

**LYNDEBOROUGH BOARD OF SELECTMEN  
MEETING MINUTES  
September 19, 2012**

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

**Staff Present:** Town Admin Kate Thorndike, OIC Rance Deware and Fire Chief Rick McQuade

**Public Present:** Bob Rogers, Fred Douglas, Pete Kelleher and a group from the Fire Fighters Academy at Mascenic Regional High School, Philip and Jan Henry

**Media Present:**

**Recorder:** Pauline Ball

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

The Board addressed all items that needed their signature.

**Appointments:**

**6:30 p.m. Fire Chief Rick McQuade  
(1) Air pack donation**

**Chief McQuade** explained that four Lyndeborough Explorers have had the opportunity to attend the Fire Fighter 1 program offered at Mascenic Regional High School. This is the same program taken by individuals who want a career in fire fighting. He recently approached the Board of Selectmen with the idea of donating the older, out of service airpacks to the program and the Board was amenable. He noted that the group at Mascenic will need to put some money into the equipment, i.e. new bottles, etc. but it will be a good opportunity for them to build up their equipment. **Selectman Byam** thanked the instructors who have instituted this program and work with these high school students. He said that the Lyndeborough Fire Department has been working with Explorers for a number of years.

**Chief McQuade** introduced Instructor Peter Kelleher, several members of the School Board and graduates of the program. Mr. Kelleher explained that the one semester program is available to high school seniors and they attend five days each week, 2 ½ hours per day. When a student completes the program and turns eighteen, he qualifies as a certified fire fighter.

At this time, the Board of Selectmen presented one of the ten donated airpacks to Mr. Kelleher. Mr. Kelleher thanked the Board and extended an invitation to the Board to visit their school and view the program.

**(2) 2013 CIP planning/submissions**

**Chief McQuade** was not ready to discuss the 2013 CIP plan with the Board at this meeting. Another meeting will be scheduled.

- **Rental of Citizens Hall upstairs meeting room**

**TA Thorndike** explained to the Board that there was a request to rent the upstairs meeting room and she did not feel comfortable making the decision to waive the \$100 rental fee.

**Chairman Byam** asked for an explanation of this request. Philip Henry explained that two ministers from Bible Talks will be holding a non-denominational bible study for the next five Sundays for one hour between 4:00 – 5:00 p.m. The program will be open to all the surrounding communities and they expect approximately 50-70 attendees; no collection will be taken. **Selectman Boette** voiced some concern about clean-up. Mr. Henry explained that the group will be responsible for setting up and cleaning after each meeting.

**TA Thorndike** informed Mr. Henry that a \$50 refundable deposit is required and will be returned after the fifth Sunday meeting. She also said that a copy of their certificate of insurance will be needed to protect against any liability issues that may arise. Mr. Henry was amenable to these requests.

**VOTE: Chairman Byam** made a motion to allow the group to use the Citizens Hall upstairs meeting room for the next five Sundays, waive the \$100 rental fee but require a \$50 refundable deposit. **Selectman Sawin** seconded the motion and the Vote passed in favor of the motion.

**6:45 p.m. Sgt. Rance Deware**

- **2013 CIP planning/submissions**

**Sgt. Deware** referred to the 2009 police cruiser which is in good shape with a reading of 61,000 in mileage. He suggested extending the use of this vehicle until the fall or winter of 2013 instead of purchasing its replacement in the spring. Presently, the 2011 cruiser has 36,000 in mileage.

**Selectman Boette** agreed that the replacement vehicle should continue to be budgeted; “just don’t buy it until later in the year.” **Sgt. Deware** received a quote of \$31,000 for the replacement from Macmulkin and a quote of \$5000 from Addison for the transfer of all the police equipment. **TA Thorndike**, referring to CIP, cautioned about double funding could affect the schedule if a payment is pushed out one year and there is a need to purchase two vehicles in the same year.

**Sgt. Deware** also mentioned that the police radios may need to be changed soon. They have received one new portable radio through a state grant but they only qualified for one because the department has one full time officer. He also noted that the present portables cannot be fixed if they break.

**TA Thorndike** said that the Space Addition is another item for discussion. **Selectman Boette** thought that this issue should be pushed out for a number of years until the town has established a functioning police department. **Sgt. Deware** noted that funding in last year's CIP plan will not begin until 2014. **Chairman Byam** said that the space in Citizens Hall will not be adequate for their future needs and recommended thinking ahead and begin funding, sooner rather than later. **Selectman Boette**, referring to past discussions, said that the police department thought it was important to, at least, have a garage for their vehicles and some of their equipment.

**TA Thorndike** suggested finding a group of people who would champion this project and go before the town meeting and explain what is needed for expansion of police space; this project is long overdue. She also suggested that this discussion with all its issues should be taken up at another meeting.

**7:00 Open Forum-----Bob Rogers**

Mr. Rogers thanked the Board for instituting the open forum, once again. He said that this was a small step in the right direction and it is greatly appreciated.

On the issue of waiving the hall rental fee, he asked why and would it be waived for any church organization. **Chairman Byam** explained that this was a request from a group who only needed space for an hour on five consecutive Sundays. **TA Thorndike** added that waiving a fee is at the discretion of the Board of Selectmen and they determine if it is a charitable organization or not.

Mr. Rogers, referring to fire and security issues at the town barn, asked the Board to consider including the library in their proposal. He thought that the library should be tied into a single system with everyone else. Presently, the library has an alarm that sounds in the building and it isn't monitored by a source outside the library. **TA Thorndike** said that she will have the representative review the library system and include it in the quote for a group rate.

- **Non- public (b) Hiring**

At this time, the Board of Selectmen closed the public session at 7:15 p.m. to discuss a hiring issue with Sgt. Deware in a non-public meeting.

The non-public meeting ended at 7:30 p.m. and the Board of Selectmen reopened the public session.

**New Business:**

- **Perambulation with Wilton update**

Both the Lyndeborough and Wilton Select Boards met on September 15<sup>th</sup> at Carnival Hill to locate the town boundary. Both Boards walked the boundary and agreed that the border from point A to point B is a straight line. **Chairman Byam** also noted that the Town of Wilton is the older of the two towns by two years.

On another issue concerning perambulation of town lines, **TA Thorndike** asked whether the Conservation Commission could be appointed as the designee for this project. **Selectman Boette** agreed that the ConCom could be appointed the designee if the Selectmen were unable to do it. **Chairman Byam** said that he would ask M. Decubellis to see if there is any interest.

- **Town Barn Fire/Security quotes**

**TA Thorndike**, referring to the Highway barn, said that she received one fire/security quote and is waiting on one other and plans on including the library as mentioned by Bob Rogers. **Selectman Boette** asked if this issue was being brought up by their insurance company or was the office seeking these quotes on their own. **TA Thorndike** said that this is being done for several reasons; the insurance company, fire protection for the town barn and recent thefts occurring at the site.

**Chairman Byam** thought that the Board should be better informed of losses at the town barn, i.e. stolen or lost items. These problems should be mentioned by the road agent at a board meeting or in the weekly report submitted to the Board. **TA Thorndike** explained that the road agent has told the office and the police department of these occurrences. **Chairman Byam** responded that the need to acquire an alarm or a security system is the responsibility of the Board and they should be aware of these types of losses.

**Old Business:**

- **OIC Job Description: Attorney Drescher Opinion**

**Selectman Boette** referred to Attorney Drescher's letter concerning the OIC Job Description and said that town counsel has recommended that the language remain the same without any changes. The Board agreed.

- **Right to Know request**

**TA Thorndike** asked the Board how they wanted to handle the Right to Know request. The Board stated the following:

In response to #1.....all the information to be released is included in the packet or previously provided.

#2.....all the e-mails in the documents are to be released

#3.....exempt

#4.....exempt

This Right to Know request has been completed.

**Items not included on Agenda:**

- **Historic District Commission**

**TA Thorndike** said that the Historic District Commission is holding a public hearing on October 12<sup>th</sup> at 7:30 p.m. to discuss and vote on the approval of the repairs to Center Hall. She questioned whether the Commission has the authority to approve or deny this project and plans on looking into the regulations. The Commission has requested that Phil Brooks attend the hearing to explain what is being planned, in more detail.

- **School Apportionment Issue**

**TA Thorndike** discussed with town counsel the apportionment error between Wilton and Lyndeborough. At first thought it was his opinion that it was a school issue and should be handled by the school. He's not sure if it is something that can be accomplished legally given the time that has passed. However, he will be doing some further research before submitting a letter to the Board.

- **Changing the e-mail status**

**TA Thorndike** asked for the Board's official approval to upgrade town e-mail capabilities from Go Daddy.com to Cloud Technology through Mainstay. **Selectman Boette** asked the cost for the service. **TA Thorndike** replied that the total cost was \$1100 and the funding is in the budget.

**VOTE: Selectman Sawin** made a motion to proceed with the e-mail change. **Chairman Byam** seconded the motion and the **VOTE** in favor of the motion was unanimous.

- **MS-5 Report**

**TA Thorndike** said that the MS-5 report is produced by the auditors. The Board accepted the report as submitted.

- **Emergency Management Director**

VOTE: **Selectman Sawin** made a motion to appoint Carylyn McEntee as the new Emergency Management Director. **Chairman Byam** seconded the motion and the VOTE in favor was unanimous.

All scheduled items having been addressed, the public meeting was closed at 8:10 p.m.

- **Non-Public Meeting**

The Board and the town administrator held a non-public meeting between 8:15–8:45 p.m. to discuss (a) Personnel and between 8:45-9:05 p.m. to discuss (a) Personnel.

Date: September 19, 2012  
Pauline Ball, Recorder

Arnie A. Byam, III  
Chairman

Donald R. Sawin

Kevin J. Boette

**APPROVED BY THE BOARD OF SELECTMEN ON OCTOBER 03, 2012**