

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
November 28, 2012**

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

Staff Present: Town Admin Kate Thorndike, Lt. Rance Deware, Fire Chief Rick McQuade, EMD Carylyn McEntee

Public Present: Stephanie and Scott Roper, Bob Rogers, Tom and Ginny Chrisenton, Lee Mayhew, Bill Ball and NRPC representative Jill Longval

Media Present: Jessie Salisbury

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. Conservation, Historic District & Heritage Commissions

Historic District Commission Budget

Scott Roper explained the commission's planned 2013 budget saying that members are required to attend workshops and although some seminars are free, this budget proposes \$350 for seven members at \$50 per person. An additional \$90 is budgeted for certified mail & public notices. He also noted that the commission still has not received its certification because resumes from three members have not been submitted. **Selectman Boette**, in an effort to speed up the certification process, asked that the names of these individuals be given to the town administrator and letters requesting the resumes would be sent out.

Heritage Commission

Bob Rogers explained their 2013 budget saying that \$250 is being requested to cover workshop tuition and mileage. They have been collecting data on old houses built prior to 1905. To complete the project, a set of photographs will need to be printed and bound; the estimated cost will be \$250.

Jessie Salisbury said that the commission proposes to purchase Historic Markers (one per year) at a cost of \$250 each. These funds will be used to acquire a two sided marker, denoting the historical value of a particular location each year. The first marker is planned for Glass Factory Road/Rte 31 with plans for additional markers at the old railroad station, the old Center and the town pound. The Commission is also discussing "Welcome to Lyndeborough" signs on Rte 31 as a future project

TA Thorndike addressed another issue that had been brought to the Board's attention which concerned past mishandling of funds raised by the Heritage Commission. She researched the records and presented a report to the commission showing that funds were received and expenses paid. There appeared to be a small remaining balance and recommended that the Board discuss how to work repayment of some of these funds into the Commission's budget. Ms. Salisbury said that most of the revenue came from the sale of house signs, an estimated total of \$590. **TA Thorndike's** research showed \$690 in revenue and \$785 paid expenses. After discussing this issue, the Board agreed that the Heritage Commission should manage their own account and once the 2013 budget is approved, the appropriated funds will be placed in the account. Lee Mayhew suggested approving an additional \$100 to avoid going below the minimum bank balance.

VOTE: Selectman Sawin made a motion to approve an additional \$200 to the line item for Supplies. **Selectman Boette** seconded the motion and the Vote for approval was unanimous.

6:45 p.m. Planning & Zoning

Tom Chrisenton said that the 2013 proposed budget for Zoning Board will be the same as last year (\$500) except for a new line item for Wages (10 hr. per year.) He mentioned that there was a request from a member for a larger amount of funding toward training and asked how that would be handled. **Selectman Boette** replied that the Zoning Board can request the Board's approval to change amounts of line items.

TA Thorndike addressed the Planning Board's budget in the absence of the chairman. She said that meetings were reduced to one per month during 2012, but three additional meetings have been included in case they are needed. Expenses were the same as last year but revenue is down; this should be discussed during Budget Committee sessions.

7:00 p.m. Jill Longval from NRPC---Fluvial Erosion Hazard Project

Jill Longval explained that NRPC has received a grant from Dept. of Environmental Services (DES) to develop a program for the Fluvial Erosion Hazard Project. Fluvial erosion is the wearing away of river banks and channels during prominent flooding events or heavy storms resulting in the collapse of river banks and relocation of river channels. The damage is costly and more steps are needed to minimize the erosion. Field assessment for this project will be conducted by private contractors under the guide of DES to determine how vulnerable banks are to erosion and to identify river channel movement. They will be looking at areas that could be targeted for mitigation opportunities. In Lyndeborough, Stoney Brook will be included in the assessment. Two components of the assessment include mapping the fluvial erosion areas and identifying bridges and undersized culverts at greatest risk for a blow-out.

Ms. Longval gave a time line for this 2- year project and outlined the schedule which will include letters sent out to landowners in the areas to be assessed and holding public

hearings to update the project's progress. The final presentation should be scheduled before September 2014. **Selectman Boette** voiced some concern that once this assessment is completed, the town would be liable and made to replace questionable culverts. Ms. Longval replied that DES is aware of these concerns and there are no obligations from DES or from FEMA. Tom Chrisenton asked if this assessment was being done through aerial photographs. Ms. Longval responded no, that DES is working on protocol to address this issue; access to rivers will be by public crossings and all property owners will be notified. T. Chrisenton suggested notifying landowners, first, through certified mail to get their permission to access their land. As for the assessment in Lyndeborough, he informed Ms. Longval that there were very few problem areas; both the Temple Rd. and Gulf Rd. bridges and the Pettinghill Rd. culvert have been repaired. **TA Thorndike** also mentioned that the town is second on the Hazard Mitigation list for a grant to repair the culvert on Johnson Corner Rd. Ending the presentation, Ms. Longval said that she would bring this information back to DES.

7:15 p.m. Carylyn McEntee.....Emergency Management

Carylyn McEntee said that her first experience as the Emergency Management Director during the October hurricane went very well. Police and fire checked on homeowners to assist in starting generators and to provide water, if needed. Highway made sure that roads were cleared of debris. She is now compiling data for a cost evaluation after the storm which will include employee's hours and benefits. She also met with the FEMA representative who has been very helpful.

Ms. McEntee said that she will be taking classes beginning on February 14th to unravel the WebEOC software. She discussed some of the internet and fax difficulties during the storm in her attempt to get out road closures to the proper entity. The Board agreed that the purchase of a wireless card would be a helpful tool.

Referring to the 2013 budget, Ms. McEntee requested funds to cover mileage and training; she would like to take as many classes as possible and noted that many are free.

TA Thorndike, referring to the emergency generators said that she consolidated all generator maintenance and repair to the Safety line item under Government Buildings and because they have switched to propane, the emergency tank rental fee has been eliminated. **Chairman Byam** also suggested keeping some funds for contingencies that might come up for the proposed EOC storage expenses.

Fire Chief McQuade suggested a weather station and thought that the upper office space at the fire station should be properly set up for Ms. McEntee's use. Ms. McEntee also said that a ham radio set has been recommended. **Selectman Sawin** said that there are Hazard Mitigation funds available that could be used for some of the items mentioned.

McQuade told the Board that he is still having difficulty in scheduling an instructor for the burn on Center Road. He suggested that the Board go forward with their plans to

renovate the garage for storage. The fire department will build a fire wall to separate and protect the structure when they are prepared to perform the burn, maybe in January.

Health Agency Requests

TA Thorndike and the Board discussed several requests from health agencies and made the decision to increase the donation to the Red Cross by \$200; all other agencies would receive the same funding as last year.

7:45 p.m. Lt. Rance Deware----Police Budget & Potential Hires

Police Lt. Deware completed background investigations on two new applicants but physicals have not been done.

One applicant is a 29 year old female who resides in Weare and is full time certified. She previously worked for the police and sheriff's department in South Carolina where she reached the rank of corporal before resigning to move back to NH. Her background is outstanding and prefers to work in a small police department. Because she attended an out of state academy, the NH Police Academy will not allow the officer to complete just a law package without reviewing her paperwork; a decision is then made as to whether or not she must go through the academy again.

The second applicant is a 30 year male from Londonderry and is full time certified. He previously worked in Milford and is no longer employed in the police department, but his certification is still valid. He is available to work unlimited part time and would be a good candidate to replace Officer Zack Byam while away at the police academy.

Lt. Deware said that he has \$36, 686 remaining in the 2012 budget. Some line items are over budget, i.e. OIC is over because he is working 32 hours instead of the planned 24 hours; Office Supplies and Equipment are also over but other line items are under budget. He hopes to keep the 2013 budget in line with 2012. He said that the 2013 fuel rate has not been locked in. The current rate is \$3.07 per gallon with their usage at 300 gallons for 2012. This line item will remain the same as last year. A second laptop was returned because of problems and he has received a price for a new Tuffbook with a three year warranty. The cost for three larger monitors will be \$327-\$388. A smaller Canon copier with many useful features will cost \$650, less than the present one (\$820 service contract.) Cartridges cost about \$111 and prints 2900 pages. A replacement for the Desktop will cost the same, \$552. Cellphone upgrade with Verizon will be up in April.

After the Board and **Lt. Deware** discussed IPatrol software, Android phones, aircards for the internet and the cost, they agreed to get more quotes for a comparison and discuss these items in more detail at next week's meeting. **Lt. Deware** said that he would like to purchase these items before the end of the year or encumber the 2012 funds instead of budgeting for 2013.

Open Forum-----No open forum was scheduled for this meeting.

Old Business:

Perambulation with Francestown

TA Thorndike said that the Francestown Select Board has agreed to meet with the Lyndeborough Board on Saturday, December 8th at 800 a.m. She asked for a meeting place and the Board decided to meet at Russell Station Road and the Francestown Turnpike.

Goss Park Wilton/Lyndeborough

TA Thorndike informed the Board that town counsel Bill Drescher, after reviewing the agreement between Wilton and Lyndeborough concerning the operation of Goss Park, recommended preparing proper paperwork between the towns. The Board agreed that this should be a project for next year and meetings with Wilton should be scheduled for discussions.

Budget Schedule including joint meeting with Wilton

TA Thorndike and the Board talked about the joint meeting with the Wilton Board and Budget Committee to discuss Ambulance and Recycling. The date for the meeting will be January 17th at 7:00 p.m. A suggestion was made that a member of the Board should attend the pre-meetings, as well.

Health/PLT cost comparisons

TA Thorndike explained that she did a cost comparison between LGC and Primex on the town's property liability insurance with the following results:

Primex premium was quoted at \$29,609

**LGC premium was quoted at \$23,252 with a premium holiday (\$10, 482);
final cost \$19,127.**

The Board agreed to stay with LGC.

Health

TA Thorndike will meet with the LGC representative next week to discuss health insurance and will present a spreadsheet comparison. There will be a 4.8% increase in the premium with the option of no deductible. **Selectman Sawin** suggested looking at the premium with a deductible; it would be less expensive. The Board will discuss this again at the next meeting.

Legal update

TA Thorndike gave a brief update on the status of the two lawsuits pending against the town: **Burke & Roy**...attorney is awaiting transition memos; future meeting with Selectmen will follow after his review; and a trial will be scheduled toward the end of 2013. **Basinas**.....attorney recently submitted a motion to dismiss

Building Inspector position

TA Thorndike said that the advertisement for a Building Inspector position has been posted and the deadline for responses is November 30th. So far they have two prospective applicants who have responded.

School Apportionment letter

TA Thorndike said that she received town counsel Bill Drescher's recommendation on the school apportionment issue and has not written a letter to the Wilton Board, as yet. After a brief discussion, **Selectman Sawin** agreed that a letter should be sent but also suggested discussing this issue after the scheduled joint meeting with Wilton. **TA Thorndike** said that she would draft a letter for the Board's review at the next meeting.

Items not included on Agenda:

Lee Mayhew asked the Board about the status concerning remaining junked cars on the property of C & W Auto located on Forest Road. **TA Thorndike** explained that Code Enforcement Officer Peter Hopkins looked at the site and did not think there were many cars for concern. Mr. Mayhew replied that there are parts of vehicles in back which are situated close to Stoney Brook and this is a concern. **TA Thorndike** said that she would discuss this issue with Mr. Hopkins, again.

On another issue, Mr. Mayhew asked the Selectmen to consider a previous request to include the amount of tax impact on the bottom of warrant articles. He felt that it would be useful to residents when voting on a particular item at town meeting in March.

Adjournment:

All scheduled items having been addressed, the public meeting was closed at 9:05 p.m. A non-public meeting with Lt. Rance Deware to discuss personnel issues was opened at 9:10 p.m.

Date: November 28, 2012

Pauline Ball, Recorder

Arnie A. Byam, III
Chairman

Donald R. Sawin

Kevin J. Boette

Revision (1)