

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
September 13, 2017

I. Call to Order:

Chairman Fred Douglas called the meeting to order at 6:05 p.m. and opened by conducting the pledge of allegiance. Chairman Douglas introduced Board members and asked Don Cole and Carylyn McEntee to join the Board for their 6:05 appointment.

II. Introduction of Members Present:

Chairman Douglas, Selectman Schultz, Selectman Chamberlain

Staff Present: Town Administrator Russ Boland

Public Present:

Fire Chief Brian Smith, Fire Rescue Chief Cole, Emergency Management Director Carylyn McEntee

Media Present: Jessie Salisbury, Milford Cabinet Reporter

Recorder: Town Administrator Russ Boland

III. Appointments:

6:05 Fire Department – Appointment of Donnie Cole as Health Officer and Carylyn McEntee as Deputy Health Officer and Swearing in of Brian Smith as Emergency Management Director

The Board thanked both Don Cole and Carylyn McEntee for their interest in serving as Health Officer and Deputy Health Officer. Chairman Douglas complimented Don Cole on a solid resume and believes he will be a good fit for the position of Health Officer. Selectman Schultz and Chamberlain asked Don Cole if his schedule would allow him to accomplish the duties of Health Officer. Mr. Cole stated he would find time to complete the requirements of the position.

Vote: Motion by Selectman Schultz seconded by Selectman Chamberlain to recommend to the State of New Hampshire the appointment Don Cole to the position of Health Officer and Carylyn McEntee to the position of Deputy Health Officer. Passed 3-0

Fire Chief Smith joined the Board and Chairman Douglas performed Chief Smith's Oath of Office as Emergency Management Director.

The Board and Chief Smith discussed the possibility of Chief Smith bringing a new candidate before the Board for possible appointment as a firefighter. Currently, the candidate is in the process of a background check, Chief Smith is not anticipating any

problems, but will wait for the conclusion of the check before presenting the candidate to the Board.

The Board and Chief Smith reviewed the status of the rescue truck purchase committee. The committee is moving forward with formalizing the specifications and developing the bid documents in accordance with the town’s purchasing policy. The Board thanked Chief Smith and all the members of the Fire Department for their efforts and commitment to keeping the citizens safe.

IV. Community Forum and Public Comment:

Chairman Douglas asked if there were any members of the public that would like to address the Board. There was no response from the public present.

V. Decision Making Actions:

a. Consent Agenda:

The Board did not have the chance to review all the items on the consent agenda at that time in the meeting, but will do so at the end of the meeting.

Consent Agenda		
Date: September 13, 2017	Date	Approved
AP Warrant – September 6, 2017	9/13/17	
AP Warrant – September 12, 2017	9/13/17	
Payroll Warrant – August 28, 2017 through September 10, 2017	9/13/17	
Purchase Order # 20684 – Continental Paving – Mountain Road	9/7/17	
Request to Approve Intent to Cut Application (17-279-19T)	9/13/17	
Request to Approve Resubmitted Disposition of Abatement Application (Lutton)	9/13/17	
Request for Approval of PSNH and Eversource Energy Utility Pole License Petitions – Old Temple Road (26/8-2)	9/13/17	
Board of Selectmen’s Public Meeting Minutes	8/30/17	
Board of Selectmen’s Non-Public Meeting Minutes	8/30/17	

b. Old Business:

Mountain Road Update

T/A Boland advised the Board the bill from Continental Paving for the finish coat of asphalt on Mountain Road and the reclaiming and paving of Cummings Road has been paid. North Point Engineering has supplied a punch list to Road Agent Kent Perry for work that needs to be completed prior to the paving of driveway aprons and swales. Road Agent Perry has stated the work will be completed 1-3 days prior to Continental Paving returning to complete their work. T/A Boland will email Continental Paving and North Point to emphasize the need to notify the town at least five days in advance of the final work to be conducted by Continental Paving to allow the town to complete the needed preparation work.

c. New Business:

Scout Road Property Discussion

T/A Boland advised the Board a complaint has been received from resident Dwight Sowerby regarding the large amount of building debris and other rubbish on the property owned by the town on Scout Road. This property was abandoned sometime prior to 2000 and became town property due to nonpayment of property taxes. The Board reviewed pictures of the problem at the property supplied by Mr. Sowerby. Chairman Douglas stated this was a concern the Board had two years ago, but due to the inaccessibility of the property "no trespassing" signs were posted. The Board directed T/A Boland to contact the Chairman of the Conservation Commission to inquire if the commission has plans to remove the waste from the property. T/A Boland will also contact Mr. Sowerby to advise him of the Town's plan to address this issue.

The Board reviewed the two proposals for the purchase of highway salt for the 2017-2018 winter season. The two proposals are from Granite State Minerals and Eastern Minerals, both priced at \$61.47 per ton, which is the current State of New Hampshire bid price. The town has been using Granite State Minerals for the last several years; Road Agent Perry has been satisfied with their performance and recommended we stay with Granite State Minerals. The Board agreed by consensus to remain with Granite State Minerals for the 2017-2018 season. T/A Boland will notify Granite State Minerals and Road Agent Perry.

VI. Town Administrator Report

-T/A Boland advised the Board the Department of Revenue MS-434 form has been filed with DRA. This form reports any needed adjustments to the estimated revenues for 2017, as first reported earlier in the year. The revenues were adjusted down by \$2,700 to reflect the current projection. DRA will contact the town prior to setting the tax rate with exact numbers for the rooms and meals tax and the highway block grant, at which time, the MS-434 may be adjusted prior to setting the tax rate.

-T/A Boland advised the Board he met with all the department heads to direct them to clear expenditures through the town administrator. The department heads understand this precautionary policy and had a very positive attitude toward working together through the process.

-T/A Boland advised the Board the application process for the vacant Heavy Equipment Operator at the Highway Department has closed and we have received credentials from seven applicants. The Board agreed a resume review should take place and then the three most qualified candidates would be invited to an interview. T/A Boland will develop a matrix for the reviewers to track the candidates and determine who will be invited to have an interview. The Board, T/A Boland and Road Agent Perry will review the applications.

-T/A Boland reported this afternoon a concern was raised by a logging company that holding intent to cut applications because of the failure of the logging company to file a road bond was not acceptable by DRA standards. T/A Boland inquired with UNH T2, Attorney Drescher, NHMA and DRA and was advised intent to cut applications cannot be withheld for requirements not directly related to the intent to cut application. Each individual requirement has to stand on its own, independent for each other. The Board

advised T/A Boland in the future, intent to cut applications need to include any other required paperwork i.e. driveway permit applications.

-T/A Boland advised the Board he has received a message from Bill Welch, Mountain Road resident, regarding the need to allow Kingsbury Company to pass over Mountain Road to complete the restoration to the staging area on his property that was utilized with her permission during the Mountain Road project. The Board directed T/A Boland to ask Bill Welch if he has a commitment from Kingsbury Construction to perform the work and to emphasize the need to clear the truck traffic through Road Agent Perry to ensure the pavement is cool enough to be traveled on by vehicles in excess of six tons.

-T/A Boland advised the Board he has been in contact with Wilton Town Administrator Butcher regarding the follow up questions relating to the joint meeting with Wilton regarding ambulance service. T/A Butcher is in the process of developing answers and will get back in touch with Lyndeborough when he has obtained the information.

VII. Selectmen's Report

a. MACC Base Action & Agenda

Selectman Schultz continues to attend MACC Base Board of Governor's meetings. Currently, the Board is developing the 2018 budget and examining possible improvements to the communication system.

b. Transportation Committee

Selectman Chamberlain attended his first meeting today and reports the topic was the future improvements to Route 101 and Route 101A.

c. Planning Board

Chairman Douglas has been attending the Planning Board meetings and reports he will be submitting a job description for the Planning Board Secretary to be considered by the Planning Board.

d. Heritage Commission

Selectman Schultz has been attending the Heritage Commission meeting and reports work continues on the storage needs for the commission.

e. Safety Complex

Selectman Chamberlain has been attending the committee meetings and reports the committee is narrowing the options at present to town meeting.

VIII. Information Items Requiring No Discussion

None

IX. Non-Public Session RSA 91-A:3II

None

The Board reviewed and approved the Consent Agenda items.

Adjournment:

Vote: Selectman Schultz made a motion, Selectman Chamberlain seconded to adjourn at 7:33. Passed 3-0

All scheduled items having been addressed, the public meeting was adjourned at 7:33 pm.

Next regular meeting: September 27, 2017, at Citizens' Hall at 6:00 pm.

Please note: The October 11, 2017 Selectmen's meeting has been canceled.

The signatures below are for the September 13, 2017, Selectman's meeting:

Chairman Fred Douglas

Selectman Mark Schultz

Selectman Mark Chamberlain