

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
November 9, 2011**

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

Staff Present: Town Administrator Burton Reynolds, Road Agent Kent Perry, Fire Chief Rick McQuade

Public Present: Phil Brooks and Clayton Brown

Media Present:

Recorder: Pauline Ball

Appointments

6:30 p.m. Town Clerk Trish Schultz – Part time Deputy

Trish Schultz told the Board that she and **TA Reynolds** recently interviewed five candidates for the part time deputy clerk position and they have selected one candidate. **Ms. Schultz** said that they were looking for someone who had excellent typing and computer skills and who was interested in part time employment. This candidate submitted an impressive resume, experienced and semi retired. The Selectmen said that they had reviewed the candidate's resume; agreed with **Ms. Schultz** and **TA Reynolds'** choice and gave their approval.

6:35 p.m. Rick McQuade – Fire Department

TA Reynolds reminded **Chief McQuade** that there are encumbered funds available as well as money in a fire department trust fund. He explained that Sally Reynolds, a Trustee of the Trust Funds informed him that both the interest and the principal in the fund (\$6859.43) can be used because it was given as a gift. He said that Ms. Reynolds will send the necessary paperwork to the office. He also mentioned that there is \$19,646 in funds remaining from FEMA. Asked what these funds could be used for, **Chief McQuade** answered that he will focus on purchasing new air packs. He has obtained one quote for the replacement of all the air packs and spare bottles at a cost of \$80,000. In answer to **Selectman Sawin's** question on shelf life, **Chief McQuade** responded that there isn't any shelf life, but their bottles will be out of hydro by next year. The department has 14 packs and to replace the bottles (each pack needs 2 bottles), the cost is about \$1250 per bottle. **Selectman Sawin** asked if there was any trade in value. **Chief McQuade** replied that there isn't any trade in. **Selectman Boette**, figuring the math, said that the total cost to just replace the bottles is \$36,000. By using the encumbered funds and the trust fund, the expense is almost covered.

Chief McQuade said that he must weigh the safety aspect before making a decision; the new upgrades in technology for air packs are important and the department, at this time, does not have it. Considering the cost of new equipment, **Selectmen Boette** asked if they could purchase bottles now and then over a few years purchase several air packs each year. **Chief McQuade** replied that \$30,000 could be put aside each year to buy air packs, but then there is a chance that the bottles purchased today may not be compatible with new air packs. To keep informed, he's talking with several manufacturers to see what type of technology is being developed.

TA Reynolds asked if there will be an opportunity to apply for a grant relating to the purchase of air packs, now that the Emergency Operation Plan is in place. **Chief McQuade** said that he thought so; but, it depends on what they are focusing on each year. Ending this discussion, **TA Reynolds** said that the encumbered funds can be held over one more year, therefore, no decision needs to be made until Chief McQuade completes his research. **Chief McQuade** mentioned that there is a three year Lease to Purchase program in which the first year would require a \$8000 payment; the second year - \$22,000 payment; and the last year you own the equipment.

On another issue, **TA Reynolds** explained that **RA Perry** has drawn up a list of Class VI roads which are being proposed as emergency fire lanes. **Chief McQuade** acknowledged that he had received the list. **RA Perry** named the following roads that were on the list: ---parts of French and Richardson Rd, Collins Rd, Putnam Hill to Emery Road and Pinnacle Rd. **Chief McQuade** responded that he would support any fire lane access that the highway department could continue to keep open. **Selectman Boette** added that this would be a good topic for discussion at the fire department to see if there are any other roads not on this list. Fire lanes allow the highway department to go and clear an access so that emergency vehicles can get through.

Selectman Sawin, having noticed the sign on the fire station requesting volunteers, asked if members were leaving. **Chief McQuade** replied that in anticipation of some volunteers moving away, he plans on interviewing new candidates but prefers to accept those who live in town.

Chief McQuade said that their ATV went in for routine service because it was slipping out of gear. They found a small problem with the transmission having to do with the tracks. Apparently they should have been driving this machine in full time 4WD which they have not been doing. He said that the ATV is still operable and they will continue to use it until such time the transmission fails. The total cost for this service was \$188.

On another maintenance issue relating to the light bar on Engine 4, **Chief McQuade** said that they are burning up relays. After discussing this issue with the manufacturer, he was informed that the motors in the light bar wear down; therefore they could replace every rotator at a cost of \$200-250 or they can replace it with a new LED light bar and have no

problems for years. The cost of the LED light bar is \$400 and it could be installed by the fire department. He wanted to look at his remaining budget for this year before making a decision. **Selectman Boette** reminded him that there are encumbered funds, if needed. **Selectman Sawin** also suggested looking at used equipment for less cost.

On one last item, **Chief McQuade** informed the Board that 2012 will be his final year as fire chief. He is hopeful that someone will be able to take over before he leaves at the end of that year. At this time, he will not put in a formal resignation but he wanted to give the Board ample notice of his decision. **Selectman Boette** asked if he has given any thought to a candidate who might take over the department. **Chief McQuade** responded that there is someone in mind but that individual does not think he is ready. **Selectman Boette** recommended management/leadership classes for anyone being considered for the position. Chief McQuade agreed with this suggestion and said that it was important to learn "people skills" in order to interact with personnel.

7:00 Phil Brooks – Center Hall Renovations

TA Reynolds explained to Phil Brooks that they were seeking assistance from someone familiar with old buildings to determine what was needed to restore Center Hall. After discussing the situation with Scott Roper (Historical District Commission) it appeared that a structural engineer would be needed to make that determination before the commission could go forward and apply for any grant funding that might be available.

Phil Brooks said that he would be amenable to doing an inspection of Center Hall to see what will be needed. **TA Reynolds** thought that Wally Holt would be helpful because he knows where some of the potential problems are. **Selectman Boette** noted several problems ---- the second floor has a tilt to it but it is not being used any more; the foundation may be a concern as well as the need for insulation because the heating system runs constantly during cold weather. Mr. Brooks said that they should first determine what is needed, then develop a comprehensive plan; usually you start at the top of the building and inspect the roof. **Selectman Byam** thought that the roof was done about six or seven years ago. He said that Center Hall has not had much attention over the years even though it is used quite a bit; it would be helpful to be able to apply for some grant funding in the town's attempt to restore the building.

Ending the discussion, Phil Brooks said that he would contact Wally Holt and set up a time when they could go to Center Hall and make an assessment of the structure.

7:15 Clayton Brown – Heritage Committee

Clayton Brown said that he was asked to attend the Selectmen's meeting to discuss Center Hall and to remind the Board that there was a Historic District Commission meeting on Thursday evening beginning at 7:30 p.m. in Center Hall to discuss the restoration of the building as well as the RFP (request for proposal.) **TA Reynolds**

informed Mr. Brown that the Board had just discussed the issue with Phil Brooks and that Mr. Brooks had agreed to look at the structure, make an assessment and then we will share that information with the Historic District Commission.

7:30 Citizens Forum

RA Kent Perry was the only member of the public present for the Citizens Forum. He informed the Board that recently he helped to remove and discard a young moose that apparently died from worm disease.

Approval of Minutes, Manifests, and Items for Signature

Old Business:

Citizens Hall Meeting Room Floor

Referring to a discussion on refinishing the meeting room floor, **Selectman Boette** thought an area carpet with an eighteen inch border would display the wide pine flooring as well as protect much of the wood surface. **Selectman Byam** said that it would be a nice compromise but if it was all carpeted the acoustics would improve and the room would be quieter. **TA Reynolds** asked when the floor was last refinished. **Selectman Boette** thought that it was done in 2000 and it has held up well. **TA Reynolds** suggested the use of better utility mats to help scrap the dirt from shoes. **Selectman Byam** responded that they had a service which was discontinued because of the expense. He also mentioned paving the parking lot would really help reduce the amount of dirt that is tracked in. The Board agreed to refinish the floor and not install carpet at this time.

Credit Card Application

TA Reynolds asked **Chairman Byam** to sign the credit card application form so that he could send it to the bank. After some delay, all information requested by the bank has been submitted and they have been approved for a \$10,000 credit limit.

Safety Program & Safety Committee

TA Reynolds informed the Board that he met with the department heads and they are ready to begin the safety program. He explained the program's purpose; the membership structure and the meetings which will be held 4 times per year with minutes taken at each meeting. The committee will review work accidents, compensation claims, etc. The program shows how to handle work related injuries and accident reports, safety inspections of all town buildings as well as safety education and a discipline policy. **TA Reynolds** said that they will implement the program in January.

New Business:

TDS Phone Outage

TA Reynolds said that the Wilton town office asked if the Lyndeborough Board was planning on filing a complaint with the PUC because of the TDS phone outage during the snow storm last week. Although he felt that TDS should have sent out an explanation as to why the phone service went out, he did not think it was necessary to lodge a complaint. **Selectman Sawin** told the Board that the TDS generator had run out of propane which resulted in the switches going down at the cell tower causing the cell phone outage as well as the land lines. Once they had obtained more propane, the generator became operational and the phones were back on; some missed communication also complicated the issue. **Selectman Boette** commented that there may be an investigation into the reasons for the situation because the failure of emergency services is a serious issue.

Year to Date Revenue Report

TA Reynolds went over the revenue report and noted that one issue concerning the land use change tax penalty was not finished. The town assessor has three or four to do the bills can be sent out in November and payable in December. **TA Reynolds** stated that the town assessor has not completed his updates, as well, but it does not affect any assessments. It does create extra work for Kate Thorndike who must pull the property cards and make copies. **TA Reynolds** asked the Board if Cindy Hasty could be called in, one day a week for multiple weeks, to assist with this project. The Selectmen agreed.

Vacuum Cleaner – Repair or Replace

After a brief discussion on whether or not the vacuum cleaner should be fixed or a new one purchased. The Selectmen agreed that a new one should be purchased and the type of vacuum should be decided by the office staff because they are more familiar with that duty.

Town Retirement – Plan Update

TA Reynolds said that federal regulation changes have been made to the town retirement plan and after comparing the new one with 2005 plan, he decided to discard the old plan and replace it with the updated plan. He will complete the required information on-line and asked **Selectman Byam** to sign the necessary forms.

Arrival of LGC Wage Survey Information

TA Reynolds said that the Local Government Center is attempting to go “green” and the Wage Survey is only available on CD which is free of charge. Any extra copies will be sold for \$10.00 each.

Police Schedules

Selectman Sawin recommended that the police schedules be readjusted to accommodate the necessary coverage needed during late hours, especially on Friday and Saturdays. The number of burglaries has been on the rise in surrounding towns and this rescheduling would be a preventive measure.

Tool Box Talks – Sample

TA Reynolds showed the Selectmen a sample of Tool Box Talks on “Horseplay” which is available through a website. Other topics on safety, harassment, etc are available and they are very useful to department heads when various issues need to be discussed with employees.

Items not included on Agenda:

Reflector vests

Selectman Sawin brought up a safety issue and suggested purchasing new reflector vests for the Highway Department because the ones that are presently being used are old and difficult to see when they are working on the roads. The vests that most highway departments are purchasing are brightly colored and can be seen from quite a distance. He recommended purchasing five, keeping one as a spare. He also mentioned that there may be an instructional class in January on flagging that will be conducted for the Lyndeborough PD and suggested that all highway department employees attend as well.

Safe Routes to School

TA Reynolds said that the committee met to discuss Safe Routes to School program and LCS Principal Sue Tussing has put together some materials for Phase 1 (\$5000 grant) and others on the committee are filling out the application which will be sent to NRPC for review. He cautioned that there may be a problem in funds being granted because the comprehensive highway bill has not been passed in the House, although both the Democrats and Republicans are in favor.

Right to Know Law

TA Reynolds stated that Brendan Philbrick asked for some information concerning the amount of money spent for legal fees with Drescher & Dokmo since 2000 as well as amounts paid to Bob Dolinak during his time of employment. The information on Drescher & Dokmo was easy to locate but finding the information on Bob Dolinak took Kay Hopkins more time. Under the Right to Know law, it is not clear whether the “actual cost” includes the amount of staff time to research and make the copies.

Board of Selectmen's Meeting Minutes

11-09-11

Selectman Boette suggested making a cost determination before hand and if it is not satisfactory to the one requesting the information, then it will not be done.

Emergency Operation Plan (EOP)

TA Reynolds said that Jack Moorhouse is coming to Citizens Hall next week to review the EOP and then it will be presented to the Board.

Adjournment:

All scheduled items having been addressed. Chairman Byam moved to adjourn the meeting at 8:50 p.m.; Selectman Boette seconded the motion.

VOTE: Chairman Byam called for a verbal vote on the motion. All members voted in favor.

Date: November 9, 2011
Pauline Ball, Recorder

Arnie A. Byam, III
Chairman

Donald R. Sawin

Kevin J. Boette

APPROVED BY THE BOARD OF SELECTMEN ON NOVEMBER 16, 2011

No meeting is scheduled during Thanksgiving week