

LYNDEBOROUGH BOARD OF SELECTMEN

MEETING MINUTES

September 11, 2019

Approved on 10/9/19

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: Brendan Drew

Media Present: Jessie Salisbury

III. Appointments:

6:05pm: Brendan F. Drew, Partnership Specialist, U.S. Census Bureau

Brendan Drew was before the Board to discuss the upcoming U.S. Census Bureau and the local preparations.

Mr. Drew expressed that obtaining an accurate local census is important because many things are based off the U.S. Census such as Federal grants. The Bureau has Data Dissemination Programs that can assist local communities and businesses with efforts such as writing grants.

The Bureau prefers to hire locally and there are jobs available. Mr. Drew will provide the hiring link which will be posted on the Town's website as well as general information on the U.S. Census Bureau count process.

The Bureau wanted to give the Town and Police a heads-up. Their employees will wear badges and inform the local police of their vehicle and their daily routes.

IV. Community Forum and Public Comment:

Jessie Salisbury provided the following information:

The Fourth Grade History Tour is scheduled for October 10, 2019.

Roberta Douglas' presentation will be on September 20, 2019 at Center Hall at 7:00 p.m.

The first draft of the updated Lyndeborough history book is completed. A final product could be available next year.

Jessie Salisbury said she observed the South Cemetery wall repairs and it was interesting to watch the work. Both Mrs. Salisbury and Chairman Chamberlain felt there were smaller wedges used than expected. T/A Boland mentioned the Cemetery Trustees approved of the work.

V. **Decision Making Actions:**

Old/Tabled Business:

2008 Ford F-550 Sale Update

The highest bid for the 2008 Ford F-550 was \$14,100.00. The Town drafted a Bill of Sale which also specified there is no warranty on the truck. The buyer pays the commission to Municibid.com and will pay the Town with a certified check or cash. The Town will provide copies of all the maintenance records to the buyer and keep the originals on file.

VOTE: Selectman Douglas moved, Selectman McQuade seconded to endorse the Bill of Sale, dated September 16, 2019, and sell this vehicle, the 2008 Ford F-550, to Adams Quality Masonry, LLC, 51 Fairmount Avenue, Wakefield, Mass. for \$14,100.00, cash or certified bank check and authorize Russ Boland to execute the title and sign the Bill of Sale. Motion passed 3-0.

Purple Heart Community Update

All the poles and signs have been installed. The Purple Heart Proclamation is on display at Citizens' Hall on the second floor.

2020 Assessing Statistical Update Discussion

Sam Greene, of NHDRA, is reviewing the contract that was presented at the last meeting and a few changes are expected. A comparison to other communities of our size was conducted resulting in similar quotes.

TDS Franchise Discussion

TDS Manager Scott Brooks is agreeable to a Public Hearing on October 9, 2019 during the Selectmen's meeting. A Public Hearing will require a 14-day notice.

Two outstanding items that need to be determined are the contract length and the franchise fees.

The Town sets the franchise fees which can range from 0% to 5%. T/A Boland was informed that about a third of the communities charge 0%. The fee is based on the gross from the town and multiplied by the percentage. The fee is only for the cable TV portion of the bill and not the high speed internet. Franchise fees are revenue to the town but it will be passed onto the customers, much like the cell tower fees. Selectman Douglas felt it was taxation for the residents and was not in favor of a franchise fee. After a discussion the Board agreed on a 0% franchise fee.

The Board discussed if there can be a shorter contract than 10-years. T/A Boland contacted Mr. Brooks on his cell phone who said that a five-year agreement is not typically the contract length, but he will consult TDS's corporate headquarters.

Action Items:

-Hold a Public Hearing on October 9, 2019

-The Board prefers a 5-year contract term

-0% franchise agreement fee

-Update the contract with any corrections prior to the Public Hearing and consult with Attorney Drescher.

VOTE: Selectman McQuade moved, Selectman Douglas seconded to authorize T/A Boland to set-up and create a Franchise Agreement with TDS and arrange a noticed Public Hearing for October 9, 2019. Motion passed 3-0.

b. New Business:

Planning Board Ex-Officio Alternate

If a Board's Ex-Officio is not able to attend a Board meeting their replacement will not be a voting member unless they are appointed. With this information, Chairman Chamberlain would like an alternate Ex-Officio to the Planning Board to replace him at upcoming meetings in which he has a schedule conflict.

VOTE: Chairman Chamberlain moved, Selectman McQuade seconded to appoint Selectman Douglas as Planning Board Alternate Ex-Officio. Motion passed 3-0.

c. Items not on Agenda:

The Town received a letter from NH DOT noticing they are updating the 10-year plan along with the Public Hearing schedule. Selectman McQuade will plan to attend the meetings. It was noted that the trestle over Glass Factory Road in Lyndeborough is on the 10-year plan.

VI. Town Administrator Report:

The Town entered into a fence agreement with the property owner from Johnson Corner/Center Road intersection. (Map 237, Lot 015)

The Granite State Concrete Company over-billed the Town for delivery fees. T/A Boland has been in contact with the company to resolve the issue. The bill will not be paid until the over-billed charges are resolved.

The work on the South Cemetery wall has been completed. It appears at this point, the final bill will be \$12,750.00, which is below the estimated \$14,000.00.

T/A Boland issued a general order relative to any activities involving work related projects on Mountain Road in response to a localized resident with medical needs. The Board of Selectmen shall be notified prior to any work being conducted with no less than two-week's notice. This resident on Mountain Road shall be provided a copy of said order.

The Employee Appreciation Cookout is tomorrow at 4:00 p.m. at Center Hall.

The Wilton Ambulance meeting with the Selectmen is September 16, 2019 at 7:00 p.m. at Wilton Town Hall.

T/A Boland attended a recent Wilton Zoning Board of Adjustment meeting. The case does generate a regional impact and will be continued on October 23, 2019. It was determined all the surrounding Towns will be notified as abutters.

The second electronic speed sign is operational on the 2nd NH Turnpike. All eight poles have been installed. The Board discussed obtaining the data from the speed signs and to relocate them frequently.

150 **VII. Selectmen's Report:**

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

152 There are no new developments to report.

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154 **b. Transportation Committee**

155 Today's discussion was about the commuter rail.

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157 **c. Planning Board**

158 Nothing to report

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160 **d. Heritage Commission**

161 At a recent meeting, the Commission discussed the new historical sign for Clark Pottery
162 and plan to build a garden around it in the future.

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164 **e. Safety Complex & Other Options Committee**

165 Nothing to report

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167 T/A Boland had a conversation with the Fire Chief Brian Smith regarding the test pits.
168 The Chief has rough dimensions and a conceptual plan. It was discussed if an architect
169 should review the plans.

170
171 Possible Fire Department Warrant Articles were discussed and if the Fire Department
172 will be asking for a Tanker Truck this year. The Board wanted to make it clear that any
173 figures should include all items listed for the truck, even small items such as seat covers.

174
175 The Fire Department may need ten (10) sets of fire gear because they will retire 10 sets
176 in 2020. The expected cost could be around \$30,000.00. Selectman Douglas asked
177 why so many replacements in one year. It was explained that there was a big purchase
178 in 2010 to get the department up to speed on an every two-year gear update purchase.
179 This need could also be due to new members and for additional sizes. The fire gear
180 washing procedure was discussed.

181
182 Selectman Douglas referenced a conversation at a previous meeting where the KMA
183 fees were discussed and asked if the Fire Department is considering dispatching
184 somewhere else. Selectman McQuade noted that the flat fee to KMA may seem high
185 but that service includes items that MACC Base cannot provide such as Fire House
186 Reporting and CAD system.

187
188 **Consent Agenda:**

189 Tabled until end of meeting

190
191 **VIII. Information Items Requiring No Discussion**

192 None

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194 **IX. Non-Public Session RSA 91-A:3 II (a)**

195 **VOTE: Selectman McQuade moved, Selectman Douglas seconded to enter a non-public**
196 **session at 7:36 p.m. Motion passed 3-0.**

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198 **VOTE: Selectman McQuade moved, Selectman Douglas seconded to exit the non-public**
199 **session at 8:50 p.m. Motion passed 3-0.**

Once back in public session:

VOTE: Selectman McQuade moved, Selectman Douglas seconded to accept the Consent Agenda. Motion passed 3-0. (See below)

VOTE: Selectman McQuade moved, Selectman Douglas seconded to adjourn at 8:52 p.m. Motion passed 3-0.

Adjournment:

All scheduled items having been addressed, the public meeting was adjourned at 8:52 p.m.

Next regular meeting: September 25, 2019 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Mark Chamberlain

Selectman Fred Douglas

Selectman Richard McQuade

September 11, 2019 Consent Agenda

Item #	Item Title	Item Date	Approved
1	AP Warrants – September 3 & 10, 2019	9/11/2019	Yes
2	Payroll Warrant – August 26 through September 8, 2019	9/11/2019	Yes
3	Request for Approval of Purchase Order # 2205 – H. W. Dow – Crack Sealing Mountain & Center Roads	9/11/2019	Yes
4	Execution of Fence Agreement, 616 Center Road (M-L 237-015), Mr. David Dean	9/11/2019	Yes
5	Board of Selectmen's Public Meeting Minutes – August 28, 2019	9/11/2019	Yes
6	Board of Selectmen's Non Public Meeting Minutes – August 28, 2019 (6:04 pm Session)	9/11/2019	Yes
7	Board of Selectmen's Non Public Meeting Minutes – August 28, 2019 (7:40 pm Session)	9/11/2019	Yes