

**LYNDEBOROUGH BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**December 23, 2014**  
**Final**

**Members Present:** Chairman Fred Douglas and Selectman Lee Mayhew were present. Selectman Arnie Byam was not present.

**Staff Present:** Town Administrator Russ Boland

**Public Present:** Bob Rogers

**Media Present:** Ashely Saari

**Recorder:** Kathleen Humphreys, from audio recorder  
The meeting was called to order at 6:00pm.

**Consent Agenda:**

Review and signing of consent agenda items

1. Payroll 12-23-14
2. AP Warrant 12-23-14
3. Non-Public Meeting Minutes
4. Meeting Minutes 11-25-14
5. Timber Tax Yield 14-279-02
6. Timber Tax Yield 14-279-11

**Appointments:**

**Library Trustees**

Bob Rogers announced Mark Schultz has expressed an interest in being a library trustee.

**VOTE: Selectman Mayhew moved to appoint Mark Schultz to the Library Trustee Board until the end of March 2015. Chairman Douglas seconded the motion. Motion passed 2-0.**

**Cemetery Trustees**

Cemetery Trustee Bob Rogers requested to encumber \$2,000 for gravestone repair. Mr. Rogers will bring a signed commitment to the town office.

Discussed the preference to purchase domestic wreaths for graves.

**Community Forum**

No one present

**Old Business:**

**Citizens' Hall Basement**

Greg Porter completed the work.

Discussed a future bulkhead and also there were holes that were patched. The project was billed for 100 hours. Mr. Porter suggested digging a trench for a drainage system around the building.

#### **Encumbrances 2014**

- Police Cruiser Warrant Article for \$20,000
- \$1,500 for laptop, charger and booster for police department. It was suggested \$1,750 or give chief ability to overspend that line. Chairman Douglas suggested the company demonstrate the booster's ability.
- Third and final payment to Wilton
- Brandy Brook: \$20,000 for work from Rt. 31 to Roper's home
- Possibly Citizens' Hall parking lot
- \$2,000 Cemetery gravestones
- Ditch around Citizens' Hall to provide improved drainage
- \$400-\$500 for electrical work at Citizens' Hall

The handicap ramp at Citizens' Hall was discussed.. The Town Administrator will research firm numbers.

Further discussion will take place at future meetings regarding 2014 encumbrances.

Discussed "man door" at the Emergency Garage. A decision was made to leave the current door in place.

#### **2015 Selectmen's Goals-Action Items**

- Removed library security system because it's completed
- Chase Road warrant article was added
- Left Mountain Road Engineering on the list as its ongoing
- Trustee of the Trust Fund. It was given to Attorney Drescher for review
- Collins Road. May need a public hearing but Attorney Drescher does not have concerns to declare Collins Road an emergency lane.

#### **New Town Business:**

Discussed movement of money from unassigned fund balance to assigned balance, which was a mistake. The Board wants to address this now and not have it repeat in 2015. Reviewed past audits.

#### **Book Keeper/Human Resources Position**

The Board discussed the probability of doing payroll internally, the personnel manual, updating the safety manual. Current the town pays about \$3,500 for an outside service. It's estimated the cost could be around \$500 for materials for live checks. The book keeper position would require additional hours. An extra 8 hours per week at the cost of \$7,180 annually while six hours would be \$5,412 if start on January 1, 2015. If the position starts on April 1, 2015, that would reduce the cost to roughly \$5,000 and \$4,000 respectively.

**VOTE: Selectman Mayhew suggested revising the town's book keeper's hours as of January 2015. Effective July 1, 2015, all employees who work the same amount of time can be accounted for using the same formula, for time off, so they are all equal. Plus if book keeper Louise Dwyer needs to start the extra eight hours the last two weeks of**

**December 2014 due to transition, it would be approved. Chairman Douglas seconded the motion. Motion passed 2-0.**

### **Computer Work Proposal**

Mainstay, Rmon and Twin Bridge submitted proposals.

Rmon is the only company that won't charge for a temporary server if a server goes down. Also Rmon is the only company that won't charge if a virus penetrates the firewall. Twin Bridge is concerned the town does not have electronic separation and will submit a quote. Rmon stated the town has electronic separation between departments.

It was suggested to have the police chief contact the Concord State Police. They have information on what is required for police station for their computers.

Chairman Douglas requested if the company feels the system is correct and state police conducts an audit, any changes would be corrected at no additional charge to the town.

Selectman Mayhew inquired if State Police has a pro-vendor list and if these companies are on it. Town Administrator did do a background check on the companies.

The Board is concerned there is a difference of opinion between the two companies.

If they are going to warranty the equipment, Chairman Douglas would like to see that laid out. The Board asked to send documentation and platform information.

### **Budget**

At 96% the town is 85% spent.

Revenue looks good. Only at 86.5% but have not received Rooms and Meals revenue from the state yet.

The Board discussed payment for police vehicle repairs. The cruiser is expected to return to duty on Jan. 7 or Jan. 10.

Discussed paving budget and line items.

### **Town Administrator's Report**

-Building Inspector resigned and it was accepted with regrets.

-There is a logging operation on a class six road. The road agent states the operation is in compliance. A logging company has asked the state to come down and do an inspection.

-Library security and fire alarm system is complete. It's on "test" but will be up and running by January. Chairman Douglas suggested that the panic buttons should be tested regularly. Discussed practice drills and safety issues.

The Board observed a moment of silence for the two New York City Police that were killed in the line of duty.

Discussion on the police 4-wheelers.

Police vehicles: The Tahoe is 100,000 mile or five-year warranty. The Ford has a 100,000 mile warranty.

The Board went into non-public session at 7:45 p.m. and out at 9:06 p.m.

**Adjournment:**

All scheduled items having been addressed, the public meeting was adjourned at 9:06 p.m.

Date:

Kathleen Humphreys, Transcriber

Fred Douglas  
Chairman

Arnie Byam III

Lee Mayhew

APPROVED BY THE BOARD OF SELECTMEN ON JANUARY 21, 2015