

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
May 1, 2013**

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

Staff Present: Administrative Asst. Cindi Hasty, RA Kent Perry

Public Present: Ron Curran, Lee Mayhew, Wally Holt, Christine Lavery, Burton Reynolds

Media Present: Jessie Salisbury, Dave Anderson

Recorder: Pauline Ball

Approval of Minutes, Manifests, and Items for Signature:

The Board addressed all items that needed their signature.

Chairman Boette and the Board congratulated Patrol Officer Zack Byam on his achievements at the Police Academy and welcomed him back to the police department.

Appointments:

6:30 p.m. Highway Department Update

RA Perry stated that the paving on Center Road has been completed. All the driveways affected by the paving project have been cleaned up. Next project is grading and raking all the dirt roads in town. A packet has been received from town counsel that needs to be reviewed, signed, witnessed and sent back before the work can be done on the Lemire property easement. It is his intention to remove a section of stone wall and set it back 5-6 feet. He still needs to contact PSNH about moving the utility pole. **Selectman Douglas** asked about striping Center Road and whether or not it would be a single or double solid yellow line. **RA Perry** replied that he has not spoken to anyone about it. He has \$3000 in his budget for the work which will be the last thing to be done. **Lt. Deware** said that he would verify what type of solid yellow line is needed.

6:45 p.m. Police Department Update

Selectman Douglas noted that one of the pistol permit applications could not be approved because it was not completed in its entirety (a reason for the permit is a requirement.) He also questioned the time sequence for a four (4) year permit and noted that if an applicant's birth date is the expiration date, then it may be longer than four years, i.e. 4 yrs. 6 mos. **Lt Deware** replied that he has been using birth dates, for some time, and believes that the time sequence will be self correcting.

Chairman Boette said that a letter of meritorious service will be placed in Lt. Deware's file for a "job well done" during a recent investigation. **Lt. Deware** submitted Officer Zack Byam's review and certification information to the Board for their review and then it will be placed in his personnel file. He said that Officer Ashley Pepelis has received the law package information with study material in preparation for her physical fitness exam on May 28th and the written exam on June 14th.

Lt. Deware said that the '09 police vehicle went in for tire rotation and oil change. It also needed about \$1000 in repairs (stabilizer sensor, front end alignment, and new brakes) before passing inspection.

- **Town Administrator's Medical Leave**

Chairman Boette explained that TA Thorndike's recent medical leave has left the office in need of some part time assistance (8-16 hours per week). He asked former town administrator Burton Reynolds if he would be willing to take on the responsibility. Mr. Reynolds said that he wanted to help, but having moved on to other commitments he told the Board that he had to take some time to look at his options and see if he could reschedule his plans.

VOTE: Selectman Douglas made a motion concurring that Burton Reynolds should take some time to evaluate his options before making a decision. **Chairman Boette** seconded the motion and the VOTE in favor of the motion was unanimous. Mr. Reynolds said that he would get back to the Board as soon as possible.

Old Town Business:

- **Dept. of Labor Informal Meeting Update**

Because **TA Thorndike** was not available to attend the Dept. of Labor meeting, **Cindi Hasty** contacted the DOL and canceled the April 29th meeting. She explained to them that the meeting will be rescheduled after she discussed the situation with the Board.

- **1645 Center Road property Update**

Wally Holt explained that the renovations on the Center Road garage are about 76% complete. The existing dirt inside the garage must be removed and replaced with solid fill which will be tamped down before concrete is poured for the flooring; therefore a mini tractor will be needed for the job. **Chairman Boette** noted that the highway dept. has a compactor that is available, as well. Mr. Holt replaced three over head garage door springs that were rusted out, for a cost of \$70 (not in the budget.) There is ample storage space on the second floor but the stairs may have to be addressed at a later date. He suggested putting combinations and screens on the windows because the building gets hot in the summer months. The roof is good for another 5-10 years. The Board also discussed locks for the building. **RA Perry** said that the cost for the dumpster rental was still unknown because it is determined by weight. **Cindi Hasty** suggested signage on the Center Road property that stated it belonged to the Town of Lyndeborough.

- **Falcon Ridge LLC Property Purchase Update**

Cindi Hasty submitted letters received from town counsel regarding the request to repurchase the Falcon Ridge property. According to the town clerk, Mr. Moheban is not the owner; therefore cannot buy back the property. She noted that more research was needed on this issue, so there are additional legal fees. The town clerk also has documentation that states that Mr. Charbonneau signed for the notice of foreclosure; this documentation has been sent to town counsel for more research. Ms. Hasty will provide an update on this issue at the May 15th meeting.

- **Gutterson Lane Road Maintenance Issue**

Selectman Douglas said that with the Board's approval he would meet with Jerry Reneau and discuss his concerns over the Gutterson Lane road maintenance issue. Both **Selectman Byam** and **Chairman Boette** agreed with his request. **RA Perry** said that he would go along with any agreement on road maintenance that could be worked out. **Selectman Douglas** will set up a meeting and provide documentation to the Board for discussion at the next meeting.

- **Center Road update**

Selectman Douglas said that he was given another contact at the Dept. of Transportation to discuss the road maintenance issue on the lower section of Center Road. He did discuss the town's concern with another supervisor who basically said that there isn't any money to reconstruct that section of road.

- **139 Forest Rd. Yard debris complaint**

Chairman Boette, referring to the discussion concerning a yard debris complaint, said that the letters have not been sent out to both parties. He asked Cindi Hasty to draft a letter for the Board's review requesting that Ms. Strube take her neighbor's concern to mind and help by cleaning up the yard. Another letter should be sent to Mr. Ryan noting that the Board has taken a strong interest in his concern but there isn't anything that they can do except send a letter to the other party.

Community Open Forum:

Lee Mayhew, referring to the discussion about providing an outdoor recreational ice rink in the Old Center, offered to get estimates on the cost of materials for the project.

He also asked the Board to keep in mind that, sometime in the future, the LCS building may be empty because population is down and the schools are consolidated. The Board should ask the School Board for "first refusal" because the building could be renovated and used as a safety complex.

According to Cindi Hasty, Walter Holland has replaced three flags in Memorial Park donated by a resident who works for Yankee Flagpole.

Selectman Douglas said that he had several inquiries on whether or not the town held a fishing derby. **Jessie Salisbury** replied that the Fish and Game Club has a fishing derby in the spring in memory of **Bruce Geiger**.

Ron Curran asked when the issue of finding a new police chief would be taken up. **Chairman Boette** responded that this issue would be discussed in the next few weeks.

Selectman Douglas asked why the flag was not being flown at Center Hall. He was told that high winds had caused the rope to break. **Selectman Douglas** said that he would take responsibility of lowering the flag on windy days.

7:45 p.m. Fire Department Update

Chief McQuade was not present for the meeting.

New Town Business:

- **Historic District Commission – Installation of shutters at Center Hall**

Cindi Hasty informed the Board that the shutters were ready to go back on Center Hall but there was a question as to which account the cost would be taken.

VOTE: Chairman Boette made a motion to have **Wally Holt** install the shutters and the expense would be taken out of the Center Hall Building Maintenance Fund. **Selectman Byam** seconded the motion and the VOTE in favor of the motion was unanimous.

- **Plodzik & Sanderson – May 6, 7 & 8, 2013 Audit**

After a brief discussion on the upcoming audit, **Christine Lavery** agreed that the audit date should not be rescheduled. She said that she was confident that it would go smoothly and that the office had been preparing for the audit, prior to the town administrator's medical leave.

- **Review/Vote for 20 hr. wkly P/T Employees to purchase Dental Benefit**

Referring to an employee's request to purchase dental insurance, **Cindi Hasty** asked the Board if the Dental Plan was available to eligible P/T employees. **Christine Lavery** explained that she would like to join the Dental Benefit Plan at her own expense. The Board discussed whether or not the Personnel Policy manual addressed this issue.

VOTE: Chairman Boette made a motion that in accordance with the Personnel Policy P/T definition, the Board will allow a part-time employee to purchase dental insurance at their own expense. **Selectmen Douglas** seconded the motion and the VOTE in favor of the motion was unanimous.

- **Flags**

Ms. Hasty asked the Board's permission to make a \$350 pre-payment for the purchase of the 288 small flags and the new flag for Center Hall because of the discounted price.

After a brief discussion, the Board took the following **VOTE: Selectman Douglas** made a motion authorizing this pre-payment; a one time exception for this year. **Chairman Boette** seconded the motion and the VOTE in favor of the motion was unanimous.

- **Extra bookkeeping hours**

Ms. Lavery asked the Board for an additional number of hours to correct budget entries going back to January and to reconcile bank accounts in the Quikbooks program. She suggested working an extra hour a day or 10-15 hours spread out until she has completed the task.

VOTE: Selectman Douglas made a motion to allow Ms. Lavery to use up to 20 hours and if necessary to ask the Board for more time. **Chairman Boette** seconded the motion and the VOTE in favor of the motion was unanimous.

Adjournment:

All scheduled items having been addressed, the public meeting was closed at 8:00 p.m. The Board then entered a Non Public session under RSA 91-A: 3 II (a) and wrote employee reviews. The session adjourned at 9:17 p.m.

Date: May 1, 2013
Pauline Ball, Recorder

Kevin J. Boette
Chairman

Arnie Byam III

Fred Douglas

APPROVED BY THE BOARD OF SELECTMEN ON MAY 15, 2013