

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
October 25, 2017
Final

I. Call to Order:

Chairman Douglas called the meeting to order at 6:04 p.m.

II. Introduction of Members Present:

Chairman Fred Douglas and Selectman Mark Chamberlain. Selectman Schultz was excused.
Town Administrator Russ Boland and Recorder Kathleen Humphreys

Public Present: Fire Department members Chief Brian Smith, Devin McEntee, Tim McEntee and Kevin Berkebile

Media Present: Jessie Salisbury

III. Appointments:

6:05 Fire Department: Rescue Vehicle Replacement Discussion

Fire Chief Smith, Devin McEntee, Tim McEntee and Kevin Berkebile were present.

Fire Department member Devon McEntee spoke for the department to outline the rescue vehicle replacement process which produced the updated 40-page bid document that the department is asking the Board to review and proceed to the bid process.

The Rescue Vehicle Replacement Committee worked extensively with Hackney Fire Apparatus on the bid specifications to match the bid from last year after the former company they were working with, Valley Fire Service, went out of business. Three other companies were given the bid to work with but were unable to build what was needed.

The fire department felt the bid specs for this 20-year truck is sufficient to meet the needs of the town and department after careful consideration and input from department members. Plans call for a gas chassis which is \$9,000 less than a diesel chassis enabling that savings to be used for additional safety items. The diesel is a two battery system while the gas has a single battery. A rhino-liner undercoating will help guard against rust from the salt used in the harsh Northeast conditions

The Board was informed that the price quote from Hackney Fire Apparatus will increase on January 1, 2018. It was noted that price was held for six-months. Payment will be due when or if the vehicle is delivered. A performance bond would not be needed if Hackney wins the bid because a down payment is not necessary.

The Budget Committee will review the document. Verbiage will be added specifying the Town of Lyndeborough has sole right to reject or modify any bids. Any litigation to purchase the vehicle would take place in New Hampshire in Hillsborough County. T/A Boland suggested that PRIMEX review the document.

The price of the body is roughly \$94,000 including lettering, slide out tool trays and the rescue prep package is \$1,300. Beltronics will install the radios and provided a solid quote. The total vehicle price is \$136,000.

Budget Committee Member Burton Reynolds asked if there are additional companies out there that might bid on the vehicle. Mr. McEntee was doubtful because they have been working on this since March and the other smaller companies they worked with could not build the truck they wanted or the cost was much higher.

Mr. Reynolds asked why they designed their own vehicle and Mr. McEntee explained the configuration had safety concerns in mind such as better lighting, roll up doors, heated compartment for medication and storage areas that won't be affected by weather.

The goal is to keep the vehicle for 20-years goal and it could be re-chassied in the future. The truck is designed as an apparatus and not a utility truck. It will have a five-year warranty and the discussion turned to the thought of funding or not funding the CIP for a few years in relation to the warranty and put that money into the engine replacement CIP instead.

The Selectmen and the Budget Committee will review the documents and get back to the Fire Department.

IV. Community Forum and Public Comment:

Jessie Salisbury commented on the 10 new inscribed bricks that were placed in the walkway at Memorial Park. The new historic sign for the Glass Factory has arrived and will be installed soon. The next sign is slated for Clark Pottery. Displays will be in the new display cabinets in Citizens' Hall before Election Day.

V. Decision Making Actions:

a. Consent Agenda:

Consent Agenda		
Date: October 25, 2017	Date	Approved
AP Warrants – October 3, 10, 17 & 24, 2017	10/25/17	
Payroll Warrant – September 25, 2017 through October 8, 2017	10/25/17	
Payroll Warrant – October 9, 2017 through October 22, 2017	10/25/17	
Purchase Order # 20696 – Continental Paving – Mountain Road Project	10/25/17	
Purchase Order # 20697 – Northpoint Engineering – Mountain Road Project (Inv. # 3213)	10/25/17	
Purchase Order # 20700 – SE Tiedemann & Son Excavation, LLC – Screened Sand (Inv. # 1117)	10/25/17	
Request to Approve Revisions to Lyndeborough Personnel Policies and Procedures Manual	10/25/17	
Request to Approve Land Use Change Tax (247-022 & 247-022-002)	10/25/17	
Request to Execute Land Use Change Tax Levy & Warrant (247-022 & 247-022-002)	10/25/17	

Request to Approve Revisions to Lyndeborough Drug and Alcohol Policy	10/25/17	
Request to Approve Revisions to Lyndeborough Safety Policy Manual	10/25/17	
Request to Approve Citizens' Hall Rental Application – Lemire Wedding (November 4, 2017)	10/25/17	
Request to Approve Issuance of Timber Yield Tax Levy & Warrant (16-279-10T, Map/Lot 226-016)	10/25/17	
Request to Approve Issuance of Timber Yield Tax Levy & Warrant (16-279-16T, Map/Lot 234-023)	10/25/17	
Request to Approve Issuance of Timber Yield Tax Levy & Warrant (16-279-17T, Map/Lot 224-002, 003, & 004)	10/25/17	
Request to Approve Issuance of Timber Yield Tax Levy & Warrant (16-279-18T, Map/Lot 235-017)	10/25/17	
Request to Approve Issuance of Timber Yield Tax Levy & Warrant (16-279-19T, Map/Lot 234-022, 224-001)	10/25/17	
Request to Approve Issuance of Timber Yield Tax Levy & Warrant (16-279-20T, Map/Lot 233-014)	10/25/17	
Request to Approve Issuance of Gravel Yield Tax Levy & Warrant (16-279-01E, Map/Lot 212-001) & (16-279-04E, Map/Lot 213-006)	10/25/17	
Request to Approve Issuance of Gravel Yield Tax Levy & Warrant (16-279-01E, Map/Lot 212-001) & (16-279-04E, Map/Lot 213-006)	10/25/17	
Board of Selectmen's Public Meeting Minutes	9/27/17	

VOTE: Selectman Chamberlain made a motion, Chairman Douglas seconded to accept the consent agenda items contingent on signing them all. Motion passed 2-0.

b. Old/Tabled Business:

Mountain Road Update

The final payment was made to Continental Paving.

Putnam Pond Conservation Area Update

Permission to move forward from the State was granted for the project which includes repainting the sign, regrading and removing some trees. The sign will be taken down and painted over the winter. The rest of the work is planned for next spring.

Scout Road Property Update

T/A Boland had conversation with Dennis Slocomb regarding the dumpster which is \$250 delivered and \$95 per ton. He will get a list of approved materials to bring to the transfer station. Sharon Akers from the Conservation Commission informed T/A Boland they have volunteers but the vehicles they hoped to bring the trash down are not available. T/A Boland will update the individual who made the complaint. T/A Boland was asked to put this topic on the agenda in February or March.

b. New Business:

2017 Tax Rate Setting Discussion

T/A Boland was notified by DRA about the proposed tax rate and unreserved fund balance. If the town applies \$88,000 from the Unreserved Fund Balance the tax rate will be the same as 2016. The figure would leave \$394,000 in the Unreserved Fund Balance or 7.39%. The policy is to keep the balance between 6-12%.

VOTE: Mark Chamberlain made a motion to set the 2017 tax rate by applying \$88,000 from the Unreserved Fund Balance in order to reduce the overall taxes and to set the tax rate by \$27.74, which is the same as 2016. Chairman Douglas seconded the motion. Motion passed 2-0.

Setting of Trick or Treat Hours

Halloween hours are set for October 31, 2017 from 6:00-8:00pm and the hayride has been cleared through PRIMEX.

VOTE: Chairman Douglas moved Halloween hours set at 6:00-8:00pm on October 31, 2017. Selectman Chamberlain seconded. Motion passed 2-0.

- c. Items not on Agenda:**
None

VI. Town Administrator Report

T/A Boland informed the Board the staff is doing a good job with the budget freeze. The expenses are running about 1.5% below the budget.

-Street Lights: T/A Boland met Eversource regarding changing the 18 street lights in town to LED lights. It was determined that 16 are incandescent lights and two are sodium lights. The cost is \$155 per light and \$50 to install for roughly \$4,000, but after applying a rebate the cost should be \$2,000 and it will save the town \$1,800 per year in electricity. No decision is needed tonight.

Improving the lighting at the fire station is imperative. Some of the lights are not needed and it was discussed to form a committee to look into this and hold a public hearing to make a decision.

-Demolition Permit: On behalf of the Historic Commission, Jessie Salisbury asked if the Demolition Permit can include a line asking the owner to contact the town if the structure is over 100-years old that is being demolished and to have a holding period of maybe 30-60 days for the Commission to discuss options with the owner in case the home has historic significance.

It was noted there were 125 houses in town built before 1900. Recently, six of those houses have disappeared; five intentionally and two had historic interest. For example, the recent loss of the Glass Factory office and Hunter's Cot had historic significance.

-The town staff will be taking a CPR class tomorrow but the office will remain open.

-The two finalists for the Wilton Ambulance Chief position are being interviewed tonight in Wilton. Both Temple and Lyndeborough were involved in the interview process.

Chairman Douglas asked T/A Boland if he could arrange to meet with Wilton and Temple as budget time gets closer. T/A Boland handed the 2018 proposed budget to members present tonight.

Burton gave an overview of the recycling process in New Boston which worked collaboratively with other towns seeking the best prices and the reasons there was a scale and a sticker program. He felt the Wilton Transfer Station needs a person

knowledgeable in “the dump” to run the dump because there is a lot to it and a lot has changed in the last decade.

VII. Selectmen’s Report

a. MACC Base Action & Agenda

No items to discuss.

b. Transportation Committee

Selectman Chamberlain reviewed the State’s 10-year plan and reported that Lyndeborough is not on the 10-year list.

c. Planning Board

Chairman Douglas attended the last meeting in which the Board discussed the proposal to rewrite the home business vs home occupation ordinance and noted there was a lot of controversy. It was discussed to define a home occupation as anything inside the four walls of a home or barn as a home business and a home occupation as outside the four walls. Example, for training dogs outside there should be some type of checks and balance. If there are issues the code enforcement officer can get involved.

d. Heritage Commission

No items to discuss.

e. Safety Complex and Other Options Committee

Selectman Chamberlain reported the Committee is preparing their final report and will prepare a presentation for Town Meeting. Chairman Douglas asked they submit a copy to the Budget Committee.

Police Grant: Chief Deware was successful in obtaining a computer grant for tablets that can do e-tickets for the cruisers. The out-of-pocket expenses will over-expend the line item by \$2,366 but the grant will refund \$2,000.

VOTE: Chairman Douglas made a motion to expend the money from this year’s budget for the Highway Safety Grant, Project # 310-18a-005 Lyndeborough MDT Equipment. Selectman Chamberlain seconded the motion. Motion passed 2-0.

Selectman Chamberlain would like to move the cross walk sign at Lyndeborough Central School where it should be and discuss the blinking school lights being on all the time.

VIII. Information Items Requiring No Discussion

None

IX. Non-Public Session RSA 91-A:3II (a & b)

VOTE: Chairman Douglas made a motion, Selectman Chamberlain seconded to enter a non-public session RSA 91-A:3II (a & b) at 7:59pm. All voted yes. Motion passed 2-0.

VOTE: Selectman Chamberlain made a motion, Chairman Douglas seconded to exit the non-public session at 9:08pm. Motion passed 2-0.