

**LYNDEBOROUGH BOARD OF SELECTMEN  
MEETING MINUTES  
June 26, 2013**

**Members Present:** Chairman Kevin Boette, Arnie Byam & Fred Douglas

**Staff Present:** Interim TA Burton Reynolds, Admin Asst Cindi Hasty, RA Kent Perry, Lt. Rance Deware, Fire Chief Rick McQuade, EMD Carylyn McEntee

**Public Present:** Lee Mayhew

**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.

**Chairman Boette** questioned the tax exemption status for NE Forestry Foundation's (NEFF) property. **Ms. Hasty** explained that the tax exemption was denied because the property must have a mission or structure that is being used for educational purposes and not just land owned by a non-profit organization.

**Chairman Boette** said that Phil Brooks is ready to begin the work on the Center Hall roof project and needed the Board's approval before commencing. He explained to **Selectman Douglas**, who was not familiar with the project, that Mr. Brooks had been requested to complete a structural assessment and determined that the roof needed reinforcement; he gave a brief summary of the proposed plan.

**VOTE: Selectman Douglas made a motion to allow Phil Brooks to go forward with the roof project. Chairman Boette** seconded the motion and the VOTE in favor of the motion was unanimous.

**Selectman Douglas**, referring to Center Hall, mentioned that one of the windows (putty is lifting away) on the north side facing the church is in need of repair. **Ms. Hasty** will notify Wally Holt to address the concern. **Selectman Douglas** said that he would like to see the flag on the Center Hall flagpole prior to July 4<sup>th</sup> and volunteered to install the new rope himself. **Chairman Boette** agreed and volunteered to assist with the installation.

**Appointments:**

**6:30 p.m. Highway Dept.**

**RA Perry** has started work on Center Road; he has installed 12" and 15" perforated pipes and crushed stone along the ditch line and several catch basins to address the water problems. He will contact the phone company to adjust the height of their wires because

they are at the minimum height allowance and when the road is raised they will be too low.

- **Turner Property Wall Issue**

**Chairman Boette** asked **RA Perry** if he had seen the photographs presented to the Board by Paul Turner concerning the damage to his stone wall. **RA Perry** replied that he did and was waiting for permission from the Board before repairing the wall.

**Selectman Douglas** said that he examined the stone wall and did not think recent winter damage was caused by the snowplow pushing snow against the wall. The wall collapsed because the last repair was not adequate and the wall did not hold up. It appears that smaller rocks were used instead of larger ones similar to those used in the construction of the original wall. **RA Perry** voiced some concern about the area behind the wall being too wet for equipment; they may be able to retrieve the larger rocks with a backhoe situated on the road side of the wall.

**VOTE: Selectman Douglas made a motion to allow the highway department to rebuild the stone wall (photographs are to be taken before and after the repair is completed.) Chairman Boette** seconded the motion and the VOTE in favor of the motion was unanimous.

The office will send a letter to Mr. Turner confirming that this issue has been discussed with the road agent and the wall will be repaired.

- **Gutterson Lane Issue**

**Selectman Douglas** said that he met with Jerry Reneau, who was polite and responsive, concerning the Gutterson Lane issue. His observations show that over time, the road bed has eroded as a result of highway department maintenance and driver error. Mr. Reneau informed him that initially the road bed was even with his lawn but now the road has sunken down below the level of the lawn. **RA Perry** responded that gravel will be needed to build up the road and he would address the problem.

**VOTE: Selectman Douglas made a motion to send a letter to Jerry Reneau informing him that the Board has spoken to RA Kent Perry and that the road agent will be in contact with him. Chairman Boette** seconded the motion and the VOTE in favor of the motion was unanimous.

- **Guardrails**

**Mr. Reynolds** asked to discuss the guardrail issue and presented copies of general information on road standard specs for guardrails from Monadnock and T Square sources. He also mentioned that the Dept. of Transportation will be holding a seminar on August 29<sup>th</sup> in Concord which will include a demonstration on the installation of guardrails. **RA Perry** said that he would be interested in attending.

The Board agreed that the road agent should put together a Top 15 priority list of areas in town that need guardrails so that they can be incorporated into the Paving Plan and discussed with the Budget Committee each year. **RA Perry** said that he would bring a list to the next Board meeting.

**6:45 p.m. Police Dept.**

**Lt. Deware** said that his yearly budget figures were good. He informed the Board that there will be Physical Training testing at the Hampshire Dome on Saturday. One of the applicants has withdrawn the application for full time officer and taken a position in New Ipswich. He now has a pool of three certified and eight non-certified applicants. He added that the cut-off date for the submission of paperwork to the Police Academy is August 20<sup>th</sup>.

**Lt. Deware** said that he will be attending the NH Emergency Preparation seminar along with EMT Director Gary LeBlanc and EMD Carylyn McEntee.

**Lt. Deware** will begin the rotation of cruisers for tire and oil changes, now that funding is available.

**Lt. Deware** will check on whether or not a minimum security system is required for a home business recently approved by the Planning Board for a gun sale operation.

**Chairman Boette** read a letter of confidence from the Greenfield Chief of Police on the professionalism of the officer in charge and officers of the Lyndeborough Police Department; this letter will be placed into Lt. Deware's personnel file. He also mentioned a commendation for meritorious service for Lt. Deware which was discussed at a previous meeting. **Selectman Douglas** asked if a letter from the Greenfield Chief of Police concerning this commendation had been received; this supportive correspondence is essential before the commendation is reviewed and any further action is taken. **Selectman Boette** said that he would obtain the letter.

**Mr. Reynolds**, referring to the Social Media Policy written by Lt. Deware, asked if it had been approved by the Board. **Chairman Boette** replied that the policy had been discussed previously but not approved. Because **Selectman Douglas** was not on the Board when this policy was presented, asked for time to review it. The Board agreed to the request and it will be discussed at the next meeting.

**Community Open Forum:**

Jessie Salisbury, Heritage Commission member, voiced the commission's concern with the destruction of historic property, i.e. cellar holes, old foundations, stone walls and culverts, etc. This destruction is sometime caused during logging operations. The Board suggested putting together an information sheet to alert logging companies when filing

their Intent to Cut applications. She also noted that the commission is in the process of locating and mapping these historic sites. Cindi Hasty said that she was willing to work with Jessie on a handout.

**Old Business:**

**Dept. of Labor Audit- Invoice for fines totally \$200 has been received and paid**

**Mr. Reynolds** said that there wasn't any need for further discussion on the DOL audit.

**Emergency Operations Committee**

- **Laptop Bids review**

**Mr. Reynolds** said that they received three bids for the laptop computer/printer purchase (GHA, Mainstay, and Morse Technology.) Two of the bids were close and they have decided on the one presented by Karen Holland of GHA because she had furnished all the specification information.

**VOTE: Chairman Boette made a motion to accept GHA's bid on the EOC laptop. Selectman Byam** seconded the motion and the VOTE in favor of the motion was unanimous.

**Highway Department**

- **Uniform update**

**Mr. Reynolds** said that he discussed the uniform contract issue with town counsel and it appears that the town will have to stay with the G and K contract which expires in two years; there isn't an out clause in the contract and it will be too costly to try and terminate the contract. He would like to talk to the company representative about a reduction in pricing as well as the automatic renewal clause. As for the new one year contract for service with Unifirst, he will ask that company to supply an inventory of costs for the uniforms and consider paying for the capital expense.

- **Town Audit update**

**Mr. Reynolds** said that there were some minor deficiencies, i.e. not making a daily deposit when the total of checks received are \$1500 or more. There were no negative comments. **Chairman Boette** asked about a request from the bookkeeper concerning the need for 3-4 extra hours to do a reconciliation of the accounts. **Mr. Reynolds** said that he would look into this request and discuss it with the Board at the next meeting.

**New Business:**

**Investment Policy – Review and Accept**

**Mr. Reynolds** and the Board agreed that no changes to the policy were needed since it was last approved in 2008.

**VOTE: Selectman Byam made a motion to continue with the Investment Policy. Chairman Boette** seconded the motion and the VOTE in favor of the motion was unanimous.

**Citizens Hall Repair – Furnace**

**Ms. Hasty** said that the estimate for the repair of the furnace in Citizens Hall came in at \$6800. **Mr. Reynolds** stated that there’s \$7000 in encumbered funds for this repair. The Board agreed that Gene Hennessey should go forward with the work.

**8:00 p.m. Fire Dept. Update**

**Chief McQuade** said that the controlled burn of a house on Curtis Brook Road went well; fire depts. from six towns were in attendance. This is the second house to be used as an exercise for the fire fighters and it gave them more experience with their new airpacs. He said that a new set of gear needs to be purchased and funding will come from other fire dept. budget line items. New responsibilities have been delegated to other officers and he submitted deputy warden appointments. **Ms. Hasty** said that EMD Carylyn McEntee is not a certified grant writer. **Chief McQuade** said that he would verify whether or not a new member of the fire department is certified to write grants.

**Chief of Police - Hiring Process and Salary Review**

The Board began the rate of pay issue by reviewing the comparison spreadsheet provided by Burton Reynolds for the salary range of other town police chiefs based on the population of the towns, etc. They made the following decisions on several issues:

- Full or part time position.....part time 32 hour week
- Salaried or hourly rate of pay.....salaried range between \$40,000- \$55,000
- Probationary period.....one year
- Contract.....will leave a contract offer discussion for when a candidate is being reviewed
- Job Description.....work on a new job description with data provided by other police departments for the next meeting.

The Board discussed the vetting process and reviewed the criteria developed by **Selectman Douglas**. The Board agreed to develop a job description; to form a professional panel of local police chiefs and other experienced officers for the review of a candidate’s knowledge of law enforcement issues; to form a citizens panel consisting of a budget committee member, town administrator, a five year resident with law enforcement experience and a former elected official as an oral review board. **Selectman Douglas** suggested that the background check of a candidate given a conditional offer should be done by someone with experience in several areas of law enforcement and he had someone in mind. He also said that the Board of Selectmen should not be part of the any panel because they will have their own questions once a candidate is chosen.

**Adjournment:**

All scheduled items having been addressed, the public meeting was closed at 9:10 p.m.

Date: June 26, 2013

Pauline Ball, Recorder

Kevin J. Boette  
Chairman

Arnie Byam III

Fred Douglas

**APPROVED BY THE BOARD OF SELECTMEN ON JULY 10, 2013**