

**LYNDEBOROUGH BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**August 30, 2017**

**I. Call to Order:**

Chairman Fred Douglas called the meeting to order at 6:00 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, Kevin Berkebile, Tim McEntee and Devin McEntee

**Media Present:** Jessie Salisbury

**III. Appointments:**

**6:05 Fire Department – Rescue Truck**

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

The members of the Lyndeborough Fire Department were present to discuss the bid process to date for the purchase of a new rescue vehicle. Previously, the department was working with a company called Valley which has since gone out of business. In the following search for a new vendor, the more affordable bids were from Hackney Fire Apparatus from North Carolina and HAR-ROB out of New York. The plan is for an aluminum body Ford F-550.

Hackney Fire Apparatus' price started at \$80,000 which was low enough to allow the addition of needed items such as scene lighting and other amenities. The lights will be controlled by a rocker switches and it is not a multi-plex system.

Questions on the contract:

1. Grappone Ford and a company in Georgia have the New Hampshire state bid contract for the F-550 chassis
2. Five vendors were contacted and all were supplied with the specs given to Valley. The chief will forward to bid specs T/A Boland.
3. If the vehicle is purchased from Hackney, it will be serviced at Greenwood Motors in the Attleboro, Massachusetts area
4. The undercoating is a heavy black rubberized paint to help guard against corrosion. An additional product can be applied at Steve Brown's School Bus Service. The wiring to cab and chassis is wire loomed and wrapped with shrink tubing, labeled and wrapped in electrical tape. The entry points are made in the rear passenger seat area. The wiring schematics will be provided.
5. T/A Boland has a concern the warranty was limited as it read in item #4 of the contract. Mr. McEntee responded the vehicle will have a 10-year warranty which is longer than most warranties. There will also be a Ford warranty.
6. T/A Boland has a concern about the language in item #5 for limited consequential damages that exceed the cost of the vehicle. He was informed this deals with if the

- vehicle is damaged upon delivery. Once the town has ownership they are required to provide insurance.
7. "Other cost" was discussed which include taxes and out of state fees.
  8. T/A Boland would like clarification on item #9 which absolves the seller and only binds the buyer.
  9. On-site Inspection, item #11, was questioned. The fire department can visit the plant in North Carolina for an on-site final inspection at their expense or the vehicle can be delivered to Greenwood at an additional cost. Photographs will be sent to the town via email during various stages of the build process.
  10. The Town will pay for expenses if they have to travel to the factory.
  11. T/A Boland asked if there will be mobile repairs/services available or would the vehicle be serviced in Greenwood. The vehicle will be serviced in Greenwood.
  12. T/A Boland asked if the truck is certified by a UL. An answer will be forthcoming.

Radios will be installed after the vehicle is delivered. The fire department can work with Beltronics who the town has a professional relationship with. There will be about \$11,000 in unused funds available if the town accepts Hackney and Grappone Ford's bids.

This vehicle will be NFPA approved and DOT Certified.

Hackney will not require a payment until the vehicle is delivered. Their anticipated 8-9 week turnaround allows Hackney to be the only company that could build a truck for the fire department this year. HAR-ROB requires a 50% down payment.

The specifications for the vehicle include a five-person cabin, automatic transmission and a built in lock-box in the center console for medications. There was a discussion relative to a heated compartment compared to a heating pad to keep the area warm for medication storage. The department plans to keep the vehicle for 20-years with the availability to replace the chassis if needed.

The Board thanked the committee for their work and will get back to them soon.

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

None

**V. Decision Making Actions:**

**a. Consent Agenda:**

*The Consent Agenda was tabled until end of the meeting.*

<b>Consent Agenda</b>		
<b>Date: August 30, 2017</b>	<b>Date</b>	<b>Approved</b>
AP Warrant – August 21, 2017	8/21/17	
AP Warrant – August 29, 2017	8/29/17	
Payroll Warrant – August 14, 2017 through August 27, 2017	8/14/17	
Request to Execute Oath of Office - Brian Smith as Emergency	8/30/17	

Management Director		
Request to Appoint Donnie Cole as Health Officer and Carylyn McEntee as Deputy Health Officer	8/30/17	
Request to Approve Intent to Cut Application (17-279-16T)	8/30/17	
Request to Approve Intent to Cut Application (17-279-17T)	8/30/17	
Request to Approve Intent to Cut Application (17-279-18T)	8/30/17	
Request Approve Citizens' Hall Rental – Swartz Pond Dam Reconstruction Public Meeting - Tuesday, September 12, 2017	8/30/17	
Request to Approve Disposition of Abatement Application (Hutchinson)	8/30/17	
Request to Approve Disposition of Abatement Application (Roy)	8/30/17	
Request to Approve Disposition of Abatement Application (Bayview Loan Servicing LLC)	8/30/17	
Request to Approve Disposition of Abatement Application (Luton)	8/30/17	
Board of Selectmen's Public Meeting Minutes	8/16/17	

**b. Old Business:**

**Mountain Road Update**

The paving and gravel shoulder work has been completed. Northpoint Engineering is expected to compile the final punch list soon.

**6:43pm Health Office Appointment**

This topic was tabled until the September 13, 2017.  
Chief Smith will forward Donnie Cole's resume to T/A Boland.

**Wilton Ambulance Discussion**

A meeting is scheduled for September 7, 2017 at 6:30pm at the Wilton Fire Station to meet with Wilton and Temple in regards to the ambulance service. The Wilton Selectmen invited the Lyndeborough Selectmen to meet at 5:30pm to discuss police mutual aid. Police Chief Rance Deware compiled figures on the number of mutual aid calls between the two departments; Wilton answered 13 calls in Lyndeborough while the Lyndeborough Police responded to 20 mutual aid calls in Wilton. Selectman Schultz suggested Wilton invite a state police representative to the meeting.

**2017 Budget Status**

**Estimated Cost to Finish Mountain Road/Cummings Road  
Aug. 30, 2017**

1. Contract with Continental-Mountain Road	\$264,855
2. Contract with Continental-Cummings Road	\$ 35,406
3. Northpoint Engineering Including Jeff	\$ 15,000
4. Shoulder & Driveway Work	\$20,000
	<b>\$335,261</b>
<b>Plus 10% Contingency</b>	<b><u>\$33,526</u></b>
<b>Total</b>	<b>\$368,787</b>
 <i>Remaining Balances in Accounts for Mountain Road</i>	
Bond Balance	\$271,148
Encumbered Funds	\$0
Block Grant Paving	\$0
2017 Paving	<u>\$75,686</u>
	<b>\$346,834</b>
 <b>Residual</b>	 <b>\$(21,953) negative</b>
 <b>Additional Fund Sources:</b>	
1. Guardrail	\$14,000
2. Crack Seal	<u>\$ 7,000</u>
	<b>\$21,000</b>
	 \$346,834
	<u>\$ 21,000</u>
	\$367,834
 <i>Total Available</i>	 \$367,834
<i>Minus Cost of Project</i>	<u>\$335,261</u>
<b>Residual without Contingency</b>	<b>\$ 32,573</b>
	<i>-end of document-</i>

T/A Boland reported the budget is at 65.9% spent which is less than a 1% difference in terms of the timeframe of the year.

There were concerns about the Highway Department Administrative budget which is at 71% spent. There will be a savings due to a vacant position which is expected to be filled by the end of 2017. Currently, there is no scheduled over-time.

Unexpected maintenance on the Freightliner and Volvo have affected the highway budget. It was discussed the Volvo needs a new wing which could cost \$2,600 and the grader's plow was damaged and should be replaced.

It was debated which procedure would be the most cost effective for winter sand. There is a bid for \$13,500 to deliver sand to the Locust Lane location. If the highway crew prepares the winter salt themselves, as they have done in the past, it would cost \$5,000-

\$6,000 to rent the sifter in addition to the cost to sift and haul the sand from Schoolhouse Road to Locust Lane, which will take the entire crew about a month's time and cost approximately a total of \$13,500 to produce.

One stop sign, four speed limit signs and one yield sign have been ordered and will be installed on Mountain Road once they arrive.

It was discussed if the highway vehicles could make it to January before requiring maintenance. It was mentioned the air canister on the Freightliner is damaged. The Board agreed to have Chairman Douglas inspect the Freightliner.

The Board agreed to not spend the State Block Grant received under SB 38 this year so it's available for paving. The Board discussed having all department expenditures be approved by T/A Boland as a budgetary precaution.

**VOTE: Selectman Schultz made a motion to authorize T/A Boland to have a meeting with department heads and all department heads shall clear all discretionary spending through the town administrator prior to expenditure. Selectman Chamberlain seconded the motion. Motion passed 3-0.**

The above mentioned discretionary spending limit will be revisited in early November.

It was noted the open highway department position has been advertised in the newspaper, posted on NHMA and on the town's website. The postings will close on September 12, 2017. A candidate will be required to obtain a CDL license within 6 months of employment.

#### **SAND**

Earlier in the meeting the Board debated if it's more cost effective to purchase sand or have the highway crew do the hauling and labor. Wear and tear on the vehicles, gas and the fact the highway workers could be better served doing other road projects in town were factors the Board considered in making a decision as well as ordering only 500 yards at this time. They will re-evaluate the supply by the end of 2017.

**VOTE: Selectman Chamberlain moved to authorize the expenditure of sand up to \$5,000 and stockpile it at the town barn on Locust Lane. Selectman Schultz seconded the motion. Motion passed 3-0.**

Chairman Douglas asked T/A Boland to implement that highway employees keep a log book of when they use sand in order to provide a more accurate projection for next year.

#### **c. New Business:**

##### **2018 Salt Purchase Bid**

Granite State Minerals and Eastern Minerals each bid \$61.47 per ton for salt. The price last year was \$58/ton.

The decision will be tabled until the September 13, 2017 Selectmen's meeting.

##### **Highway Department & Block Grant Discussion**

This was discussed earlier in the meeting that the Selectmen would prefer not to expend any block grant funds received under SB38 until next year.

**d. Items not on Agenda:**

Selectman Chamberlain walked Wilton Road and reported the road is in poor condition. The Board discussed walking additional roads in town to evaluate their condition.

It was discussed if the Highway Advisory Committee could come up with a list of recommendations regarding road work and paving. The poor condition of Center Road was discussed.

**VI. Town Administrator Report**

-A stop sign for Brackets Cross Road has been ordered

-The October 11, 2017 Selectmen's meeting has been cancelled.

-Joslin Rd update: The Lyndeborough Police and NH Fish & Game have recently been called a few times to Joslin Road in regards to trespassing. The property is posted "No Trespassing" but property caretaker Ken Dion has the authorization to allow people to hike the property.

-Resident Bill Welch requested the town remove the used asphalt pile from the Mountain Road Reconstruction stage area, which is his property. In regards to the current 6 ton weight limit restriction the Board requested that removal occurs early in the morning when the new pavement is cooler and recommends hauling smaller loads.

-The Police Department is connected to the new server at MACC Base which is much faster.

-The Board agreed the Road Agent should move forward with plowing Collins Road to ensure it's passable as an emergency lane.

**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**

No items to discuss.

**VIII. Information Items Requiring No Discussion**

None

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

**VOTE: Selectman Schultz made a motion, Selectman Chamberlain seconded to enter a non-public session RSA 91-A:3II (a & e), personnel, at 8:18pm. All voted yes. Motion passed 3-0.**

**VOTE: Selectman Schultz made a motion, Selectman Chamberlain seconded to exit the non-public session at 9:00 p.m. and adjourn. Motion passed 3-0.**

**Adjournment:**

All scheduled items having been addressed, the public meeting was adjourned at 9:00 p.m.

Next regular meeting: September 13, 2017 at CENTER HALL at 6:00 p.m.

**PLEASE NOTE DIFFERENT LOCATION**

Kathleen Humphreys, Transcriber

Chairman Fred Douglas

Selectman Mark Schultz

Selectman Mark Chamberlain