

**LYNDEBOROUGH BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**June 8, 2016**  
**FINAL**

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

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

**Public Present:** Walter Holland, Ian Holden and Idina Holden

**Media Present:** Jessie Salisbury

**Recorder:** Kathleen Humphreys

Chairman Mayhew called the meeting to order at 6:02pm.

**Consent Agenda:**

Review and signing of consent agenda items

- a. AP Warrant 6/8/2016
- b. Payroll 6/8/2016
- c. Meeting Minutes 5/25/16
- d. Non-Public Meeting Minutes 5/25/16
- e. Abatement Approval 206-002-000
- f. Abatement Approval 232-052-000
- g. Abatement Approval 220-010-000
- h. Abatement Approval 227-036-000
- i. Abatement Approval 237-014-000
- j. Abatement Approval 227-015-000
- k. Abatement Approval 207-026-000
- l. Abatement Approval 234-030-000
- m. Timber Yield Tax 206-015-000
- n. Forbearance Agreement 225-009-000
- o. Primex Application and Membership Guidelines Property Liability Insurance
- p. NRPC Electricity Memo of Understanding
- q. Department of Environmental Services Notice of Permit

**VOTE: Selectman Schultz made a motion, Selectman Douglas seconded to accept the Consent Agenda, items A-Q. Motion passed 3-0.**

**Appointments:**

**6:05pm: Eagle Scout Project with Ian Holden and Walter Holland**

Scout Ian Holden of Pack 10 was before the Board with his sponsor Walter Holland to propose an Eagle Scout project to beautify the area next to the new handicap parking lot at Citizens' Hall. His vision is to provide plants, shade, picnic table(s) and trash can(s).

The project is to be completed by the end of August. Money for materials will come from fundraisers such as car washes. Unused funds go back to the town. It is unclear if the project can accept direct donations. Mr. Holland asked if a load of loam could be delivered.

The town will soon be receiving a donation of three trees; a Chestnut tree and two flowering trees that the Heritage Commission is coordinating. Selectman Douglas suggested an umbrella on the picnic table(s) because it will take time for the trees/shade to grow. It was requested the umbrella does not have advertisements.

Ian Holden will finalize the plans and sketch. The Board authorized T/A Boland to sign off on it. Chairman Mayhew suggested a plaque be placed at the site as an Eagle Scout Project. Mr. Holland felt this was something that would benefit the town for years to come.

Road Agent Kent Perry joined the conversation and suggested a walking path and requested a sketch of his designs. Scout Holden was asked to identify the width and length of the proposed area so Kent Perry can flatten the area.

Jessie Salisbury will need to get involved to identify the location on the trees, how fast they grow, how big and required separation between trees. She will provide the contact information for Shelling Forest in Peterborough which will be providing the cherry or flowering crab tree.

Once the plan is accepted as an Eagle Scout project it will be covered by their liability insurance and they will check the safety plan. Plans were made to walk the site with Road Agent Perry next Monday at 9am.

#### **6:20pm: Road Agent Kent Perry, Mid-Year Department Review**

Road Agent Perry informed the Board the department budget is doing well with outstanding projects on the Crooked S Road bypass for the Mountain Road Project and Mountain Road. Some of the culvert work has been completed. There are not budget concerns at this time.

The process of returning dirt after grading was discussed. Mr. Perry does not agree with putting the dirt back into expensive gravel and keeps them separate. He explained that roads are hard due to that process. He explained that dirt with leaves from the roads are used on other projects or the cemeteries. Chairman Mayhew asked about putting dirt back into the ditch line. Mr. Perry explained the method is to compact the material, cover it then add the dirt and it should not develop potholes. If you mix it with loam any pot holes that develop will be spongy.

The Highway Department does not allow silt water to go on private property and they leaf blow town roads in the fall.

The department purchases high quality gravel which cost a few dollars more because they want a certain type but that cost is offset because the delivery cost is less.

Highway Department employee Greg Porter has been tasked with building maintenance projects one of which is locating the septic system at Center Hall and replacing a pipe. It was noted he has been a great asset to the department.

The paving plan for next year will be the bridge on Johnson's Corner to the Wilton boarder, including Wilton Road. Center Road was discussed.

Guard Rail Plan 2017: Mountain Road has a 181 ft. section, a small piece off Badger Pond and 60 ft. after Hunter's Cot (just before section C). The cost is about \$4,000. The road agent was instructed to be careful not to block access to Badger Pond and to check with the fire department about the pipe. The Board asked about guard rails for New Road and felt this was a priority. Mr. Perry didn't want it to impact the Mountain Road Project. He again mentioned, "The Budget looks good but the Crooked S and Mountain Road projects are just starting."

Electricity cost spiked over the winter probably due to plugging in the trucks while fuel cost has been positive at 19% of the budget.

Chairman Douglas mentioned that while Road Agent Perry was on vacation the highway department used straight salt on Mountain Road which for the weather that day was useless.

Vehicle maintenance has been ongoing by Nortrax and State Line. Vehicle documentation has improved and employees fill out daily logs. The trucks are washed/vacuumed on Thursdays.

Mr. Perry is researching the cost of the sub-frame for the Mack and the possibility of putting a dump body back on the truck. Mr. Perry showed the Board an updated version of the town seal for the highway vehicles and will have a final version soon. The "Highway Department" text will go on the bottom section. Ms. Salisbury believes the town seal was probably designed in 1976 for the bicentennial.

In next year's budget, Road Agent Perry would like to suggest fuel pumps with more accurate calibration. He noted the water is fantastic and they are fine with the space. The furnace needs to be replaced because it's blowing black soot. There is a carbon detector in the building.

The public can reach the Road Agent on his cell phone, office phone or by email. Selectman Schultz asked if there have been communication with MACC Base and to date he has not had a reason to use them but he can hear communication. Mr. Perry will check with MACC Base to ensure they have the highway employee's phone numbers. The chain of command would be for MACC Base or KMA to call the road agent then he calls an employee. Mark Chase would replace Kent in his absence.

The Snow Removal Policy should be reviewed and modified.

Mr. Perry has concerns about performing the two jobs: Road Agent and DPW Director due to time. It was agreed that Louise Dwyer will assist Mr. Perry in the Outlook calendar function.

Mr. Perry felt training programs have decreased in quality and has moved up north for the most part but was asked to make sure the budget reflects future training. He was also asked to plan for future personnel changes/retirement; budget and be proactive and have the necessary conversations with individual employees.

**Fire Dept. Response Impact:**

It was noted that three-quarters of the highway crew are volunteer fire department members and they have to leave when the tone goes out which impacts the crews plus they suffer from the exhaustion factor after. It is estimated they have one call per week.

Kingsbury Construction will have an employee at the 2<sup>nd</sup> NH Turnpike to talk to motorists.

Russ Boland received a call from Jim Button. He was informed the School Budget Committee agreed to the snow removal cost of \$7,000 for Wilton and \$3,500 for Lyndeborough. The Board took the information under advisement.

The Board reviewed the Road Agent's Job Description which has been revised to be more accurate. Kent Perry had concerns the 80/20 outside vs inside split stays in place.

It was noted the parts of the old job description describes bending, twisting, lifting will have to be added and on #12 it should read, draft an application. Kent Perry and T/A Boland will complete the document over the next week.

**Community Forum:**

None

**Old Town Business:**

**Lyndeborough/Wilton Joint Selectmen's Meeting Update**

A letter was sent to Wilton. According to Jessie Salisbury who was at a Wilton Selectmen's meeting they suggested June 29, 2016 at 7pm.

**Old Town Hall Trust Fund**

Helen van Ham identified a problem with the Old Town Hall Trust Fund and a meeting is being set up for the week of June 13, 2016. \$500 was taken out and she does not know why. Also 1997 an \* an adjustment was made.

**Purchasing Policy Review**

The only change the staff suggested was the PO Box is no longer in use. Road Agent Perry suggested \$2,500 as a reasonable limit. The Purchasing Policy will be on the next agenda.

**Credit Card Purchase Policy Review**

T/A Boland spoke with the president of TD Bank who informed him the credit card limit is \$10,000 which can't be lowered but there are ways it can be limited. T/A Boland said the office staff thinks the town should keep the credit card because at times there are uses such when welfare cases come in and suggested to adopt a sign out sheet.

Selectman Douglas reported the Selectmen are not authorized at County Stores which he found out when he tried to purchase a flag for one of the cemeteries.

It was agreed the policy will now include a sign out sheet and the Purchasing Policy will be revisited at the next meeting.

**Citizens' Hall Easement**

T/A Boland met with Bill and Chris Drescher about the handicap parking lot project easement. Monadnock Survey, LLC will do the survey for \$1,000 and put bounds in place.

**Purgatory Falls Parking Easement**

It was decided to prepare a license instead of an easement which will be recorded at the Town Clerk's office. If Mr. Salisbury's opinion ever changes it can be revoked.

**New Business:**

**September Primary Election Location Discussion**

The Town Clerk would like the election to be held at Citizens' Hall for a variety of reasons.

**VOTE: Selectman Schultz made a motion, Chairman Mayhew seconded to hold the September Primary Election at Citizens' Hall. Motion passed 2-1. Selectman Douglas voted no.**

Mrs. Salisbury confirmed the Heritage Commission meetings are held at Old Town Hall while Chairman Mayhew noted it's used for the employee BBQ.

Mr. Perry recalled that Old Town Hall was painted in 2011 for \$500.

**Town Administrator's Report**

-The All Board training is June 9, 2016.

-NRPC Transportation Workshop training is on June 16, 2016 at 6:00pm at Milford Town Hall.

-Documents are being sent to Primex to finalization the transition to Primex for liability coverage.

-Selectman Schultz reported the MACC Base Board meeting was the previous evening and relayed the director spoke highly about how things were going with the Lyndeborough Police and said Chief Deware has been a pleasure to work with.

**Non-Public Session: RSA 91-A:3II(c) at 8:30pm**

**VOTE: Selectman Schultz made a motion, Selectman Douglas second, to go into a Non-Public Session: RSA 91-A:3II(c) at 8:30pm. Motion passed 3-0.**

**Adjournment:**

All scheduled items having been addressed, the public meeting was adjourned at 8:42pm.

Date:

Kathleen Humphreys, Transcriber

Chairman Lee Mayhew

Selectman Fred Douglas

Selectman Mark Schultz

**APPROVED BY THE BOARD OF SELECTMEN ON JUNE 22, 2016**