

**LYNDEBOROUGH BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**August 16, 2017**

**I. Call to Order:**

Chairman Douglas called the meeting to order at 6:02 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:** Matthew Deware and his family, Scout Master John O'Connor, Fire Chief Brian Smith;  
Road Agent Kent Perry, Police Chief Rance Deware, members of Lee Mayhew's family and other guests

**Media Present:** Jessie Salisbury and Ashley Saari

**III. Appointments:**

**6:05pm – Public Hearing for Acceptance of Unanticipated Funds per NH RSA (31:95(b)) – Highway Block Grant Aid Funds in the amount of \$73,510.00**

The town office received a letter from New Hampshire DOT dated August 14, 2017, which explained what the non-lapsing Block Grant funds can be used for. It cannot be used for municipal needs other than highway.

There were no questions from the public.

**VOTE: Selectman Schultz moved, Selectman Chamberlain seconded to close the public hearing. Motion passed 3-0.**

**VOTE: Selectman Chamberlain moved, Selectman Schultz seconded to accept \$73,510.00 from the Highway Block Grant. Motion passed 3-0.**

**6:15pm – Eagle Scout Project Proposal – Emergency Service Shed by Eagle Scout Candidate Matt Deware**

Matt Deware from Troop 407 in Milford was before the Board to propose building a 12x12 foot shed at the Emergency Management Garage located at 1645 Center Road as his Eagle Scout Project.

The property is zoned residential and Mr. Deware requested to waive any zoning requirements for the shed to be used commercially. Matt Deware met with Code Enforcement Officer Ed Hunter who informed him he needed to apply for a permit as well as advised him to increase the size of the roof rafters and to use 2x10 construction. It will sit on cement blocks. Selectman Chamberlain suggested changing the 2x6 floor joists to 2x8's.

The project will be supervised by two adults including Scout Master John O'Connor. Matt will be required to save documents, receipts and correspondences and meet with the Board a number of times during various phases of the project. The projected plan is to begin in April 2018 and complete it by September 30, 2018.

Safety items such as cones and barricades will be stored in the shed.

It was discussed that pistol permit funds are dedicated to youth projects and may be used for this project, but the bulk of the fundraising will be the responsibility of Matt Deware.

The Selectmen agreed the town will fill out any paperwork required to request a variance but that this project will follow the zoning guidelines that are required for any resident.

**VOTE: Selectman Schultz made a motion for Matt Deware to proceed with the proposed Eagle Scout project and for the Board to help him with the procedures. Selectman Chamberlain seconded the motion. Motion passed 3-0.**

**-Request for Permission to Apply for Grant – Police Department Laptops**

Police Chief Rance Deware was before the Board requesting permission to apply for a grant for two new laptops for the cruisers. The cost is \$4,000 per unit that includes all the wiring, laptops, mounting hardware and brackets. This is a 50/50 grant and the Town and State will contribute \$4,000 each. The money will come from the Cruiser Maintenance line. The grant will help provide steps to implement eTicket and eCrash as well as work with IMC ad MACC Base. The paper will cost an estimate \$100 per roll which equals about 100 citations.

**VOTE: Selectman Chamberlain made motion to grant permission to Chief Deware apply for this grant. Selectman Schultz seconded the motion. Motion passed 3-0.**

**VOTE: Selectman Schultz made a motion, Selectman Chamberlain seconded to walk out back to the picnic area for a tree dedication ceremony and suspend the meeting at 6:52pm. Motion passed 3-0.**

Selectman Schultz and Chairman Douglas dedicated a Maple and two lilac trees in honor of family members of the three selectmen.

**IV. Community Forum and Public Comment:**

Jessie Salisbury reported that Community Day went well and of particular interest was the Cemetery Walk hosted by Ginny Chrisenton.

**V. Decision Making Actions:**

**a. Consent Agenda:**

## Consent Agenda

Date: August 16, 2017	Date	Approved
AP Warrant – June 28, 2017	6/28/17	
AP Warrant – August 15, 2017	8/15/17	
Payroll Warrant – July 31, 2017 through August 13, 2017	7/16/17	
Purchase Order # 2013 – D.C. Slocomb	8/2/17	
Purchase Order # 2014 – State Line	7/31/17	
Purchase Order # 2015 – Northpoint Engineering	8/4/17	
Request Town Clerk to Issue Refund – Vanderhoof (\$28.00)	8/2/17	
Request Town Clerk to Issue Refund – Hayden (\$8.50)	8/2/17	
Request to Approve Current Use Application – New Spartan Properties (238-022, 238-023, 245-001)	7/16/17	
Request to Approve Application for Reimbursement for State Owned Land – Curtiss Dogwood Natural Area	8/16/17	
Request for MS-1 Extension	8/16/17	
Resubmitted Request Approve Citizens’ Hall Rental – Library Program/Free Gentle Yoga - Ongoing	6/28/17	
Request Approve Center Hall Rental – Rose Mountain Rumble on Saturday, August 26, 2017	8/10/17	
Board of Selectmen’s Public Meeting Minutes	8/2/17	

**VOTE: Selectman Chamberlain moved, Selectman Schultz seconded to accept the consent agenda items. Motion passed 3-0.**

**b. Old/Tabled Business:**

**Mountain Road Update**

Tomorrow, August 17, 2017, the paving on Mountain Road should be completed. Six ton Road Weight Limit Restriction signs have been ordered. Outstanding items such as the aprons and gravel shoulder work are expected to be completed in the next 2-3 weeks. The project is on-target. Chairman Douglas stated he traveled the north end of Mountain Road and felt it came out fantastic.

**Home Business Ordinance Discussion**

Attorney Drescher forwarded the Home Business Ordinance draft to the Selectmen, and in turn they forwarded it to the Planning Board for review and changes. No action tonight.

**c. New Business:**

**Wilton-Lyndeborough-Temple Ambulance Chief Vacancy**

The WLT ambulance chief has resigned. The Selectmen felt it is important that Lyndeborough is involved in the selection process. They will have a conversation with

the other towns to address this position and the WLT Ambulance Association. The same level of service is expected and the Board will would like to know the schedule and paramedic levels per shift. A representative from Temple, who was present at tonight's meeting, agreed.

### **Emergency Management Director/Health Officer Openings**

Carolyn McEntee has resigned as Emergency Management Director, but will stay on in an advisory role. Fire Chief Brian Smith expressed interest in the Emergency Management Director position. The Health Officer role would be filled by Fire Rescue Chief Donnie Cole.

The Board discussed the responsibilities of the position and how it has worked in the past and questioned if during an emergency Chief Smith would be able to fill both roles. Chief Smith stated his Deputy Chief will oversee the fire department during an emergency.

**VOTE: Selectman Chamberlain moved to appoint Fire Chief Brian Smith as Emergency Management Director. Selectman Schultz seconded. Motion passed 3-0.**

Chief Smith will submit the paperwork for the person who would like to fill the Health Officer opening for the next meeting. This will be tabled until then.

### **Highway Department Discussion**

Road Agent Kent Perry was there to discuss

1. Sand purchase and did an analysis
2. Where to spend the new Block Grant money
3. Highway Department opening due to the retirement of Mel Rossi

T/A Boland outlined the figures and personnel that it takes to screen and transport the highway sand and salt.

The Board discussed if they should hire a full-time employee to fill the position that will be vacated by Mel Rossi or hire contractors.

A CDL license will not be initially required, but expected within six months of employment. The advertisement will be opened for two-weeks.

**VOTE: Selectman Schultz moved that the Board of Selectmen authorize T/A to go forwards with advertisement for a full-time Heavy Equipment Operator for the Highway Department as soon as possible. Selectman Chamberlain seconded the motion. Motion passed 3-0.**

- d. Items not on Agenda:**  
None

## **VI. Town Administrator Report**

-Seal Coating of Citizens' Hall handicap parking lot will be done this year and cost about \$400. Mark Chamberlain suggested sealing this year and top coat next year. The Library is also interested in paving which would be a separate warrant article.

-The 2018 Budget sheets are due back September 11, 2017, from the department heads. The week of September 11 the T/A will review budgets with department heads and do a draft master copy for the Selectmen's review.

-T/A Boland reported there is a scam being committed on municipalities in New Hampshire and our staff has been notified. The book keeper will get an email that might say, "I'm on my day off and then ask to wire money to another location..." All staff has been advised to be aware.

-Transportation Tech Advisory Committee to NRPC. The position was filled by Lee Mayhew. Selectman Chamberlain will look into more details about the committee.

-Generator Maintenance. Powers Generator can do major service for \$1,000 on the 4 generators. Selectman Schultz said he used them when he was on MACC Base and he was very pleased with them.

**VOTE: Selectman Schultz moved allow the T/A Boland to enter into this contract with Powers Generators for the town's maintenance agreement. Selectman Chamberlain seconded. Motion passed 3-0.**

-Joint Loss Management Committee has been notified we are eligible for Primex's 2.5% discount. A 2.5% reduction equals to about \$1,000 of the \$41,000 price.

-September 13, 2017 is Employee Cookout. Mel Rossi will be presented with a retirement clock.

-Repairs to the Mack and the Volvo had a negative effect on the budget. T/A Boland does not anticipate any outstanding issues and will keep a close eye on over-time.

## **VII. Selectmen's Report**

### **a. MACC Base Action & Agenda**

Chief Deware and Selectman Schultz plan to attend next meeting

### **b. Transportation Committee**

No items to discuss.

### **c. Planning Board**

No items to discuss.

### **d. Heritage Commission**

No items to discuss.

### **e. Safety Complex**

No items to discuss.

## **VIII. Information Items Requiring No Discussion**

None

**IX. Non-Public Session - None**

**Adjournment:**

All scheduled items having been addressed, the public meeting was adjourned at 8:02pm.

Next regular meeting: August 30, 2017 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Fred Douglas

Selectman Mark Schultz

Selectman Mark Chamberlain