

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
May 7, 2014

Members Present: Chairman Fred Douglas, Selectman Arnie Byam and Selectman Lee Mayhew

Staff Present: Interim TA Burton Reynolds and Administrative Assistant Cindi Hasty

Public Present:

Media Present: Jessie Salisbury and Ashley Saari

Recorder: Kathleen Humphreys
The meeting was called to order at 6:00pm.

Approval of Minutes, Manifests, and Items for Signature:

The Board addressed all items that needed their signature.

Board of Selectmen's Meeting Minutes

VOTE: Mr. Mayhew made a motion to make changes to the minutes that were presented to the minute taker via a hardcopy. Selectman Byam seconded the motion. Motion passed.

Approval of minutes will be tabled until next meeting.

Appointments:

Fire Department meeting will table until 7:30pm.

POLICE

Community Forum

Jessie Salisbury reported that while cleaning the cellar at the Florence Rideout Elementary School in Wilton documents were found that were stored there since the high school was built in 1971. SAU documents from 1940s and 1950 regarding building construction from 7 of 8 towns in the SAU at that time. They also found documents connected with 1955 addition to Lyndeborough Central including bid facts and photos. Mrs. Salisbury and Nadine Preftakes reviewed the documents and individual town's documents will be returned to their respective historical societies.

On Monday, May 12 Clayton Brown and his family will be replacing the tree at the Center Hall. The Highway Department will remove the stump on Friday. The water is turned on at Center Hall.

Chairman Douglas publically stated that Greg Porter worked in Lyndeborough Center recently and "did a fabulous job cleaning-up at Town Hall and Center Cemetery and it looks pristine. Greg cut the lawn, raked the gravel and worked in the cemetery and it never looked so good."

A new United States flag is flying in the Center but the New Hampshire state flag will need to be replaced prior to Memorial Day because it's torn. Chairman Douglas volunteered to tighten the buckles around the flag pole.

Old Business

Organizational Chart

A new organizational chart was presented by TA Burton Reynolds. Dotted lines vs solid line to the right and left of the top line may be introduced for those departments or commissions not under the direct purview of the Selectmen, the dotted lines signify coordination. The fire department is a separate identity. Library and tax collector are independent. The question arose, who is second in command at the Highway Department.

VOTE: Selectman Mayhew made a motion to adopt the Town of Lyndeborough Organization Chart dated April 30, 2014. Selectman Byam seconded the motion. Motion passed.

Proposal Updates:

An advertisement will be in next week's paper to bid the Citizens' Hall Painting Project. Mr. Harwood submitted a proposal already and stated he can also do some carpentry work, as part of his proposal, once the AC unit is moved.

Proposal review from Wetherbee Plumbing & Heating, Inc. dated 4/23/14 to move the AC unit is \$980. It is the Board's understanding that the AC unit will move to the Southwest corner of the building. (See file for document)

VOTE: Selectman Mayhew made a motion to designate Wetherbee Plumbing and Heating as a preferred vendor and authorize the Town Administrator to execute the documents to accomplish the moving of the AC unit per the proposal dated 4/23/14. Selectman Byam seconded. Motion passed.

Greg Porter submitted a quote for the Citizens' Hall damp basement work and a review of the scope of the project and options were discussed. (See file for document)

Mr. Porter recommended plastic webbing over chicken wire for two reasons; chicken wire is expensive and it can rust over time. Vapor barrier and insulation are the desired results. White plastic tyvar or thermax as products to use were discussed. Mr. Porter will do research on what product would work best at the ceiling level. Mr. Porter will use a 10x10' or 12x12' test sheet of plastic for the barrier test.

VOTE: Selectman Byam made a motion to have Greg Porter research the products to use on the ceiling and submit an updated proposal. Selectman Mayhew seconded the motion. Motion passed.

Mr. Porter expects to submit the proposal by Monday.

April Finances:

The Board reviewed the April finance figures. Overall the budget is at 27% which Mr. Reynolds is comfortable with.

The Executive part-time wages will be over-budget as Mr. Reynolds pay goes out of the part-time line but will be covered by the full-time Town Administrator as there are no expenses against that until the new TA is hired in July.

Mr. Reynolds is anticipating the tax bills will go out on time.

Some expenses related to computers were in the wrong line of 393 but should be 392.

There will be an overage for text support. The town made several changes this year which were important and recommend by Mainstay and encouraged by the auditors. In the past the town has been using vendors who were cheaper but security was a concern so changes were made such as new anti-virus programs, more secure emails and a backup system in the cloud while they feel the town administration will be well protected.

Hartford Disability Policy for the Fire Department is more expensive. Double payments to Valic for employee retirement will be straightened out.

Fuel bills are higher for everyone due to the spike in the cost of propane this past winter and the town will try to mitigate that situation when look at propane for next year.

Vehicle vendor line may go up. Sand expense was up for screening sand from our own pit. The highway department is stockpiling gravel this spring due to the local pits not being opened as often and lack of accessibility and material.

Annual payment to Goss Park and the quarterly payment to the J.A. Tarbell Library were made.

New Business

Center Hall Fee Waive for Non-Profit

Kathy Mottau holds an annual benefit for "A Place to Go", an afterschool program in Peterborough for low income and single parent families. On October 17, 2014 she plans a benefit concert at Town Hall.

VOTE: Selectman Byam made a motion to waive the rental fee for Kathy Mottau and her Charity program. Selectman Mayhew seconded the motion. Motion passed.

Committee Assignments

Selectman Mayhew will remain the Selectmen's Rep. to the Heritage Commission and Historic District Commission.

Selectman Byam will remain the Selectmen's Rep. to the Planning Board.

Chairman Douglas will become the Selectmen's Rep. to the Budget Committee while the position will rotate to Selectman Mayhew next year.

The process to fill vacant position for the various Boards in town was reviewed and an application has been developed. Training for new individuals with the board's chairperson was discussed while providing new members with information on their responsibilities and other pertinent documents such as RSAs and handbooks with valuable information such as Land Use Manual and the ZBA manual so that they understand the information and how and why they makes decisions.

The BOS would like to consult with the various Boards about this process.

Discussions not on agenda

Chairperson Douglas provided an insight into a recent safety meeting where proposed upgrades to the ambulance building was discussed. These upgrades were not brought to the Ambulance Board in an orderly manner with cost analysis so as such Chairman Douglas was not inclined to look positively on the initiative at this time. There was an issue of the drug box not being tamper proof and the BOS felt this issue should be immediately deal with.

Chairperson Douglas expressed concerns about parking at LCS recently where, during a school event, cars were parked in no-parking areas on both sides of the Rt. 31, which is a safety hazard. He would like the police department to keep an eye on this.

Chairman Douglas provided training about violence in the work place in other areas and would be willing to provide a program for Lyndeborough, if they so desire.

The charitable status of the Cutter Lot was mentioned. The church was granted an exemption on two buildings but not the Cutter property.

The Glass Globe presentation was discussed and it was brought up that maybe the presentation could happen during on Memorial Day.

Mr. Reynolds suggested meeting next Wednesday in a non-public to discuss the candidates for the full-time Town Administrator position. One interview was conducted on Monday while four are scheduled for Friday.

Fire Department

Chief Rick McQuade and Ted Waterman were present.

Septic System

VOTE: Selectman Mayhew made a motion to send a correspondence to Ken Rocca to have him start the septic system at the Lyndeborough Fire Station after June 15 not to exceed the work outlined and the cost outlined in his estimate of \$5,315 dated February 9, 2014. Selectman Byam seconded the motion. Motion passed.

Warden/Deputy Warden Annual Appointments

The Selectmen signed documents allowing for the appointment of Warden and Deputy Wardens.

Stipend

Mr. Reynolds requested to Chief McQuade to inform the Fire Department members that before the end of May that members to fill out their paperwork in order to be paid their stipends. Two forms of ID or a passport are required.

Stipend are based on rank and points and based upon participation. Chief McQuade will provide the administration with the spreadsheet. They also need to update the list of LFD individuals.

Reviewed Unfinished BOS Business 2014

-Discussed possible document storage in EOC building in future and to think about it.

-Police Department communication chain will be discussed at the next meeting.

-Mr. Mayhew spoke to Walter Holland about hanging photographs in the upstairs hall at Citizens' Hall prior to Memorial Day.

-Community Sign: The feasibility of this was discussed.

VOTE: Selectman Byam made a motion to table the topic of an informational sign in the Center. Selectman Mayhew seconded the motion. Motion passed.

Selectman Mayhew will talk to Jessie Salisbury about why the Board made this decision.

-Snow Removal Ordinance. The Board would like the Police Chief to have information for the next meeting. A public hearing is required for the ordinance.

-Dangerous Corner; Crooked S Road and Mountain Roads
The Board will ask Chief Dewart to talk to the owners on the corner of Center Road and Mt. Road regarding clearing trees for a better line of sight due on a dangerous driving situation. The Board was informed a letter was sent to the property owners but the owners have neglected to respond to the letter.

-Purchasing Policy Review. The Board will set a date for this topic.

-Schwartz Land. No new information from Town Counsel.

Adjournment:

All scheduled items having been addressed, the public meeting was adjourned at 8:36pm.

Date: 5-7-14

Kathleen Humphreys, Recorder

Fred Douglas
Chairman

Arnie Byam III

Lee Mayhew

APPROVED BY THE BOARD OF SELECTMEN ON MAY 28, 2014