

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
October 26, 2016

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

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

Public Present:

Media Present: Jessie Salisbury, Milford Cabinet Brandon Lathem, Monadnock Ledger-Transcript

Recorder: Russ Boland

Chairman Mayhew called the meeting to order at 6:03pm.

Pledge of Allegiance was conducted.

Chairman Mayhew reviewed the consent agenda.

Consent Agenda:

Review & signing of Consent Agenda Items:

- a. AP Warrant 10/26/2016
- b. Payroll 10/26/2016
- c. Equalization Assessment Data Certificate
- d. Non-Public Meeting Minutes
- e. Certificate of Yield Tax 16-279-01
- f. Winter Maintenance Policy

VOTE: Motion by Selectman Schultz seconded by Selectman Douglas to accept the consent agenda as printed in the agenda. Passed 3-0

Appointments:

6:05 pm: Chairman Mayhew recognized Road Agent Kent Perry to review the Highway Winter Maintenance Policy. Road Agent Perry advised the Board there are three main plow routes in town with an additional float route that is primarily responsible for the municipal and school parking lots and short dead end roads. Road Agent Perry advised the new Dodge 5500 is ready to be put into winter operation and he anticipates the delivery of the new Freightliner sometime in December. Chairman Mayhew asked if trucks are assigned to specific personnel for maintenance reasons. Road Agent Perry advised the trucks are assigned to specific personnel and they are responsible for daily records and maintenance checks.

Chairman Mayhew asked Road Agent Perry to provide an update on the Mountain Road project relative to the sections that fall under the town's responsibility. Road Agent Perry advised the Highway Department has been working closely with North Point Engineering and the work is progressing. The Board asked Road Agent Perry to accomplish as much work as possible before winter sets in.

Community Forum:

Jessie Salisbury provided an update on the chairs stored at Center Hall. The Historical Society has conducted an inventory of the chairs and placed most of them on the second floor of Center Hall. They will determine which chairs can be sold to help with the cost of printing a new town history.

Jessie stated the Heritage Society will be meeting this Thursday and would like the Selectmen to consider two requests; first to examine the flooring on the stage at Center Hall for possible replacement and second to have the stairs that led from the anti-room to the main hall at Center Hall replaced. The Board will take these requests under advisement.

Jessie also reported the Historical Society is interested in finding a new place to store important artifacts from the Town. Town Administrator Boland and Jessie have discussed possibly using the second floor at the Emergency Operations Garage on Center Road as a possible location. The Board agreed the location would be worth considering and further research will be done.

Jessie stated she has been working with Town Administrator Boland on the development of glass cases to be displayed at Citizens Hall. It is hoped one of the cases will be ready for Town Meeting.

Old Town Business:

Town Administrator Boland provided the Board with an update on the Mountain Road project and the conversations that have taken place between Kingsbury Construction and North Point Engineering. Town Administrator Boland reviewed Change Order#2 provided by Kingsbury Construction and reviewed by North Point Engineering regarding the completion of Kingsbury's portion of the Mountain Road project.

Vote: Motion by Chairman Mayhew seconded by Selectman Schultz to accept and sign Change Order #2 as presented by Kingsbury Construction. This Change order will not result in any extra cost to the town but will extend the completion date by 67 days to November 29, 2016. Passed 3-0. Chairman Mayhew signed Change Order #2.

The Board discussed releasing payment #5 to Kingsbury Construction as submitted and reviewed by North Point Engineering.

Vote: Motion by Chairman Mayhew seconded by Selectman Douglas to authorize the release of payment number 5 to Kingsbury Construction in the amount of \$120,847.60. Passed 3-0

The Board reviewed the e-mail received from the State of New Hampshire authorizing the cleanup of the Putnam Pond Conservation area. This property is on a long term lease from the State of New Hampshire to the Town of Lyndeborough. The cleanup will be comprised of removing dead brush, filling in the depressions in the roadway with fresh gravel and repainting the sign identifying the conservation area. The Board agreed to have the Highway Department start the cleanup in the Spring.

New Business:

The Board discussed the possible dates and times for conducting the department reviews of the 2017 budget requests. The Selectmen exchanged their personnel schedules and decided to have the department reviews on November 4, 2016 starting at 9:00 am. T/A Boland will notify the Department Heads and post the meeting to the public.

Town Administrator Boland reported the town received the preliminary property tax rate from the New Hampshire Department of Revenue today. Several options were presented relative to applying unassigned fund balance to adjust the municipal tax rate. T/A Boland advised the Board a special meeting has been posted for October 27, 2016 to enable the Board to consider the amount to be applied to adjust the rate. The Board agreed to meet on October 27, 2016 to discuss the situation further and possibly take action.

The Board discussed the Planning Board regulations and the fact there are several areas of the regulations that need updating. The Planning Board has been made aware of the Selectmen's concerns and they are looking into the options to correct the situation.

Town Administrator's Report:

The Highway Department MACK dump truck has been returned from Stateline Truck with the necessary repairs completed.

Center Hall has been winterized, as a precaution to prevent water pipes from freezing. Greg Porter will reopen the Hall for Veteran's Day and then re-winterize the building. The additional cost is eight dollars. The Board agreed it is money well spent to prevent damage to the building.

T/A Boland advised the Board the entrance door to the Police Department will need replacing in the near future. The Board advised to replace it next year as we are still in a budget freeze.

T/A Boland advised Tax Exempt Leasing has approved our request for a lease agreement for the 2017 Freightliner. The lease agreement paperwork was presented to the Board for review. Chairman Mayhew will take the agreement home and review it in detail.

Approval and Authorization. The governing body of Lessee has determined that the Agreement and Schedule, substantially in the form presented to this meeting, are in the best interests of the Lessee for the acquisition of such Equipment, and the Governing Body hereby approves the entering into the Agreement and Schedule by the Lessee and hereby designates and authorizes the following person(s) to execute and deliver the Agreement and Schedule on the Lessee's behalf with such changes thereto as such person(s) deem(s) appropriate, and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Agreement and Schedule. Chairman Mayhew was designated as the person authorized to sign on behalf of the Town. Signed and witnessed by Selectman Douglas and Schultz.

Non-Public session as listed on the agenda was not required.

Please see the next page for adjournment and signatures

Adjournment:

All scheduled items having been addressed, the public meeting was adjourned at 8:43pm.

Date:

Chairman Lee Mayhew

Selectman Mark Schultz

Selectman Fred Douglas

APPROVED BY THE BOARD OF SELECTMEN ON NOVEMBER 9, 2016