

# LYNDEBOROUGH BOARD OF SELECTMEN

## MEETING MINUTES

July 31, 2019

*Final*

### I. Call to Order:

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

### II. Introduction of Members Present:

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

**Public Present:** Road Agent Mark Chase

**Media Present:** Jessie Salisbury

### III. Appointments:

**6:05pm: Field Trip to Upper Purgatory Falls Parking Lot and Putnam Pond**

**VOTE: Selectman Douglas moved, Selectman McQuade seconded to visit the Upper Purgatory Falls parking area at 6:05 p.m. Motion passed 3-0.**

The potential parking lot area (Map 235, Lot 009) was inspected by all parties in attendance. Ideas were shared to improve the parking area and traffic flow.

The Selectmen then visited Putnam Pond to see the recent improvement work which included the removal of dead trees, placement of three picnic tables, and crushed stone. It was discussed to extend the crushed stone closer to the pond in the boat ramp area.

The Selectmen returned to Citizens' Hall at 7:05 p.m. and resumed the public meeting.

*Copies of the April 19, 2004 Conservation Easement Deed with the Salisbury family was available for the Selectmen to review for Map 235, Lot 009. HCRD Book 7212, Pages 1587-1591.*

### IV. Community Forum and Public Comment:

No comments were brought up.

### V. Decision Making Actions:

#### **Old/Tabled Business:**

#### **Bid Opening – 2008 Ford F-550**

There were no bids submitted. Three options were discussed:

- 1) Entertain [www.municibid.com](http://www.municibid.com). The seller has the right to reject bids. The buyer pays the 8% premium to the company. The Selectmen asked T/A Boland to look into this.
- 2) Bring the 2008 Ford F-550 to the White Farm for the fall auction.
- 3) Check to see if any auto dealers would be interested in purchasing the truck.

49 **Purple Heart Community Update:**

50 Road Agent Mark Chase picked up the Purple Heart Community signs and posts. He  
51 will contact Veteran Paul Martin and Selectman Fred Douglas to schedule a time to  
52 install the signs. Reporter Jessie Salisbury would like to join them.

53  
54 **Putnam Pond Boat Ramp Update**

55 The Board just returned from a field trip to Putnam Pond Boat Ramp. Road Agent  
56 Chase will look at the regulations to verify how far down the boat ramp he can put the  
57 crushed stone. He wants to be sure how close to the water he can go before he adds  
58 any additional stone. Currently, he did not put stone close to the water's edge.

59  
60 **Rental Agreement for Roadside Mower**

61 After reviewing the contract, PRIMEX recommends to insert the language, "lease  
62 negligence" to cover the Town to be accountable only for any damage that is their fault.  
63 This was in the 2018 contract but the Town was informed that that language was  
64 incorrectly added by a former employee of HP Fairfield and that language change was  
65 unauthorized. The Town is uncomfortable with the language as presented in the  
66 contract and does not want to be liable for pre-existing issues. It was discussed that the  
67 liability is very high with rental companies.

68  
69 The Board discussed options which include researching other companies and having the  
70 Highway Department weed whack the worst spots and intersections. It was discussed to  
71 try to have a contractor perform the roadside mowing around the first week of  
72 September, as later in the fall would be too late in the season. In any case consider  
73 booking for June 2020.

74  
75 **b. New Business:**

76 **2019 Emergency Generator Contract Renewal**

77 The contract from Powers Generator has been steady for a few years but increased to  
78 \$1,315.00 this year. The contract includes the Central School, Highway Garage,  
79 Citizens' Hall and the Lyndeborough Fire Station.

80  
81 **VOTE: Selectman McQuade moved, Selectman Douglas seconded to accept the Powers**  
82 **Generator Agreement Contract for \$1,315.00 and authorize T/A Boland to sign the**  
83 **agreement. Motion passed 3-0.**

84  
85 **2020 Statistical Update Discussion**

86 The current assessor submitted a projected bill for \$25,000.00 to do the statistical  
87 update. This discussion will be tabled to the August 14, 2019 Selectmen's meeting.

88  
89 There was a discussion about if the assessor plans to visit all the 1,050 properties in  
90 Lyndeborough. The cost has increased because the assessor anticipates a lot of  
91 changes due to the statistical update and software conversion therefor it could be a  
92 contentious situation because valuations are expected to increase. The conversion  
93 regarding Avitar was also discussed and who is responsible for inputting data. It was  
94 mentioned that Advitar will input the data. The Board inquired about Avitar's fees for this  
95 service.

96  
97 Mr. Haywood's fee of \$25,000.00 is in addition to the \$16,000.00 yearly contract for a  
98 total of \$41,000.00 for 2020.

c. **Items not on Agenda:**

None

**VI. Town Administrator Report**

The Employee Appreciation gathering is scheduled for Thursday, September 12, 2019.

T/A Boland attended to MACC Base meeting and reported it was a productive meeting. The next meeting is August 12, 2019 to continue the dialogue between Milford and the three communities MACC Base serves.

T/A Boland informed the Board there have been several attempts of fraudulent activity to divert the Town's direct deposits. TD Bank was contacted. The fraudulent activity was stopped. The Town office is looking into Arch Positive Pay which will eliminate the amount of people they can transfer to. T/A Boland is moving forward on review and implementation. This topic will be addressed at the August 14, 2019 Selectmen's meeting.

**VII. Selectmen's Report:**

a. **MACC Base Action & Agenda**

No items to discuss.

b. **Transportation Committee**

No items to discuss.

c. **Planning Board**

At the last meeting, the Planning Board did not get a chance to continue reviewing the subdivision regulations due to other business but the topic will be on the August agenda.

d. **Heritage Commission**

The Clark Pottery sign will be installed soon. Plans are to order historical signs for West Cemetery and Dr. Bartlett's grave on Crooked S Road.

e. **Safety Complex**

No items to discuss.

**VIII. Consent Agenda:**

**VOTE: Selectman Douglas made a motion, Selectman McQuade seconded to approve the Consent Agenda with the exception of Item #2, Payroll Warrant. Motion passed 3-0.**

July 31, 2019 Consent Agenda			
Item #	Item Title	Item Date	Approved
1	AP Warrants – July 23 & 30, 2019	7/31/219	Yes
2	Payroll Warrant – July 15 through July 28, 2019	7/31/219	No
3	Request for Approval of Purchase Order # 2174 – Nortrax – Driveshaft Repair (Inv. # 1956766)	7/31/219	Yes
4	Board of Selectmen's Public Meeting Minutes – July 17, 2019	7/31/219	Yes

5	Board of Selectmen's Non Public Meeting Minutes – July 17, 2019	7/31/219	Yes
---	---	----------	-----

**IX. Information Items Requiring No Discussion**

None

**X. Non-Public Session 91-A:3 II (a, b, c & I)**

**VOTE: Selectman Douglas made a motion, Selectman McQuade seconded to enter into a Non-Public Session for a, b, c & I at 7:39 p.m. The Board was polled and all members agreed. Motion passed 3-0.**

**VOTE: Selectman Douglas made a motion, Selectman McQuade seconded to exit the non-public session at 8:45 p.m. and adjourn. Motion passed 3-0.**

**XI. Adjournment:**

All scheduled items having been addressed, the public meeting was adjourned at 8:45 p.m.

Next regular meeting: August 14, 2019 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Mark Chamberlain

Selectman Fred Douglas

Selectman Richard McQuade