

**LYNDEBOROUGH BOARD OF SELECTMEN  
MEETING MINUTES  
June 15, 2011**

**I. CALL TO ORDER**

Chairman Byam called this meeting to order at 6:30 p.m. on Wednesday, June 15, 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:** Administrative Assistant, Kate Thorndike, RA Perry,

**Public**

**Present:** Lee Mayhew, Burton Reynolds

**Media**

**Present:**

**Recorder:** Kate Thorndike

**I. Agenda Items**

6:35 – Approval/Correction of Minutes of 6-8-2011 as needed.

6:40 - Review and signing warrants and correspondence, update action item list etc.

7:00 – Town Office Report

-FSA/HRA change

-Property Enforcement issues

- LGC-PLT renewal year documents/schedules

-Joint Loss Mgmt. Committee

-TD Bank Account Review

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

7:45 – Town Office direction/transition

**II. Adjournment 9:00**

**FSA/HRA change:**

**Kate Thorndike** presented the proposed FSA/HRA change to the Board. A brief discussion followed and the Board voted to approve the change.

**Selectman Boette** moved that the Board accept the change to Benefit Strategies as the town's FSA/HRA provider which will also include covering the \$5.00/person debit card fee for all participating employees. **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).

Review and signing of warrants and correspondence, etc.

**Property Enforcement:**

The Board discussed building code violation issues at 311 Cram Hill. **Chairman Byam** contacted Dick Howe by phone to get an update on the Cram Hill property. He did not reach him.

**Selectman Byam** moved that the Board direct Lyndeborough's Code Enforcement Officer, Dick Howe to contact the landlord at 311 Cram Hill to give him 72 hours to fix the code violations or a Cease and Desist will be ordered and the property will be condemned until compliance is met. **Selectman Boette** 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).

The Board discussed a property enforcement issue at 72 Glass Factory Road. **RA Perry** will speak with the individual living at the property to reiterate his obligation to get the driveway application in, paid for and the work completed. **ACTION...Kate Thorndike** will contact him to request he come speak with the Board.

**LGC-PLT renewal documents:**

The Board received copies of the July 1, 2011 renewal documents/schedules for the LGC-PLT as well as the invoice. **ACTION...Kate Thorndike** will get a copy to all department heads for their review and approval and then submit the invoice for payment.

**Joint Loss Management Committee:**

The Committee has not been meeting and is in need of reorganization. Kate Thorndike has done some research on yearly requirements and will contact FD, PD to request members from each. RA Perry will serve for the Highway. Once there is a complete group, the first meeting will be scheduled.

**TD Bank Account Review:**

The Board discussed the proposed change to the town's operating account and decided to revisit the banking options/comparisons in August.

**Selectman Byam** moved that the Board accept the recommended change to the operating account from a Cash Management Sweep account to a Municipal Advantage account. **Selectman Boette** 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).

**Payroll/ADP Option:**

**Kate Thorndike** presented the final ADP proposal for payroll services to the Board. A discussion followed and the Board agreed to proceed with ADP.

**Selectman Boette** moved that effective immediately the card swipe system would be eliminated at the Highway Garage and additionally that RA Perry would take responsibility for getting the timecards for his department delivered to the town office on the Monday morning of payroll week. **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).

**Selectman Sawin** moved that the Board accept the ADP Enhanced Payroll package as presented at a rate of \$108.45 per payroll. **Selectman Boette** 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).

**Citizens' Open Forum**

Lee Mayhew was in attendance

**Town Office direction/transition:**

**Chairman Byam** explained that due to the resignation of former **TA Jim Bingham** that the Board was looking at organizational options for the Town Office. He isn't sure that Lyndeborough needs a full-time Town Administrator. He doesn't think that the town is big enough and he's confident in the abilities of the present office personnel. They are excellent employees, well dedicated who have learned a lot, not to say that there isn't some fine tuning that needs to be done. I do think we will need some guidance and we're fortunate to have two well respected, seasoned Town Administrators in this town at our disposal. With that said, there is a void that Kate is filling quite well but there are probably things that need to be grown into.

**Selectman Boette:** I think that the TA position is a valuable position; whether it needs to be full time or not is another story. I think it would be awesome to fill that with some part-time hours

and a certain knowledge base that would be ideal. There are a lot of things to stay on top of and you can get in trouble. Let's look at the job not the individual. Would we be making these changes if we had the right person in the job? I think that Burton could come in, put in some part-time work to assist us and that would be wonderful. We could use the help. I think Kate and Kay are doing a wonderful job. I think we've done more in these last two weeks, gotten more things uncovered and more things accomplished than we have in the last two months.

**Kate Thorndike:** I have mixed feelings on the whole issue. I absolutely have confidence in Kay and me. We are a strong and capable team and if one of us can't figure out how to get something done the other one will. We could really get this office well organized. However, doing all that I do now as well as taking on the additional TA responsibilities would be very challenging for me to manage. So, that would have to be figured out organizationally if the Board decided to go in that direction. Lee Mayhew made a recommendation that would benefit the town as well as me in terms of an interim assignment giving me the opportunity to take the role on for a predetermined time frame. With this kind of agreement, I as well as the Board would have the option of terminating the specific interim agreement at the end, protecting my job as well as giving the town an out if I'm not meeting their expectations. At that point a Town Administrator could be hired; full or part time and I wouldn't end up losing my job. I thought that was an excellent suggestion. Additionally, Burton knows how I feel about him professionally. I have the utmost respect for him. I value his opinion and his experience completely. I have no doubt that he could come in here to help and guide us. He and I have spoken on this issue. So at this point it really is the Board's decision on which direction you're going to go.

**Burton Reynolds:** I'm not ready to retire but I am ready to pull back a bit from my position. There's a lot of responsibility with it and I've done it for twelve years. I've shared my feelings with the Board in New Boston. If you are interested in a new full-time Town Administrator, I'm not really interested in that position. What I would be interested in doing, only here for my town is to take over the position with the idea that you are looking to grow from within and I am here to help grow and mentor someone. I would foresee being here for a year or two probably with declining hours as we go along. I make this offer because I remember what it was like when I started this job and there is a lot to know. If we're going to hire from within, it really is our responsibility as the employer to provide the employee with good guidance. I don't think it is fair to ask someone to take on such a major responsibility without more mentoring and tutoring. I would come and do that for you for whatever number of hours the Board thinks is appropriate. I really don't want to retire. I didn't anticipate continuing to work in this capacity but because this seems to be such a natural situation where I could help the town, it makes sense. I am meeting with the New Boston Board on Monday night and I'll be able to give you more specifics on timeline after that. **Selectman Boette:** To me, that is an ideal situation. It will also be saving the town some money going from a full-time to a part-time position. I wouldn't advertise for a part-time Town Administrator because I don't think we'd get someone of Burton's caliber.

*A brief conversation followed on some of the suggested specifics of this arrangement as well as other options. Burton Reynolds exited the meeting.*

*The Board and Kate Thorndike continued conversation on the future of the town office.*

**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 9:52 pm.

Date: June 15, 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 JUNE 22, 2011**