

1 **LYNDEBOROUGH BOARD OF SELECTMEN**

2 **MEETING MINUTES**

3 **May 22, 2019**

4 *Final*

5
6 **I. Call to Order:**

7 Chairman Chamberlain called the meeting to order at 6:00 p.m.
8 Members and guests recited the Pledge of Allegiance.
9

10 **Introduction of Members Present:**

11 Chairman Mark Chamberlain and Selectman Fred Douglas
12 Excused: Selectman Richard McQuade
13 Town Administrator Russ Boland and Minute Taker Kathleen Humphreys
14

15 **Public Present:** ITAC volunteers Joe Whitmore, Jen Weston, John Clark and Rob Maciorowski.
16 Road Agent Mark Chase, Cemetery Trustee Bob Rogers and Cemetery Trustee Ginny Christenton
17

18 **Media Present:** Jessie Salisbury
19

20 **II. Appointments:**

21 **6:05pm: Information Technologies Advisory Committee Discussion with**
22 **Volunteers**

23 Joe Whitmore, John Clark, Jen Weston, and Rob Maciorowski were present.
24 Mike Young and Misty Gerry could not attend tonight's meeting.
25

26 Purpose of this Committee is to find solutions to the Town's internet inadequacies that
27 will benefit the Town Office and residents by utilizing knowledgeable residents to assist
28 in the process.
29

30 T/A Boland expressed the concern that over the last couple of years, technology has
31 changed in-house and outside the organization. The poor internet serviced has in fact
32 affected local home sales and people's ability to do their jobs in Lyndeborough.
33

34 Ironically, over the past few days there have been a number of line trucks spotted in
35 town putting up fiber optic cable. The Town was not informed of an upgrade. T/A
36 Boland reached out to a TDS representative who confirmed that upwards of 500 homes
37 could be served by high speed internet by the fall.
38

39 History: Issues have been going on for at least five-years with challenging
40 communication between the Town Office and TDS. The last three Select Boards have
41 tried to resolve the problem and have even met with a TDS competitor. The Town was
42 given an estimate of \$1.6 million for their cost to upgrade internet services. A letter was
43 presented, dated 1-20-17, signed by the Selectmen to TDS Telecommunication
44 illustrating their efforts to resolve the internet limitations in Town.
45

46 Lyndeborough has 1,100 parcels with around 900 homes.
47

48 John Clark said he spoke with a TDS representative recently who confirmed part of the
49 reason TDS did a roll-out in Hollis recently is because technology has gotten cheaper.

50 Since TDS would need purchase orders to hire contractors he believes they have a plan
51 but also mentioned that since TDS is a private company they are not obligated to tell the
52 Town their plans. He suggested talking with Eversource because they own the poles.

53
54 Mr. Clark lives by Fitch's near the Milford line and felt that area may be towards the end
55 of the upgrade project. The contractors were seen running cable up Mountain Road,
56 Center Road and Crooked S Road. Selectman Douglas has seen a few big reels of
57 cable by the road. Mr. Clark said that the expensive part of a roll-out is putting the big
58 lines down the pipe which then go off to individual homes.

59
60 T/A Boland plans to contact Eversource and the PUC (Public Utility Commission) to see
61 if they have information or a permit on file.

62
63 T/A Boland proposed an organizational meeting to start the Committee. The charter will
64 include addressing internal needs and town-wide needs. To avoid a monthly cost of
65 \$500 per month, the Town delayed their current plans of running cable and a pole
66 because of the possibility that high speed internet may be coming to Town.

67
68 The technician from RMON is looking at options. Additionally, some of the office
69 computers need to be upgraded because they, along with the website, are nearing their
70 "end of life".

71
72 **VOTE: Selectman Douglas made a motion, Chairman Chamberlain seconded to**
73 **establish the ITAC (IT Advisory Committee) with the six volunteers named: John**
74 **Clark, Jen Weston, Robert Maciorowski, Misty Gerry, Michael Young, and Joe**
75 **Whitmore. Motion passed 2-0.**

76
77 Members asked about the Town's social media policy and public relations and inquired if
78 there is a contact person. This will be addressed at the organizational meeting. The
79 Town's website is being upgraded at this time which will be another discussion.

80
81 Mr. Maciorowski said he works in Portsmouth, NH and has 90 minute commute so the
82 ability to work from home would be huge. He typically has to reboot his router a number
83 of times per day and has no cell service in his area. His cell is connected to the internet
84 so if the internet goes down he does not have cell service. He lives on Cummings Road.

85
86 Joe Whitmore explained his company went to Voice-Over IP and he needs video
87 conferencing and screen sharing so he went with cellular internet through Net Buddy.
88 He can get a 4G connection with AT&T in which he can get 12-20 megabytes up and
89 down which is a limitation of the wireless on the internal side. It cost him \$65/month.

90
91 Joe Whitmore lives on Tarn Road by the Granite State Quarry and mentioned the new
92 multi-family units in Mont Vernon all have Comcast high speed internet but Comcast
93 won't go across the street to Tarn Road for 19 houses. He felt that Comcast was acting
94 like there is a franchise agreement prohibiting them from running their lines into
95 Lyndeborough. He suggests the Committee look into this.

96
97 It was noted that every community that touches Lyndeborough has high speed internet.

98
99 Long-time resident and former Selectman Bob Rogers said that years ago there was a
100 limitation and explained that upgrading work was being done in Mont Vernon and

101 Francestown with Lyndeborough next but due to an economic slump the expected
102 number of Francestown homes that signed up was far below expectations and as a
103 result the Lyndeborough upgrade never happened despite the fact that Lyndeborough
104 already signed up.

105
106 Mr. Maciorowski announced the Fire Department is hosting a Spaghetti Dinner on May
107 24, 2019 at Citizens' Hall starting at 5:30 p.m.

108
109 **6:30pm. Cemetery Trustees re: South Cemetery Stonewall**
110 Cemetery Trustee Bob Rogers and Trustee Ginny Chrisenton were present

111
112 Stone Masonry John Bremer was the only contractor that provided a quote to repair the
113 stone wall at South Cemetery. Bid invitations were extended to other contractors.

114
115 Mr. Bremer's quote is to rebuild the top half of the existing retaining wall along the road
116 measuring 260 linear feet. He will take the flat top granite off and repair the base then
117 return the top cap stones. Mr. Bremer will provide additional granite tailings. Care will
118 be given to correct any additional weaknesses found in the structure. The Town will
119 provide erosion/riprap stone for backfill and proper road construction signs. The project
120 is expected to take 10-15 working days and will be completed in the summer of 2019.
121 Cost of the project is \$12,750-\$14,750.

122
123 The wall was originally built around 1870.

124
125 The Board will sign a purchase order which will be mailed to Mr. Bremer.

126
127 The Cemetery Trustees plan to ask Mr. Bremer to inspect the stones at Johnson's
128 Corner Cemetery, along the Turner's property, which an interior wall. They have the
129 money in their budget. It was noted that Mr. Bremer previously did stone work for them.

130
131 **VOTE: Selectman Douglas made a motion, Chairman Chamberlain seconded to**
132 **accept the estimate from Stone Masonry John Bremer not to exceed \$14,750 for**
133 **South Cemetery stone work in South Lyndeborough. Motion passed 2-0.**

134
135 The Board requested that Mr. Bremer contacts the Town Office when the work is
136 expected to start so the road can be safely blocked off.

137
138 **7:00 p.m. Mark Chase re: Loader Purchase Discussion**
139 *(started at 6:40 p.m.)*

140 Road Agent Chase provided bids for the Board to review. One was the State bid from
141 last year for the 524A in which Nortrax won that bid.

142
143 The Beauregard quote was for a used 2018 Case 521G with 300 hours, for \$128,619
144 including a 2 year warranty and accessories. The Nortrax quote was for a new 2019
145 John Deere 544L for \$153,000.06 including a 6 year/3,000 hour warranty and
146 accessories.

147
148 Currently, there is a CAT and two John Deere pieces of equipment at the shop and Mr.
149 Chase felt bringing a third brand into the yard would be complicated in terms of vendor
150 maintenance. He is satisfied with the service work from CAT and John Deere. Nortrax
151 would do the service on the 554.

152 Road Agent Chase's recommendation is to purchase a John Deere based on new
153 vehicle information, warranty and performance. The delivery time is expected to be two
154 days for the John Deere. The Board will review the literature provided and discuss this
155 loader purchase at a future meeting.
156

157
158 In other business, Mr. Chase reported that the paving work on Center Road has been
159 completed as well as all the aprons. Advanced Paving will return on Tuesday to do the
160 shoulder work. He expects most of the equipment to be off-site by tomorrow. Johnson's
161 Corner Road top coat and Center Road shim is scheduled for next Tuesday, May 28.
162 The discussion continued as to what road sections are the worst areas and how much
163 material would be available for repairs.
164

165 T/A Boland calculated 890 tons x \$72 per ton = \$66,000.00 + \$7,000.00 of gravel. The
166 project saved \$2,000.00 on overlay on Johnson's Corner Road which was budgeted for
167 \$30,000.00 but will cost \$28,000.00. \$10,000.00 was budgeted for shim work. The
168 contract was not to exceed \$172,000.00. The project saved money because of traffic
169 control costs. T/A Boland will contact Bill Gelinis to obtain the current cost of the project
170 to determine how much material is available.
171

172 It's estimated to have about eight truckloads available. Bracketts Cross Road to the
173 Mink Farm is expected to take 2-4 truckloads. A truck holds 22.5 tons. The discussion
174 continued in regards to the amount of material available and the areas that most need
175 pavement especially keeping safety in mind.
176

177 It was discussed that people unlawfully moved the traffic barricades and drove on the
178 closed portion of the road during paving. The Highway Department had to reset the
179 signs on a number of occasions. Mostly it was people who were traveling through
180 Lyndeborough and not residents. Traffic safety for Phase II will be a future discussion.
181

182 **III. Community Forum and Public Comment:**
183 Jessie Salisbury reported the common is ready for Memorial Day. She would like it
184 noted that whoever did the electrical work did a horrible job and made a mess. There
185 were a lot of rocks to be moved, the ditches were not raked and two piles of dirt were
186 left. Jasper Electric was the electrical contractor and T/A Boland will contact them.
187

188 Chairman Chamberlain said he saw in the minutes that Mrs. Salisbury requested a
189 Selectman to participate in the Fourth Grade Town Government segment on June 6,
190 2019 and informed her that he is not available. Selectman Douglas asked the time of
191 the event and was informed it from 9:00 a.m. to noon. T/A Boland will check with
192 Selectman McQuade. The students will visit Citizens' Hall then head to Center Hall.
193

194 **IV. Decision Making Actions:**
195 **Highway Department Job Title Discussion**
196 Town Clerk Trish Schultz researched the minutes of the 3/15/03 Town Meeting to
197 confirm the ballot vote was 236-44 for a three-year term for the Road Agent. RSA
198 231:65 gives Authority of Supervision to the Board of Selectmen or Designee over the
199 Highway Department Road Agent.
200

201 **VOTE Selectman Douglas made a motion, Chairman Chamberlain seconded to**
202 **appoint Mark Chase to be full-time Road Agent for a three-year term to be effective**
203 **from the date the swearing-in paperwork is executed. The position has a six-**
204 **month probation period, in that position, in that title. T/A Boland will conduct a bi-**
205 **monthly probationary review on the Road Agent and submit to the Board for**
206 **review. Motion passed 2-0.**

207
208 **2008 F-550 Discussion**

209 The Board reviewed a proposed advertisement to sell the 2008 Ford F-550 dump truck.
210 The minimum bid is \$12,000 with a closing date of July 31, 2019. The Board directed
211 T/A Boland move forward with posting the ad on the NHMA site, Town website and in
212 the Monadnock Ledger-Transcript.

213
214 **Personnel Policy Re-Adoption**

215 The Board reviewed the document and provided T/A Boland with their comments,
216 corrections and questions. Selectman Douglas found the policy over-burdensome.

217
218 The Board discussed in an electronic society how to safely deal with Right-to-Know
219 requests. A person would have to supply a USB drive in an unopened package if they
220 prefer electronic copies. In one case, the town supplied a brand new drive for a fee.
221 Once the drive leaves the threshold of the building, it can't be used again in the office
222 because the Town does not want to introduce a virus to their computer system.

223
224 In the Workplace Violence and Sexual Harassment sections the word, "Shall", shall be
225 inserted in "shall contact the police immediately" and "shall respond promptly". An
226 accuser needs to be separated from the other employee immediately will be changed to
227 "shall be separated", even if it means going home. In the smoking policy, it was
228 discussed to add "and/or vaping" to the policy. Selectman Douglas felt the Parking
229 Policy was confusing in terms of Vehicle Violations and felt that State Statute covers
230 vehicle strikes/damage. This was stricken. The panic button policy was discussed and
231 the language will read, "The Police Department shall be responsible for testing the panic
232 alarms on a regular basis determined by the Chief of Police and the Town
233 Administrator".

234
235 **Accounting Policy Re-Adoption Endorsement**

236 The corrected version and the comments/notations were handed to the Board for review.
237 Chairman Chamberlain will review the document then Selectman Douglas will review it
238 and pass it along to Selectman McQuade in preparation for their signatures.

239 **New Business:**

240 **Assessing Software Update Discussion**

241 T/A Boland along with Administrative Assistant Dawn Griska, Finance/HR Coordinator
242 Louise Dwyer and Assessor Todd Haywood interviewed Advitar representatives.

243
244 Vision is the current assessing software and will expire soon. Their quote ranges from
245 \$25,000.00 to \$19,000.00 depending on how far back the Town wants to retrieve data
246 for the migration. They can go as far back as 2013.

247
248 T/A Boland said that Vision has not been very responsive and the Town staff has not
249 been very satisfied with them. It was also noted that Vision is typically used in larger
250 towns.
251

252 New Hampshire based company Advitar comes highly recommended by officials from
253 neighboring communities, Chairman Chamberlain, RMON and others. Advitar prefers
254 not starting work with new community unless its statistical update year so there is only
255 one change to the assessment. Lyndeborough's statistical update is 2020. Advitar
256 proposed a timeline and could start working with the Town Assessor in September.

257
258 Their cost in the Conversion Agreement is \$3,850.00 which includes sketches. In
259 addition, \$9,900.00 is for software installation; \$750.00 for existing data which is for
260 PDFs of the static database; \$1,150 to allow people to look at the property cards for a
261 total of \$15,650.00. This figure is \$4,000.00 less than Vision.

262
263 Advitar's yearly maintenance agreement is \$2,000.00 per year while Vision's is
264 \$6,000.00 per year. Once this is up and running it would be a \$4,000.00 savings per
265 year with what is perceived to be increases in service. In 2020, the Town may have to
266 overlap the two software systems for a smooth transition. Our Town Assessor has half
267 their towns in Advitar and half in Vision. Advitar can bid to do the physical assessing.

268
269 The Board will review the documentation and discuss this topic at the next meeting.

270
271 **Acceptance of Donation to Kimball Memorial Fund (per RSA 31:95-b III (b))**

272
273 **VOTE: Selectman Douglas moved to accept the donation of \$1,000.00 to add to the**
274 **principal of the Kimball Memorial Fund, that was previously established, that is**
275 **being offered to the town by Peg and Kurt Charpentier via a letter dated May 15,**
276 **2019. (per RSA 31:95-b III (b)). Motion passed 2-0.**

277
278 The funds are divided between the J.A. Tarbell Library to buy books and the
279 Lyndeborough Improvement Society for upkeep of the South Lyndeborough Common.
280 The fund was established by Charles Whiting on December 12, 1968. The donation is
281 made in honor of the Charles and Isabel Whiting's granddaughters: Isabel Kurzon,
282 Deborah Bigelow and Priscilla Ellis. T/A Boland will respond with a letter.

283
284 Selectman Douglas asked that in the future to have a comma (,) and ".00" to clarify
285 monetary figures so there is no confusion. The check is in the safe at this time.

286
287 **New E-911 CodeRED Alert System – Designating Authorized Agents**

288 Selectman Mark Chamberlain was named the designated point of contact then Police
289 Chief Rance Deware, Fire Chief Brian Smith, and Health Officer Don Cole for the
290 CodeRed Alert System. Russ Boland and Dawn Griska are non-emergency access.
291 Chairman Chamberlain signed the documents which will be returned to the State.

292
293 **b. Items not on Agenda:**

294 It was decided that T/A Boland will send the Milford Police Department a thank you letter
295 for the use of their electronic sign during the Center Road Paving Project.

296
297 **V. Town Administrator Report:**

298 -The DRA reviewed the Warrant Articles and allowed all of them.

299
300 -T/A Boland was not able to execute the letter regarding becoming a Pre-Approval
301 Town. Building Inspector/Code Enforcement Officer Leo Trudeau has not obtained all

302 the required information from DES yet. Once that process is completed and the
303 procedure is in place, the letter can be drafted and sent.

304
305 Chairman Chamberlain remarked that this information will need to be added to the
306 subdivision regulations, which is currently in the process of being revised by the
307 Planning Board. The septic procedure is incorrect. Mr. Trudeau will need to provide the
308 language changes to the Planning Board.

309
310 Chairman Chamberlain said that Mr. Trudeau noticed a few problems with the Building
311 Code. He will propose new language. It was adopted at Town Meeting in which case a
312 Warrant Article for next year will be required to make any additional changes.

313
314 -Finance/HR Coordinator Louise Dwyer submitted her resignation effective the end of
315 June. The Town wants to acknowledge her as an outstanding employee. T/A Boland
316 said filling her position will be difficult. The job posting will be in the Monadnock Ledger-
317 Transcript, Milford Cabinet, NHMA, and the Town's website. The Town will present her
318 with a retirement clock. The Board said that she will be missed. T/A Boland reported
319 that Louise Dwyer has saved this town a lot of money in liability avoidance and finding
320 things that needed improvements.

321
322 -Mark Chase, Russ Boland and Mark Chamberlain met Jay Minkarah from NRPC at
323 Center Hall last Monday in regards to a Federal Government \$900 million grant which
324 allows \$450 million to be allocated for rural roads at a 100% grant. An area to consider
325 is Inter-Municipal Work could increase the chances of being awarded a grant. They plan
326 to talk with Wilton regarding Center Road because it goes through both towns. The
327 minimum award is \$1,000,000.00. The application deadline is July 15, 2019.

328
329 The Board discussed the grant and came up with other options such as New Road
330 which is a corridor to North Lyndeborough. Recent and current road projects
331 demonstrate the Town used their own funds but does not have the money to complete
332 road work all at once. Being awarded this grant would help accelerate that work.

333
334 Page 13, talks about the selection criteria, "Safe movement of goods and people" and
335 road work would increase safety of the road. Crash and fatality data is required.

336
337 Lyndeborough has 59 miles of rural roads. The Selectmen agree to continue working on
338 the grant proposal.

339
340 -Selectman Douglas said he noticed that the boulders were moved from a driveway
341 access that should be closed to Center Road. Multiple boulders were removed allowing
342 access then after the Town had a conversation to the property owner, only one boulder
343 was put back to block the driveway access. Now there are three boulders. There have
344 been numerous conversations with the current and previous property owners about
345 closing-up the driveway access. The approved driveway is off Dutton Road.

346
347 -There are scheduling concerns with the ambulance. The Wilton Selectmen asked the
348 Ambulance Advisory Committee to meet on Monday, June 3, 2019 at 6:00 p.m. in Wilton
349 to discuss the situation. T/A Boland asked his peers on the Ambulance Advisory
350 Committee to invite their fire chiefs in case there are questions they can answer.

351
352

353 VI. **Selectmen's Report:**
354 **MACC Base Actions & Agenda**
355 T/A Boland attended a short meeting earlier today which adjourned in a non-public
356 session to address surplus fund and accounting and how they arrived at their decisions.
357 T/A Boland made it known any surplus return would influence the budget.
358 Lyndeborough's bill is being predicated on the budget and the Town should be
359 considered for any return of funds as well.
360

361 a. **Transportation Committee**

362 No items to discuss.
363

364 b. **Planning Board**

365 The Board is working on updating subdivision regulations and in particular lot-line
366 adjustment language.
367

368 c. **Heritage Commission**

369 The Commission cleaned Memorial Park in the Village in preparation for Memorial Day.
370

371 d. **Safety Complex**

372 No items to discuss.
373

374 VII. **Consent Agenda:**

375 Chairman Chamberlain still has a concern with Mr. Andersen's Current Use application.
376 There are three maps that are used for calculations. A map from 20 years ago met the
377 criteria. There are a lot of wetlands on the property that are non-productive. It was
378 discussed to contact the former owner. Chairman Chamberlain will have a conversation
379 with Administrative Assistant Griska. T/A Boland said that Mr. Andersen is willing to
380 attend a meeting to answer questions.
381

382 **VOTE: Chairman Chamberlain made motion, Selectman Douglas seconded to**
383 **accept the Consent Agenda with the exception of Item #3. Motion passed 2-0**
384 See below for Consent Agenda
385

386 VIII. **Information Items Requiring No Discussion:**

387 The Board discussed the culvert certification for the Road Agent and for him to proceed
388 with the certification process.
389

390 IX. **Non-Public Session:**

391 **RSA 91-A:3II (a & c)**
392

393 **VOTE: Selectman Douglas made a motion, Chairman Chamberlain seconded to**
394 **enter a non-public session RSA 91-A:3II (a & c) at 8:50 p.m. All voted yes. Motion**
395 **passed 2-0.**
396

397 **VOTE: Selectman Douglas made a motion, Chairman Chamberlain seconded to**
398 **exit the non-public session at 9:31 p.m. Motion passed 2-0.**
399

400 **VOTE: Selectman Douglas made a motion, Chairman Chamberlain seconded to**
401 **adjourn at 9:31 p.m. Motion passed 2-0.**
402

403 **Adjournment:**
 404 All scheduled items having been addressed, the public meeting was adjourned at 9:31 p.m.
 405
 406 Next regular meeting: June 5, 2019 at Citizens' Hall at 6:00 p.m.

407
 408 Kathleen Humphreys, Transcriber

409
 410 Chairman Mark Chamberlain

411
 412
 413
 414
 415 Selectman Fred Douglas

416
 417
 418
 419
 420 Selectman Richard McQuade

421
 422
 423
 424
 425

May 22, 2019 Consent Agenda			
Item #	Item Title	Item Date	Approved
1	AP Warrants – May 14 & 21, 2019	5/22/2019	Yes
2	Payroll Warrant – May 6 through May 19, 2019	5/22/2019	Yes
3	Resubmitted Request to Approve Current Use Application – William E. Andersen Living Trust, Rev. (227-023)	5/22/2019	No
4	Request for Approval of Purchase Order # 60791 – Elan City – Electronic Road Signs (Quote # N° SO2944)	5/22/2019	Yes
5	Request for Approval of Intent to Cut Application (19-279-05T, Map-Lot 206-026 & 206-015) – Accessed Via Cemetery Road	5/22/2019	Yes
6	Request to Approve Issuance of Timber Yield Tax Levy & Warrant, Wilkins, Stephen (18-279-03T, Map-Lot 206-026 & 206-015), Accessed Via Cemetery	5/22/2019	Yes
7	Board of Selectmen's Public Meeting Minutes – May 8, 2019	5/22/2019	Yes
8	Board of Selectmen's Non Public Meeting Minutes – May 8, 2019	5/22/2019	Yes

426