

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
December 19, 2018
Final

I. Call to Order:

Chairman Douglas called the meeting to order at 6:00 p.m.

II. Introduction of members present:

Chairman Douglas, Selectman Chamberlain, Town Administrator Russ Boland

Public Present: Charlie Post

Media Present: Jessie Salisbury

III. Appointments:

6:05 pm: Jason Johnson re: MACC Base Contract

Chairman Douglas reviewed that Mr. Johnson prepared and drafted the contract for the Milford Area Communication Center. Mr. Johnson stated the contract is the one that was originally approved by our council when we entered into the original agreement in 2016. Each year just the numbers and dates have changed.

Mr. Johnson replied to Chairman Douglas's question that the current contract is an increase of \$916.75 over the prior year's contract. He stated that in 2016 the contract started at \$22K per year, 2017 was down to \$20,933 and 2018 was down to \$20,818. This is the first year of an increase and the Town has had a savings of \$2,500 which includes the increase in the upcoming contract. He also stated that if Milford had signed the proposed Municipal Agreement that was up for renewal, the town would have received an additional 7% savings for non-members. He stated there is an extension of the original IMA for 2 years.

He suggested that the town plan for a relatively flat budget for next year and does not believe there will any updates or purchases of new equipment this year. Chairman Douglas asked for confirmation that Mr. Johnson had proposed funding so new equipment could be upgraded over the last several years. Mr. Johnson confirmed the New Equipment line item is zero and that \$50K is in the Emergency Repair and Replacement Fund. He stated that they are due to replace everything.

The one success they had was to compete for a \$200K grant through the State to begin the process linking towers via microwave which is the initial backbone to an updated system. The goal is to get a repeater system based off each one of the towers so that it will simulcast instantaneously. Mr. Douglas stated that out of all the agencies MACC Base serves (including Lyndeborough}, Milford has the best reception and transmission and they have the ability to deal with this.

Mr. Johnston stated they have proposed a number of options to be looked at using surplus funds that are returned. They are not able to retain funds, do not have a Capital

Reserve Fund and have no ability to bond funds beyond the calendar year. At the end of the year, any surplus is returned back to the towns other than what is earmarked by the board and the budget committee for projects. With \$100K in surplus funds over the last several year they were able to update police software to link towns together via IMC and replaced a recorder, computers and generators. Even with those expenditures they have still been turning money back to the towns with suggestions of what to do with it. Mont Vernon followed the same example that Lyndeborough did with in-car repeaters for their cruisers which has made a significant difference for them.

He indicated Milford put out a substantial RFP for Designed System for Public Safety Communication Dispatch Center that is due back by the end of the year, which will be a warrant article presented to Milford voters in the coming year, and an alternate option has not been seen.

The MRI report suggests that they either go on their own or put the additional funding into improving the infrastructure for Milford Area Communications. Chairman Douglas stated that the quality of service being received from Milford Communication Center has been more than adequate here and appreciated this. T/A Boland stated he is very happy with their service. Chairman Douglas asked for a motion to accept the contract as written.

VOTE: A Motion was made by Selectman Chamberlain to accept the contract as written, Seconded by Chairman Douglas. Voting: All in favor Motion passed 2-0.

Chairman Douglas thanked Mr. Johnson and stated that the contract would be signed by all Selectmen and that T/A Boland will send the executed contract back to him.

IV. Community Forum and Public Comment:

Charlie Post, Lyndeborough School Board Representative

Mr. Post wanted to make the Selectman aware of issues that will impact the town budget next year and would like to get their thoughts on the matter. Three years ago there was a big jump in the Lyndeborough school taxes because the Average Daily Membership remained flat for Lyndeborough, but declined for Wilton, causing Lyndeborough taxes to increase significantly. The DRA calculates the rate through the mix of the grand list, the population of the students, and the comparison between the two towns. He indicated the School Board is looking at averaging change over either a 3-year or 5-year period so there would not be sudden tax rate change either up or down. It would smooth the shock of increased taxes. Although he cautioned the Selectman that this would not have changed the jump that occurred this year, as that was due to a miscalculation of the State and Federal funding.

Mr. Post has not taken a position and was interested in the Board's thoughts. There was a discussion of scenarios and the benefit to the town. Chairman Douglas stated in a local area municipality there is a school district that always has a surplus, which is not turned back to the taxpayers, and is put into a line item and used the following school year, but the budget still goes up at the end of the year. Is that happening here? Mr. Post stated what is left gets turned back to the towns under the same MS25 value formula. The School District is supposed to keep a 2% cushion in event of a significant emergency. Mr. Post stated to Mr. Douglas's inquiry, that there has been talk about keeping the surplus, but has been turned down by the School Board. The working

budget is approximately a 3% increase, but the School Board and Budget Committee are still in the negotiation process. Mr. Douglas questioned the enrollment. Mr. Post stated enrollment is down 17% over the last five years. Mr. Post replied to Selectman Chamberlain's question that the State Revenue was calculated incorrectly last year and that was the spike we saw in November. The problem is the State and Federal Government pay per student, student levels are dropping and the numbers they use go back three years. The population went from 568 to 541 students which is a 3% drop so the revenue funds will drop as well. There is a warrant article regarding averaging that is being proposed, but has not been voted on. Mr. Post has not taken a position and asked for the Boards' opinion. The Board and T/A Boland discussed the rolling average proposal, Elderly Tax Exemptions and per-student expenditures compared to rest of the state. Chairman Douglas suggested that Mr. Post carefully consider the town's people when making his decision. Both Selectman Chamberlain and Douglas and thanked Mr. Post for the information.

State Sign Safety

Jessie Salisbury reported the sign for Curtiss Dogwood Reservation State Botanical Park is safety concern on Perham Road. She inquired whether the Highway Department could look at it as it seems to be in bad condition. T/A Boland will contact the State Park Division to have the sign inspected.

V. Decision Making Actions:

a. Old/Tabled Business

2019 Warrant Article Review:

Warrant Article 14: TA Boland indicated that Article 14 changes as result from the meeting last night staying the same except for instead of a "loader," it will be a "backhoe loader." Chairman Douglas recalled from Highway Department meeting a quote in the amount of \$111,200 with a trade-in of \$25K, and questioned why it was not to exceed \$150K? T/A Boland indicated the other quote was from Caterpillar for \$168K although they did not have a firm trade in and that a trade-in of \$20K would bring the cost to \$148K. T/A Boland stated there was little enthusiasm from the Highway Department for the \$111K quote due to a concern over the machine's longevity. He indicated that there are other things to consider such as lettering and set up costs. If approved, it will go out to bid and any residual will be transferred to the Capital Reserve Fund. Chairman Douglas questioned if they got an extended warranty cost, Selectman Chamberlain indicated if that was the issue they should extend the warranty as much as possible. There was a discussion around the backhoe loader from Caterpillar. If the warrant article gets approved, they would have get three bids or go with the State Bid.

Warrant Article 16: T/A Boland to update wording to include "emergency."

Warrant Article 17: Grammatical changes were made: a space was taken out between ten and thousand and the word "be" was removed from "not be limited."

Warrant Article 18: Chairman Douglas questioned the "Lyndeborough Town Forest Conservation Easement" and T/A Boland indicated the third-party holder would probably be Piscataquog Land Conservancy, and noted the particular terms of the easement are to be determined by the Board. He also received an email regarding the hunting and

fishing access which the Board may want to see memorialized into perpetuity. Chairman Douglas questioned if the easement will be brought to them for review before the Town Meeting? T/A Boland believed it would not, but indicated that if the Board did not like the terms, then they would not convey the property rights. The Selectman directed T/A Boland to add language to this article defining the length of the warrant article's authorization to one year from the passage of the article. The Board also wants to meet with representatives of the Conservation Commission at a regular Selectman's meeting to review potential easement considerations relating to this article.

T/A Boland informed the Selectman that the media asked for a copy the Warrant Articles after tonight's vote, if the Board decides to vote affirmative on all these articles and move it to the Budget Committee. Chairman Douglas replied that until the Board confirms these changes, it will not be distributed to the media.

b. New Business: None

c. Items not on Agenda: None

VI. Town Administrator's Report:

- The Town received a request from NH Department of Environment Services for two people to serve on the State Conservation Commission. T/A Boland checked with the Town Conservation Commission and no one is interested at this time.
- The Fire Chief would like a written response from the Board to his Future Station Needs Report. Chairman Douglas suggested bringing this to the Town Meeting to open up a discussion with the taxpayers with all interested parties outlining their findings including the Fire Chief, the Safety Committee and Mr. Harkleroad. After much discussion, T/A Boland suggested the Board proceed with incremental steps such as core sampling. The Board agreed.
- T/A Boland deferred to Selectman Chamberlain to give an overview of the discussion with the engineer regarding Center Road. Selectman Chamberlin indicated the first section from Dutton to Cemetery Road is straight forward; the second section, Cemetery to Bracket will need some engineering due to wetlands, sight line issues and will need a survey done in 2019. T/A Boland suggested Kevin Leonard at North Point Engineering come out in the next two weeks to give a cost estimate to be incurred in the 2018 budget. Currently, the Highway Department budget will end with about \$45K unexpended. As of this meeting, the town is at 90% spent, with \$202K available, if \$50K is used now, which he does not anticipate, the year would end with \$150K surplus and \$50K over anticipated revenue which would allow the engineering to be done in the current budget year.

VOTE: A Motion was made by Chairman Douglas to do a retainer for Kevin Leonard, North Point Engineering, relative to a preliminary engineering study on Center Road Phase 2: Cemetery to Brackets Cross, Seconded by Mark Chamberlain. Voting: All in favor. Motion passed 2-0.

VII. Selectmen’s Report:

- a. **MACC Base Actions & Agenda:** One-Year Contract
- b. **Transportation Committee:** None
- c. **Planning Board:** None

December 19, 2018 Consent Agenda			
Item #	Item Title	Item Date	Approved
1	AP Warrants –December 11 & 18, 2018	12/19/2018	YES
2	Payroll Warrant – December 3 – December 16, 2018	12/19/2018	YES
3	Request for Approval of Brooks Property Tax Abatements Map-Lot 240-009 and 240-009-001	12/19/2018	YES
4	Request for Acceptance of 2018 Equalization Municipal Assessment Data Certificate	12/19/2018	YES
5	Board of Selectmen’s Public Meeting Minutes – December 5, 2018	12/19/2018	YES
6	Board of Selectmen’s Non Public Meeting Minutes – December 5, 2018	12/19/2018	YES
7	Request to Execute Acceptance of Domestic Septage Contract Agreement with Town of Peterborough	12/19/2018	YES
8	Request to Approve Property Tax Abatements for Updated Elderly Exemptions (Woods 239-030, Gilson 215-031, Levy 222-006)	12/19/2018	YES

- d. **Heritage Commission Safety Complex and Other Options Committee:** None

VIII. Consent Agenda:

Chairman Douglas indicated he has reviewed and signed off on the Consent Agenda dated December 19, 2018, Items 1-8. Selectman Chamberlain state he did as well. Chairman Douglas asked for a Motion to Accept the Consent Agenda and sign off on it.

VOTE: Mark Chamberlain made a motion to accept the December 19, 2018 Consent Agenda; Seconded by Chairman Douglas. Voting: All in favor. Motion passed 2-0.

IX. Information Items Requiring No Decision: None

X. Non Public Session:

- RSA 91-A:3 II (a, b & d)

VOTE: Mark Chamberlain made a motion to go into Non-public Session Reference RSA 91-A: 3, II (a, b & d); Seconded by Chairman Douglas. Voting: All in favor. Motion passed 2-0.

VOTE: Mark Chamberlain made a motion to exit Non-public Session at 8:43 p.m.; Seconded by Rick McQuade. Voting: All in favor. Voting 3-0 [Selectman McQuade joined the meeting during the non-public session].

Public Session resumed.

VOTE: Rick McQuade made a motion to appoint Robert Hartzell to the position of Lyndeborough Volunteer Firefighter per the Fire Department standard Operating Guidelines; seconded by Mark Chamberlain. Voting: All in favor. Motion passed 3-0

XI. Adjournment

VOTE: Mark Chamberlain made a motion to adjourn the meeting at 8:45 p.m.; seconded by Rick McQuade. Voting: All in favor. Motion passed 3-0.

Next Regular Meeting: January 2, 2019 at Citizens' Hall 6:00 pm

Lisa Post, Transcriber

Chairman Fred Douglas

Selectman Mark Chamberlain

Selectman Richard McQuade