

**LYNDEBOROUGH BOARD OF SELECTMEN  
MEETING MINUTES  
August 31, 2011**

**Members Present:** Donnie Sawin & Kevin Boette

**Staff Present:** Town Administrator Burton Reynolds, Road Agent Kent Perry, Police Captain Tom Burke

**Guest:** Sue Tussing, LCS Principal and Matt Waitkins, NRPC

**Public Present:** Lee Mayhew

**Media Present:** Jessie Salisbury

**Recorder:** Pauline Ball

The meeting was called to order at 6:45 p.m.

**Appointments**

6:45 p.m. - Sue Tussing: Safe Routes to School Presentation

Sue Tussing, Principal of the Lyndeborough Central School said that she was present to solicit support for the “Safe Routes to School Program.” She explained that she had gone to a meeting for this program in June 2010 and gave a presentation to the Board of Selectmen in the fall of 2010. At this time, she distributed copies of that presentation for review and introduced Matt Watkins of the Nashua Regional Planning Commission (NRPC) who was to speak about the program.

Matt Watkins, a transportation planner, said that he is often seen placing traffic counters on various roads in towns that are affiliated with NRPC. He is very familiar with the Safe Routes to School program and is the chairman of the state wide committee which advises the Dept. of Transportation (DOT). His goal is to give the Board a brief rundown of the program and give assistance in helping to identify the steps needed in the application process. Safe Routes to School is a federal program administered by NH DOT with the assistance of regional planning commissions around the state. It is a 100 % reimbursement program; but the town must first provide the “upfront” funding.

**Selectman Boette** asked how quickly the funds would be reimbursed; for example, would the town be reimbursed in the same fiscal year so that it would not impact the tax rate in a negative way. Mr. Watkins replied that the turn around response is quick. Towns do it in different ways and it depends on how accounting procedures are handled. Continuing with his presentation, Mr. Watkins said that the goal is to encourage children in kindergarten through eighth grade to walk or bike to school.

Mr. Waitkins explained that there are three levels of grant funding:

- Seed money grants for start-ups up to \$4999 are used for preliminary planning, producing flyers, etc. This grant does not need government council approval.

**Road Agent Kent Perry** asked if this type of funding could be used for signage or painted crosswalks. Mr. Waitkins answered that seed money grants can not be used for infrastructure.

- Travel planning grants up to \$15,000 are used to identify the issues, such as the reasons why children are not walking to school. The objective is to survey the children as well as the parents to identify problems and find a solution. The funds can be used for preliminary engineering for infrastructure, such as a sidewalk. It also can be used to reimburse the town for police presence at school when children are picked up or dropped off.
- General grants are used for infrastructure and can be used for sidewalks, signage, pavement markings, flashing lights, etc. It is capped at \$100,000, if a town has not applied and received a travel planning grant. Funding for infrastructure increases up to \$250,000, if a town goes through the planning process.

**RA Perry** mentioned that the school is located on Rte 31 which is a state highway and asked whether the specs and regulations would be a concern. Mr. Waitkins replied that it would be beneficial to have a DOT representative on the steering committee to advise the group.

Mr. Waitkins informed the Board that the deadline for applications for General Funding grants is usually mid to late fall and grants are awarded sometime in late spring. Applications for seed money grants can be submitted at any time and they are awarded on a rotating "first come, first serve" basis.

**Selectman Boette** asked whether a seed grant and a travel planning grant could be applied for at the same time. Mr. Watkins said yes. **Selectman Boette** responded that in this way the seed money could be used to educate the public and the travel planning grant would be used for a study to determine feasibility.

In taking a pro-active role, **RA Perry** asked if it would be beneficial to begin painting lines in areas that the children would have to cross to go to school. Mr. Watkins responded that unless it was already in the town's plan, it would be preferable to wait.

Mr. Watkins was aware that a power point presentation has already been given to the School Board so interest in this program has been established and NRPC technical assistance has been requested. The next step is to fortify the steering committee

with a broad representation of interested individuals. So far, the committee consists of the school principal, road agent, a former town administrator, a police representative and two parents. **Selectman Boette** said that this is a school driven project and the Board of Selectmen will give it their support.

Lee Mayhew, a steering committee member, said that a time and date for meetings should be established right away so that they can begin gathering data. Sue Tussing said that sample survey forms were available.

Mr. Waitkins, offering his help with the applications, said that the first step in the process is to conduct the surveys. Sue Tussing said that she can assist with the applications, as well, but will need some input from the Select Board concerning town issues.

**Selectman Boette** said that the town will need to be involved when it comes down to funding issues. Sue Tussing replied that the School Board has already stated that they will not be funding the project. Lee Mayhew thought it would be good if the School Board voted to support the project.

**Selectman Boette** recommended that the study be completed this year so that funding estimates can be discussed during next year's budget season.

Referring to a feasibility study, Mr. Waitkins said that the seed grant could be used to expense a conceptual plan. The actual engineering plan would be funded under the general grant for infrastructure. He told the Board that some municipalities have used NRPC services for the development of the engineering plan; although an outside engineering firm can also be used for the project. NRPC would need to incorporate an engineering firm for a project such as a sidewalk. NRPC could act as a project manager, conduct the traffic count and facilitate the steering committee.

Referring to the expense, **Selectman Boette** thought there was approximately one mile of sidewalk needed which could be costly. Sue Tussing asked the distance from the school to Glass Factory Road. **RA Perry** said that the distance was about 2500 feet. Mr. Waitkins estimated a cost range of about \$80 - \$250 per linear foot.

After listening to several other concerns, **TA Reynolds** said that the steering committee should determine, this fall, what they will do with the funds from the seed grant and planning grant so that it can be presented to the budget committee. The project would be completed in stages; first, the planning stage and then construction. Although Sue Tussing hoped to begin the project as soon as possible, **Selectman Boette** explained that the application process must be completed, a plan developed and the amount of funding verified so that the budget committee can present an approved project to the public at town meeting. At this time, **Selectman Boette** closed the discussion 7:30 p.m.

**Non-public Session RSA 91-A: 3 II --Personnel**

7:31- Captain Tom Burke-Police Personnel

**Selectman Kevin Boette** made a motion to go into a non-public session regarding personnel under the provision of the Non-Public Session RSA 91-A: 3 II (). **Selectman Donnie Sawin** seconded the motion, so moved.

**VOTE: Selectmen Sawin and Boette** voted in favor and the motion carried unanimously (2-0).

The Board went into Non-public session, as recorded separately, at 7:31 p.m. The Board returned to public sessions at 8:30 p.m.

**Citizens Forum**

While the Board of Selectmen was in a non-public session, members of the steering committee scheduled a tentative meeting for Thursday, September 8<sup>th</sup> at 2:00 p.m. No one was present for the Citizens Forum.

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

**Old Business:**

- **Town Credit Card Issuance Update**

**TA Reynolds** said that the town has been issued a credit card with a limit of \$10,000 from the banking institution used by the town.

- **Police Department SOP Approvals**

**TA Reynolds** presented the book of Standard Operating Procedure policies that he found in the office unfortunately they were approved back in 2008. They are not the ones that the former police administrator used. **Selectman Sawin** explained the details on how the newest version was lost when a computer's hard drive crashed. Because some data is available on different computers, **TA Reynolds** suggested that the Board take the time to gather the information and then, at a work session, put together another updated book. **Selectman Sawin** also suggested reviewing a full set of policies that he is familiar with rather than try to piece information from different sources.

- **Building Inspector**

**Selectman Sawin** said that **Selectman Byam** met with the building inspector Dick Howe last week. **TA Reynolds** said that he met with Peter Hopkins this week and will put a memo together to summarize the meeting. He said that Mr. Hopkins was given the job description and will review it. He would like to meet with the Planning Board because the position as a Code enforcement officer, he would be working for that board. **TA Reynolds** also stated that Mr. Hopkins is certified and up to date on current enforcement issues. **Selectman Sawin**, for the record, stated that Mr. Hopkins' employment does not fall under the nepotism policy because he will not be working for office assistant, Kay Hopkins. **Selectman Boette** asked if driveways would be one of the concerns for code enforcement. **TA Reynolds** replied that it would be up to the Planning Board. Mr. Hopkins would be working in concert with the road agent.

**New Business:**

- **Fire Department FCC License Renewal**

**TA Reynolds** said that Kate Thorndike has spoken to the FCC representative who knows when all three FCC licenses are due. The town has a ninety day notice to file and with his assistance, Kate will be able to complete the documents and submit them as they come due.

- **Status of Audit Report for 2010 and Completion of MS-5**

**TA Reynolds** said that he called Ploznik & Sanderson and the audit report for 2010 is in typing and should be ready by next week. The MS-5 is the "profit and loss statement" which the Department of Revenue Administration needs to set the tax rate and it should be ready soon.

- **Hurricane Damage Update**

**TA Reynolds** told the representatives from FEMA that there wasn't any significant damage due to the heavy rains and wind from the storm.

- **Center Hall Backdrop**

Because there was some confusion about this issue, **TA Reynolds** and the Board decided that Karen Grybko and Jessie Salisbury should get together for a discussion on how the backdrop is to be repaired and expensed.

- **Banking Vendor**

**TA Reynolds, Selectmen Boette and Sawin** decided that it was not necessary to change banking vendors at this time.

- **New Dept. of Revenue Auditor**

**TA Reynolds** said that a new auditor will be covering 72 towns and there is concern about the tax rate being out by October. Contact will be by phone rather than visits. It will be important that all information is well prepared so that there isn't a delay.

- **Preparation of MS-1 (assessed values) and MS-4 (revenue estimates)**

**TA Reynolds** explained that the legislature has signed a bill stating that telephone/utilities can now be assessed; in the past they have been exempt. The Assessors Association has decided that it is not be included in the MS-1 because they feel the ruling will be overturned next year. At this time, Kate Thorndike is waiting to hear from the town assessor.

As for the MS-4, **TA Reynolds** said that it is completed and his estimate of the revenues will be a little less than the budget projection for the year.

### **Selectmen Meeting Schedule Starting in September**

Referring to the regular meeting schedule beginning in September, **TA Reynolds** asked whether the Selectmen were planning on work sessions. **Selectman Sawin** said that he likes having work sessions every other week. **Selectman Boette** liked the informality of the Citizens Forum. He did agree that regular meetings every other week was preferable.

**TA Reynolds** voiced his concern that work sessions have become regular meetings; he preferred working on just three or four big agenda items. **Selectman Sawin** agreed that the work session should be used to get some work done without answering questions from the public. **Selectman Boette and Selectman Sawin** both agreed that the meeting on September 7<sup>th</sup> would be a work session and that the meetings should be scheduled every other week.

**Board of Selectmen Meeting Minutes**

**8-31-11**

**ADJOURNMENT**

All scheduled items having been addressed. **Selectmen Boette** moved to adjourn; **Selectmen Sawin** seconded the motion.

**VOTE:** **Selectmen Boette** called for a verbal vote on the motion. All members voted in favor (2-0). The meeting was declared adjourned at 9:30 p.m.

Date: August 31, 2011  
Pauline Ball, Recorder

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Arnie 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 09-21-2011**