

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
October 3, 2012**

Members Present: Chairman Arnie Byam & Kevin Boette

Staff Present: Town Admin Kate Thorndike, Road Agent Kent Perry, Fire Chief Rick McQuade

Public Present: Bob Rogers, Ron Curran, Susan Tussing, Lee Mayhew, Carylyn McEntee, Scott Roper

Media Present: Jessie Salisbury and Dave Anderson

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. Road Agent Kent Perry-2013 CIP planning/submission and Citizens Hall parking lot bids

RA Perry said that there were no changes to the 2013 CIP plan for the highway department. All the values for the replacement vehicles have been double checked and are on target.

He addressed the proposed Pinnacle Mtn Road project which was discussed at the last BOS meeting. He considers this road a priority because of its current condition and its next scheduled paving date isn't until 2017. All other preventive measures have been taken and if we can overlay the road this year, it would cost \$100,000; but if we wait, the road will become similar to the condition of Center Road and the expense will be three times the cost because it will need to be torn up. He said that there are several areas in the budget where the CIP and Budget committees could find some of the funding, i.e. the engineering costs being saved for the Johnson Corner Road project for FEMA which was turned down again. TA Thorndike also added that there are paving funds (\$13,000-14,000) for Citizens Hall parking lot project. RA Perry said he has about \$18,000 in block grant funds and funds left over from the Center Road project for a total of \$29,000. If the Board wants to pave the parking lot, those funds will have to be deducted from that total amount. As for Citizens Hall septic system location, Ken Rocca told him that it is a chambered system with a life expectancy of 25-30 years and there is always a risk that the parking lot, if paved, may have to be ripped up if there's a failure. T. Thorndike thought that priorities should be addressed; was it more important to pave the parking lot or to put the funds toward Pinnacle Mtn. Road? She also suggested pushing the proposed

funding for Police Space out one extra year (2015 instead of 2014) and to use the projected \$45,000 in the CIP plan for this paving project which would be scheduled for 2014, if approved at town meeting. The Board agreed that this was an idea to discuss further.

As for the parking lot, RA Perry received three bids for the paving project and his preference would be Sullivan who did the paving job at the Central School. He said that he could assist in this project by digging the ditch line across the back, installing the tile for the septic system and bringing in extra gravel, if needed, which the paving company would grade. **Selectman Boette** said that the Board should discuss this and make a decision by November as to whether they should go forward with the project.

Chairman Byam asked RA Perry about his security concerns at the town barn. RA Perry said that he has seen unfamiliar tire tracks going through the area and would like to install a steel gate which he has designed. He has delayed the installation because he wanted to discuss this problem with the Board. **Selectman Boette** said that residents should have access to sand outside the gate during the winter months. The Board agreed that the gate should be installed. TA Thorndike said that more information on security equipment as well as bids is needed before discussing this with the Board. She did find out that the town's property and liability carrier does not give a discount for a sprinkler or security system.

Lee Mayhew mentioned that the ISO rating will be lower and fire insurance will be slightly lower for home owners, if the town has a sprinkler or security system in their municipal buildings.

Selectman Boette asked how effective the calcium chloride for the town's gravel roads has been. **RA Perry** said that he did not use it because those that did were not satisfied with the results and it wasn't worth the cost or the effort. Instead he bought three-quarter crushed gravel from Pike Industries in Wilton which is more expensive; but only put down once. **RA Perry** said that he hasn't addressed guardrails, yet. They are very expensive this year (\$22-25 per foot and more for radius turns) and hard to get. The estimated cost for Cram Hill Road would be \$8000 and he only has \$3000 in funds available. A section of Putnam Hill Road after Glass Factory Road is another area that should have guard rails. **Chairman Byam** said that this issue should be taken under advisement.

RA Perry told the Board that on Friday night, beginning at Salisbury Road and going through the town, many of his new signs were vandalized with spray paint: 5 stop signs, 2 mph signs, cow and horse sign as well as political posters. **TA Thorndike** asked for the value to replace his signs. **RA Perry** said that the estimated amount is \$400.

6:50 p.m. Lee Mayhew and LCS Principal Susan Tussing- Safe Routes to School

Referring to the Safe Routes to School packet sent to the Board, Mr. Mayhew said that he and Ms. Tussing were present to ask the Board for authorization, by a vote, to allow the committee to apply for a \$5000 grant which will be used for incidentals in the school program. They were also asking that the Board allow the committee to apply for a \$15,000 Travel Plan grant to develop a safe route for children who live within a two mile radius to the school. Residents have talked about a sidewalk going to the library from the school and they might be eligible for a grant, if it can be determined through a plan, to build a sidewalk from the school to the village center; may not be able to go all the way to the library. Inclusion in the CIP plan would show evidence that the town is interested in getting the children from the school down to that area. He then asked Ms. Tussing to discuss the plan.

Ms. Tussing reminded the Board of their meeting in November 2010 when there was a lot of interest at the town level. Recently, the school board stated that it's the town's responsibility to take this project on and that the school will work with the town. Members of the committee include TA Thorndike, RA Perry and Police Sgt. Deware. Over the years, Ms. Tussing has been concerned with the children's safety because of the heavily traveled Rte 31 that runs in front of the school. This safety concern has been on the top of her list, and although it is the State's responsibility, the funding is never available. Now with this Safe Routes to School program, it is time to do something about it. The state and federal government are interested in these issues because it's good for the environment and the children's physical health; reasons for walking and biking to school. The committee must demonstrate that the community is interested enough to support this project. She came up with a list of activities some of which can be integrated into the school day. Many of the tasks have been completed, i.e. taking a survey on whether or not children and their parents would be interested in this project; collecting traffic data on Rte 31; walking to the school from a designated school bus location; biking to school with parents and handing out flyers at Community Days. Police Sgt. Deware is also interested in assembling a bike rodeo and will supply helmets. Ms. Tussing also mentioned that the children are participating in a Disney program (Let's Get Active – Let's Get Fit) which will end in November; this is another way of showing that we are serious.

Selectman Boette said that he supports this program and understands that the town will fund it initially but the expenses will be 100% reimbursed under this grant. After a brief discussion on how to fund it, Mr. Mayhew asked the Board to vote on supporting this program so that a letter of intent could be sent to the DOT by November 5th.

VOTE: Selectman Boette made a motion to allow the committee to apply for the Start Up grant for the Safe Routes to School program. **Chairman Byam** seconded the motion and the **VOTE** in favor of the motion passed.

Mr. Mayhew thought that the Board should consider placing a new line item into the CIP plan for the extension of a sidewalk from the center of town to the library; this would show the town's interest in continuing the project. **Selectman Boette** also suggested contacting the local delegation for their support of this program. **Chairman Byam**, referring to the children who live beyond the library, suggested that they should extend a proposed sidewalk beyond the library. Ending this conversation, Mr. Mayhew said that he would draft a letter to the local delegation.

7:00 p.m. Open Forum

No items for discussion were scheduled

7:15 p.m. Scott Roper-Historic District Commission; Certified Local Government & Center Hall

Scott Roper stated that the Certified Local Government application has not been completed; he's still waiting on additional information. Once completed, the application will require the signature of the BOS chairman before submission. If qualification is approved, it will allow the commission to apply for other grants to help cover expenses in the preservation of historic structures. **Selectman Boette** noted that the chimney at Center Hall is in need of some attention. Mr. Roper agreed.

Mr. Roper completed a General Cultural Inventory Report on Center Hall which he submitted to the Historic District Commission (HDC) and the Heritage Commission (HC). Center Hall began in 1845 as shown in the initial floor plan from that time; in 1883, the building was extended; in 1890, the roof was raised; in 1913, storage room was added; and in 1914-1919, the stage was added. He said that from a historic perspective, Center Hall is in very good shape. The meeting room is the same as in 1920 except for the lighting fixtures (1957) Second floor dining room and kitchen same are the same as in 1934 except for the lighting fixtures and painting (1950s). He considers the first floor kitchen historically preserved. The furnace room could be restored to 1895 condition, but not anytime soon. **Selectman Boette** said that electric heat for Center Hall may be an alternative to the present system because the building is only used on a limited basis during the cold months and it would not detract from its historic value. He briefly discussed the right of way on the property but more research is needed.

Mr. Roper said that the exterior should remain, as is, but the shutters need to be fixed and box gutters should be used to replicate the 1925 gutter on the left side of the building. No large structures or monuments should be placed in the space north and west of Center Hall but benches or small monuments could be set south of the building. He also recommended landscaping improvements to the common area and cannon shed area with the installation of a picnic area at the top of the hill.

Mr. Roper also stated, because of other commitments, that he will be stepping down from the HDC chairmanship in March but will be available for consultation.

7:30 p.m. Carylyn McEntee- EMD Appointment

The Board of Selectmen introduced Carylyn McEntee as the newly appointed Emergency Management Director and she formally signed the documentation and will be sworn in by the town clerk. Ms. McEntee will take some classes in Concord to familiarize her with the new responsibilities and stated that former EMD Steve Brown was an excellent teacher when they worked together.

Business:

- **Fuel Bids**

TA Thorndike said that this issue would be discussed at another meeting. Bob Rogers asked for a copy of fuel costs so that the Library can work on their budget for next year.

- **Generator Service Bids**

TA Thorndike submitted a list of bids from companies who quoted prices and specifications for yearly generator maintenance service. She said that Cindi Hasty contacted each company and gathered information on their services. **TA Thorndike** said that there were four town owned generators that needed yearly attention. After reviewing the cost of each bid, the Board agreed that the office should make a decision between General Pro NH and Souhegan Generator.

VOTE: Chairman Byam made a motion to authorize the office to make a decision between General Pro NH and Souhegan Generator for maintenance service on the town generators. **Selectman Boette** seconded the motion and the **VOTE** in favor of the motion passed.

- **LGC attorney appointment – Basinas legal suit**

After briefly discussing the LGC appointment of the attorney representing the town in the Basinas suit this November, the Board agreed that the town administrator should discuss this appointment with town counsel, Bill Drescher.

VOTE: Selectman Boette made a motion to authorize town administrator Kate Thorndike to call LGC and ask for references on the appointed attorney and to discuss this appointment with town counsel Bill Drescher to see if the town should proceed with the LGC choice. **Chairman Byam** seconded the motion and the **VOTE** in favor of the motion passed.

Lee Mayhew suggested that a copy of the legal file should be sent to Atty. Drescher.

- **Stonewall removal**

TA Thorndike was recently asked about the removal of a stone wall on Al Morrison's Center Road property. Code Enforcement Officer Peter Hopkins visited the site and took pictures which she distributed to the Board. This is a second issue of concern (the other is a Mountain Road camp that Mr. Morrison should have removed after a variance was denied.) Because of the stone wall issue, the Board discussed whether a letter should be sent to him informing him of this violation and asking him his intent, i.e. access to his field or a new driveway. The Board also discussed whether it would be preferable to address only the camp issue, at this time, and research the Board's authority on enforcement concerning the removal of the stone wall. Finally the Board agreed that the Code Enforcement Officer should send a letter about the camp issue; then the stone wall violation can be addressed. If it is Mr. Morrison's intention to build a new driveway, the road agent should check with the Board and a conditional permit could be issued with a requirement that the wall is to be rebuilt.

- **Building Inspector replacement**

TA Thorndike said that Peter Hopkins has recommended Rich Boucher, a maintenance manager at St. Joseph's Hospital as his possible replacement. Although his resignation is not imminent, Mr. Hopkins is training Mr. Boucher to become a building inspector. **Selectmen Boette** thought it would be a good idea to interview the prospective candidate.

- **Trustees of the Trust Fund**

TA Thorndike said that she held a meeting with the Trustees recently and distributed general information for their review to assist them in streamlining some of the administrative process. The committee authorized Kay Hopkins to be a signatory on the town's accounts so that she can easily co-ordinate and manage the funds. Investment companies will be scheduled to discuss how to better invest town funds and the committee will begin to hold quarterly meetings.

8:15 p.m. Fire Chief Rick McQuade-2013 CIP planning/submissions; Engine 5 pump rebuild; Center Road House burn

Chief McQuade said that there were no changes to the CIP plan; that the cost estimates for the fire department trucks were the same. The substation line item is only a place holder, at this time.

Engine 5 pump rebuild is almost complete with a successful pump test, but it seems that one valve was put in backward and will be fixed tomorrow. A small amount of money was saved with an old manual styled valve as a replacement. The cost will still be about \$15,000 for the rebuild.

Selectmen Boette asked when the Center Road house was to be burned. **Chief McQuade** explained that he would like to host a Fire Fighter #1 class in January but would do the burn if that was inconvenient. **TA Thorndike** replied that the renovation of the garage for EMD storage space is contingent upon the removal of the house. **Chairman Byam** did not think that the funds for the project could be encumbered again because these were

funds slated for the purchase of a steel storage container, last year. **Chief McQuade** said that he would move ahead and contact a state instructor who must be present on the site. He will also ask the building inspector to check the building to make sure there isn't any asbestos. A date at the end of October or the beginning of November will be scheduled.

Adjournment:

All scheduled items having been addressed, the public meeting was closed at 8:45 p.m.

Non-Public hearing (a) Personnel

A scheduled non-public hearing with Fire Chief Rick McQuade to discuss personnel issues began at 8:52 p.m.

Date: October 3, 2012
Pauline Ball, Recorder

Arnie A. Byam, III
Chairman

Donald R. Sawin

Kevin J. Boette