

**LYNDEBOROUGH BOARD OF SELECTMEN  
MEETING MINUTES  
September 4, 2013**

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

**Staff Present:** Interim T A Burton Reynolds, Admin Asst. Cindi Hasty, Lt. Rance Deware

**Public Present:** Lee Mayhew, Bob Rogers

**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. “No Warranty Deed” Signing for Falcon Ridge (Map 250-02-000) property purchase**

Before the Real Estate Tax Declaration and the No-Warranty Deed documents were signed by the Board, **Mr. Reynolds** explained that town counsel Bill Drescher will be the intermediary and will take care of the details concerning this transaction between the town, Mr. Moheban and his attorney. Atty. Drescher will register the “No-Warranty Deed” after all fees have been paid.

**6:35 p.m. Chief of Police Discussion Update**

- **Selection Panel**

Referring to Selection Panel, **Chairman Boette** thought that one hour per candidate interviews would be sufficient. The tentative dates chosen for this meeting were set for Sept. 23<sup>rd</sup> and Sept. 26<sup>th</sup>.

- **Questions**

Asked about the vetting process, **Selectman Douglas** replied that the Selectmen’s chairman or the town administrator should be prepared to give a briefing that outlines such items as; demographics of the community, past issues and qualifications, etc. The members of the panel will have questions of their own for the candidates. He also suggested that the town administrator discuss these issues via phone prior to the Selection Panel meeting. **Selectman Byam** agreed saying that it would help to speed up the process. **Mr. Reynolds** deferred because he felt that the Board would have a better sense when choosing broad topics for discussion. **Chairman Boette** said that he would be available to give a briefing and to thank those who have volunteered to be on the panel.

• **Citizens Panel Discussion**

Once the Selection Panel has made their choice of candidates, the Citizens Panel can proceed with their interviews and the date for that discussion was tentatively set for October 3<sup>rd</sup>. Lee Mayhew asked if this would be a blind assessment. The answer was yes; the Citizens Panel will not be informed because the Selection Panel interviews will not be open to the public.

Referring to the past discussion on participants of the Citizens Panel, the following were mentioned: the town administrator, a budget committee member, a 5 year town resident with law enforcement background and a formerly elected official. **Chairman Boette** suggested including a school board member (Lyndeborough resident) to round out the field. **Selectman Douglas** did not agree with this suggestion because it was contrary to the way the warrant article was written and passed at town meeting. The warrant article stated that three residents would be chosen: a long time resident with law enforcement experience, a tax payer with 5 years residency and a former elected official. **Chairman Boette** thought that the inclusion of a school board member would provide more depth and a different perspective to the discussion. **Selectman Byam** agreed that it would allow for a more rounded panel and they were covering all the bases in the spirit of the warrant article presented at town meeting.

**VOTE: Chairman Boette made a motion that the Citizens Panel would consist of the following: town administrator, school board member, 5 yr town resident with law enforcement background and a former elected official. Selectman Byam seconded the motion and the VOTE carried with two affirmatives (Boette and Byam) and one negative (Douglas).**

Referring to the appointment of a former elected official to the committee, Bob Rogers was asked if he would serve. He initially deferred to Ron Curran who had a law enforcement background, but after a brief discussion, he agreed to serve.

**VOTE: Chairman Boette made a motion to appoint Bob Rogers to the Citizens Panel. Selectman Douglas seconded the motion and the VOTE in favor was unanimous.**

The Board addressed the makeup of the committee with the following proposed choices:

- Town Administrator.....Burton Reynolds
- Budget Committee.....Don Guertin or an appointed member
- 5 year Resident with law enforcement background.....Mark Schultz
- Former elected official.....Bob Rogers
- School Board member.....to be determined

**6:55 p.m. Police Department**

**Lt. Deware** said that he had received a letter from the Amherst Chief of Police recommending Lyndeborough Police Officer Ralph McClellan for the Life Saving Award for his quick response to an accident that occurred on August 29<sup>th</sup>. **Lt. Deware** read his letter of commendation which stated that on that day, while Officer McClellan was heading to work he witnessed a vehicle hit a utility pole on Rte 101, roll over onto its roof and land in a swamp. Seeing that the vehicle was filling with water and mud, the officer with the aid of an off duty firefighter, broke a window, cut the seatbelt, pulled a semiconscious woman from the vehicle and administered first aid. **Lt. Deware** submitted the letter from the Amherst Police Chief as well as the Union Leader article.

**VOTE: Chairman Boette made motion to accept this commendation written by Lt. Deware. Selectman Byam seconded the motion and the VOTE was unanimous.**

**VOTE: Selectman Douglas made a motion to prepare a letter to Officer McClellan commending his actions; it will be presented at the next meeting. Chairman Boette seconded the motion and the VOTE in favor was unanimous.**

**(Chairman Boette, having a previous commitment, left the meeting at 7:15)**

**Lt. Deware** gave a brief update on several other issues; He submitted the statistics report for August as well as the year to date stats on arrests, motor vehicle stops, accidents, etc. One motorcycle accident not included in the report occurred two Sundays ago and was handled by the State Police. He mentioned that the State Police have assisted at 8 accidents this year in our community but that his department has done a good job of handling their own work load. He did say that with the loss of another officer, he may require additional help until the positions are filled.

As for prosecutorial services, he said that there have been numerous compliments on the great job provided by the Wilton prosecutor that include the quality of testimonies presented at court. There haven't been any conflicts and it has been beneficial that Wilton and Lyndeborough are on the same court schedule.

He noted that the department completed their long gun certification on Friday.

The DWI and Speed Patrol grants will end on September 15<sup>th</sup>. Four patrols on the DWI grant and eight patrols on the Enforcement grant remain to be filled before the deadline. They will be receiving assistance in closing out these grants before the paperwork is sent in.

No responses have been received from the on-line advertisement for the open F/T P/T position. **Ms. Hasty** noted that there was some feedback on the lack of a job description.

**Lt. Deware** said that there wasn't any job description on file but he is working on this issue so that the language will be part of the operations manual directives. **Selectman Byam** suggested placing the ad in the newspaper if there isn't any response by next week.

**Selectman Douglas** referred to a discussion concerning staffing issues and a motion that passed giving the OIC the authority to decide whether he preferred to continue with full time or part time personnel and to determine the work schedule. He asked the officer if this has been done. **Lt. Deware** replied that he wanted to review any applications for certified f/t or p/t candidates before making a decision. If there were no applicants, then he would have to hire and train them. **Selectman Douglas** wanted to make it clear that he was to administer the staffing issue through the budget allotted to him. **Lt. Deware** understood that the department has 132 hours to fill and he could make it work.

He addressed the replacement of cruisers and said that he did not have any final numbers on cost but it is estimated between \$30,000-37,000 (Ford Utility versus Chevy Tahoe with trade-in.) He has driven the Ford Utility and was impressed. He cautioned that the magic mileage marker is just over 81,000 to get the trade-in value; if it goes closer to 100,000 the trade-in value will decline. He noted that the time from order to delivery is 12 weeks.

### **Community Open Forum:**

A resident voiced her dissatisfaction with the police department, in particular, one on-duty officer who apparently did not show concern with her request for assistance by patrolling her road after a threatening incident. She did not see any reason why she could not make a request to drive by her house to make her feel comfortable especially because there was a child present, at the time. **Selectman Douglas** asked if she had discussed this incident with Lt. Deware and had the problem been resolved. She replied that she had discussed it with Lt. Deware but did not know if it had been resolved.

**Selectman Douglas** explained that this open forum was not the place to discuss this issue and suggested that she and Lt. Deware meet again, one on one, to see if they could resolve it. If it has not been corrected, then she should submit a letter of complaint to the Board. **Lt. Deware** agreed with this suggestion. The resident left the meeting with discussing a resolution without meeting with the OIC.

### **Jessie Salisbury – Town establishment date correction**

Ms. Salisbury said that the Heritage Commission was presenting a complaint concerning an improper date on the town sign that is located in front of Citizens Hall. The date of "1759" is incorrect because the town charter according to the town's history is "1764." She said that the Heritage Commission is requesting that the date be changed on the sign. Because the Board was not sure as to when or who did the lettering on the sign; they agreed that this issue would be researched and corrected, as soon as possible.

**Selectman Douglas** told **Selectman Byam** that he would like to talk to the local DOT about the improper spelling of a Lyndeborough sign located near Perham Corner Road and if not successful, permission to contact the Dept. of Transportation in Concord. This sign was supposed to be replaced after the recent DOT road improvement/repaving project was completed. **Selectman Byam** agreed with this request.

Ms. Salisbury gave an update on the Village Common activities; the historic Lyndeborough sign will be delivered soon and the committee will be working on the grounds this Saturday in preparation for the Vietnam Memorial stone as well as excavating the path for the 74 commemorative bricks. She noted that additional bricks will be available for sale. An official rededication ceremony to celebrate the Village Common's 100<sup>th</sup> anniversary will be held on Memorial Day 2014.

**Fire Department**

There wasn't any update report from Chief McQuade for this meeting; but he was requesting the use of Center Hall for an 18<sup>th</sup> birthday celebration for his son.

**VOTE: Selectman Douglas made a motion to waive the rental fee. Selectman Byam seconded the motion and the VOTE in favor of the waiver was unanimous.**

**New Business:**

- **Primex Prime Program Recertification Update**

**Mr. Reynolds** mentioned that it was time for the renewal of the Primex Prime program recertification. He has asked the department heads to have their employees sign off on forms addressing their responsibilities on safety. **Selectman Byam** asked if Primex would be willing to hold classes on chain saw safety. **Mr. Reynolds** replied yes and their representative could schedule workshops for the highway dept. as well as the fire dept.

- **Minute Taker Discussion**

Pauline Ball explained that she would be moving from the area at the end of September; therefore a new recorder of minutes will be needed. Because someone will be needed, as well, for the Planning Board and the ZBA, a request to fill this position will be sent out to interested residents of the community.

- **MS-5 Review**

**Mr. Reynolds** received the MS-5 from the auditors and it will be sent to the DRA.

- **Winter Sand; Salt and Propane**

**Mr. Reynolds** said that the winter sand will be taken from the Schoolhouse Rd. site and the road agent has received permission from Mr. Wilkins to access from the back of the property. He said that they will go with the Eastern contract for salt and the company will match the State price and not have to pay trucking. Bob Rogers asked if the office had received pricing for propane. **Mr. Reynolds** replied that they have not, at this time.

**Old Business:**

- **Bookkeeper**

**Mr. Reynolds** told the Board that Louise completed the payroll without assistance and they have scheduled one more visit from the temp before she is on her own. Her work days may be adjusted, according to need. **Mr. Reynolds** also said that they have made a number of corrections on the budget through August and a copy of the year to date report will be given to the department heads.

- **Unifirst/G & K Update**

**Mr. Reynolds** stated that the contract with G & K has been terminated and the delivery service will be picking up the highway department uniforms on Thursday. A new agreement contract has been established with Unifirst and they will be providing uniforms for the highway department. It was noted in the three year contract that there will be a review process annually; no automatic renewal.

**Adjournment:**

All scheduled items having been addressed, the public meeting was adjourned at 8:00 p.m.

Date: September 4, 2013

Pauline Ball, Recorder

Kevin J. Boette  
Chairman

Arnie Byam III

Fred Douglas

**APPROVED BY THE BOARD OF SELECTMEN ON SEPTEMBER 18, 2013**

