

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
September 27, 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: Conservation Commission members Sharon Akers and Mike Decubellis

Media Present: Jessie Salisbury

III. Appointments:

**6:05pm Conservation Commission re: Scout Road
Chairperson Sharon Akers and member Mike Decubellis**

The Board, Ms. Akers and Mr. Decubellis discussed the trash concerns at the cabin in the town forest off Scout Road. The land is owned by the town and managed by the Conservation Commission. A resident forwarded photographs of the cabin and the trash along with a complaint.

In 2016, volunteers assisted in a clean-up effort at the Scout Road cabin. Trash was put into various piles but there was no means to remove the trash from the property at that time. To date, the Conservation Commission has not returned to continue the clean-up.

The Board had concerns there could be hazardous waste on the property and inquired if the Conservation Commission had any knowledge. Ms. Akers was not aware of any hazardous waste but reported there were items such as nails, glass and empty metal tanks. A shed was buried. There are portions of the building that need to be taken down and items such as a metal chimney flue which could contain asbestos. The Board wondered if the silver items in the photograph could be hazardous waste.

It was agreed that T/A Boland will research the cost of removing the waste. He will also inquire about the cost to dispose trash at the Transfer Station in Wilton and if that cost would be reduced because the property is town-owned.

The Piscataquog Land Conservancy (PLC) has plans to remove items from the Scout Camp therefore there is the possibility these two projects could share equipment.

Access to the property is limited due to the condition of the road. A discussion about ways to reach the camp included cutting the current driveway or improving the road but that would allow 4-wheel vehicle access to the mountain. Using boulders or gates to manage access after improving the road was discussed.

The Board and the Conservation Commission would like to review the status of landowner notification in terms of the process to return to the road to private ownership. In this circumstance, the road would revert to the landowners and the Board wanted to ensure that all property owners can access their property. Continued research on the "unknown ending" of the road was discussed. Landowners would need to be notified before PLC could gate each end of the road. It was noted that many of the landowners are absentee landowners.

It was noted that spring is very wet with water running off the mountain therefore fall or mid to late summer would be a more ideal time to remove trash from the site. The Conservation Commission felt they could quickly mobilize volunteers if necessary.

Putnam Pond:

Selectman Schultz reminded the Conservation Commission about Lee Mayhew's interest in improving Putnam Pond, the parking area and boat launch and would like to revisit this project. Ms. Akers inquired if there is an update from the letter Mr. Mayhew sent to the State regarding Putnam Pond. Dedicating a bench at Putnam Pond in honor of Lee Mayhew was discussed.

Richardson Road:

Ms. Akers ask about Richardson Road improvements and the current logging operation. It was explained that the logging operation was to start the day after the Mountain Road paving was completed and the Selectmen had concerns the trucks could damage the new pavement. The town was in the process of reclaiming emergency roads therefor there was a joint effort to improve the emergency lane, which is a Class VI road, for the logging operation. This road will not be plowed in the winter or maintained further. Mr. Decubellis suggested that before a logging operation begins, to document a Class VI road before and after a logging operation plus to set expectations on the use and condition of the road. He also mentioned there is a cold stream and culvert in that area and had concerns that mud and silt could wash into the stream. Using hay bales and stabilizing the area is a necessity. T/A Boland informed him that photographs were taken that included the culvert.

State Forester Oxman from Granite State Forestry is overseeing the project.

Mr. Decubellis mentioned this area being logged off Richardson Road is conservation land. Hunting in the area was discussed. Selectman Douglas mentioned that Richardson Road goes through the front lawn of the last home on the street.

The Selectmen's authority to regulate a road for weight and water concerns was discussed.

IV. Community Forum and Public Comment:

6:42pm: Jessie Salisbury had praise for the library programs and said they are very informative and fun. She has been attending the Monday night programs.

The new Monument Park plaques have arrived. The plan is the Lafayette Artillery Company can help dedicate the monuments around Veterans Day. Ms. Salisbury mentioned volunteers have done most of the work on the common in the Village.

7:00pm: Execution of 2017 MS-1
Todd Haywood Granite Hill Municipal Services

On Sept. 26, 2017, Dawn Griska sent an interoffice memo regarding the 2017 MS-1.

Chairman Douglas inquired about the major issue from MS-1 from last year to this year. Mr. Haywood replied the figure is up \$660,000 from last year with roughly \$200,000 from utility value. He explained he used the DRA draft values. Those values were available on September 18, 2017 and they were the higher so he used this source. New this year is 75-8C and the law dictates how to assess utilities. Using 75-8C dropped the value of TDS a bit. The DRA establish pole value on the height and uses a 5-year average. The utility companies are required to provide their poles information by July 1. Mr. Haywood felt the TDS figures were not that accurate.

Currently, there is House Bill 324 which would allow assessments to be dictated by statutes that the utility companies are trying to pass. Others feel only the DRA values should be used. Regardless, if those figures are not available until September it does pose an issue.

Mr. Haywood gave an example of the process for the future and explained PSNH can provide their inventory that is about 10-15% of the allocation from DRA. The thought is they won't appeal their value if they provide it. If towns are required to use the DRA values they may be lower.

Mr. Haywood used last year's ratio for utility valuation.

Software:

Mr. Haywood made the Board aware that the Vision software will sunset in 2020. Vision is rolling out their Beta for Version 8 which will cost \$20,000 for installation and maintenance. Fortunate timing, Lyndeborough is due for an update in 2020.

Mr. Haywood reported that Advitar provided a quote for about \$13,000 to update Lyndeborough's software. Mr. Haywood stated that Advitar focuses on New Hampshire plus their software aligns with the DRA. There is no need to "double entry, which requires fewer steps to complete the work therefore less chance of an error. There will also be savings for Current Use.

The Board discussed a CIP for the software update.

Mr. Haywood left at 7:03pm

V. Decision Making Actions:
a. Consent Agenda:

Consent Agenda		
Date: September 13, 2017	Date	Approved
AP Warrant – September 26, 2017		
Payroll Warrant – September 11, 2017 through September 24, 2017	9/25/17	
Execution of Department of Revenue MS-1 Form (Summary of Inventory Valuation)	9/26/17	
Purchase Order # 20691 – Santander – Freightliner Lease (VIN# 0567)	9/21/17	
Request Town Clerk to Issue Vehicle Registration Refund – Lavallee (\$89.00)	9/27/17	
Request for Approval of PSNH dba Eversource Energy and TDS Telecom/Wilton Telephone Company Utility Pole License Petitions – Center Road (1/244S)	9/27/17	
Auditor Representations Letter (Plodzick & Sanderson, PA, Town Auditors)	9/27/17	
Request to Approve Intent to Cut Application (17-279-20T)	9/27/17	
Request to Approve Intent to Cut Application (17-279-21T)	9/27/17	
Board of Selectmen’s Public Meeting Minutes	9/13/17	

B. Old/Tabled Business:

Mountain Road Update

T/A Boland reported that Jeff Madden and Kevin Leonard stated the project is slightly under budget for the engineering firm plus the aprons and final work. The last payment should be less than \$30,000. Next week Jeff Madden will inspect the final punch list items. Chairman Douglas felt the rip raff is a bit high on Mountain Road near Richardson Road and has concerns the plow will hit it.

Welch Property:

Mountain Road resident Bill Welch would like a waiver of the 6 Ton Weight Limit for Kingsbury Construction to reclaim his property which was used as a staging area during the Mountain Road Paving Project. He also plans to pave his driveway which is a very tight space. The Board has a concern the weight of the asphalt trucks could damage the new pavement on Mountain Road.

It was discussed if this work could be allowed only if the weight limit is less than 6 tons, when the temperature is below 60 degrees and the work is completed before 11:00 a.m. A bond requirement was discussed as well as the cost to replace that section if the work disrupts the pavement by Mr. Welch’s driveway.

The Board felt they should adhere to the current weight limit restriction in place.

No vote was taken as a weight limit vote was taken previously.

Personnel Policy Review

A revision of the Over-Time Policy was reviewed with the Highway Department employees and no concerns were raised.

On page 9 in the Personnel Manual it states an employee is required to work over 40 hours to earn over-time. There was also verbiage in regards to Saturday holidays in relation to over-time.

The Board requested some language changes such as strike “they” and insert “employees” plus under “Earned Time” change to “benefits shall not be counted”

VOTE: Selectman Chamberlain made a motion to modify the revision of the Over-Time verbiage as outlined to the Town Administrator. Mark Schultz seconded. Motion passed 3-0.

The manual will be reviewed at the October 25, 2017 Selectmen’s meeting with the intent to reduce the number of pages.

b. New Business:

None

c. Items not on Agenda:

None

VI. Town Administrator Report

The Brackett’s Cross stop sign was installed and a sign on the other side will be added. Selectman Douglas suggested installing with a “Yield Ahead” on Crooked S Road and “Stop Sign Ahead” on Brackett’s Cross and Crooked S to alert drivers there is a stop or yield sign ahead.

Budget:

Mr. Boland went through the over-expenditures and saving contained in the 2017 budget and believes the savings will far exceed the unanticipated cost.

Previously, 500 yards of sand was delivered with the condition to do an analysis and calculation on when to order the remaining sand. T/A Boland is confident it is cheaper to purchase the sand rather than have the highway crew process sand due to the manpower, equipment costs involved and lost time on other projects.

VOTE: Mark Schultz made a motion to authorize the Town Administrator to expend \$9,000 for 1,000 yards of sand. Mark Chamberlain seconded the motion. Motion passed 3-0.

Citizens’ Hall Parking Lot:

Town employees will complete the crack seal process in the handicap parking lot soon. It was discussed to do an overlay next year.

It was suggested to inspect the septic system under the Citizens' Hall parking lot before it's paved. Chairman Douglas provided a brief history of the septic system which was installed by Ken Rocca and has been maintained by pumping the tank every other year.

There are seven applications for the Heavy Equipment Operator's position. A resume review will take place with interviews to follow.

T/A Boland received notification regarding a class action lawsuit in regards to exchange trading in Europe. Both Attorney Drescher and Burton Reynolds felt that Lyndeborough would not be involved because the town has not had any bonds until the recent Mountain Road bond.

There are 12 applications for the Wilton Ambulance Chief position for the Board to review. The Board would like to see the job posting before they can rate the candidates.

The Town Clerk hours will be modified from October 5 – October 19, 2017. The Town of Wilton has agreed to help cover the hours.

Chairman Douglas would like to follow-up on Johnson Corner Cemetery in regards to a cost estimate for a flag pole. He felt the gate repairs came out great. This work will be in conjunction with the Cemetery Trustees.

Budget Schedule:

T/A Boland met with the Department Heads and will follow-up with the road agent.

October 25, 2017: The Selectmen review the budgets.

November 20, 2017: Have the budgets to the Budget Committee

November 28, 2017: Budget Committee hearings begin

A 2% Cost of Living Adjustment (COLA) was discussed and T/A Boland was directed to incorporate a 2% COLA into the proposed budget.

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
None

Adjournment:

All scheduled items having been addressed, the public meeting was adjourned at 8:22pm.

VOTE: Selectman Schultz made a motion to adjourn at 8:22pm which was seconded by Selectman Chamberlain. Motion passed 3-0.

The October 11, 2017 meeting has been CANCELLED.

Next regular meeting: October 25, 2017 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Fred Douglas

Selectman Mark Schultz

Selectman Mark Chamberlain