

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
December 23, 2015
FINAL

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

Staff Present: Town Administrator Russ Boland, Road Agent Kent Perry and Police Chief Rance Deware

Public Present: None

Media Present: Jessie Salisbury

Recorder: Kathleen Humphreys

Chairman Douglas called the meeting to order at 6:02 p.m. which began with the Pledge of Allegiance.

Consent Agenda:

Review and signing of consent agenda items

- a. AP Warrant
- b. Payroll 12/23/15
- c. Meeting Minutes Non-Public 12/9/15
- d. Meeting Minutes 12/9/15
- e. PRIMEX Membership Agreement Property Liability

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

Appointments:

6:05pm: Nashua Public Health & Community Services

Coordinator Patty Crooker addressed the Board and Town Administrator about health related services that included emergency preparedness, substance misuse prevention and continuum facilitation, community health assessment, improvement plan plus municipal roles and responsibilities. Brochures, the quarterly newsletter and information packages were provided with contact information.

The program offers training opportunities for towns and organizations which can be hosted in town at no cost.

Selectman Mayhew asked about programs that address the heroin and cocaine problem. Ms. Crooker agreed there are insufficient treatment programs but informed

the Board that recently the Hope for New Hampshire Recovery Center opened which offers programs for treatment, recovery and support.

6:30pm: Highway Department Maintenance

Road Agent Kent Perry was before the Board to review the Highway Department Maintenance Program.

Because of the age of the equipment, the crew typically spends 50% of their time on maintenance. For example, for a two-day storm, the crew spends two-days after the storm doing vehicle maintenance. The department could start with five vehicles and be down to two by the end of the storm.

Future maintenance plans were discussed. The vehicles now have a daily maintenance log. On Fridays the weekly maintenance logs will be reviewed and maintenance can be performed.

Nortrax is an outside service vendor that will provide on-site maintenance. The highway department will not do maintenance themselves unless Nortrax recommends it.

Chairman Douglas asked if the vehicles have hour meters. They do not but the computer can generate the number of hours and idle hours. It was suggested Nortrax gathers that information from the computer.

In Road Agent Perry's opinion, ten-years should be the limit to keep their vehicles because the department uses the vehicles hard resulting in a lot of metal fatigue. \$80,000 was spent on maintenance this year. Chairman Douglas asked Road Agent Perry to have that baseline information available for a 10, 12 or 15-year plan for Town Meeting to show the need and have the information to back-up the statement.

The Board is agreeable to the maintenance plan Road Agent Perry provided.

Chairman Douglas recalled that when the Ford 550 was purchased in the early 2000s it was not intended to be a plow but only plow parking lots and small streets. He also recommended the town consider replacing one of the dump trucks by selling a backhoe. The CIP was reviewed. Mr. Perry will contact the company for information. A new backhoe could cost \$170,000-\$200,000. The advantage of a smaller size backhoe is it can work effectively in the cemeteries. Replacing the sanders was discussed.

Road Agent Perry visited the building on Scout Road. It was agreed to post "No Trespassing" signs on the exterior of the building.

Community Forum

None

Old Business

MACC Base Discussion

Selectman Schultz gave an overview of the services. The MACC Base Board of Governor's agreed to take on the police department, highway department and municipal alarms for the cost of \$22,000. The Town will have a non-voting seat on the Board of Governors. A contract was drafted by the MACC Base Council.

The fire department will stay with KMA.

Chief Deware was asked the benefits expected from moving from the Sheriff's dispatch to MACC Base. He responded the emergency function of the radio will be operable. Currently, they are inoperable. They will be able to utilize the computer network and software to its fullest potential. They will be able to backfill which will save time. The other three police departments; Wilton, Milford and Mont Vernon, have access to Lyndeborough police activity in real-time and communication will increase. Statistics will be more detailed.

Chief Deware noted there are no police chiefs or police officers on the Board and he would like that to be addressed.

The current antenna system is not keeping up with the radio and may need to be updated. Categories in IMC may have some terminology changes. Crime Star will still be available.

The one-year contract will begin on Jan. 1, 2016 and was reviewed and approved by Attorney Drescher. There is a 90-day back-out clause. The contract could change the following year if equipment is needed. The cost is shared by the towns MACC Base covers and based upon population of those towns.

VOTE: Selectman Mayhew made a motion to approve the town of Lyndeborough to enter into an agreement with MACC Base on Dec. 23, 2015. Selectman Schultz seconded the motion. Motion passed 3-0.

The transition can happen on Jan. 4, 2015. Tri Tec will cost \$6,282.50 and include mobile systems and use two laptops. Upgraded records will be stored at the MACC Base server. It will upgrade the records and include database and annual maintenance fees. Maintenance fees are expected to decrease.

Dispatch fees will be made quarterly.

It was discussed to appropriate the funds in next year's budget. Some money will come from the Police Detail Revolving Account. This year's budget could be amended.

VOTE: Selectman Mayhew made a motion to authorize Chief Deware to use money from the Police Dispatch Account. *This motion was not seconded and rescinded.*

Chairman Douglas asked Chief Deware to include this payment scenario in his statement for the Town Report.

VOTE: Selectman Mayhew authorized Chief Deware to authorize a contract with Tri Tech for \$6,282.50 for the purpose of software to communicate with MACC Base and surrounding police departments. Selectman Schultz seconded the motion. Motion passed 3-0.

Chairman Douglas executed the contract with Tri Tech for software to make the police dispatch work with MACC Base.

Sen. Andy Sanborn will be a guest at the Jan. 6. 2016 Selectmen's meeting. The Board would like to ask him questions about the Police Standards and Training budget shortfall.

VOTE: Selectman Mayhew moved, Selectman Schultz seconded, to accept the contract with Northpoint Engineering for the Mountain Road bidding for \$7,000 to prepare bid package and handling the bidding process. Motion passed unanimously.

2015 Encumbrances

\$38,000.00	Police Cruiser
\$80,000.00	Highway Paving
\$2,000.00	Cemetery Graves Stone Repair
\$2,117.25	Cemetery Expansion
\$20,900.00	Northpoint Engineering Payment
<u>\$3,200.00</u>	<u>Citizens' Hall Tree Removal</u>
\$146,217.25	Total

VOTE: Selectman Schultz moved, Selectman Mayhew seconded, to encumber funds dated Dec. 23, 2015. Motion passed unanimously.

The appropriate paperwork was signed.

New Business

Board members were requested to provide subject matters to be included in the Town Report to Chairman Douglas who will write a draft.

Audit Proposal: After discussion, Town Administrator Boland will seek three proposals from audit firms for review at the second meeting in January.

Town Administrator's Report

Complaints for the Old Temple Road property are ongoing. The police were called to look into trees that have been cut down. Building Inspector Ed Hunter visited the site and reported there has been some clean-up work to date but not enough. The complaint deadline is Jan. 1, 2016. Other properties that have junkyard concerns are also making improvements.

The Board was in consensus the budget layout in the Town Report is flawed and does not show an accurate picture. It needs to either back-out the revenue or remove the page from the report.

The Rose Mountain purchase price to the Piscataquog Land Conservancy (PLC) has been completed,

Fire Chief Rick McQuade has taken a leave of absence prior to his expected Jan. 1, 2016 retirement date. Brian Smith is acting fire chief until Jan. 1, 2016. The Board discussed a plaque for Rick McQuade.

Adjournment:

All scheduled items having been addressed, the public meeting was adjourned at 9:22pm.

VOTE: Selectman Mayhew made a motion, Selectman Schultz seconded, to adjourn at 9:22pm.

Date:
Kathleen Humphreys, Transcriber

Fred Douglas
Chairman

Selectman Lee Mayhew

Selectman Mark Schultz

APPROVED BY THE BOARD OF SELECTMEN ON JANUARY 06, 2016