

**LYNDEBOROUGH BOARD OF SELECTMEN  
MEETING MINUTES  
September 14, 2011**

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

**Staff Present:** Town Administrator Burton Reynolds, Road Agent Kent Perry and Administrative Asst. Kate Thorndike

**Guest:** Cindy Hasty

**Public Present:** Don Anderson

**Media Present:** Jessie Salisbury

**Recorder:** Pauline Ball

The meeting was called to order at 6:30 p.m.

### **Appointments**

6:30 Kate Thorndike – Selectmen Office Clerical

**TA Burton Reynolds** explained that he and Kate Thorndike would like to discuss the status of the office now that everyone has settled into a routine. He wanted the Board to meet the new temp, as well as talk about future plans for the clerical side of the office.

Kate Thorndike expressed her enthusiasm with the number of completed tasks that have been accomplished in the Selectmen's office by the new temp, Cindy Hasty, since her employment. She distributed a list of projects to the Selectmen for their review adding that these are very time consuming tasks which require organizational skills to complete; tasks that a busy office does not normally have the time to fulfill. It was quite evident that Ms. Hasty is a self starter, a self motivator unafraid of taking on any task put before her. K. Thorndike thought it was important to let the Selectmen know how their decision to hire another temporary employee helped the office to accomplish so many tasks in such a short time. **Selectman Byam** asked whether it has been beneficial in organizing the building department. K. Thorndike said that the building department has been "totally turned around." She added that Ms. Hasty is now going through the files for 2007, '08 and '09, making phone calls, talking to property owners to determine their present status of their building projects. K. Thorndike commented that the tasks being accomplished are not complicated but she has observed that Ms. Hasty goes about them in an efficient, intelligent manner. **Selectman Byam** asked for the number of her work hours per week. **TA Reynolds** replied about 16 hours; 4 hours per day; Monday thru Thursday.

At this time, Cindy Hasty arrived and was introduced to the Board of Selectmen.

K. Thorndike said that this was a good opportunity for the Selectmen to meet Cindy. Ms. Hasty told the Board that she is enjoying her work in the Selectmen's office and was amazed at how much there was to learn. **TA Reynolds** said that the backlog in the office has been impossible for the staff to get to and Ms. Hasty has tackled it and done a wonderful job.

Asked about her work background, Ms. Hasty gave a short excerpt saying that she was previously employed at St. Joseph's Hospital for ten years as an office manager responsible for 250 volunteers, before moving to Lyndeborough two years ago. She added that there were a lot of people skills involved as well as confidentially. The position was demanding but fun. She is looking forward to getting to know Lyndeborough residents and learning more about town government.

After conversing for a short time, Ms. Hasty said good-bye and the meeting continued with **TA Reynolds** saying that he would like to talk about future plans for the office. He said that the eventual goal is to have Kate Thorndike take over the duties of town administrator. Starting in the fall, he will begin training in the financial areas of town administration and this will take Kate away from some of her present duties. Because Ms. Hasty has been such a beneficial asset to the office, he would like the Selectmen to consider, at a future date, the possibility of training her to take over some of those duties. **TA Reynolds** has considered cutting back on the temporary hours between now and late fall to about two days a week. When Kate's training begins, we can discuss whether the temporary hours should increase and whether it will be beneficial to continue Ms. Hasty's training.

Referring to the wage line item, **TA Reynolds** said that between full time and part time wages, they should have approximately \$6000 remaining at the end of the year. **Selectman Sawin** asked if Ms. Hasty has had any training at the Local Government Center. **TA Reynolds** replied no, because she is a temporary employee, at this time. Kate Thorndike commented that if and when the Board is amenable to additional training, she would be more than willing to begin the process. **Selectman Boette** cautioned that a timeframe should not be placed on this decision because the process may go on for some time. He voiced concern about having to ask for an increase in funding to cover additional wages.

**TA Reynolds** reminded the Board that his position is part-time, wages and benefits have been reduced because two employees are no longer here. In closing, **TA Reynolds** said that eventually someone will have to take over the assistant administrative position when Kate moves into his position.

7:00 Kent Perry – Highway Department

**RA Kent Perry** informed the Board that workers from the correction facility completed the exterior painting of Center Hall as well as some painting of truck bodies at the town barn. He stated that the window sashes at Center Hall are in dire need of repair and is concerned that the panes may fall out. **Selectman Sawin** said to **“Fix the windows”** before rain pours into the building. **Selectman Boette** agreed that they should be fixed as soon as possible; then, when there is time, they can be historically repaired. **RA Perry** said that he would discuss this issue with Wally Holt who will show him how to go about the reglazing process. **TA Reynolds** said that there is still \$2500 in the encumbered account to deal with the windows. **RA Perry** mentioned that Wally Holt has finished his work inside Center Hall including painting of the hallway. He told the Board that he has acquired 250 gallons of oil for Center Hall which was taken from the tank at the library after they converted to propane. Referring to the landscaping at Center Hall, **RA Perry** said the areas that were treed and stumped, have been seeded and hayed. He also mentioned that there is a large amount of split cordwood available for those who may need it this winter; residents just have to contact **TA Reynolds**.

Addressing the highway vehicles, **RA Perry** said that there was a maintenance issue with the F-550 truck; the injector was stuck open which was confusing the computer and there was a small leak in the turbo. He was told that the oil should be changed every 200 hours, about every two months. The repairs were 89% covered. He paid for the extra transmission flush, gaskets and odd things at a cost of \$2800. **RA Perry** also sought a second opinion before having the truck repaired.

Referring to the weekly work log, **TA Reynolds** asked **RA Perry** to explain how he determines his work plan each week. **RA Perry** replied that he begins by listening to the extended weather report on Sunday and decides between three or four projects which projects the two highway crews will work on.

**RA Perry** said that the roof at the town barn is not leaking but it has some obvious issues along the wood trim edging that will need to be addressed. He said that he will get the necessary quotes for the cost to repair it.

**TA Reynolds** said that they have looked at the CIP schedule for the Highway Department and other than checking some amounts; there isn't anything new until 2016. He added that the paving plan will be the next issue for discussion. **RA Perry** has already spoken with Brox's and they will contact one or two more companies for recommendations.

**Selectman Sawin** asked if the highway department was all set for seasonal help. **RA Perry** replied that he will be looking for one more driver, preferably a 550 truck operator.

**7:30 p.m. Citizens Forum**

- Jessie Salisbury said that she had several items to discuss:

The Historical District Commission is working on acquiring “certified local government status” in order to begin applying for federal grants to use in the district. The commission held a public hearing on Tuesday evening to adopt the proposed rules and regulations. The Historic District regulations only affect one resident, Peter Van Ham, because he is the owner of the orchard in that district.

The Heritage Commission is considering the same status for the stone arch bridges in town. They are also in charge of identifying and cataloging all the historic structures in town by using a list of existing houses from 1905. They will update a file for each existing property which will include a photograph, tax map, etc. This should be completed by the November meeting. **Selectman Sawin** asked how old a house must be to qualify. J. Salisbury replied that the year is arbitrary; they are using the 1905 list as their baseline. She said that the research has been very interesting.

J. Salisbury said that most of the deacon benches are in good shape and is hopeful, sometime in the future, that they will be brought downstairs into Center Hall. She mentioned that Clayton Brown has taken down the Center Hall sign and will restore it.

The church in Old Lyndeborough Center is on the National Register for Historic Places and may be able to qualify for funding to paint the exterior. J. Salisbury was told that the front of the church and the steeple could be getting a coat of paint and that the loose shutters have been fixed and back in place. Ending the conversation, she said that the Historic District Commission will meet again on November 10<sup>th</sup> and make a final tour of Center Hall prior to applying for the certified local government status.

- Don Anderson said that he would like to discuss a couple of items of concern:

First of all, Mr. Anderson had an issue with adding help to the town government office. He stated that at town meeting, residents were told that it would be a “bare bones budget” because of the reduced amount of revenue that was expected. He thought a review of the hiring process for a town administrator should be reviewed. When the previous town administrator left his position, the administrative assistant did a very capable job of keeping the town functioning. He did not think drawing her away from her present duties for training, as mentioned earlier, and hiring another to pick up the load was a good idea. When the “bare bones budget” was presented last March, an increase in wages was rejected for another town employee who handles a lot of responsibility and fills in when the town clerk is absent. **Selectman Boette** explained that when the former administrator resigned his position he was a full time employee; now the town has a part time

administrator who will be filling in for the last half of the year. He agreed that it is a bare bones budget but as of July, the town is not spending as much money as appropriated.

Mr. Anderson, referring to a statement made by **Selectman Boette** at Candidate's night, reminded him that, at the time, he wanted to find ways to conserve cost by remaining frugal and saving money. **Selectman Boette** agreed with that and again tried to explain that they are reducing cost by replacing a full time position with a part time position. The hours for temporary help are minimal; as discussed earlier in the meeting. **Selectman Byam** commented that there's a \$6000 savings from the change and he did not think that Mr. Anderson really understood how busy the town office has become.

Mr. Anderson did not believe that there was any more activity than in the interim period between TA Neal Cass and TA Jim Bingham's administration, when the girls were running the office quite efficiently and given pay increases. Kate Thorndike clarified that they were given temporary increases during that time, but it was taken away when the new administrator was hired.

**Selectman Boette** said that it was important that the town office runs smoothly and efficiently in serving the needs of its residents as well as staying in compliance with state regulations in a timely manner. He ended the conversation saying that this office is doing just that.

Mr. Anderson addressed his second issue that of the construction plan changes for the proposed LCS addition. He voiced concern that the town will not be getting what was presented at the school meeting. He said that the cost will exceed the sum of money appropriated and they will be asking for more funding to finish the project.

Jessie Salisbury informed the Board that there will be an open forum at the LCS on Friday, September 23<sup>rd</sup>. At this meeting the school board and the architect will discuss the changes and compare the differences in the construction plan.

After a brief discussion on what was appropriated for the proposed construction and how much the town would be reimbursed, **Selectman Boette** clarified that town residents voted a set amount of funding and the school board was not to spend any more than that.

Ending this conversation, Mr. Anderson hoped that there would be a good turn-out of parents and residents at the open forum to see what will be presented.

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

**Old Business:**

- **Safe Routes to School**

**TA Reynolds** said that the steering committee had their first meeting and has mapped out a strategy. The first issue is to send out the survey for parents to complete. Matt Waitkin of NRPC and RA Perry will install traffic counters in areas entering and leaving town. The committee will begin the process of applying for the first two grants for the smaller amounts of funding this year and then apply for the larger construction grant the next year in preparation for a warrant article in 2013. The actual work for the sidewalk project could be started in 2013 or 2014.

- **Police Department SOPs**

**TA Reynolds** said that the police department did have a book of SOP procedures; so there are two sets of procedures available which will be reviewed to see if they are complete and compare to the changes made by former police administrator Mike French. He has asked Officer Roy to determine whether the instructions, in the manual, are Lyndeborough specific.

- **Building Inspector Letter**

Burton Reynolds asked whether all of the Selectmen had reviewed the draft of the letter to be sent to the building inspector. Selectman Boette replied that he had and recommended a couple of changes to the draft. Selectman Byam, after reviewing the draft, said that he was satisfied with the language. Selectman Sawin also agreed with the language.

**VOTE: Selectman Sawin** made a motion to accept the letter to the Building Inspector Richard Howe, as written. **Selectman Boette** seconded the motion. The vote in favor of acceptance was unanimous.

**New Business:**

- **Encumbered Funds from 2010**

**TA Reynolds** explained the following encumbered funds remaining from 2010 which he double checked to verify that they had been signed by the Selectmen:

Highway Block grant:

\$6000 for the radios which need to be changed to narrow band before 2013

\$5410 for the final lease payment on the old backhoe

\$1,133 remaining from the generator purchase

## Board of Selectmen's Meeting Minutes

9-14-11

Window repairs: \$500 for Center Hall...**ACTION: TA Reynolds** will work with Wally Holt on repairing the windows

Storage container: \$3000 for a 20 ft and \$6000 for a 40 ft. container

Citizens Hall repairs: \$8000 remaining. (**proposed items needed...repair of the meeting room floor, picture hanger system to protect walls; exterior paint for the building**) **ACTION: TA Reynolds** to see about a quote to repair floors and for the painting project.

Fire Department Gear: \$10,000 ....**Selectman Sawin** said that criteria for turnout gear was changed because the equipment failed sooner than they thought and did not pass inspection. **Selectman Byam** said that there is a ten (10) year shelf life; the interior liner has a tendency to fail. He also mentioned a concern that the air pack bottles are losing hydro and sometime in the near future funds may be requested for 14 replacements. It may be preferable to purchase a couple at a time, if there are extra encumbered funds available.

- **September Department Head Meeting**

Referring to the Department Head meetings, **Selectman Sawin** asked RA Kent Perry if the meeting were beneficial and informative. **RA Perry** thought that these meetings were a good idea. **TA Reynolds** said that he did most of the talking at this first meeting but stated that more discussion from the department heads will be expected at future meetings.

- **Tax Rate Setting Process at DRA**

**TA Reynolds** discussed the tax rate setting process with the representative from the Dept. of Revenue Administration. The process will be handled by phone and computer.

- **Capital Improvement Plan Overview**

**TA Reynolds** said that he would be meeting with department head to discuss their project plans for the coming year. He noted that the CIP spreadsheet shows that spending between 2008 and 2010 had been kept lower because of the economy but additional funding will be needed in the upcoming years. The Johnson Corner bridge project and the police space will be subjects for future discussions.

**TA Reynolds** also mentioned that they have had a couple of bids on Craig's List for the Crown Victoria police cruiser.

**Board of Selectmen's Meeting Minutes**

**9-14-11**

**ADJOURNMENT:**

All scheduled items having been addressed. **Chairman Byam** moved to adjourn;  
Selectman Boette seconded the motion.

**Board of Selectmen's Meeting Minutes**

**9-14-11**

**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 8:30 p.m.

**The next regular meeting will be held on Wednesday, September 28<sup>th</sup> in Citizens Hall at 6:30 p.m. – Citizens Open Forum at 7:30 p.m.**

Date: September 15, 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 09/22/2011**



