

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
March 28, 2018
Final-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 Rick McQuade
 Town Administrator Russ Boland and Recorder Kathleen Humphreys

Chairman Douglas welcomed Rick McQuade to the Board.

Public Present: None

Media Present: None

III. Appointments:

None

IV. Community Forum and Public Comment:

None

V. Decision Making Actions:

a. Consent Agenda:

March 28, 2018 Consent Agenda	Item Date	Approved
AP Warrants – March 20, 2018 & March 27, 2018	3/28/2018	Yes
Payroll Warrant – March 12, 2018 – March 25, 2018	3/28/2018	Yes
Request to Execute Nashua Region Electricity Supply Aggregation MOU	3/28/2018	Yes
Request for Execution of NH DRA Form MS-232	3/28/2018	Yes
Board of Selectmen’s Public Meeting Minutes – March 14, 2018	3/28/2018	Yes
Board of Selectmen’s Non-Public Meeting Minutes – March 14, 2018	3/28/2018	Yes

VOTE: Selectman Chamberlain made a motion, Selectman McQuade seconded to accept the Consent Agenda items for March 28, 2018. Motion passed 3-0.

b. Old/Tabled Business:

None

c. New Business:

Appointment of Board Officers

ZBA: No Representative needed

Safety Committee:

VOTE: Selectman Chamberlain made a motion, Selectman McQuade seconded to table the Safety Complex & Other Options Committee action. Motion passed 3-0.

Chairman:

VOTE: Selectman Chamberlain made a motion, Selectman McQuade seconded to appoint Fred Douglas as the Chairman of the Board of Selectmen. Motion passed unanimously.

Budget Committee:

VOTE: Selectman Douglas made a motion, Selectman Chamberlain seconded to appoint Selectman McQuade to the Budget Committee as the Selectmen's Representative. Motion passed 3-0.

Selectman McQuade will shadow Selectman Chamberlain for the first few meetings.

Planning Board:

VOTE: Selectman McQuade made a motion, Selectman Chamberlain seconded to appoint Chairman Douglas to the Planning Board as a Selectmen's Representative. Motion passed 3-0.

Ambulance:

Purpose of a representative is to promote the town's opinion to the committee.

VOTE: Selectman Chamberlain made a motion, Chairman Douglas seconded to appoint Selectman McQuade to be the Selectmen's Representative to the Ambulance Committee. Motion passed 3-0.

MACC Base:

Town Administrator Russ Boland will represent the town at meetings.

Emergency Center:

VOTE: Selectman Chamberlain made a motion, Selectman McQuade seconded that the full Selectmen's Board and T/A Boland be available for the Emergency Operation Center. Motion passed 3-0.

Street Lighting:

VOTE: Selectman Chamberlain made a motion, Chairman Douglas seconded to appoint Selectman McQuade to the Street Light Committee. Motion passed 3-0.

NRPC:

VOTE: Selectman Douglas moved, Selectman McQuade seconded to appoint Selectman Chamberlain as Selectmen's Representative to NRPC. Motion passed 3-0.

Heritage Commission:

VOTE: Selectman Douglas made a motion, Selectman McQuade seconded to appoint Selectman Chamberlain to serves as the Selectmen's Representative to the Heritage Commission. Motion passed 3-0.

-Purchase of Police Vehicle & Portable Radios

Lyndeborough Chief Rance Deware was present.

Chief Deware reported there will be a cost savings in regards to the radio purchase and requested utilizing that savings towards the purchase a new AED.

The cost of the new police vehicle with the trade-in is **\$33,142.45**. The total cost is **\$40,814.29** for the 2018 cruiser, computer, radio and one AED.

Chief Deware reported the bumper will be removed from the 2014 police vehicle and be installed on the new vehicle but this action will require \$321.21 for new brackets. The cost would have been \$800 otherwise.

Items purchased new with the vehicle will not have a transfer fee. The new police vehicle can be available in May with the timeline of 3-4 weeks for the change-over.

The current miles of the 2014 cruiser are approaching 80,000. At trade-in time, if the miles are above 90,000 it would reduce the trade-in value by \$500.

VOTE: Chairman Douglas made motion to authorize the Chief of Police to go ahead with the purchase of a 2018 police vehicle from MHQ as outlined in the quote except for section 15.14 which is the front bumper off the 2014 cruiser and installed on the new cruiser, inclusive of the purchase of a brand new AED, and associated equipment as well as to authorizes T/A Boland to sign the modified quote. Selectman McQuade seconded the motion. Motion passed 3-0.

**Purchase Order: 60723 – Portable Radios
\$3,665.40 for four Kenwood radios from Beltronics**

VOTE: Selectman Chamberlain moved, Selectman McQuade seconded to authorize purchase order #60723 for \$3,665.40 for four Kenwood radios from Beltronics for the police department. Motion passed 3-0.

The purchase orders were signed.

Chief Deware mentioned the cross walk at the Center School's location is not in an appropriate location since the addition was built but plans are in the works to relocate the cross walk possibly this spring.

The new maple sugar sign on the intersection of Rt. 31/Forest Road is hazardous because it's in the line of sight and within the state's right-of-way. The owner will be informed to move it.

Purchase of the Highway Department Dump Truck

The cost is \$210,000 from Freightliner. The Board reviewed the contract.

Chairman Douglas does not agree with the automatic chains.

VOTE: Selectman Chamberlain moved, Selectman McQuade seconded to enter into an agreement with Freightliner of New Hampshire to purchase a new, 10 Wheeled Dump Truck and associated equipment as outlined in the quote dated March 28, 2018, and in accordance with the State of New Hampshire Bid Contract for 2017, in the amount of \$210,000.

VOTE: Selectman Chamberlain moved, Selectman McQuade seconded to authorize T/A Boland to sign the contract and purchase order. Motion passed 3-0.

Citizens' Hall and J.A. Tarbell Library Parking Lot Discussion:

The bid will be going out and due back by Monday, May 1, 2018. The bids will be opened at the May 9, 2018 Selectmen's meeting. The completion date will be Sept. 1, 2018.

The payment will not take place until the project is completed therefore a performance bond is not necessary. Selectman Chamberlain will check if a driveway permit is required within the DOT right-of-way at the library.

VOTE: Selectman Chamberlain moved, Selectman McQuade seconded to authorize the release of the Request for Proposals dated March 29, 2019, for the Citizens' Hall and J.A. Tarbell Library parking lots as outlined in the Town Meeting. Motion passed 3-0.

2018 Roadway Paving Projects RFP Discussion:

The Board discussed culverts, pipe sizes and water issues.

Paving projects will be done in coordination with road improvements with the Highway Department.

VOTE: Selectman McQuade moved, Selectman Chamberlain seconded to authorize T/A Boland to release the Request for Proposals dated March 29, 2018 for the 2018 Paving Projects.

2018 Street Lighting Committee Discussion:

The Committee should have 5-7 members. Interested volunteers are; Bob Rogers, Charlie Post, Pam Altner, Craig Kreider, Andy Roeper, Stephanie Roper, John Pomer and Steve Brown. Eversource is willing to meet with the committee.

The committee will report to the Board in October 2018 in case items need to be included in the budget. There is a savings rebate currently available and some light fixtures are allowed including historically correct light fixtures. It was noted that over time, some lights were in place because of a store or a designated school bus stop. The two lights on the Village Store belong to Eversource.

d. Items not on Agenda:

None

VI. Town Administrator Report

The Board reviewed a draft letter to the Town of Wilton.

March 28, 2018

*Wilton Board of Selectmen
42 Main St.
Wilton, NH 03086*

Dear Select Board,

It has come to our attention the Town of Wilton dissolved the Capital Improvement Fund for the Ambulance and Cardiac Monitor replacement at the 2018 Town Meeting.

As you are aware, Lyndeborough has contributed to the Capital Improvement Fund for the Ambulance and Cardiac Monitor replacement for many years. Giving the fund has been changed to a revolving fund; we respectfully request the funds contributed by Lyndeborough be returned to Lyndeborough as soon as possible.

We look forward to many years of shared services but feel returning Lyndeborough's funds is important to maintaining clear and accurate accounting to our taxpayers.

*Respectfully,
Chairman Frederick G. Douglas
Selectman Mark A. Chamberlain
Selectman Richard L. McQuade*

VOTE: Chairman Douglas moved, Selectman Chamberlain seconded to execute the letter dated March 28, 2018 to Wilton Selectmen relative to the CIP Fund for the Ambulance and Cardiac Monitor replacement. Motion passed 3-0.

-The Citizens' Hall locks have been changed.

-T/A Boland announced he will be on vacation the next 2 weeks. The April 11, 2018 agenda is empty and he asked the Board if they want to cancel the meeting. This topic will be tabled.

-Road Agent Kent Perry was approached about a logging operation on Pettingill Road on the Abbott property. Mr. Perry felt the road is stable enough to lift the weight restriction to conduct that logging operation. It was discussed the road agent has the right to make the decision in writing.

-The Lyndeborough Highway Department would like to return to 10 hours shifts Monday-Thursday within the next few weeks. The Board does not want to see the shift change until every piece of equipment is pressure washed, treated and properly stored and sprayed with fluid film. T/A Boland will instruct the road agent that this will not go into effect until after all the equipment is washed, maintained and stored plus pending an inspection from Chairman Douglas with approval by the Board.

-There will be a Highway Advisory Meeting in May regarding the highway fleet.

-The budget in the package represents 25% of the year and is 21% spent.

VII. 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.

VIII. Information Items Requiring No Discussion

None

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

VOTE: Selectman Chamberlain made a motion, Selectman McQuade seconded to enter a non-public session RSA 91-A:3II (d & e), personnel, at 8:09 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 8:55 p.m. Motion passed 3-0.

VOTE: Selectman Chamberlain made a motion, Selectman McQuade seconded to adjourn at 8:55 p.m. Motion passed 3-0.

Adjournment:

All scheduled items having been addressed, the public meeting was adjourned at 8:55 p.m.

Next regular meeting: April 11, 2018 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Frederick G. Douglas, Jr.

Selectman Mark A. Chamberlain

Selectman Richard L. McQuade