

1 **LYNDEBOROUGH BOARD OF SELECTMEN**

2 **MEETING MINUTES**

3 **January 30, 2019**

4 *Final*

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

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

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

10 Chairman Fred Douglas and Selectman Mark Chamberlain

11 Selectman Richard McQuade arrived at 6:13 p.m.

12 Town Administrator Russ Boland and Transcriber Kathleen Humphreys

13
14 **Public Present:** None

15
16 **Media Present:** Jessie Salisbury

17
18 **III. Appointments:**

19 None

20
21 **IV. Community Forum and Public Comment:**

22 Jessie Salisbury reported a "fun story". When the curtain at Center Hall was repaired,
23 there was no information on the curtain other than the conservative estimate it was
24 made around 1910. Derry Town Historian Richard Holmes recently contacted Jessie
25 Salisbury with information. Mr. Holmes wrote a number of books and while doing
26 research on Derry's curtain he came across information about the Lyndeborough curtain.
27 He reported to Mrs. Salisbury that the curtain at Center Hall was painted by James
28 Duffy. Mr. Duffy painted a number of curtains in Southern New Hampshire and
29 Massachusetts. Due to a series of fires, the Lyndeborough curtain may be the only
30 example of Mr. Duffy's work left.

31
32 ***Since this meeting, Mr. Holmes contacted the Town to say that his identification of the*
33 *Center Hall curtain was incorrect. He said it may have been done by Mr. Duffy, but he*
34 *cannot be certain.*

35
36 **V. Decision Making Actions:**

37 **Old/Tabled Business:**

38 **2019 Warrant Article 16 Review**

39 **Article 16: Establish a Capital Reserve Fund and Raise and Appropriate \$10,000**

40 The language changed in Warrant Article 16 to read, "This fund shall be subject to two
41 (2) conditions: (1) The authority of the Selectmen, as agents, to expend from this fund
42 shall be limited to repair and/or replacement projects which have an estimated cost of at
43 least \$3,000; and, (2) the total sum maintained in this Capital Reserve Fund shall not
44 exceed \$30,000".

45
46 It is the intent of the Selectmen that this fund is for emergency expenditure only. The
47 Selectmen originally had the word "emergency" in the language which Attorney Drescher
48 suggests removing from Warrant Article 16.

49
50 **VOTE: Selectman McQuade move, Selectman Chamberlain seconded to accept**
51 **Warrant Article 16 as printed in the 2019 Town Warrants, the addition being in the**
52 **lower third. Motion passed 3-0.**
53

54 **2019 Warrant Article 17 Review**

55 Article 17 has a change in the monetary value. The Street Light Committee's report
56 stated it would cost \$7,400. T/A Boland contacted the Street Light Committee Chairman
57 Steve Brown, asking if the Committee is comfortable with \$7,400 for the project instead
58 of the proposed \$10,000 and his answer was affirmative.
59

60 The Town will get back \$100 per light that is taken down which will come in as offsetting
61 revenue. The project calls for a reduction of 11 lights by taking down 20 lights and
62 putting back-up 9 lights. A three-year payback for this project is anticipated.
63

64 **VOTE: Selectman Chamberlain moved, Selectman McQuade seconded to accept**
65 **Warrant Article 17 as printed with a change from \$10,000 to \$7,400. Motion**
66 **passed 3-0.**
67

68 **b. New Business:**

69 **Website Discussion**

70 T/A Boland sent letters to residents who have experience with websites and IT with the
71 intent to form a committee to work with the Town on the IT upgrades. The Board would
72 like to ensure the Town makes an informed decision. Mr. Clark is one of the volunteers.
73

74 PRIMEX reviewed the RMON lease agreement and does not have a problem with it from
75 a liability point of view. The three-year contract starts automatically when signed and
76 renews year to year. Either party can terminate the agreement with a 60-days' notice.
77

78 Selectman Chamberlain has experience with municipality websites through his line of
79 work and voiced concerns. He also noted that CivicCMS website states they offer
80 custom website and do not offer a limited template pallet. Mr. Chamberlain feels since
81 Lyndeborough has been given four templates to choose from this contradicts their
82 statement.
83

84 Chairman Douglas mentioned he knows of two different municipalities that are not happy
85 with this company. T/A Boland said he will talk with Wilton and Greenfield regarding
86 their opinions and with the Francestown Town Administrator.
87

88 **Action Items:**

- 89 -Website
 - 90 -IT improvements at Citizens' Hall (server and desktop replacements)
 - 91 -TDS upgrade (fiber optic connections)
 - 92 -Assessing software upgrades to Vision or Avitar
- 93

94 **Current Use Review**

95 Town Assessor Todd Haywood from Granite Hill Municipal Services supplied the
96 requested Current Use definitions in a letter titled, "Current Use Monitoring", dated
97 January 29, 2019 (*see letter*)
98

99 Mr. Haywood suggests visiting all the properties that are enjoying the recreational credit
100 annually on or as close to April 1. This is the date of appraisal pursuant to RSA: 74:1.

101 Mr. Haywood suggests looking more aggressively during the hunting season to see if
102 land is posted. Some people post their land during hunting season and remove the
103 posting after hunter season ends and before the following April 1. If the land has
104 Recreation Current Use status, posting during hunting season would disqualify the
105 recreation credit for the following year if discovered. Mr. Haywood suggests a second
106 visit to the property during hunting season to verify compliance.

107
108 There are about 20 recreational current use properties; a lot less than Timber Use. The
109 Board agreed that Code Enforcement Officer Leo Trudeau will be made aware of the
110 properties and can document and report back any violations he comes across while
111 doing his normal duties.

112
113 Residents receive a big tax break if they are in Recreation Current Use status.

114 **Town Report Update**

115
116 T/A Boland said they are on-track and on-time with the Town Report.

117
118 Chairman Douglas recommended streamlining the Budget printing process so they only
119 received a hardcopy of the initial and final documents. All other updated versions can be
120 sent by email to save printing and paper costs.

121 **c. Items not on Agenda:**

122 Landowner snow removal was discussed with particular concerns about residents
123 pushing snow across the roadway or into the roadway which can have an impact on the
124 Town's equipment and safety. The Police and Highway Departments were instructed to
125 report snow removal issues. Chairman Douglas suggests making a copy of the
126 ordinance and adding on bottom, "*Please remove snow from roadway, first warning*"
127 then placing the ordinance in the mailbox of any resident failing to properly remove
128 snow. Many residents are not home during the day or hire a contractor to plow their
129 driveways so this will alert them of the ordinance and the problem. It was noted that two
130 warnings have been issued.

131 **V. Town Administrator Report**

132
133 A Budget change reduces the proposed Workman's Compensation by \$8,000. Part of
134 this money was redirected to the Old Town Barn Roof Replacement.

135
136
137 2019 Budget: The Budget is showing a \$12,500 increase over last year when the fund
138 balance is taken out. A \$12,500 increase is about $\frac{3}{4}$ of 1% increase. T/A Boland said
139 that everyone has done a good job at holding the line while maintaining services.
140 Chairman Douglas inquired how the Budget Committee felt about this budget and if they
141 felt it was being short sighted in any way. T/A Boland said, "No", and added, "They
142 recognize we are still accomplishing the mission in a frugal way".

143
144 T/A Boland said that the storm before last had a lot of challenges and complaints. It was
145 not the Highway Department's best moment of cleaning roads and the department
146 wanted to find ways to improve the process. As a result, the Highway Department
147 assigned a truck to concentrate on Center Road, the 2nd NH Turnpike, and Mountain
148 Road. In the storm being discussed, the Highway Department didn't use as much salt
149 as they could have because they were trying to save money. After putting a lot of

150 thought into ways to improve snow plowing, the department came up with a plan to put a
151 free calcium chloride tank on a truck and run a hose back to where the conveyor dumps
152 the salt. At the flip of a switch, it can apply a fine mist spray onto the salt as it is coming
153 out of the conveyor. Facts: Salt loses its effectiveness at 25 degrees or below. When
154 salt is put on the roads, it takes 19 minutes for the salt to start to work. When
155 introducing calcium chloride into the salt, this biodegradable product works instantly and
156 the effectiveness go down to 17 degrees below. It was noted that about 30% of the salt
157 that is put on the road can be cast into the ditch. If the salt is coated with calcium
158 chloride it immediately sticks to the road. Some reports indicate this process can save
159 up to 60% of the salt. The department had three drums in stock

160
161 After research on the cost of a 55 gallon drum, the Highway Department improvised and
162 saved money. The cost of a drum is \$800 or two for \$600. It costs \$60 for a bucket with
163 a required six bucket minimum. The department did their math and calculated there is
164 450 pounds of water in a 55 gallon drum. They decided to use 150 pounds of calcium
165 flakes, at about \$10 per bag, and were able to produce a concentrate for about \$30 per
166 55 gallon drum. This effort resulted in substantial savings.

167 Chairman Douglas asked about the pretreating process on the 2nd NH Turnpike and
168 there was a discussion about the road conditions.

169
170 The Board discussed the ice problem at the Bracketts Cross Road and Center Road
171 intersection. The grader has been removing the ice. It was decided to post warning
172 signs on both sides of the road because of the excessive ice. Ditching issues contribute
173 to the icing problem.

174
175 Chairman Douglas suggests taking down the flag in the Center because of a loose chain
176 then turn the light off. It was noted the light does not sufficiently illuminate the flag when
177 it's at full-staff. Chairman Douglas recommended installing a flagpole at all cemeteries.

178
179 **VI. Selectmen's Report**

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

181 T/A Boland has been attending most of the recent MACC Base meetings.

182
183 **b. Transportation Committee**

184 No meeting in January

185
186 **c. Planning Board**

187 No meeting in January

188
189 **d. Heritage Commission**

190 The Clark Pottery sign has arrived. The Commission discussed installing historic signs
191 at the cemeteries.

192
193
194 **e. Safety Complex**

195 The *Fire Department Future Needs Study* and *Safety Complex & Other Options*
196 *Committee Report* are on the website so residents can review the information prior to the
197 Town Meeting discussion. (See www.lyndeboroughnh.gov). T/A Boland will contact
198 Zeke Harkleroad to ask if he is willing to have his analysis printed in the Town Report.

199

200 The Board discussed the Public Notice in regards to Warrant Article 19.
 201
 202 T/A Boland had a conversation with Al Irving, whose property abuts the Lyndeborough
 203 Fire Station. Mr. Irving will be at Town Meeting and take part in the Fire Station
 204 discussion.
 205
 206 T/A Boland will contact Kevin Leonard of Northpoint Engineering to firm-up the cost of
 207 doing borings at the proposed location.
 208

209 **Consent Agenda:**

January 30, 2019 Consent Agenda			
Item #	Item Title	Item Date	Approved
1	AP Warrants – January 22 & 29, 2019	1/30/2019	Yes
2	Payroll Warrant – January 14 – January 27, 2019	1/30/2019	Yes
N3	Board of Selectmen’s Public Meeting Minutes – January 7, 2019	1/30/2019	No
6	Board of Selectmen’s Public Meeting Minutes – January 16, 2019	1/30/2019	No
7	Board of Selectmen’s Non Public Meeting Minutes – January 16, 2019	1/30/2019	Yes

210
 211 **Information Items Requiring No Discussion**
 212 None
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214 **VII. Non-Public Session RSA 91-A:3II (a, b, c, d & e)**
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216 **VOTE: Selectman Chamberlain made a motion, Selectman McQuade seconded to enter a**
 217 **non-public session RSA 91-A:3II (a, b, c, d & e) at 7:10 p.m. All members voted yes.**
 218 **Motion passed 3-0.**
 219

220 **VOTE: Selectman Chamberlain made a motion, Selectman McQuade seconded to exit the**
 221 **non-public session at 8:50 p.m. Motion passed 3-0.**
 222

223 Once back in public session the Board voted to accept the Consent Agenda with the exception
 224 of the public minutes from January 7, 2019 and January 16, 2019 as they need additional
 225 corrections.
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227
 228 **VOTE: Selectman Chamberlain made a motion, Selectman McQuade seconded to accept**
 229 **the Consent Agenda with the exception of the public minutes from January 7, 2019 and**
 230 **January 16, 2019. Motion passed 3-0.**
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232 **VOTE: Selectman Chamberlain made a motion, Selectman McQuade seconded to adjourn**
 233 **at 8:56 p.m. Motion passed 3-0.**

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Adjournment:

All scheduled items having been addressed, the public meeting was adjourned at 8:56 p.m.

Next regular meeting: February 13, 2019 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Fred Douglas

Selectman Mark Chamberlain

Selectman Richard McQuade