

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
May 25, 2016
Final

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

Staff Present: Town Administrator Russ Boland

Public or Media Present: None

Recorder: Kathleen Humphreys

Chairman Mayhew called the meeting to order at 6:00pm.

Consent Agenda:

Review and signing of consent agenda items

- a. AP Warrant 5/26/2016
- b. Payroll 5/26/2016
- c. Meeting Minutes 5/11/16
- d. Non-Public Meeting Minutes Session I 5/11/16
- e. Non-Public Meeting Minutes Session II 5/11/16
- f. Intent to Cut 16-279-06
- g. Intent to Cut 16-279-16
- h. Meeting Request Letter-Wilton Selectmen
- i. Abatement Approval 215-012-000

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

The Selectmen and Town Administrator visited the back parking lot at Citizens' Hall to inspect the layout of the handicap parking area and collaborate on the project.

Community Forum:

None

Old Town Business:

Snow Plowing for LCS Follow-Up discussion

T/A Boland expressed it was the opinion of New Hampshire Department of Revenue that it was time and material used therefore the town should be billing the school district for services.

The figures the town provided the School Board was based upon six year of data which calculated the average number of storms which came out to be 19 events and three removals in a school calendar year. That is not inclusive in going to the school to do additional bailout work; removing extra snow.

Lyndeborough/Wilton Joint Selectmen's Meeting Update

The Board signed a letter which will be sent to Wilton's Board of Selectmen requesting a joint meeting of the two Boards to discuss common issues.

New Town Business:

Planning Board Meeting of May 19, 2016

Chairman Mayhew reported the Planning Board meeting was positive. The Board voted they no longer have to review changes to the driveway permit in accordance with the rules and regulations as they adopted.

Selectman Mayhew felt they were befuddled by the fact the statutes allows landowners to have two, three or more driveways after 500 feet of road frontage. This discussion will be on the next Planning Board agenda along with protecting stone walls. The Board recognized the Planning Board's concern if the stub roads language recently approved may need modification.

The Selectmen discussed test pits in the application process. Chairman Mayhew didn't agree with Tom Chrisenton's comment the Planning Board can't schedule test pits until the abutters are notified. T/A Boland commented the landowner does not have to allow abutters on their property to witness test pits. The data is available to review.

Selectman Douglas circled back to stub road and recalled at the meeting he attended the entire Planning Board voted not to accept roads as road frontage going forward, such as proposed for the recent Hutchinson subdivision on Center Road.

Chairman Bob Rogers agrees that the Town Attorney should reviewed proposed changes to Planning Board regulations.

Old Town Hall Trust Fund

T/A Boland mentioned that Helen van Ham is satisfied with what has been done to date but they need to continue to reach a conclusion. The trustees agree the principal in the trust should not have been used. Town Clerk Schultz is researching when it happened and why plus what the funds were spent on. Mrs. van Ham thinks it might have occurred over the past 10-years. It was mentioned that Mrs. van Ham thought that prior selectmen authorized it.

The Trust Fund was established after Ernest van Ham died in 1981. Mrs. van Ham would like it to be renamed The van Ham Old Town Hall Fund.

Since the Trust is for Old Town Hall, it was suggested to look back at when projects occurred such as the time capsule or work approved such as the ramp, roof or windows.

Purchasing Policy Review

The policy has not been revised since 2010. No action is needed tonight. The Board was asked to review the policy.

Credit Card Purchasing Policy Review

The credit card is secure in the Town Administrator's office. The address needs to be changed because the PO Box was incorrect. Louise Dwyer has updated a sign-out sheet to use the credit card. The credit limit is \$10,000 and the Board wondered if that is too high.

The Police Chief and Fire Chief have cards for Staples and gas. An example of use for the credit card would be to purchase items less expensively from Amazon. The use of purchase orders was discussed.

Chairman Mayhew thought Appendix 1 needs to be looked at in addition to the authorization approval. He mentioned it refers to policies that don't exist anymore

The Board debated the need for a credit card and if it's a liability.

VOTE: Selectman Douglas made a motion to do away with the credit card and the credit card purchasing policy. No one seconded the motion. The motion was withdrawn.

T/A Russ Boland will report back on this issue.

Town Administrator's Report:

-On Memorial Day Selectman Douglas will help with the dedication of the light at Center Hall.

-In the package is a draft response to Attorney Alfaro that came from Scott Roper.

-T/A Boland has been closely monitoring the cash flow. The office received a \$10,000 bill for Goss Park from the Town of Wilton. The bookkeeper was instructed to pay it at the end of July. Local families pay a membership therefore the Selectmen would like to know the number of registered families.

-The NRPC Traffic Management Seminar is June 16, 2016 at 6:00pm at Milford Town Hall.

-The Preconstruction Meeting for the Mountain Road Project is scheduled for June 2, 2016 at 10:00 a.m. at Center Hall but due to scheduling conflicts the T/A will try to reschedule the meeting to June 1.

-The Board concurred they are comfortable with T/A Boland initiating with documents for EPA registration for the Mountain Road Project.

-T/A Boland attended the PRIMEX meeting regarding Lyndeborough's transition to PRIMEX for Property/Liability Coverage.

-Boisvert update: T/A Boland discussed that Ed Hunter wanted to review the enforcement process and send out a letter to keep the process moving. The Boisverts will not attend the June Planning Board meeting as planned but anticipate attending the July meeting.

It was discussed that Larry Boisvert was informed of the violations he is cited for by the town and that if the business is not grandfathered he could appeal the code enforcement decision with the ZBA.

VOTE: Selectman Douglas moved, Chairman Mayhew seconded to authorize the Code Enforcement Officer through the Town Administrator to proceed with enforcement action regarding violations at Feel Good Farm. Motion passed 3-0.

Selectman Douglas inquired why the Board needed to vote since it's in the Code Enforcement Officer's job description to enforce this. It was due to providing him direction because of the involvement with the Planning Board proceedings.

VOTE: Selectman Schultz made a motion, Selectman Douglas second, to go into a Non-Public Session: RSA 91-A:3II (c) at 7:54pm. All voted yes. Motion passed 3-0.

VOTE: Selectman Schultz made a motion, Selectman Douglas second, to exit the Non-Public Session at 8:10pm. All voted yes. Motion passed 3-0.

Adjournment:

All scheduled items having been addressed, the public meeting adjourned at 8:11pm.

VOTE: Selectman Schultz made a motion, Selectman Douglas second, to adjourn at 8:11pm. Motion passed 3-0.

Date:

Kathleen Humphreys, Transcriber

Chairman Lee Mayhew

Selectman Fred Douglas

Selectman Mark Schultz

APPROVED BY THE BOARD OF SELECTMEN ON JUNE 8, 2016