

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
August 3, 2011**

I. CALL TO ORDER

Chairman Byam called this meeting to order at 6:30 p.m. on Wednesday, August 3, 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: Burton Reynolds, Town Administrator, Kate Thorndike, RA Perry

Public

Present: Lee Mayhew

Media

Present: Jessie Salisbury

Recorder: Kate Thorndike

I. Agenda Items:

Appointment – Kent Perry-Highway Department

Appointment – Peter Hopkins-Building Department Position

New Business:

Department Head Reporting Structure

Selectmen Minutes Taking

Selectmen Meeting Procedures

Review & sign warrants, minutes, correspondence, etc.

II. Adjournment 9:00

Appointment: Kent Perry: Road Agent

The Board of Selectmen spoke with **RA Perry** about several road concerns in town as well as some ongoing highway projects. There was a lengthy conversation which included the following:

- Painting the crosswalk on the newly-paved section of Putnam Hill
- Different road maintenance/repair techniques & methods
- Crack sealing program
- Brox Paving will be sealing some road pavement at no cost to the town
- Budgeting limitations/challenges as well as preparation for CIP/Budget

Appointment: Peter Hopkins-Building Department Position

-311 Cram Hill Enforcement issue: Peter Hopkins gave the Board of Selectmen his opinion on this ongoing enforcement issue. They also had a general conversation regarding Peter's work as a Building Inspector/Code Enforcement Official in other towns and how he manages those departments. He typically serves as the Deputy Health Officer. Safety is his top priority and he prides himself on working collaboratively with all town officials and personnel. **TA Burton Reynolds** will be finalizing the town's job description and forwarding it to Peter Hopkins for review.

CITIZENS' OPEN FORUM

New Business:

Department Head Reporting Structure: The Board would like to have the Road Agent formalize his reports some to be included in the road files. **TA Burton Reynolds** will act as the liaison between the Board and Department Heads with special attention given to the complications of the Police Department as dictated by the OIC structuring. There was a brief discussion regarding the overage on the new police cruiser and the challenge this presents to **Captain Burke's** overall budget. **TA Burton Reynolds** asked the Board where that overage should come from.

Selectman Boette...ACTION would like the office to look into getting Bill O'Brien to come in for some "office hours" to answer questions and meet with the Selectmen.

Selectmen Minutes Taking: **TA Burton Reynolds** asked the Board to consider that the taking of minutes was not a good use of either his or Kate Thorndike's time. He suggested the hiring of another individual to handle that responsibility. The Board agreed to proceed in that direction. Additionally, Lee Mayhew provided a Work Session document to simplify minute taking for those meetings which could be handled by the Town Administrator. The Chairman of the Board or the Town Administrator could handle the Non Public meeting minutes.

Selectmen Meeting Procedures: TA Burton Reynolds asked the Board if they would be willing to come in some time during the week prior to the meeting to read through the files and sign all paperwork. The agreement was that the Town Office would scan as many things as possible for the convenience of the Board and additionally the Board members would plan on coming a half hour early to the meeting so they are done with that business and prepared for discussion.

There were a couple of other general topics covered including the Planning Board as well as the Trustees of the Trust Funds and the importance of good training for the positions.

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 9:30 pm.

Date: August 3, 2011
Kate Thorndike, Recorder

Arnold A. Byam, III,
Chairman

Donald R. Sawin

Kevin J. Boette