

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
October 28, 2015
FINAL

Members Present: Chairman Fred Douglas, Selectman Lee Mayhew and Selectman Mark Schultz.

Staff Present: Town Administrator Russ Boland and Road Agent Kent Perry

Public Present: State Representative Carol Roberts and State Representative Kermit Williams

Media Present: Ashley Saari from the Monadnock Ledger Transcript

Recorder: Kathleen Humphreys.

The meeting was called to order at 5:00 p.m.

Consent Agenda:

Review and signing of consent agenda items

- a. AP Warrant 10/13/15 and 10/27/15
- b. Payroll 10/13/15 and 10/25/15
- c. Purchase Order 20477 Grader Repair
- d. Northpoint Engineering Invoice for Mountain Road Project
- e. Non-Public Meeting Minutes 9/30/15
- f. Meeting Minutes 9/30/15
- g. Meeting Minutes 7/22/15 Revision
- h. Intent to Cut 217-002-000
- i. Intent to Cut 235-007-000
- j. Timber Yield Tax 15-279-04
- k. Timber Yield Tax 14-279-07
- l. Timber Yield Tax 14-279-12
- m. LUCT 230-015-000
- n. 2015 Equalization Municipal Assessment Data Certificate
- o. MS-1 2015
- p. NH Dept. of Safety-HSEM Compliance Audit Certification Form

VOTE: Selectman Mayhew moved, Selectman Schultz seconded, to accept the consent agenda. Motion passed 3-0-0.

Old Business

Use of Police Department Vehicle:

T/A Russ Boland informed the Board that it is a rare event the police chief is called back to town overnight, maybe one or two times per year.

Selectman Schultz is supportive of the chief taking the police vehicle home while Selectman Mayhew prefers the vehicle stays in town with the exception of days the Chief has to go to court in the morning. Mr. Mayhew felt the time for healing has not sufficiently passed yet in regards to the use of police vehicles by a previous administration and resident's opposition to it.

Chairman Douglas felt the town administrator can monitor the use of the police vehicles and allow the chief to regulate it when appropriate.

VOTE: Selectman Schultz made a motion, Selectman Mayhew seconded, to leave it up to the town administrator on the appropriate use of the police vehicle. The police chief can take a vehicle home upon his discretion and the town administrator's approval. Motion passed 3-0-0.

Installation of Guard Rail Discussion:

The Board reviewed three estimates from CWS, Penny Fence and Fences Unlimited for guardrail installation on Brandy Brook Road and Cram Hill Road. Cram Hill Road will require about 400 feet of guardrail.

The guardrail budget is \$4,000 therefore this line would need to be over-extended(**over-expended**) by \$7,000. Encumbered funds will cover the cost of guardrails on Brandy Brook Road. This work can be scheduled for Nov. 19 if the Board approves.

Future guardrail projects are slated for New Road, 450 feet passed Mel's Circle, plus an area further down the road. It was discussed to install the guardrails on the section with the sharp drop first for safety reasons rather than by the swamp.

VOTE: Selectman Schultz made a motion, Selectman Mayhew seconded, to install guardrails on Brandy Brook Road and Cram Hill Road this year and further authorized the over-expenditure to accomplish same. Motion passed 3-0-0.

Highway Garage Modification Discussion:

After the RFP bids were received, it has come to light the modifications will be more costly and complicated than expected. Due to the unexpected repair costs to the grader and the Volvo, it was suggested to table building the employee breakroom at the highway garage for a future date. The cost will be closer to \$20,000-\$30,000 rather than the anticipated \$10,000.

It was suggested the concrete floor needs to be improved because it's not level. The best way would be to take up the floor and re-pour it or drill holes every foot so when the concrete is poured it goes down in the holes and adheres better. Painting the interior was also discussed.***(It was suggested that the Road Agent contact appropriate concrete contractors to get their opinion as to how to deal with this issue (either an entirely new floor or overcoat of concrete with drilled pilings to secure the overcoat).***

ATV Discussion

Repairs last year for the two ATVs cost \$1,600 and more recently \$300-\$400 was invested in the machines. Yearly maintenance can run up to \$500 per year and the engines need to be started monthly. The police, fire and highway departments have stated they do not need the ATVs. The BOS instructed the TA to contact the families that donated the machines and trailers to affect the return to them.

New Business

Update on the Volvo Dump Truck Repairs:

The truck is ready to be picked up. Road Agent Kent Perry reported the problem was the cam roller inside the engine stopped and became scoured causing the internal damage. The repairs were not covered under the warranty and there were no recalls on the engine

Chairman Douglas asked the number of hours and miles on the Volvo but Road Agent Perry did not have that information available. The truck is seven years old. It was noted there was an injector problem in the first year the town owned the vehicle.

Employee Earned Time Discussion:

Employees are allowed to carry over 40 hours of earned time from one calendar year to the next. T/A Boland recommended increasing that to 80 or 120 hours. Reasons included that short-term disability does not start until day seven of the unanticipated absence and if an employee gets hurt at the beginning of the year they do not have much time to react.

Chairman Douglas brought up the topic that over-time should start after working 40-hours and that earned time, sick time or vacation time does not qualify for over-time. T/A Boland said that mistakes were made in the past but that is the policy now. The difference is an unanticipated call-back situation for the highway department for a storm or burial.

VOTE: Selectman Schultz made a motion, Selectman Mayhew seconded, to change earned time carry-over from 40 hours to 80 years per year. Motion passed 3-0-0.

Selectmen's Meeting Schedule:

The Selectmen will meet on November 4 at 9:00 a.m. for a budget review, November 11, which is Veteran's Day, and move a meeting to Tuesday, November 24, 2015.

VOTE: Selectman Mayhew made a motion, Selectman Schultz seconded, to go with the adjusted schedule proposed by the town administrator. Motion passed 3-0-0.

Planning Board Update:

The Planning Board will meet on Thursday, Nov. 5, 2015 at 7:30pm to reconsider the vote for a caretaker's cottage on the Hager property on Pinnacle Road. The Selectmen drafted a letter outlining their position. The Planning Board secretary will scan in the letter and send after the Selectmen's meeting.

Selectman Schultz asked if at the last Planning Board meeting John Reed, Mr. Hager's builder, indicated during the informal discussion that he was denied a building permit and they were informed by the Planning Board secretary that it was not mentioned.

VOTE: Selectman Mayhew made a motion, Selectman Schultz seconded, to authorize signatures and distribution of a letter dated Oct. 28, 2015 to Planning Board Chairman Bob Rogers as written. Motion passed 3-0-0.

T/A Boland showed the Board a booklet by the Office of Energy and Planning which can be ordered for about \$12 each or reproduced with their permission. The on-line version has the ability to receive updates. It was decided to copy the booklets for the Planning Board and encourage training. Selectman Mayhew will draft a cover letter to go along with the books to strongly suggest training for continued education. The town has been spending money in legal fees for clarification for their actions.

Appointments:

6:05pm Rep. Carol Roberts, District 4 and Rep. Kermit Williams, District 4

Rep. Roberts and Rep. Williams represent Wilton, Lyndeborough, Greenfield and Frankestown and wanted to introduce themselves to the Lyndeborough Selectmen.

The Select Board in Wilton are interested in creating the role of a Town Administrator in their town and asked questions on the role and how it has worked out for Lyndeborough. The town has formed a committee to review the role of a Town Administrator. They were informed Wilton is welcomed to have their Selectmen visit a Lyndeborough Selectmen's meeting. They were also invited to attend a Regional Administrator's meeting which are held the first Wednesday of the month.

Rep. Roberts and Rep. Williams are here to offer their help as their roles of representatives such as information, support, and influence in Concord on issues that relate to the town or issues they are concerned about.

Down shifting that affect the local towns was a topic Rep. Williams discussed such as the underfunded pension plans. Lyndeborough's number was \$44,000 where Greenfield was \$300,000 and Rep. Williams believes that was more due to school issues in Greenfield. He also mentioned the county share has gone up 7% and such issues include underfunded nursing homes.

Another topic was the fact the State has not put money into the Red Listed Bridges since 1993. At that time they could fix 30 bridges with that money but today they can only fix about eight bridges. Lyndeborough has a bridge on Johnson's Corner that needs repairs. Chairman Douglas explained that he was impressed with how Frankestown creatively fixed bridges by constructing wooden bridges that met all State regulations at a reduced cost of \$100,000 vs \$600,000. One bridge was near Scobey Pond.

The representatives can offer assistance when the town seeks Moose Plate Grants or other State Grants for state buildings or inquiring land such as LCHIP.

Selectman Mayhew asked how they envision the outcome of the Hillsborough Drug Court scenario. Rep. Williams sits on the County Executive Committee which voted not to spend county money on that. He feels the problem is State-wide. They do feel the drug epidemic needs to be urgently addressed.

Rep. Williams mentioned the annual Office of Energy and Planning (OEP) Conference in April in Concord that town official are invited to. Executive Director Meredith Hatfield is the contact.

T/A Boland asked about paving plans and the discussion turned to the limited funds and numerous substandard roads in New Hampshire. Constitutionally, the gas tax should go to pave roads but some goes to fund the State Police. The state's infrastructure is important to services, travel, businesses and tourism.

2015 Budget and Review and Update

The revenue has been adjusted to reflect the town will not receive a grant for a fire truck nor a grant for two thermal imaging cameras.

T/A Boland indicated the town is about 10% ahead at 83.3% of the year with 72.92% spent. Upcoming expenses are the SCBA lease and payment of points to the fire department members plus include large expenses for the grader and Volvo repairs.

Chairman Douglas inquired if the flag pole at the cemetery was installed. T/A Boland will confirm if the work has been completed.

Non-Profit Donations:

Some of the non-profit organizations have requested additional funds such as Monadnock Family Services of \$2,100 up from \$800. T/A Boland wanted to note that Meals on Wheels requested less funds this year; \$80 this year down from \$150 in the past. The conversation was to continue the \$150 funding for the services and will be discussed at a future budget meeting.

2016 Budget Review

Fire Chief Rick McQuade and Assistant Fire Chief Brian Smith presented the Fire Department Budget. *See the town office for the Fire Department's proposed budget document.*

4220-01-390: Fire Dispatch is expected to increase with KMA. Moving all town dispatch services to MACC Base is still under consideration. The chief has concerns that MACC Base would like the fire department to share a channel with the highway department which is not a problem unless there is a snowstorm and a fire at the same time.

4220-01-620: Office Supplies

There is an increase to \$600 for office supplies.

4220-02-122: Stipends

There is a 2% increase in the stipends.

4220-02-113: Wages – Part Time Chief

Wages for part-time chief jumps from \$4,500 to \$19,500 and the Board wanted to know the justification.

Asst. Fire Chief Smith explained they are looking to establish an on-call system to ensure qualified officers are available. This would increase the hours by 864 hours per year per officer. The figures were based upon rank starting with \$4/hr. and go down from there. Now that the department gets a paycheck and are taxed, the department essentially became a paid department. Selectman Mayhew suggested to explain it in the town report. It was suggested to make another line item for the officer on-call pay. Also suggested for the chief to list his stipend plus the number of hours times the \$4 per hour on-call pay then list the other officers by rank times the number of hours in another line item. A tracking form or time sheet would be needed.

One officer is a town employee and the discussion of if they will receive over-time for their on-call time.

This is the last year of payments for the air packs which cost \$18,000.

4220-02-630: Equipment Repair

This line increased because most of their equipment runs on batteries which are used up quickly. It was discussed to buy in bulk.

4220-02-680: Scheduled Equipment Replacement was changed to \$10,435.

The medical equipment used on the scene can at times be replaced by the ambulance but not always. Items such as defibrillator pads cost \$80 each and have an expiration date. Uniform cost will add \$770. Medical supplies will increase \$250 to \$1,000 because there are more medical calls and the increased cost of supplies. Gloves, defibrillator pads and splints have increased plus more supplies are needed. It was discussed if it is possible to bill for items used on the ambulance.

4220-02-681-Turnout Gear Cleaning

Chief McQuade explained in the past a service came to the station to clean the uniform once a year. This year the gear will be sent to Manchester for cleaning and repairs. The amount will stay the same but the service will change plus the service will be on an as-needed basis. The station has 3-4 extra sets of gear which the Explores use. The Board suggested adjusting the number of turn-out gear to reflect the correct number of 30 complete sets. The line will be retitled Turnout Gear Cleaning and Repair.

4220-02-682-New Equipment

The nozzles company was changed and they now used Elkart. A change to this line included two nozzles at \$800 each but the \$2,000 total remains the same.

Creating a fire department email was suggested for the NFPA on-line codes. The Building Inspector can also utilize this service.

4220-06-690-Forest Fires

Some hose was lost in the Purgatory forest fire and additional hose will be needed before the end of the year. The department did purchase three new bladder bags.

4220-04-290-Training

It was noted the Fire Fighter I class is \$600.

It was suggested the Fire Department submit their slips for reimbursement when they have them and not wait until the end of the year for accountability and to include more detail on them such as name, pump number, radio number, the start/end gallons and the time.

The accounting system for gasoline and propane was discussed and will be a work in progress.

The outdated AEDs were discussed which can cost up to \$25,500. In the past LFD use to be able to get the older versions from the ambulance but now they are using the same model. The life pack unit is a higher quality and can be used when pushing meds which the smaller wall monitor units can't do plus it has certain monitoring functions that a paramedic is qualified to utilize. It was discussed that bulking together all the fire department items such as the Jaws of Life, defibrillator unit, air packs, gear which would be over the \$70,000 needed to start a Capital Improvement Plan. They can search for grants for a new defibrillator.

The fire chief was asked if the department could use the two town ATVs and they responded they don't need them.

Chairman Douglas asked if there are any vehicles in their fleet they have concerns with and the answer was the tanker. Their biggest concern is the age of the truck. It will be difficult to replace it because a new truck won't fit in the fire station.

Community Forum

None

Town Administrator Report

-The town received the FEMA funds for the January 26, 2015 snowstorm. A public hearing will be scheduled for Nov. 11, 2015 to accept the funds and the social security funds.

-The culvert cleaning has been completed.

-The office has a John Deere credit card but the town does not want to use the credit. The account will be closed. The service company will bill them directly. Chairman Douglas asked if all the warranty information for the John Deere can be kept on file. It was agreed to split the bill on the grader repairs with Nortrax in the amount of \$350. This bill was to replace the fuel line.

VOTE: Selectman Mayhew moved, Selectman Schultz seconded, to split the bill with Nortex on the grader repairs. Motion passed 3-0-0.

It was discussed to have the maintenance records for the highway vehicles ready for Town Meeting. The Board would like to know if the anti-freeze was checked regularly on the grader. Mr. Boland will research the cost on the maintenance plan.

-Mr. Boland had a good meeting with TD Bank. They do not sweep the accounts ever night. The town will get .15% for a daily balance of \$250,000. The town has 10 bank accounts but now it can be organized to have one parent account then sub-accounts. They would be willing to go as low as 2% for the Mountain Road Repaving project. Mr. Boland will arrange a meeting with TD Bank and the Selectmen.

VOTE: Selectman Mayhew moved, Selectman Schultz seconded, to go into a non-public session at 8:25pm according to RSA 91-A:3II to address personnel and legal issues. Motion passed 3-0-0.

Adjournment:

All scheduled items having been addressed, the public meeting was adjourned at ?pm.

Date:

Kathleen Humphreys, Transcriber

Chairman Fred Douglas

Selectman Lee Mayhew

Selectman Mark Schultz

APPROVED BY THE BOARD OF SELECTMEN ON NOVEMBER 11, 2015