

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
November 8, 2017
Final

I. Call to Order:

Chairman Douglas called the meeting to order at 6:03 p.m.

II. Introduction of Members Present:

Chairman Fred Douglas, Selectman Mark Schultz and Selectman Mark Chamberlain
Town Administrator Russ Boland and Recorder Kathleen Humphreys

Public Present: Fire Chief Brian Smith, Jason Batchelder and Burton Reynolds

Media Present: Jessie Salisbury

III. Appointments:

6:05pm – Fire Department 2018 Budget Review

Fire Chief Brian Smith

Chief Smith reviewed the proposed Fire Department budget with the Selectmen and T/A Boland and discussed reasons for increases or decreases.

Fire Dispatch: increased. The Fire Grants line will be kept open. Firehouse Software, which is a database where the fire calls go, will remain the same

IAM Responding Software which dispatches calls to cell phone and allows messages back and forth can be reduced to \$800 because it's a renewal year.

VOTE: Selectman Chamberlain made a motion to reduce the IAM Responding line from \$1,000 to \$800. Selectman Schultz seconded the motion. Motion passed 3-0.

Smart Team will stay at \$700. This is comprised of firefighters from different towns that can help with Haz-Mat situations.

Office Supplies will be the same as last year. Chief Smith reported the Office Supply budget from last year was not spent because the department had a generous donation of office supplies.

T/A Boland will explore a new copier that is "pay by the page used" for cost savings.

Stipend: This line was increased for the COLA allowance. The line was over-expended the line by \$260 due to one firefighter not cashing his check until 2017. Chief Smith explained the point system.

Consumable Materials line will remain the same which includes batteries; air compressor service for the SCBA bottles and rescue tools maintenance such as the jaws-of-life, spreaders and power plant.

Scheduled Equipment Replacement line will stay the same. It is expected to increase after the new truck is purchased. This year the department did not purchase two full sets of turn-out gear but will purchase replacements in a few years. The gear has a 10-year life limit. The hoses were tested and are in good shape therefore no money was spent on attack fire hoses.

Year to Date Line will increase for new pagers.

Turn-Out Gear Cleaning & Repairs. Chief Smith felt some money should be available for gear cleaning and maintenance because some had to be repaired. Currently, a fighter is able to wash Lyndeborough's gear at another fire station but that may not be available in the future. Future plans include training for In-House Certification to inspect the gear.

New Equipment line will remain the same. A hose tester will be purchased next year.

Equipment Lease line has \$1 but needs to remain open to replace the air bottles which have a 15-year shelf life.

Forest Fires line is for forest hoses, fittings and other items. No money was spent in this line. The department applied for a New Hampshire Forestry Grant which was approved. The grant will cover forest fire resistant pants, shirts and helmets for all members. The grant is for 50/50 grant for \$3,200. Payment will be due in August 2018. The discussion was to over-expend the line this year or add the grant expenses to next year's budget.

VOTE: Selectman Chamberlain made a motion, Selectman Schultz seconded to encumber \$3,200 for the fire department specifically for specialized forest fire clothing as part of the New Hampshire Forestry Matching Grant. Passed 3-0.

VOTE: Selectman Chamberlain made a motion, Selectman Schultz seconded to allow Chief Smith to go forward with the New Hampshire Forestry Grant relative to the purchase of personal forestry equipment effective 2017. Motion passed 3-0.

Training & Miles increased due to firefighters needing certifications. It was noted the department prefers to bring in outside agency experts to conduct classes because the member turnout is better and it allows them to invite other towns and share some of the costs.

Chief Smith attended a conference in North Conway which is educational and valuable for hours required to keep the department's license. Currently the town pays for the classes and Chief Smith pays for his lodging.

Trucks & Maintenance is within budget. All the trucks were serviced and undercoated.

Radio Maintenance will remain the same. Money will be spent on mobile service and portable batteries. Possible grants option will be explored.

Building Maintenance will increase. Projects for next year include siding the back of the station, replacing the heat vent, painting and bark mulch.

Fire Chief Smith reviewed figures with T/A Boland relative to propane for the town's Emergency Center at the Central School which the town maintains. The cost is \$250

Review of Fire Department Budget ended at 6:52pm

The Town Office received notification there are six Meals on Wheels clients. The Board approved supporting this program at the \$400 level requested.

Monadnock Family Services requested \$1,600 but the Board wanted to stay at the current \$800 support given in the past.

Resident Jason Batchelder, who lives on Center Road, said he wanted to attend tonight's meeting after an introduction with T/A Boland and Chairman Douglas because he wanted to know more about the town government. He was provided information on the budget process and Town Meeting. Their previous communication was in relation to the poor internet in town.

**7:00 p.m. – 2018 Capital Improvement Plan Committee Report
Budget Committee Chairman Burton Reynolds**

The WLC School Bond will be done in 2020.

Consolidation Bond: The town's portion is less than one-third the cost of the project at \$96,000 until 2023.

Mr. Reynolds suggested a very gradual increase for warrant articles so the tax rate won't increase. As they get closer to purchasing a vehicle is the time to look closer at costs.

The Fire Tanker replacement has changed over time because it was determined a replacement won't fit in the station.

The Budget Committee requested the Selectmen and Fire Department explore the option of purchasing used trucks/apparatus. The Highway Department recently purchased used trucks, which was a cost savings to the town.

Town Buildings were discussed.

The Wilton Ambulance is problematic because Wilton drives this cost and does not have a sound replacement system therefore \$14,000 was added for each year. Wilton just purchased two ambulances close together which created a spike and dip scenario.

T/A Boland will ask Wilton for a copy of their CIP plan and forward it to the Selectmen and Budget Committee.

POLICE:

When the replacement date is determined, money is put away for two years in order to purchase a new cruiser.

HIGHWAY:

Mr. Reynolds is feeling confident with purchasing used equipment and less confident on new trucks. Some items have the money anticipated in the plan and funding can stop.

INFRASTRUCTURE:

There is enough money to replace the culvert on the bottom of Johnson’s Corner. The next items will be the bridge on Pettingill Hill Road. The benefits to using Bridge Aid or the town paying for it was discussed. Mr. Reynolds said that sometimes the aid does not include cost for abutments. Chairman Douglas asked if the figures included engineering, which it does.

Mr. Reynolds explained why a CIP it not typically used for a new building.

Selectman Chamberlain mentioned the Safety Complex & Other Options Committee is considering asking for a CIP for land purchase relative to a new fire station. Asking the town to use some of the Land Use Change Tax was discussed.

The CIP review ended at 7:47pm

IV. Community Forum and Public Comment:

Jessie Salisbury reported that the new Glass Factory historic sign is ready to be installed. A sign is planned for the Clark Pottery site on the Turnpike.

V. Decision Making Actions:

a. Consent Agenda:

Consent Agenda – November 8, 2017		
	Date	Approved
AP Warrants – November 7, 2017	11/8/17	Yes
Payroll Warrant – September 25, 2017 through October 8, 2017	11/8/17	yes
Payroll Warrant – October 23, 2017 through November 5, 2017	11/8/17	Yes
Request to Approve Issuance of Timber Yield Tax Levy & Warrant (17-279-04T, Map/Lot 230-007 & 008-001, 229-008)	11/8/17	Yes
Request to Approve Issuance of Timber Yield Tax Levy & Warrant (17-279-07T, Map/Lot 214-009, 221-014, 214-014)	11/8/17	Yes
Request to Approve Issuance of Timber Yield Tax Levy & Warrant (17-279-14T, Map/Lot 234-016)	11/8/17	Yes
Request to Approve Intent to Cut Application (17-279-22T)	11/8/17	Yes
Request Town Clerk to Issue Property Tax Refund – Dewire (\$50.22)	11/8/17	Yes
Request to Approve Citizens’ Hall Rental Application – Fire Department (November 14, 2017)	11/8/17	Yes
Board of Selectmen’s Public Meeting Minutes	10/25/17	Yes

Board of Selectmen's Non-Public Meeting Minutes	10/25/17	Yes
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VOTE: Selectman Schultz made a motion to accept and approve the consent agenda items approved. Selectman Chamberlain seconded the motion. Motion passed 3-0.

b. Old/Tabled Business:

-Mountain Road Project Update

The Mountain Road Project is complete. Chairman Douglas thanked T/A Boland for this for his efforts behind the scenes on this project. He stated T/A Boland did a fabulous job communicating with the public, highway department and engineers. T/A Boland responded that he appreciates the comments and felt it was a team effort. All present felt that Mr. Mayhew would be ecstatic with the results.

-Scout Road Property Update

The Scout Road Property will be on the calendar for next year. T/A Boland reported the dumpster will cost about \$1,300 and is exploring the options at the Wilton Transfer Station. The Highway Department will be posting more No Trespassing signs. Dwight Sowerby was informed of progress.

b. Tabled Business

None

c. New Business:

None

d. Items not on Agenda:

None

VI. Town Administrator Report

The 201 Budget is running 1.5% below budget.

The November 22, 2017 meeting will remain on the schedule but can be cancelled if there are no big agenda items due to the Thanksgiving Holiday the next day.

Mr. Boland pointed out an article printed about former Chairman Lee Mayhew .in the Town & City Magazine.

The Brandy Brook resident who paid to have the Class VI road upgraded wanted to see if the town would take it over as a Class V road and asking it be maintained and plowed. The options were discussed as well as the fact the last house on Brandy Brook signed a document they were aware it was a Class VI Road and had to maintain access for rescue equipment and that they could not sue the town.

Chairman Douglas asked the Selectmen and T/A Boland to submit 2-3 categories they would like to see in the Selectmen's Report for the Town Report. Chairman Douglas will write the report on behalf of the Selectmen.

The flag pole for Johnson's Corner Cemetery was discussed.

VII. Selectmen's Report

a. MACC Base Action & Agenda

No items to discuss.

b. Transportation Committee

No items to discuss.

c. Planning Board

No items to discuss.

d. Heritage Commission

No items to discuss.

e. Safety Complex

There is a meeting Nov. 9, 2017 to finalize items for the report the committee will submit to 2018 Town Meeting.

VIII. Information Items Requiring No Discussion

None

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

VOTE: Selectman Schultz made a motion, Selectman Chamberlain seconded to enter a non-public session RSA 91-A:3II (a, b, c), personnel, benefit and hiring, at 8:13pm. All voted yes. Motion passed 3-0.

VOTE: Selectman Schultz made a motion, Selectman Douglas seconded to exit the non-public session at 8:50pm and return to the meeting. Motion passed 3-0.

VOTE: Selectman Chamberlain made a motion, Selectman Schultz seconded to extend a conditional offer of part-time employment as a Heavy Equipment Operator for the Highway Department to Paul Sherman. Motion passed 3-0.

VOTE: Selectman Schultz made a motion, Selectman Chamberlain seconded to adjourn at 8:52pm. Motion passed 3-0.

Next regular meeting: November 22, 2017 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Fred Douglas

Selectman Mark Schultz

Selectman Mark Chamberlain