

**LYNDEBOROUGH BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**September 12, 2018**  
*Approved*

**I. Call to Order:**

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

**II. Introduction of Members Present:**

Chairman Fred Douglas and Selectman Mark Chamberlain were present  
Selectman Richard McQuade was excused  
Town Administrator Russ Boland and Recorder Kathleen Humphreys were present

**Public Present:** None

**Media Present:** Jessie Salisbury

**III. Appointments:**

**6:05pm**

**Chief Deware asked the Board for a motion to hire a part-time officer.**

Officer Shawn MacFadzen works for the N.H. Fish & Game. His current work schedule is six days on and three days off. Chief Deware received an outstanding recommendation from Officer MacFadzen's supervisor, and they support Officer MacFadzen also working for the Town of Lyndeborough. Officer MacFadzen served six years in the U.S. Army. He attended the full-time Police Academy, Class of 2015 and lives on Blueberry Lane in Lyndeborough.

The hire of Officer MacFadzen officer would bring the ranks up to nine part-time officers working a minimum of 16 hours per month each, with the exception of Officer Poole who is currently deployed. It was noted the open full-time position is not being filled at this time. The full-time budget line will be underspent while the part-time budget line will be over-spent.

**VOTE: Selectman Chamberlain made motion, Chairman Douglas seconded to hire Officer Shawn MacFadzen as a part-time police officer for the Town of Lyndeborough. Motion passed 2-0.**

His salary will be discussed through the town administrator.

**Gas Prices:**

Chief Deware noted the department's gas budget line is a little over. The department has returned to using the State pumps for gas. The average price was \$2.36 with taxes. The Wex program uses market pricing and removes the state taxes.

Officer Deware issued a written directive to all his officers not to leave the police cruisers running. The only time cruisers can be left running is when they are at a call because the vehicle needs to be running in order to maintain the radio repeater.

**Parking Ordinance:**

The Board reviewed the ordinance and suggested changes to Chief Deware.

It was discussed in section 4.0 to have handicap parking spaces utilize signs on posts and well as painted icons on the pavement.

A Public Hearing is planned for September 26, 2018.

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

Jessie Salisbury felt that everything went well at the primary polls. The Board said they appreciate the efforts of the election volunteers.

**V. Decision Making Actions:**

**a. Consent Agenda:**

<b>September 12, 2018 Consent Agenda</b>			
#		Date	Approve
1	AP Warrants – September 4 & 11, 2018	9/12/2018	No vote
2	Payroll Warrant – August 27, 2018 – September 10, 2018	9/12/2018	No vote
3	Request for Approval of Purchase Order # A985 – HP Fairfield – Rake Model M, York Universal Mount	9/12/2018	No vote
4	Board of Selectmen’s Public Meeting Minutes – August 15, 2018	9/12/2018	No vote
5	Board of Selectmen’s Public Meeting Minutes – August 29, 2018	9/12/2018	No vote
6	Board of Selectmen’s Non Public Meeting Minutes – August 29 2018	9/12/2018	No vote

The Consent Agenda was tabled until the September 26, 2018 meeting.

**b. Old/Tabled Business:**

**Wilton Ambulance Inter-Municipal Agreement Review**

The agreement is progressing and many of the issues have been resolved. There is a concern regarding the ownership of the station and how to incorporate the building lease into the agreement. All three towns will sign the final document at a joint meeting.

**2018 Highway Department Work Plan Update**

Interim Highway Supervisor Mark Chase was present.

**Road Work:**

The paving project on Center Road is done and Baldwin Hill Road will be completed soon. It’s estimated there will be approximately 450 tons of asphalt remaining to shim Center Road. The Board discussed filling the potholes before the shimming process. Mark Chase outlined the paving process to ensure the work is done properly.

The road surface on Center Road by Chief Ayers home is of particular concern to the town and the topic of many complaints from residents. It has numerous potholes.

Chairman Douglas expressed concerns about the apex on the corner of Mountain Road and Center Road that is getting beat down because of traffic. It was determined that any leftover asphalt will be utilized to fix this corner. Chairman Douglas also mentioned a site distance concern due to tall bushes at the white house on the corner of Mountain Road and Center Road. It was agreed that T/A Boland will inform the property owner, initially with a phone call or visit, of their liability concerns and inquire if the bushes could be trimmed. Chairman Douglas expressed concerns it could be a liability for the property owner.

T/A Boland commented the Highway Department has been doing a tremendous job saving money.

**Garage Door:**

For years there has been excessive heat loss at the Highway Garage because of the old sliding door. Mark Chase presented a plan to install an insulated roll-up door which would result in long-term energy savings. The cost of the door is \$4,300 plus an estimated \$600-\$700 for wiring. The department would do the framing themselves. Electrician Paul Martin can be hired to run conduit from the junction box and install a three-way switch. Funds can come from under-expending the vehicle in-house budget line and over-expending the building maintenance budget line.

**VOTE: Selectman Chamberlain made a motion, Chairman Douglas seconded to authorize T/A Boland and Interim Highway Department Supervisor Mark Chase to install an insulated overhead door at the Highway Garage, not to exceed the sum of \$5,500. Motion passed 2-0.**

Mark Chase mentioned the pavement project is close to completion, but he was not completely satisfied with a section of Baldwin Hill Road. T/A Boland visited the site. Advance Paving agreed to fix the issue. In general, the department is satisfied with the quality of the work from Advanced Paving and expects a positive on-going working relationship with Advanced Paving.

Mr. Chase priced tires for Volvo and MACK.

**Part-Time Staff:**

Mr. Chase made a recommendation to hire two part-time highway department employees for the winter and one part-time employee to work the summer months. One of the potential candidates is also on the Fire Department while the other candidate previously worked for the town part-time and has his CDL license.

13 weeks in winter at 32 hours per week each. (2 part-time employees)

39 weeks in the summer for 32 hours per week each. (1 part-time employee)

The cost will be worked into the budget next year. For the remainder of this year their salaries would over-expend the budget by \$2,200.

Background checks will be required.

Obtaining or having a CDL license is expected.

The current Lyndeborough full-time highway employee has completed two parts of his CDL test and is expected to take the general knowledge test to obtain his license soon.

**New Freightliner Vehicle:**

Mark Chase and T/A Russ Boland inspected the new Freightliner 10-Wheel Dump Truck on-site at the production facility. The truck is “in the stack” in terms of the build process.

Mark Chase reported the department used a new lubricant on the dump truck and the problem with the dump sticking has improved and now slides better.

Chairman Douglas asked Interim Highway Supervisor Chase if he see any obvious issues with the fleet and Mr. Chase replied he does not. The department is set with the two cutting edges for the grader. Future cutting edges were discussed.

Selectman Chamberlain mentioned the CAT will be going in for service. *See Highway Advisory Committee section for additional updates.*

The culvert on Pettingill Hill Road is scheduled to be done this month.

The Highway Department is working on obtaining a quote to re-letter the door of the former rescue vehicle which will be changed to read, “Lyndeborough Utility Vehicle”.

Bellmore is scheduled for Monday. The crack sealing project is completed.

**b. Tabled Business**

None

**c. New Business:**

**2018-2019 Elections**

Upcoming Elections are:

-Tuesday, November 6, 2018 from 8:00 a.m. to 7:00 p.m.

-Town Election is Tuesday, March 12, 2019 from 10:00 a.m. to 7:00 p.m.

-Town Meeting is Saturday, March 16, 2019 starting at 10:00 a.m.

**d. Items not on Agenda:**

None

**VI. Town Administrator Report**

The Highway Department Advisory Committee met on September 10, 2018. They recommend making the John Deere 710 Backhoe a yard machine due to an estimated \$20,000 in repairs. From an operational point of view, this vehicle is better suited to be a yard vehicle with the intent to create a CIP to purchase a new vehicle. There was a report on the status of the Freightliner 10-Wheeler build. The Committee discussed a variety of items regarding the roads and the CAT repairs.

**Town Barn Roof Repair in the Center:**

Walter Holland is communicating with the insurance company regarding coverage for the volunteers who will be working to replace the roof at the Town Barn. This project is expected to be completed this fall.

**MS-434 Update:**

The MS-434 was filed. The DRA left in the tax and the MS-434 was left unchanged. It could change when the Town sets the tax rate. It was noticed the school has not filed

their portion of the paperwork that is required in order for the DRA to set the tax rate, but the School District Business Administrator is aware of it.

### **IT Consultant, RMon Networks**

-RMon Networks, the Town's contracted IT Service Provider, was at Citizens' Hall the previous day and meet with T/A Boland, Chief Deware and Administrative Assistant Griska. They are working on what is needed to update the current aging systems. It was discussed the cost could be substantial and could include a new server and new computers. Many of the computers will be out of warranty in the near future, which means there will be no covered service support if there are any issues with the Town's equipment. A software update will be necessary for the Town's Accessing Software in 2020.

Selectman Mark Chamberlain was handed information to review which was given to the Town during the meeting with RMon. The Board discussed other options for IT support.

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

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

No items to discuss.

### **b. Transportation Committee**

Selectman Chamberlain could not attend today's Transportation meeting due to a Budget & Finance Seminar he attended.

### **c. Planning Board**

No items to discuss.

### **d. Heritage Commission**

No items to discuss.

### **e. Safety Complex**

Selectman Chamberlain was at a Budget & Finance Seminar today and took the opportunity to seek information on the protocol for trusts of a committee that has completed their charter.

The Fire Department will be asked to present their report to the Selectmen at the September 26, 2018 meeting regarding their proposal for the fire station and/or a sub-station.

Selectman Chamberlain and his colleague took the opportunity to drive Center Road to discuss less expensive options to improve the road as well as alternative guard rail options. It was noted that Milford installed guard rails with round posts on Osgood Road by the Armory, which the town can visit as an example.

**VIII. Information Items Requiring No Discussion**  
None

**VOTE: Selectman Chamberlain made a motion, Chairman Douglas seconded to adjourn at 7:35 p.m.**

**Adjournment:**

All scheduled items having been addressed, the public meeting was adjourned at 7:35 p.m.

Next regular meeting: **September 26, 2018** at Citizens' Hall at 6:00 p.m. and will include a Public Hearing for the Proposed Parking Ordinance to start at 6:05 p.m.

Kathleen Humphreys, Transcriber

Chairman Fred G. Douglas, Jr.

Selectman Mark A. Chamberlain

Selectman Richard L. McQuade