

1 **LYNDEBOROUGH BOARD OF SELECTMEN**

2 **MEETING MINUTES**

3 **June 19, 2019**

4 *Final*

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

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

8
9 **II. Introduction of Members Present:**

10 Chairman Mark Chamberlain, Selectman Fred Douglas, and Selectman Richard McQuade
11 Town Administrator Russ Boland and Kathleen Humphreys

12
13 **Public Present:** Marie Grella, Paul Martin, Leo Trudeau and Walter Holland

14
15 **Media Present:** Jessie Salisbury

16
17 **III. Appointments:**

18 **6:05 p.m. – Discussion of Lyndeborough becoming a Designated “Purple Heart” Town with Marie Grella and Veteran Paul Martin**

19
20 Marie Grella was present to ask the Selectmen to consider approving a proclamation
21 making Lyndeborough a New Hampshire Purple Heart Community. She provided an
22 informational handout on what a Purple Heart Community is, provided three samples of
23 proclamations and outlined the approval process.

24 Upon approval, Purple Heart Community signs are erected in selected locations in town.
25 The signs can be purchased from the N.H. State Prison for \$42.00 each and are 24x24
26 inches. Poles cost \$35.00 each.

27 New Ipswich was the first New Hampshire town designated as a Purple Heart
28 Community, which was organized by New Ipswich resident Kevin Willette who is a
29 Purple Heart recipient. Milford and Amherst are also Purple Heart Communities.
30 Massachusetts has 105 Purple Heart Communities.

31 Lyndeborough needs to have at least one living Purple Heart recipient to qualify and
32 proceed. The Town Clerk can determine qualifications from motor vehicle registrations.

33 Paul Martin mentioned there is a national organization called the Military Order of the
34 Purple Heart (MOPH) which designated a Purple Heart Trail in each state. Route 4 is
35 the designated Purple Heart Trail in New Hampshire. The names of Purple Heart
36 recipients are listed on this trail, which is the reason the organization prefers not to have
37 local names on signage in the communities. Our sign should read, “Lyndeborough is a
38 Purple Heart Community”, which means a recipient is living in the community.

39 The signs on the trails are a specific size therefore, per the rules, community signs
40 should be a different size and dimension. Ms. Grella, along with Mr. Martin’s help, are
41 trying to reach out to veterans organizations throughout the state with the goal to have
42 the same style of signage for all communities that become Purple Heart Communities.

43 It is not the responsibility of the Town to pay for the Purple Heart signs; however it is
44 their decision to determine how many signs they wish to display and at what locations.
45 Mr. Martin said he has funds available to pay for signs.

46 Veteran Walter Holland mentioned the black granite bench in Memorial Park which was
47 dedicated to five National Guard Artillery men killed in Vietnam. The bench is on a
48 Purple Heart map. He has observed veterans sitting on the bench. Mr. Martin explained
49 the bench was sponsored by the MOPA Chapter 395. The men were killed in a
50 landmine explosion one week before they were to return home. There is a Manchester
51 Chapter named after them called, "The Five Minutemen".

52 The Selectmen are in agreement to proceed and will draw up the proclamation.

53 **VOTE: Selectman Douglas moved, Selectman McQuade seconded that based on the**
54 **information received to endorse the Designated Purple Heart Town Proclamation and get**
55 **back in touch with Ms. Grella and Mr. Martin as soon as possible. Motion passed 3-0.**

56 Ms. Grella and Mr. Martin will attend the next Selectmen's meeting on July 3, 2019. Ms.
57 Grella suggests informing residents and veterans of the signing ceremony as well as
58 notifying the papers, and in particular the Union Leader which has a Veterans' Page on
59 Thursdays.

60 Purple Heart Recipient Day is August 7. Mr. Martin suggests this could be a day for the
61 community to come together for this goal.

62 **6:22 p.m. T/C T/C Patricia Schultz re: Tax Bills**

63 T/C T/C Schultz is here to address problems with four tax bills due to assessing errors.

64 **Wozniak:** There was an error due to a subdivision between Tom Woznick (Map-Lot
65 220-010-000 on Herrick Road) and his son. He paid his tax bill but the system will
66 accrue interest on the balance. T/C T/C Schultz presented a letter which informed Mr.
67 Woznick the Town can't do an abatement until the December bill is issued. She asked
68 the Selectmen's permission authorizing her to not apply accrued interest on the balance
69 of the error.

70 **Vanderhoof:** This resident is getting an elderly exemption but it was entered incorrectly
71 into a new category that didn't exist. John Vanderhoof is 80-years old so the original bill
72 showed a \$50,000 exemption but it should have been a \$70,000. This exemption has
73 been corrected but the error needs to be corrected on the December 2019 bill.

74 **Andy and Chase Roeper:** Chase Roper called to pay the bill and mentioned the
75 significant increase. T/C T/C Schultz looked at the bill which was about \$2,000 more, if
76 you take the total of last year and split it in half. Mrs. Roeper informed the office they
77 hadn't made any alterations too their home or property.

78 In this case, the assessor's assistant changed the Completion Percentage from 55% to
79 85% without looking inside the property. No one was home. Todd Haywood was made
80 aware of this increase and then the percentage was changed to 65%. The office is
81 wondering why it didn't go back to the original 55%. Mr. Haywood is meeting with the
82 Roeper's on June 20, 2019 for an inspection of the home's interior. The Board inquired
83 if there will be a fee from Mr. Haywood.

84 Selectman Douglas pointed out to the Board that the assessor changed the percentage
85 without looking at the property then changed it without the completion percentage going
86 up. Administrative Assistant Dawn Griska raised another concern wondering if this 65%
87 is just for the workshop that has an open building permit, or if it applies to the entire
88 home.

89 The assessor wrote on the card, "No one home, no changes were made." and then
90 changed the card but still didn't go inside.

91 The structure has been Under Constructions (U/C) with a permit issued in 2003. It was
92 noted that permits are good for only one year. The assessor has visited this property
93 about 12 out of 15 years and with each visit the assessor charged the Town a fee. As a
94 result of this matter gaining attention, the Building Inspector will start to generate letters
95 within a year of a building permit being issued with an example language as such, "We
96 are closing your permit. We assume the job is complete and you will be assessed
97 accordingly". This should generate a phone call if the work is not completed. Then the
98 assessing action should be triggered by the closing of the permit.

99 **Paul Hebert:** Pam Holt (Map 247, Lot 25) had a subdivision approved by the Planning
100 Board in March 2019. Paul Hebert purchased the 22 acre subdivided lot. Todd
101 Haywood was provided a map signed by the Planning Board which he used to create the
102 new parcel. He incorrectly entered the Current Use (CU) and other data. He has since
103 corrected it.

104 The total of these abatements is within the 0.5% margin of error that the Department of
105 Revenue allows to towns to have for erroneous tax bills.

106 Another abatement issue is with **Piscataquog Land Conservancy (PLC):** Last year
107 this property had an abatement because their lot should have all the land in current use.
108 The bill was \$300.00 before the abatement. This year the bill is back to what it was
109 before the abatement at \$300.00. A new land survey increased the property size by
110 13.32 acres. It was discussed that PLC needs to apply for CU for the additional land. In
111 addition, the calculation was in square feet and not acres. Todd Haywood advised Ms.
112 Griska that the numbers were correct. It does not make sense to the Town at this point.
113 The same process can happen so that this property owner is not charged interest for the
114 disputed portion of the bill. T/C T/C Schultz will send PLC a letter.

115 Todd Haywood is scheduled to meet with the Selectmen on July 17, 2019.

116 The Selectmen have the Wozniak abatement on the Consent Agenda that was not
117 processed and reimbursement was not made.

118 **VOTE: Selectman Douglas moved, Selectman McQuade seconded to refund Jamie and**
119 **Nicole Wozniak at 149 Herrick Road (Map-Lot 220-010-001) in the amount of \$1,471.45 for**
120 **the abatement that was dated June 19, 2019. Motion passed 3-0.**

121 **VOTE: Selectman Douglas moved, Selectman McQuade seconded based on information**
122 **acquired from the Town Clerk that the Selectmen execute the abatements as stated for**
123 **the property owned by Thomas Wozniak, Andy & Chase Roeper, Paul Hebert, and**
124 **Barbara Vanderhoof and to not charge accruing interest on the difference of the July**
125 **2019 bill. Motion passed 3-0.**

126 **7:00pm. Building Inspector Leo Trudeau re: Re: Old Town Barn discussion.**
127 Building Inspector/Code Enforcement Officer Leo Trudeau and Walter Holland were
128 present to address the leaking roof on the Old Town Barn in the Center. Contractor
129 John Hyde arrived in progress.

130 The roof is scheduled to be replaced by John Hyde before July 1, 2019. Recently, the
131 Building Inspector noticed moldy fiber glass insulation in the ceiling and moldy wall
132 boards due to water damage. He would like to inspect the building prior to the roof being
133 replaced to ensure there is no additional damage and that the building is sound.

134 It was discussed to put tarps on the roof to prevent additional water damage. Mr.
135 Holland has tarps to use at no charge, but is seeking assistance to install them.

136 Building Inspector Trudeau's recommendation is to take the ceiling pieces down,
137 properly dispose of them, ventilate the building, inspect the underside of the roof, and
138 then determine the building's structural integrity. The equipment stored in the building
139 will need to be moved during this work process.

140 T/A Boland confirmed the Wilton Transfer Station will accept the material at no cost.
141 There are two possible ways to transport the material that will be explored.

142 The worst of the mold is in the back room on the left where the Highway Department
143 crew used to work. It's confined to mostly that area with some mold on the drywall in the
144 main building.

145 The plan is to coordinate moving the equipment off-site, assemble a volunteer crew to
146 put tarps on the roof, remove and dispose of the moldy material, ventilate the building
147 and proceed accordingly after the inspection. It was discussed leaving the door opened
148 during the day for ventilation. It is expected it will take 10-14 days for this process.

149 Building Inspector Trudeau stressed that volunteers need to wear a protective mask and
150 gloves and be aware of how to properly handle the material.

151 History: The roof was replaced about 1999 with shingles donated from Milford Lumber.
152 The sheetrock and ceiling pieces were installed to help insulate the building for winter
153 meetings which do not need to be replaced because the building is not used in the
154 winter any longer. When the building is being used, typically the big doors are opened.

155 **VOTE: Selectman Douglas moved, Selectman McQuade seconded to extend the July 1,**
156 **2019 deadline for the Town Barn Roof Replacement project until such time as it's**
157 **completed, prior to October 30, 2019. Motion passed 3-0.**

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

159 Jessie Salisbury announced that a section of the stonewall next to the Town Pound
160 collapsed. It appears to be natural damage due to frost. The damage was inspected by
161 Stephanie Roper and Jessie Salisbury. This topic will be on their June 21, 2019 agenda.
162 T/A Boland and the Highway Department have been informed.

163 Volunteers are needed to help maintain the gardens at Center Hall and around the flag
164 pole. The Garden Club has disbanded. This will be mentioned in an upcoming article in
165 the Milford Cabinet and it was discussed to put the information on the Town's website.

166 It was suggested that this could be a volunteer assignment as part of the annual
167 Roadside Clean-Up Day in April.
168

169 **V. Decision Making Actions:**

170 **Old/Tabled Business:**

171

172 **Personnel Policy Re-Adoption Endorsement**

173 The policy was signed by the Selectmen
174

175 **HVAC Bid Discussion**

176 Per the last meeting, the HVAC Bid decision was tabled pending additional information.

177 T/A Boland reviewed the warranty on the various brands. Research indicated the Trane
178 unit is a higher quality unit. This work should eliminate the condensation problem.

179 Ciardelli indicated that "All inclusive" meant the Ciardelli work, not the electrical work.
180

181 T/A Boland asked the Board to consider the \$8,860.00 bid for the Trane system.
182

183 **Electrical Bids:**

184 Lyndeborough Electric bid \$805.00 to run the wire outside the building or \$560.00 to run
185 the wires in the basement.
186

187 Jasper Electric bid \$902.00 to run the wire outside or \$881.00 to run in basement.
188

189 Scott Roper sent an email that the Historical Society is agreeable to placing the
190 ventilation vent near the entrance of the building
191

192 The HVAC unit is not a budgeted item rather it is a "needed now" item. It was noted that
193 the Selectmen did inform the Budget Committee of the need to replacement the furnace.

194 **VOTE: Selectman McQuade moved, Selectman Douglas seconded to accept the bid from**
195 **Ciardelli Fuel of \$8,860.00 for the Trane system to be installed in Citizens' Hall. Motion**
196 **passed 3-0.**

197 **VOTE: Selectman McQuade moved, Selectman Douglas seconded to accept the quote**
198 **from Paul Martin for \$560.00 to run the electrical inside the building for the AC**
199 **condensing unit. The cost would be \$805.00 to run the wire outside Citizens' Hall.**
200 **Motion passed 3-0.**

201 **Assessing Software Contract:**

202 After research, the staff recommends switching to Advitar Associates.

203 T/A Boland presented two contracts:

204 #1 \$11,800.00 to purchase software and for installation

205 #2 \$3,850.00 to do sketches and transfer them over

206 **Total: \$15,650.00**

207 The cost to stay with Vision is no less than \$19,000.00. To precede the Town would
208 retain both companies during a transition year. Going forward Advitar's software and
209 support would cost \$2,000.00 annually and Vision would cost \$6,000.00 therefore a
210 \$4,000.00 savings per year is expected.

211 The Advitar option, allows for an integrated Building Inspector Module that can be added
212 at a future date to the assessing software. The Town Clerk/Tax Collector could also
213 have software integrated for tax bills but for now their software can be bridged to our
214 current tax bill software.

215 Selectman Douglas felt it was important the public knows the office reached out to
216 different towns that use Advitar and heard positive comments. Chairman Chamberlain
217 commented that Advitar is working with a significant part of the State.

218 **VOTE: Selectman McQuade moved, Selectman Douglas seconded to authorize T/A**
219 **Boland to enter into an agreement for software conversion and data conversion with**
220 **Advitar Associates, not to exceed \$15,650.00. Motion passed 3-0.**

221 **New Business:**
222 **Historic District Commission Request for a Selectman to attend their next**
223 **meeting on June 21, 2019.**

224 Chairman Chamberlain will attend this meeting.
225

226 **Highway Department Schedule**

227 The Lyndeborough Highway Department typically works four 10-hour days starting
228 around daylight savings. The Board was asked if they approve of the schedule change.
229 After discussion the Board agreed to the schedule change after July 4, 2019 and after
230 ensuring the completion of assignments that include: mowing the cemeteries, grading
231 and calcium application on dirt roads, removing the ledge from Pinnacle Road, picking
232 up road work signage, delineator post; Cemetery Road work, road stone issues, and
233 repairs to the Town Pound. The Board would like to know the schedule for dirt road
234 work. Vacation schedules for the Highway Department were discussed.

235 Richardson Road was discussed regarding the fact a Class VI Road goes through the
236 property of the last house on the road. T/A Boland shall instruct the Road Agent to have
237 a dialogue with the new owners to ensure they are aware of the road's existence and to
238 inquire if they could have a turn-around for the Town vehicles on the property. It was
239 noted that a previous owner put a lawn over the road during a dispute.
240

241 **Highway Department CDL Class**

242 A Lyndeborough employee was not successful in his written exam and cannot continue
243 onto joining the CDL class. The company was advised not to hold a spot in the class for
244 Lyndeborough. The next exam is June 27, 2019. If the employee passes the exam and
245 proceeds with training then the Training Agreement will be exercised.
246

247 **VI: Town Administrator Report:**

248 -Affinity Lighting apologized for the delay and said they will move forward with
249 Eversource on the project. T/A Boland had a discussion with Street Light Committee
250 Chairman Steve Brown and they are in agreement to be cautious about giving funding
251 prior to the completion of the street light installation.

252 -The Board previously charged the Fire Chief to come back with a plan for the amount of
253 land the fire department would need to expand at the current Fire Station location. They
254 felt that 100 feet to the left would suit their needs. Test pits can proceed when the
255 landowner, Chairman Chamberlain and Building Inspector/Code Enforcement Officer
256 Leo Trudeau are present.

257 T/A Boland informed the Board that Chief Smith expressed a preference to have a new
258 Fire Station or substation at the current Town Barn location in the Center and not back
259 behind the stone wall in the vacant lot. He would like direction from the Selectmen if
260 they prefer the Town Barn location or on the vacant lot in order to proceed with test pits.

261 -Center Road & Johnson Road Fence:

262 T/A Boland presented the language for the Center Road and Johnsons Corner Road
263 Fence agreement. It will require the owner's signature. The Board felt if he signs the
264 document he can proceed with the construction of the fence.

265 Selectman Douglas reviewed the calculations based on the facts of the site visit from
266 Chairman Chamberlain and Building Inspector/Code Enforcement Officer Leo Trudeau.
267 The sight alignment is 247 feet. Based on the four-way intersection, sitting at Johnson
268 Corner wanting to pull out into the intersection, a driver can see 247 feet. Coupled with
269 traffic analysis gathered by the Police Department doing speed analysis in both
270 directions, the average speed was 33 mph. With that information the calculations in
271 terms of accident reconstruction; a vehicle travelling 30 mph is travelling 44 feet per
272 second. As a result of coming into that intersection, that vehicle would stop in 109 feet.
273 Based on 0.70 drag factor of dry pavement, they would stop at 109 feet at 30 mph.

274 According to the property owner, "The drivers fly through there". The police were out
275 with visible radar guns allowing drivers to alert on-coming vehicles of police presence.
276 With that in mind, Selectman Douglas did an analysis on 35 mph in which a vehicle is
277 travelling 51.3 feet per second. The total stopping distance at 35 mph is 136 feet. The
278 drag factor is 0.70 considered with absolute dry pavement.

279 In conclusion, the total stopping distance of 30 mph and 35 mph is within the calculation
280 of total sight distance of 247 feet. It is permissible from the traffic analysis standpoint of
281 reconstruction. If the fence location, or extension, is changed from what is proposed
282 right now that will alter the analysis.

283 It was recommended the Town keep an eye on the final location. During the inspection,
284 it was noticed there were multiple pins and wooden stakes at the property.

285 -The TDS mapping for the high speed internet and the fiber build-out is available in the
286 office. People have come in to review the document.

287 -The deadline of July 15, 2019 makes it unrealistic to successfully continue gathering
288 data for the joint rural road grant with Wilton. Jay Minkarah from NRCP is in agreement.

289 -The draft MS-535 and authorization letter was received late this afternoon. The
290 Selectmen were asked to review the documents for approval at their next meeting.

291 -The revised Property Monuments Policy re-adoption, which includes cost sharing with
292 other communities, is ready.

293 **VOTE: Selectman Douglas moved, Selectman McQuade seconded to accept the Property**
294 **Monument Policy as printed. Motion passed 3-0.**

295 **Items not on Agenda:**

296 None

297

298 **VII. Selectmen’s Report:**
 299 **a. MACC Base Action & Agenda**
 300 No items to discuss.
 301
 302 **b. Transportation Committee**
 303 Rail transportation was discussed at the last meeting.
 304
 305 **c. Planning Board**
 306 The next meeting is June 20, 2019 with a zoning work session on the agenda.
 307 A five-lot subdivision application was dropped off at the office earlier today.
 308
 309 **d. Heritage Commission**
 310 The next meeting is Friday, June 21, 2019.
 311
 312 **e. Safety Complex**
 313 No items to discuss.
 314
 315 **VI. Information Items Requiring No Discussion:**
 316 Selectman Douglas informed the Board that Lee Mayhew received two Purple Hearts.
 317 One of Lee Mayhew’s aspirations when he served as a Selectman, was to improve the
 318 Putnam Pond boat ramp and provide a picnic area. This project has been a pending
 319 item on the agenda. Selectman Douglas asked the Board to try to accomplish what Lee
 320 Mayhew envisioned as well as dedicate the area in Lee Mayhew’s memory and acquire
 321 a Purple Heart sign for Putnam Pond.
 322
 323 **VII. Consent Agenda:** Tabled until after the Non-Public Session *(See below)*
 324
 325 **VIII. Non-Public Session RSA 91-A:3II (a, b & c):**
 326
 327 **VOTE: Selectman McQuade made a motion, Selectman Douglas seconded to enter a non-**
 328 **public session RSA 91-A:3II (a, b & c) at 8:02 p.m. All voted yes. Motion passed 3-0.**
 329
 330 **VOTE: Selectman McQuade made a motion, Selectman Douglas seconded to exit the**
 331 **non-public session at 9:50 p.m. Motion passed 3-0.**
 332
 333 Once back in Public Session: **VOTE: Selectman McQuade made a motion, Selectman**
 334 **Douglas seconded to table the Consent Agenda. Motion passed 3-0.**
 335
 336 **VOTE: Selectman McQuade made a motion, Selectman Douglas seconded to adjourn at**
 337 **9:55 p.m. Motion passed 3-0.**
 338
 339 Next regular meeting: July 3, 2019 at Citizens’ Hall at 6:00 p.m.
 340
 341 Kathleen Humphreys, Transcriber
 342
 343 Chairman Mark Chamberlain
 344
 345 Selectman Fred Douglas
 346
 347
 348
 349 Selectman Richard McQuade
 350

June 19, 2019 Consent Agenda

Item #	Item Title	Item Date	Approved
1	AP Warrants – June 4 & 11, 2019	6/19/2019	Tabled
2	Payroll Warrant – June 3 through June 18, 2019	6/19/2019	Tabled
3	Request for Approval of Purchase Order # 20929 – Nortrax – 2019 John Deere 544L Wheel Loader, 10’ Power Angle Broom (PO# 06223847)	6/19/2019	Tabled
4	Request for Approval of Purchase Order # 20930 – Advanced Excavating & Paving – Center Road Paving Project (Inv. # 19171)	6/19/2019	Tabled
5	Request for Approval of Purchase Order # 80821 – Fire Tech of NE – Rescue Cutter (Quote # 186501)	6/19/2019	Tabled
6	Request for Approval of Purchase Order # 80822 – Cardio Partners – Cardiac Monitor (Quote # 9183900)	6/19/2019	Tabled
7	Request to Approve Recalculated Property Tax Abatement & Execute Warrant – Wozniak (Map-Lot 220-010-001)	6/19/2019	Yes
8	Request to Approve Issuance of Timber Yield Tax Levy & Warrant, Dahlberg, Heidi & Eric (18-279-14T, Map-Lot 211-007), Accessed Via New Road	6/19/2019	Tabled
9	Request for Approval of Intent to Cut Application (19-279-07T) (210-018) – Accessed Via Mountain Road/Old Wood Road (next to Osgood Road)	6/19/2019	Tabled
10	Request for Approval of Application for Reimbursement to Towns and Cities in Which Federal and State Forest Land is situated (M-L 250-026)	6/19/2019	Tabled
11	Request to Execute Unlicensed Dog Warrant 2019	6/19/2019	Tabled
12	Request for Approval of Petition and Pole License from PSNH/Eversource and TDS Telecom (Baldwin Hill Road – 12/16X)	6/19/2019	Tabled
13	Request for Approval of Petition and Pole License from PSNH/Eversource and TDS Telecom (Old Coach Road – 37/5)	6/19/2019	Tabled
14	Resubmitted Request to Approve Current Use Application – William E. Andersen Living Trust, Rev. (227-023)	6/19/2019	Tabled
15	Board of Selectmen’s Public Meeting Minutes – June 5, 2019	6/19/2019	Tabled
16	Board of Selectmen’s Non Public Meeting Minutes – June 5, 2019	6/19/2019	Tabled