

LYNDEBOROUGH BOARD OF SELECTMEN

MEETING MINUTES

December 5, 2018

Approved

I. Call to Order:

Chairman Douglas called the meeting to order at 6:04 p.m.

II. Introduction of Members Present:

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

Public Present: Eagle Scout Candidate Matthew Deware, Lisa Deware, CIP Chairman Burton Reynolds, Paul Branscombe and Steven Desrosiers

Media Present: Jessie Salisbury

III. Appointments:

6:05 p.m. Matt Deware, EOC Garage – Eagle Scout Project

The Selectmen said they were very impressed with Matthew Deware's Eagle Scout project that built a storage shed at the EOC Garage on Center Road.

Eagle Scout Candidate Matthew Deware was pleased with how the project came out and said it helped him get out of his comfort zone. He was not allowed to use power tools and was thankful for the assistance of carpenter Mr. Hyde. He felt the project was a success and will benefit the town.

Matthew Deware donated the extra funds from the project to the town. He would like to add a plaque on the shed in honor of a fallen Lyndeborough firefighter. He will research plaques and the cost.

VOTE: Selectman McQuade made a motion, Selectman Chamberlain seconded to accept the check in amount of \$644.55 from Eagle Scout Candidate Matthew Deware to go into the Police Department Pistol Permit Fund, to later be drawn upon for the fallen firefighter's plaque at the EOC garage. Motion passed 3-0.

Chairman Douglas read a thank you letter the Board presented to Matthew Deware.

6:24 p.m.: Burton Reynolds re: 2019 Capital Improvement Plan (CIP)

CIP Chairman Burton Reynolds gave a brief history of the CIP and how it is a tremendous tool for a small town to help plan for expensive purchases in a way that does not spike the tax rate.

The goal of the Capital Improvement Plan is to have the funds available by a projected year for a large purchase. It does not mean the department has to go out that year and replace the item, but it means the money is available. Those departments responsible will make the decision if the replacement is actually needed in the specified year. The grader is a recent example of a piece of equipment that did not to be replaced when the projected year arrived. The plan is a flexible working document.

The formula to anticipate future cost: take the cost of purchasing the equipment today and then add 3% per year to the number of years it's expected to be replaced. The actual cost is reexamined as the time gets closer.

Tanker Replacement: based on how much money is in the fund the Fire Department is reasonably confident, contrary to former statements, that a non-custom tanker may be able to fit in the current Fire Station. This CIP will not be funded this year.

The Pumper line was increased.

Fire Equipment: Chief Smith provided a list of necessary safety equipment. The plan is to put \$10,000 a year into the CIP to meet the requirements. The Jaws of Life and the defibrillator are the two key items on the list. Chairman Douglas inquired if Chief Smith sought a Highway Safety Grant and that information was not known.

The money from the former Fire Station Renovation Fund will be discussed in conjunction with an Eversource project to re-lamp the Fire Station. The figures will be available before Town Meeting.

The Police Department Vehicle Replacement is \$46,000. The computers are replaced every eight years. The cruisers are rotated out about every 90,000 miles. The last trade-in was valued at \$6,000.

Regardless of if the Highway Department needs a backhoe or front end loader, the money in the account should be sufficient for a used piece of equipment.

Mr. Reynolds is against having the Selectmen be agents of the funds because when the town sets up a CIP, any money that is voted in, goes in and any money that is voted out, goes out. In regards to the proposed Municipal Building Maintenance CIP, Mr. Reynolds thinks it's a good idea to have the Selectmen be agents of the account. For example, if a town building loses heat in February, it would need to be replaced immediately and that can't wait until a vote at Town Meeting. It's an emergency fund. It was suggested to review this with the DRA.

The Bridge CIP will require some funding for future projects.

The Johnson Corner culvert project has the money in the account.

Bonds:

The Mountain Road Bond was for 10-years.

If the town approves a new Fire Station it would require a bond.

This is the final year of payment for the old High School bond.

The new Elementary School bond is \$96,000 per year. Lyndeborough owes a 1/3 share of the bond. This agreement saved the town money.

7:05 p.m. Paul Branscombe and Chief Steven Desrosiers re: Inter-Municipal Ambulance Agreement

The different cost for the portable radios was discussed. Chief Desrosiers will provide the information to the Board.

The agreement was crafted by Wilton, Lyndeborough and Temple. Greenfield will enter into the agreement as seen in Addendum A, B and C which has been reviewed by the various town attorneys and PRIMEX.

The concerns were going from a population to cost per call. Chief Desrosiers explained the cost will be a three-year average. Since that data does not exist at this time, the cost was divided up evenly. The model will be revenue neutral for this year

VOTE: Selectman Chamberlain made a motion, Selectman McQuade seconded to accept addendum A, B and C of the Wilton Inter-municipal Ambulance Agreement as written. Motion passed 3-0. The Selectmen signed the agreement.

7:30 p.m. Jason Johnson re: MACC Base Contract has been postponed.

This appointment has been postponed. The Selectmen asked that this be put on the next agenda and for the contract to have Lyndeborough spelled out correctly. They would also like to know why there is an increase of \$750 for services and costs.

IV. Community Forum and Public Comment:

Jessie Salisbury announced that Lyndeborough has the opportunity to have a painting that represents the town brought to/displayed at the Florence Rideout Elementary School in Wilton. She explained that the talented art teacher, Eleanor Grier, painted a scene adapted from an 1890 image for a Bicentennial project she did in 1976. The painting formerly hung in the Wilton Courthouse but was displaced during the move. It now graces the entry to the gym. It is being discussed if the adjacent wall can display a Lyndeborough painting from about the same timeframe. It was mentioned that Mrs. Grier was the first art teacher when the High School opened in 1971. She died in the early 1990s.

b. Old/Tabled Business:

Scout Road Property Update

The clean-up project is on-going and the Board will be kept updated on the progress.

b. New Business:

2019 Warrant Article Review

The Selectmen reviewed the Warrant Articles which will be on the next agenda.

Action Items:

Schedule a Highway Advisory Committee meeting.

Ask Conservation Commission Sharon Akers for the easement language.

Ask Chief Smith if he looked into federal funding for the Jaws of Life.

2018 Encumbrances:

There are two encumbrance requests.

1. \$220,000 for the dump truck which should be delivered in January 2019.

2. \$974 for cemetery loam screening. There is a contract with Mr. Rocca.

VOTE: Selectman McQuade made a motion, Selectman Chamberlain seconded to accept encumbered funds of \$220,000 for the dump truck and \$975 for loam for a total of \$220,975.00. The motion passed 3-0.

- c. **Items not on Agenda:**
None

V. Town Administrator Report

T/A Boland wanted to Board to be aware that Eversource has not turned on the electrical box in Memorial Park. They were notified twice in writing and promised the electricity will be turned on by Friday morning. The Christmas tree will be lit on Sunday.

T/A Boland informed the Board that the Wilton DPW Director resigned last week.

VI. 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.

VII. Decision Making Actions:

a. Consent Agenda:

December 5, 2018 Consent Agenda			
Item #	Item Title	Item Date	Approved
1	AP Warrants –November 13, 20, 27 & December 4, 2018	12/5/2018	Yes
2	Payroll Warrant – November 5 – November 18, 2018 and November 19 – December 2, 2018	12/5/2018	Yes
3	Request for Approval of Purchase Order # 2072 – Balcom Brothers Rental – Roller Rental (Inv. # 60708)	12/5/2018	Yes
4	Request for Approval of Purchase Order 2252 – SE Tiedemann & Son Excavation, LLC (Inv. # 1330)	12/5/2018	Yes
5	Request for Approval of Purchase Order 2085 – D.C. Slocomb Company, LLC (Inv. # 17115), Repairs to Volvo	12/5/2018	Yes
6	Request for Approval of Annual Blanket Purchase Orders: SE Tiedemann & Son Excavation, LLC (PO# 2253), Maine Oxy (PO# 2064), Leighton White (PO# 2063), JP Pest Services(PO# 2062), Granite State Minerals Co. (PO# 2061 - Gravel), Granite State Minerals Co. (PO# 2060 - Salt), People’s United Bank (PO# 20702), Diesel Direct, Inc. (PO# 2251), Monadnock Disposal (PO# 20704), State of NH DOT	12/5/2018	Yes

	- Fuel Distribution (PO# 20703), WEX Bank - PD Fuel (PO# 20712), MD's Trash Removal (PO# 20705), Unifirst Corp (PO# 2254), & Pitney Bowes (PO# 20706)		
7	Request for Acceptance of Supplemental Property Tax Warrant – Second Half 2018	12/5/2018	Yes
8	Request for Approval of Property Tax Abatements Map-Lot – 228-014	12/5/2018	Yes
9	Request for Approval of Property Tax Abatements Map-Lot – 212-002	12/5/2018	Yes
10	Request for Approval of Timber Tax Levy Map- Lot 237-001	12/5/2018	Yes
11	Endorsement of Thank You Letter to Matt Deware – Emergency Operations Storage Shed Construction Project	12/5/2018	Yes
10	Board of Selectmen's Public Meeting Minutes – October 10, 2018	12/5/2018	Yes
12	Board of Selectmen's Non Public Meeting Minutes – October 10, 2018	12/5/2018	Yes
13	Board of Selectmen's Public Meeting Minutes – November 7, 2018	12/5/2018	Yes
14	Board of Selectmen's Non Public Meeting Minutes – November 7, 2018	12/5/2018	Yes

VOTE: Selectman McQuade made a motion, Selectman Chamberlain seconded to accept the Consent Agenda items as signed off on. Motion passed 3-0.

VIII. Information Items Requiring No Discussion

None

IX. Non-Public Session RSA 91-A:3II (a & d)

VOTE: Selectman Chamberlain made a motion, Selectman McQuade seconded to enter a non-public session RSA 91-A:3II (a & d) at 8:10 p.m. All voted yes. Motion passed 3-0.

VOTE: Selectman Chamberlain made a motion, Selectman McQuade seconded to exit the non-public session at 8:47 p.m. Motion passed 3-0.

VOTE: Selectman Chamberlain made a motion, Selectman McQuade seconded to adjourn at 8:47 p.m. Motion passed 3-0.

Adjournment:

All scheduled items having been addressed, the public meeting was adjourned at 8:47 p.m.

Next regular meeting: December 19, 2018 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Fred Douglas

Selectman Mark Chamberlain

Selectman Richard McQuade