

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
September 28, 2011**

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

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

Public Present: Lee Mayhew

Media Present:

Recorder: Pauline Ball

Appointments:

6:30 p.m. Kate Thorndike – Assessing Functions

Kate Thorndike asked to discuss the state of the assessing department and her role, for the past three years, in taking on a higher level of responsibility for completing the equalization ratio study and the MS-1 form (town valuation for preparation of yearly tax setting.) It has recently come to her attention that these should be the responsibilities of the town's contracting assessor. The contract states that the town assessor would be doing the annual sales review which is the equalization study but it does not mention the MS-1.

Selectman Boette read the following from the assessor's contract: **“Annual sales review and an analysis of whether annual adjustments needed to be done to meet state mandates and balance values to assure equity and fairness.”**

K. Thorndike said that the equalization study is about to be started again. Since she is not a trained assessor nor does she have an education in assessing, she would rather be working on some other projects. K. Thorndike said that she only taught herself how to complete these documents because no one was available to do them.

Selectman Boette suggested discussing this issue with the town assessor and letting him take on these responsibilities. Asked the amount of time needed to complete the study, K. Thorndike replied that she needed about 8 uninterrupted hours. **TA Reynolds**, referring to the budget figures said that there is funding available. He also read the following language concerning staffing support: **“The town office staff shall be responsible for data entry into the town's Vision software, the town office staff shall be responsible for duties typically associated with a proper and efficient administration of tasks which include typing, record keeping and appointment scheduling.”**

TA Reynolds stated that the equalization ratio study is very important, especially in this economy, when sales are down and assumptions need to be made by someone who is trained and knowledgeable about these issues. **K. Thorndike** said that she has been the one making these assumptions over the years and now has some experience, but she is concerned, especially this year, because of the recent revaluation in the town. Property values are new and the study needs to be “spot on.”

The Selectmen were all in agreement that this should be addressed and the town assessor should be told that this is his responsibility. **Selectman Byam** asked how often the town assessor comes to Citizens Hall. **K. Thorndike** replied that he was here recently and usually comes every couple of weeks or when she contacts him.

K. Thorndike and **TA Reynolds** addressed the following housekeeping items with the Board:

1. Read File.....all important reading material should be scanned and sent to the Selectmen. If signatures are needed, they will be signed at a Selectmen’s meeting.
2. Action Item list.....overall concern not as great; work sessions keeps action moving; pending file will be set up in office
3. AED’s..... #1 AED to be installed in Citizens Hall; #2 AED to be installed at the library and taken to Center Hall for functions; set up training for employees
4. Building Inspector position.....new inspector will begin on October 3rd; business cards and identification will be needed

7:00 Kent Perry – Highway Department

RA Perry said that they have crack sealed Johnson Corner, Wilton, Cram Hill and most of Cemetery Roads. **Selectman Byam** asked the cost for the town’s portion of the project. **RA Perry** replied that the cost was \$350 per hour or \$2800 per day for four days; Lyndeborough paid for 2.5 days. **Selectman Boette** asked about an area on Center Road, just pass Dutton Road, that has a large crack. **RA Perry** responded that he looked the area over and it will need patching. In a few weeks he plans on doing some asphalt patching from Steve’s Bus Service up Center Road.

RA Perry gave a brief summary of the week’s work plan which included completing the Pinnacle Mtn. Road ledge project. They also removed the ledge down to Winn Road by Greg Otto’s residence and widened the bridge. Next week, the road crew will complete the Pettingill Hill Road project by installing a catch basin. **TA Reynolds** asked the Board if they were satisfied with the weekly work schedule submitted by the road agent. The Selectmen did not see any problems with the work plan.

Selectman Boette asked if the highway department rents a plate compactor, when needed. **RA Perry** replied that he owns a small paving compactor but he rents the large plate compactor which usually cost about \$500 per month and it is used for about five months. **Selectman Boette** informed him that there were two on Craig's list; one for \$1200 and the other for \$900; both in excellent condition. **RA Perry** said that he would look into it.

TA Reynolds distributed copies of the proposed paving plan and directed the Board's attention to the cost of paving which has increased from \$64 per ton to \$70 per ton and continues to go up. It takes 1110 tons to pave a mile; **TA Reynolds** estimates paving two miles per year and doing an overlay every twelve years. At today's rates, the operating budget would need \$156,000 to pave two miles; presently it has \$65,000. It is his hope to add \$25,000 to the operating budget for the next four (4) years in order to have sufficient funds by 2015 to complete the proposed work. He also suggested taking \$21,000 from the block grant in 2012, \$15,000 in 2013 and a little more in 2014.

TA Reynolds summarized the paving that has been completed:

2009.....rebuilt a portion of the NH Turnpike; base coat on Cram Hill Rd

2010.....Johnson Corner Rd and a base coat down to the bridge; Purgatory Falls Rd; base coat on Wilton Rd;

2011..... portion of Old Temple Rd. West was paved; from Rte 31 to the railroad tracks remains unfinished; paved Putnam Hill Rd. from Rte 31 to Locust Lane

2012.....propose to finish the remaining portion of Old Temple Rd. West, Pettingill Hill Road, Citizens Hall and Locust Lane. **TA Reynolds** said to finish that project in 2012, it will cost \$111,000. If the operating budget is increased from \$65,000 to \$90,000 and \$21,000 from the block grant is included, the town will have enough funds.

TA Reynolds continued with the paving plan for 2012-2013:

2012.....overlay due on Cemetery Road; funds available in the encumbered account; base coat on this road was completed in 2005

2013.....pave Center Road beginning above Perham Corner Road up to Wilton town line.....cost \$78,000 (Town of Wilton to pay for the tonnage for their short distance to the Lyndeborough town line).

2013.....continue paving Center Road from Wilton town line and end at Wilton Rd./Johnson Corner Rd. intersection (1100 ft.)..... cost \$16,000.

2013.....pave Glass Factory Road.....cost \$36,000

TA Reynolds said that total project cost for 2013 would be \$130,000.

Selectman Sawin questioned why Glass Factory Road with only four residences would need paving. **Selectman Boette** stated that Center Road from the town barn to Curtis Brook Road is in dire need of road improvement and may not last through the winter. **TA Reynolds** explained that while some of these other projects are underway, the highway department will be repairing sections of Center Road and putting down a base coat or an overlay. **RA Perry** stated that the cost to pave Center Road end to end would be \$350,000. **Selectman Boette** responded that Center Road is the most traveled road in town and would like to see it repaired correctly and not patchwork. He suggested getting a cost estimate to fix the road properly and then, like Johnson Corner Rd., have the highway department do the work. As far as funding such a large project, roads like Glass Factory and Brandy Brook, with a minimum number of houses, will not be paved for a while. It was important to focus attention on the roads that affect the most residents. **Selectman Byam** agreed that most accidents were the result of the poor condition of Center Road and underlying reasons should be corrected and not just paved over.

TA Reynolds said that he understood the underlying conditions of Center Road but was trying to give the Board some cost perspective for a paving plan and the bottom line is that the town can not afford to do more. **Selectman Sawin** suggested that a bond should be considered for this type of project; it would be less costly in the long run. **Selectman Boette** questioned how the next year's budget can be addressed to get the maximum amount of funding for road improvement and focus on one big project. In his opinion, Center Road from Dutton Road to Center Hall needs to be addressed; that it will not last much longer. **RA Perry** said that most of the road problems have been the antique macadam on top of ledge as well as a loam base instead of gravel.

Ending this discussion, **Selectman Byam** suggested that the Board and the road agent travel along Center Road and make some observations on the conditions of that road. They scheduled a date for Sunday, October 23rd at 8:00 a.m.

On another issue, **Selectman Sawin** asked the road agent to place a sign on Center Road just before Cemetery Road which designates a split and a curve on the road. This has been a problem spot for some drivers.

8:10 –Citizens' Open Forum

Lee Mayhew said that he had one issue for the new building inspector which is the five unregistered vehicles parked at the C&W garage on Rte 31. He voiced his concern that there will be leakage into the brook behind the building. **Selectman Sawin** replied that this issue had been discussed a few weeks ago and they are aware of the situation.

Approval of Minutes, Manifests and Items for Signature

Old Business:

- **Whittemore Cemetery Notice Reading (per RSA 289.20)**

TA Reynolds read the following notice of intent to declare a burial ground abandoned under the terms of RSA 289.20 which states: **“Notice is hereby given of the intent of the town of Lyndeborough to declare the burial ground known as the Whittemore Cemetery located on Mountain Road to be abandoned. This action will be taken in order for the town to assume regular maintenance of the cemetery. The earliest known grave is that of Daniel Whittemore, 1776 and the more recent Roger D. Whittemore, 1989. The burial ground contains stones for at least three Revolutionary War veterans. Comments and questions from descendants can be directed to the Town of Lyndeborough, Office of Selectmen, 9 Citizens Hall Road, Lyndeborough NH, 03082.**

TA Reynolds said that he would place the notice in the local newspaper for a public hearing and after the hearing the Cemetery Trustees will be able to care for the site.

- **Center Hall Structural Engineering Study**

TA Reynolds said several e-mails on this issue were passed around and they are making progress on some leads; therefore he continued this discussion until the next meeting. He did state any information obtained that might be helpful should be given to the Historic District committee for their review.

New Business:

- **Community Day Photos**

TA Reynolds said that he had received an e-mail from Karen Holland concerning the group photograph taken in front of Center Hall on Community Days. **Selectman Byam** did not think an actual price was quoted. **Selectman Boette** thought the price was \$430 for the 1928 photograph and \$240 for the 2011 photograph for a total cost of \$670. **Selectman Byam** agreed that the idea to have these photos displayed at Center Hall is a good one but was not sure where the funding would come from.

- **Status of Deputy Town Clerk/Tax Collector**

TA Reynolds said that there is an ad in the newspaper for a new assistant in the town clerk's office. He also cited that the RSAs state that the town clerk has the right to appoint a deputy but it must be with the approval of the Board of Selectmen.

- **Items not included on the Agenda**

TA Reynolds discussed some of the department budget items stating there are areas that will be tight and other areas where there is sufficient funding remaining. Revenue was down but not that bad and the block grant will be decreased. It will be recommended at the department head meeting that there should not be any purchasing in October or November; but it will be alright in December.

Adjournment:

All scheduled items having been addressed. **Chairman Byam** moved to adjourn at 9:23 p.m. **Selectman Boette** 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 9:23 p.m.

Date: September 28, 2011
Pauline Ball, Recorder

APPROVED BY BOARD OF SELECTMEN ON OCTOBER 05, 2011

Arnie A. Byam, III
Chairman

Donald R. Sawin

Kevin J. Boette