

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
August 5, 2015

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

Staff Present: Town Administrator Russ Boland

Public Present: Ron Curran, Jessie Salisbury

Media Present: None

Recorder: Cindi Hasty

The meeting was called to order at 6:03pm.

Consent Agenda:

Review and signing of consent agenda items

- a. A/P Warrant 08-05-15
- b. Payroll 8/6/2015
- c. Oath of Office-Stephanie Roper Heritage Commission
- d. Records Retention Policy
- e. Non-Public Meeting Minutes 7/22/2015
- f. Meeting Minutes 6/24/2015
- g. Plodzik & Sanderson Representation Letter
- h. Abatement 220-010-000
- i. Cemetery Expansion Permission Request

Appointments:

6:05PM **Selectman Lee Mayhew made a motion to enter into non-public session according to RSA 91-A:3II (d) Selectman Mark Schultz seconded the motion.**

6:25PM **Selectman Lee Mayhew made a motion to re-enter into public session seconded by Selectman Mark Schultz. Vote 3-0.**

6:25 PM **Selectman Mark Schultz made a motion to seal the minutes of the non-public session for a period of 30 days. Vote 3-0.**

Old Business:

Employee Evaluations

Town Administrator Boland presented an employee evaluation form to the Board for review. Discussion followed to gather input from the Board as to what form would be most efficient. Chairman Douglas will provide a form he used during his employment with Milford, this form was thought to be more streamlined and provided ample space for documentation as well as rating criteria. Chairman Douglas will provide the form for both exempt and non-exempt employees by Friday August 7th. Town Administrator Boland will be responsible for completing reviews on department heads with the exception

of Town Clerk/ Tax Collector and the Fire Chief and department heads will be responsible to completing reviews on their direct reports. The Board determined that the rating criteria can be established to allow for all department heads to utilize the same form.

Town Administrator Boland will oversee the review process for all reviews.

Department Heads will be notified of the review process which includes a deadline of September 01, 2015. This deadline allows the Board to have the amount for merit increases prior to the start of the 2016 Budget process.

Discussion continued to include potential salary increases be effective January 01, 2016. This will be discussed further at a future meeting along with discussion of the salary plan currently being developed by Town Administrator Boland.

Records Retention Policy

Selectman Lee Mayhew requested that this Agenda Item be tabled until after the next meeting of the Records Retention Committee which will take place on August 24, 2015. The reason for the delay is that not all departments have responded to the Committee's request for current record retention procedures so follow up requests for information are being made by the Committee Chairman, Trish Schultz.

Johnson's Corner FEMA Application

Town Administrator Russ Boland requested a motion to withdraw the towns FEMA application previously submitted and pursue bids for alternative bridge solutions.

VOTE: Chairman Douglas made a motion to withdraw the towns FEMA application referencing Johnsons Corner bridge work. Selectman Schultz seconded the motion. Motion passed 3-0.

Town Administrator Boland will work in conjunction with Road Agent, Kent Perry to obtain 3 bids for wood and/or concrete bridge alternatives. Both options are available.

Town Forester Discussion

Discussion continued from the previous meeting regarding the limits to which a town forester can be involved in private forest harvests. The extent of the town's involvement ends at the tax assessment and collection stage, unless there are discrepancies which would require the expertise of a forester to determine actual timber harvest.

Town Administrator Boland shared with the Board an email from Margaret Byrnes from New Hampshire Municipal Association regarding options to safeguard road conditions from extensive damage done by heavy equipment trucking. Options include implementing vehicle weight limits for specific areas and proper utilization of roads bonds required by the town for all timber operations involving town roads.

Community Forum

The Monument Committee has been involved in the restoration of the Village Common and would like to continue the restoration of the Village Common as a volunteer project and not rely on town employees to complete the clearing of an area. The area includes Route 31 and Railroad right of way and land along Putnam Hill Rd belonging to Rob and Daisy Smith. They will graciously accept donations of materials (gravel and dirt) at this time.

Selectmen Mayhew proposed that if there are not adequate volunteers available to complete this restoration then Highway personnel be allowed with oversight from the Monument Committee to assist.

It was decided that if Highway assistance is requested then they are to do so during their work hours especially if town equipment is being used.

The Glassfactory historic marker should arrive this week. Wally Holt will install the sign when time permits. Road Agent, Kent Perry will prepare the area for the historic marker at the corner of Route 31 and Glassfactory Rd. on the side bordering 78 Forest Rd. property.

Town Administrator Job Description

The Board reviewed a revised job description for the Town Administrator position provided by Town Administrator Boland. The Board of Selectmen polled Town Administrator Boland as to if the job description is an accurate account of job duties, Town Administrator Boland stated that it was and that no further adjustments were needed.

VOTE: Chairman Douglas made a motion to accept the final version of the Town Administrator Job Description as written. Selectman Schultz seconded the motion. Motion passed 3-0.

New Business:

Street Light Discussion

Town Administrator Boland recommended that the financial responsibility for the electrical box located at the Village Common be taken over by the town. This will provide a source of electricity to illuminate the flagpole. James Jasper Electrical will install the appropriate lighting fixture for year round use. To offset the cost of this arrangement removal of the streetlight in front of Citizens' Hall can be arranged at no cost to the town. Town Administrator Boland will confirm with Citizens' Hall abutters regarding the removal of the Citizens' Hall streetlight.

Also discussed was the issue of removing other streetlights with the exception of immediate Village lighting, Fire Station and Library. Further discussion on removal of streetlights will take place at a future meeting. Town Administrator Boland will present a list of all streetlight locations for the Board to review before any further action will be taken.

VOTE: Selectman Mayhew moved to have the town take the electrical box located at the Village Common as a town owned electrical box and going forward the town is financially responsible for the costs associated with said fixture. Selectman Schultz seconded the motion. Motion passed 3-0.

Town Administrator Boland proposed replacing the switch which controls the parking lot lighting at Center Hall to a dusk-to-dawn automatic relay. The Board is in agreement with this proposal.

Wilton-Lyndeborough-Temple Ambulance By-Laws Review

Chairman Douglas presented a copy of the proposed by-laws presented at the 7/21/15 Board of Directors meeting. Discussion centered on Article X which states "In the event that either Lyndeborough or Temple elects not to renew its contract for services with the Wilton Ambulance Department, the Corporation shall have no further obligation to that entity." This translates to Lyndeborough not receiving any reimbursement for contributions made for equipment if they chose to terminate the contract. The Board agreed that was an acceptable expectation for the remaining towns to not have to make up the loss if one of the towns chooses to break the contract. The Board has requested Town Administrator Boland notify Dan Donovan of Wilton that the Board accepts the conditions of Article X and approves the by-laws as written.

DOT Drug and Alcohol Policy

Town Administrator Boland reviewed two separate Drug and Alcohol Policies. One policy is exclusive to the Highway DOT drivers which outlines very clearly the procedure for testing and outcome of failed

drug/alcohol tests. According to the DOT policy a failed drug/alcohol test results in immediate termination.

The other is a town policy Appendix B which applies to all employees which involves a level of discretion for termination. Testing can be requested under cause for reasonable suspicion guidelines. This policy will not include CDL drivers.

The Board has requested that Town Administrator Boland call Primex/Property Liability Trust to confirm what guidelines we have for drug testing for employees other than CDL drivers.

VOTE: Selectman Mayhew moves to adopt the DOT Drug and Alcohol Policy for all CDL drivers and be placed in the town personnel manual as written. Selectman Schultz seconded the motion. Motion passed 3-0.

2015 Budget Review to Date

Town Administrator Boland informed the Board of Selectmen that there is a discrepancy of 1999.99 due to Wilton/Lyndeborough Cooperative for a miscalculation. This amount will be paid in the next Accounts Payable.

Town Administrator Boland notified the Board of a potential situation involving state educational funds that may have been due Lyndeborough. The City of Dover informed Town Administrator Boland that they have discovered an error in the state formula for determining allocation of funds. Lyndeborough along with 43 others are on a list of municipalities potentially affected. Lyndeborough may be entitled to a \$20,000+/- reimbursement. The Board would like Town Administrator Boland to notify Attorney Drescher of this situation and to keep Attorney Drescher updated of any future developments. Chairman Douglas would like Town Administrator Boland to contact Senator Sanborn to make him aware of this situation.

Town Administrator Boland informed the Board that we are 58% through the year and 51% of the budget has been spent.

Also included in this discussion was an update regarding the status of switching from Suburban Propane to Ciardelli Fuels. As of this meeting the tanks at Citizens' Hall, Library and the Emergency generator have been changed over. The tanks at the Fire Station and the Highway garage will be changed out later this fall. Suburban Propane will be charging the town a \$1.00 per gallon restock fee for 1240 gallons, of which Ciardelli Fuels has agreed to reimburse the town for this fee.

Chairman Douglas expressed on behalf of the Board that Town Administrator Boland did an exemplary job negotiating this propane contract to realize a substantial savings for the town.

Selectman Mayhew requested that Road Agent Kent Perry submit a breakdown of what is needed for guardrails throughout the town, breakdown should include location and cost of proposed guardrail. This information should be submitted for review prior to 2016 budget process.

Discussion regarding the use of the garage located at 1645 Center Rd was initiated by Selectman Mayhew. Town Administrator Boland clarified crushed stone will be placed on the driveway and that one possibly both police cruisers will be parking there. This will allow the cruisers to be undercover during the winter months as well as away from the Citizens' Hall building to avoid unnecessary fire risks. Town Administrator Boland indicated that 2nd NH Turnpike and portions of Center Rd may be in need of line striping estimated to cost \$2500.00. It was determined that if the lines are still visible then it would be

acceptable to wait until 2016 to restripe to do 2nd NH Turnpike with single yellow lines but Center Rd. should be done this year with single yellow line.

Town Administrator Boland inquired about the \$4000 budgeted this year for guardrails. The Board is in agreement that budgeted amounts should be used this year to avoid falling behind in proposed projects such as guardrails and crack seal.

Chairman Douglas inquired about whether or not the flagpole has been replaced in the South Cemetery. Town Administrator Boland will follow up with Bob Rogers as to the status of this issue.

The Board of Selectmen reviewed the Recreation, Conservation and Forestry Lease Agreement signed on May 23rd, 1985 between the New Hampshire Water Resources Board and the town of Lyndeborough. The Department of Environmental Services has informed the town that permission to use leased land as an access for the forestry phase of the Cemetery expansion needed to be requested prior to the start of the operation. A letter requesting permission to use this access point has been drafted and included is a detailed plan of what will transpire at the completion of this operation, which includes the area used be restored to its previous condition and replacement of the access gate.

TA Report

- Mountain Rd. area residents have been notified via a letter that the August 19th Board of Selectmen's Meeting will include a session with NorthPoint Engineering to review questions they have before moving into the design phase of this project.
- Pistol Permit and Police Detail issue is being investigated and updates will be forth coming as they become available. Plodzick and Sanderson assures us that this issue will have no dramatic change in our Audit.
- Paving is complete on Brandy Brook Rd, costs estimated to be \$18k for this portion of the project. The town encumbered \$35k from 2014. Further down Brandy Brook Rd. there are guardrails made out of telephone poles, Road Agent Perry is getting prices on guardrails versus stone walls. If there is no price difference residents would prefer stone walls.
- Paving is also complete on Pinnacle Rd. The town encumbered \$28,160 from the last year's block grant for this project this money will be expended first and then remainder will come from the \$115k budgeted for this year.
- NRPC has requested that the Planning Board nominate a member for the Board of Selectmen to appoint as the representative for the town.

Adjournment:

All scheduled items having been addressed, the public meeting was adjourned at 8:47pm.

The next meeting is scheduled for August 19th, 2015 at 6:00pm to Citizens' Hall.
Cindi Hasty, Transcriber

Fred Douglas
Chairman

Selectman Lee Mayhew

Selectman Mark Schultz

APPROVED BY THE BOARD OF SELECTMEN ON AUGUST 19, 2015