't anything for discussion.

Because Fire Chief Rick McQuade had not arrived for the review on the fire department budget, the Board went on to discuss other agenda items until his arrival.

- **Approval of Minutes, Manifests, and Items For Signature**

The Board addressed all items needing their signature. **TA Reynolds** told the Board that changes to the November 30th minutes were given to Pauline Ball and a revision will be sent out when completed.

Old Business:

- **Emergency Operations Resource Inventory**

TA Reynolds said that Kate Thorndike was wondering if the Board wanted to add any other information to the Emergency Operations Resource inventory before it is approved and signed. He said that most of the department heads have responded with information pertinent to their departments, such as who has a bull dozer or a dump truck that would be available during an emergency event. **Chairman Byam** stated that mass transportation was discussed some time ago and he, **Selectman Sawin** and former Selectman Steve Brown compiled all the data which apparently has been lost or unavailable. **Selectman Sawin** responded that they had made many contacts in determining who and what type of resources would be available. **TA Reynolds** said that he would check with Steve Brown to see if any of that data is still on his laptop.

Selectman Sawin referred to the shelf life of some of the items stored for an emergency event. These items must be reviewed often and rotated out at different intervals.

Rev. Paul Lemire reminded the Board that originally the church was listed as an emergency shelter, on a short term basis. He said that he was willing to have it on this

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updated list, if needed. **TA Reynolds** said that the Central School is designated as an emergency shelter, as well.

New Business:

- **Budget Status**

TA Reynolds and the Board reviewed the funding status of the budget for the remaining year.

Chairman Byam questioned the expenses for Center Hall; ie maintenance vs. supplies.

TA Reynolds explained that initially there was \$80.00 remaining in the supply budget but after the decision to paint the hall was made, additional expenses (\$700-800) for supplies, etc. put the budget over.

Chairman Byam noted that the police budget looked okay for the rest of the year.

TA Reynolds said that they have paid some of the smaller (once a year) items, such as the \$300 donation to Meals on Wheels.

Chairman Byam noted that the expenditures for Welfare appeared to be lower this year.

TA Reynolds said that the Building Inspector expenses have gone up, but Peter Hopkins wants to keep the 2012 budget amount the same and make any adjustments needed in the following year (2013.)

TA Reynolds said that the yearly stipends would be passed out next week.

Chairman Byam noted that revenues were a little behind but not by much. **TA Reynolds** stated that \$75,000 will be coming into the revenue line once the Meals & Room Tax has been paid out. Towns usually receive these funds from the State closer to the end of the year.

TA Reynolds said that he will be sending in \$10,000 for the new Capital Reserve Fund for the line item, Bridges.

Referring to the available amount left in the budget, **TA Reynolds** said that the funds for the block grant must be deducted from the total budget; these funds will be encumbered and held over for the following year. Overall, he did not foresee any major problems with the remaining budget; legal expenses for this year are down and personnel administration expenses will not be going up.

Selectman Sawin thought that both the police and fire departments were planning on looking for grants this coming year. If they combine their efforts, the fund portion is

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larger than if it is done individually. He also mentioned the Highway Department may be reimbursed for some of the overtime expenses incurred during the October snowstorm event.

TA Reynolds mentioned that Wally Holt has been repairing the Center Hall windows, two or three at a time. He also came to Citizens Hall and looked upstairs to determine how the picture molding should be installed. **TA Reynolds** said that Scott Roper had suggested putting the molding on top of the windows but Wally thought it would be much too high and suggested placing the molding at eye level so that the pictures can be viewed easily. Because Scott Roper will be at Citizens Hall on Tuesday of next week, **TA Reynolds** asked Wally to meet with Scott and show him the type of molding to be used and discuss where and how it should be installed.

Selectman Boette said that he still has not found a container for the highway department but he will continue to look.

TA Reynolds said that there aren't enough funds remaining in the highway budget because although their fuel usage is the same, prices are up. Fuel was budgeted for \$2.34 per gallon and the cost per gallon is much higher this year.

Chairman Byam said that he wanted to line up some T-Square classes, such as ditching for the highway department.

7:45 pm...Fire Chief Rick McQuade – Fire Department Budget

TA Reynolds, Chief McQuade and the Selectmen reviewed the line items in the Fire department budget:

- **Telephone**.....dropped other fax line but same cost amount.....\$1600

TA Reynolds said that he reviewed each billing item and did not find any problems.

- **Fire dispatching**.....accurate invoice amount for next year.....\$17,320
- **Dues & Association**...slight increase because of fire explorer dues....\$700
- **Hazmat Annual Dues**.....down slightly.....\$600
- **Office Supplies**.....same.....\$750
- **Reimbursement**.....membership is down but may go up again.....\$14,005

Chief McQuade said that the difference in funds paid out last year for a membership of 30 volunteers compared to 25 volunteers this year was \$100 extra, per volunteer.

- **Fire Chief Stipend**.....\$3,060

- **Consumable Materials**.....same.....\$600
- **Equipment Repair**.....(plugs, generator oil changes, etc.).....\$300
- **Scheduled Equip. Replacement**.....down.....\$7600
- **Chief McQuade** said that only two sets of gear would be needed; one as an extra, in case of issues that may arise and another set for rotation, keeping the shelf life current. All other equipment replacements are the same.
- **Turnout Gear Cleaning**.....carry over 2011 funds.....\$1000

Chief McQuade asked to encumber these funds and have the turnout gear cleaned in 2012. **Selectman Boette** told him to issue a purchase order now and so that the funds can be encumbered.

- **New Equipment**.....radio conditioner; 2 @ \$325.....\$650

Chief McQuade said that this new equipment will help to keep their radio batteries tuned and avoid having the battery die out during a fire event.

- **Dry Hydrant**.....no funding for 2012.....\$0

Chief McQuade wanted to use 2011 funds to install a dry hydrant in the spring of 2012

- **Forest Fires**.....to purchase tools and miscellaneous items.....\$500

TA Reynolds asked where the funding comes from to reimbursement other town fire fighters when a forest fire occurs in Lyndeborough. **Chief McQuade** replied that this concern was brought up some time ago and he did not know if the funds came out of the Fire Department budget or the General Fund. **TA Reynolds** thought it should come out of the Emergency Management budget, but presently there isn't any line item for this type of event. There will be more research and discussion on this issue as well as possible remunerations for volunteers who participate in fighting a forest fire.

- **Training**.....\$3700

Chief McQuade said that CPR recertification and AED training will be conducted in- house. The cost for this service as well as supplies is \$1300. The Fire Dept. Auxiliary and the Fire Dept. Association just purchased 6 manikins for the training classes.

- **Gas and Diesel**.....increased.....\$2000

Chief McQuade said that presently the cost is \$1395 for the year and he is requesting an increase to \$2000 but will look at it again before the 2012 budget is finalized.

- **Truck Maintenance**.....same as 2011.....\$5815

Chief McQuade said that this has been a troublesome year because they have had 2 or 3 problems with the trucks; for ex., rear springs & other major issues with the tanker as well as the clutch on the rescue truck. **TA Reynolds** remarked that as these vehicles get older, more maintenance will be required. He plans on renaming the CIP capital reserve funds from Replacement to Replacement/Refurbishment so that expenses can be withdrawn when a vehicle needs refurbishment to lengthen its life expectancy.

- **Radio Maintenance**.....\$2450

Chief McQuade said that because of two swaps between trucks, a little more money was spent on radio maintenance. He added that two other radios did not pass narrow band compliance. The cost for the new radios will be \$1200. Portable batteries will cost \$500.

- **Electric Service**.....\$2900

Chief McQuade said that the electric baseboard heaters upstairs in the fire station have worked out well. No issues have arisen and the thermostats are programmed to start up and shut down at certain times.

- **Heating: Propane**.....same as 2011.....\$5000

Chief McQuade asked whether a meter could be installed at the station to help him budget propane usage. Both **Selectman Boette** and **Chairman Byam** agreed that this information is readily available if the delivery slips for a specified period are reviewed. **Chairman Byam** questioned the cost for a meter. He thought he saw an e-mail that indicated a cost of \$250 per meter. **Chief McQuade** responded that there should not be any cost.

Selectman Boette stated that if the service is free, have it installed but he did not see the benefit, if there is a cost. **Chief McQuade** replied that there is a value to having a meter when there is a long duration power outage and the generator's propane is being used up, the department will know how many gallons have been used when trying to recoup its losses. Going on-line to the Suburban website, **Selectman Boette** verified that a meter would cost \$250.

- **Building Maintenance**.....\$2625

Chief McQuade said that there was an amount error for station cleaning; the amount should be \$1000 instead of \$1600. **Selectman Boette** asked about the \$500 for satellite service. His understanding at last year's budget meeting was that the members of the fire department were paying for that service. **Chief McQuade** agreed that they would pay for the first year of service but wanted service for 2012 to be included in the Building Maintenance line item. After some differences in opinion between **Selectman Boette** and **Chief McQuade**, the issue would be taken up at the Budget Committee meetings. This ended the review of the Fire Department budget.

- **2012 Holidays**

TA Reynolds directed the Boards attention to the holiday schedule for 2012. After discussing a few problems in scheduling holidays, specifically for the highway department because of the earned time policy, the Board agreed that the schedule should consist of some major holidays and some earned time holidays. The earned time holidays will be decided by the department head. **TA Reynolds** said that he will review the earned time policy to see how it is set up. **Selectman Boette** also suggested reviewing the vacation policy, as well. At this time, **Selectman Boette** thought that there should be some notation in the policy manual that no employee will work alone when others are out, such as a holiday. This recommendation was not accepted, because it was too broad;

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circumstances usually dictates when one employee may be alone, such as loading sand at the town shed during snow events; instead it should be the department head's decision.

- **Police Coverage**

Referring to recent burglaries, **Chairman Byam** said that it was important to begin educating residents in the prevention of these incidences and suggested a better rotation in patrolling to set resident minds at ease. **TA Reynolds** also said that the police department should provide the Lyndeborough View with articles which would help to educate town residents. **Chairman Byam** responded that the town website would be quicker in getting the information out. **Selectman Boette** voiced some concern that the police schedule did not represent a change, as requested by the Board. There should be less overlaying of patrols and more random coverage later at night on weekends when most residents are away from their homes. **Selectman Sawin** also voiced concern that these burglary incidents are not going to get better; there has been a considerable rise in city areas and

surrounding towns. He also suggested using a patrol log to inform other officers of suspicious areas which might be beneficial when changing shifts.

Selectman Sawin, referring to Captain Burke's medical leave and the issue of town liability, stated that a physician's note clearing the captain for duty should be submitted to the Board before he returns to work. **Selectman Boette** agreed because this was an outside elective surgery and not a work related injury. **Chairman Byam** also agreed that the captain must be ready to perform his patrol duties.

This portion of the public meeting was closed at 9:22 p.m.

The Board entered a non-public meeting to discuss the following RSA 91-A:3, (a) Bonus Considerations

Date: December 7, 2011
Pauline Ball, Recorder

Arnie A. Byam, III
Chairman

Donald R. Sawin

Kevin J. Boette

APPROVED BY THE BOARD OF SELECTMENT ON JANUARY 04, 2012.