

# LYNDEBOROUGH BOARD OF SELECTMEN

## MEETING MINUTES

December 4, 2019

*Final*

### **I. Call to Order:**

Chairman Chamberlain called the meeting to order at 6:02 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:** Karl Zahn and Robert Jean

**Media Present:** Jessie Salisbury

### **III. Appointments:**

#### **6:05pm: Karl Zahn and Robert Jean, Map 250, Lot 014**

Real Estate Agent Karl Zahn and property owner Robert Jean were present.

The Selectmen requested a Notice of the Limits of Municipal Responsibility and Liability, which shall be recorded at the Hillsborough County Registry of Deeds. In this case, the proposed driveway for a lot that has no road frontage, which will be coming off a private road.

RSA 674:41 was discussed. Selectman Douglas asked for clarification on the circumstances so the applicant understands the RSA. Chairman Chamberlain explained that the property has no frontage, but it has a recorded access easement to Chase Road. The owner would need approval from the Selectmen to get a building permit for a lot with access only from a private road.

This matter will be continued on December 18, 2019 at 6:05 p.m.

### **IV. Community Forum and Public Comment:**

Jessie Salisbury reported that the Historical Society recently obtained the guest book from the Congregation Church. The entries in the book started in 1985, the year of the Town's 250<sup>th</sup> Anniversary.

The Society plans to change items in the two of the display cases at Citizens' Hall before the February primary election.

### **V. Decision Making Actions:**

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

#### **Street Lighting Project Update**

The street lights project is ongoing and should be completed soon.

#### **2020 Assessing Statistical Update Discussion**

**VOTE: Selectman Douglas moved, Selectman McQuade seconded to sign-off on the 2020 Assessing Statistical Update contract. Motion passed 3-0.**

50 **Winter Roadway Maintenance Policy Review**

51 The document was last revised in 2016.

52 Section 5.3: School Cancellation. Police Chief Deware mentioned how the procedure is  
53 currently working is not how the policy specifies. He said that the Superintendent Lane  
54 makes the call to cancel schools and does not consult with the Lyndeborough Road  
55 Agent. The Selectmen would like clarification from Road Agent Mark Chase. There  
56 have been times that the superintendent reports the school closing to WMUR-TV then  
57 calls MACC Base. MACC Base usually notified Chief Deware. The Selectmen agreed  
58 this is not the policy and that Road Agent Chase should be the conduit. If he cannot get  
59 the road prepped, then Mark Chase should tell the Superintendent that school is  
60 cancelled for Lyndeborough. It was discussed that the decision should not be based off  
61 the Wilton Road Agent.

62  
63 This procedure was also discussed last month when Supt. Lane was discussing the  
64 budget shortfall at a Selectmen's meeting. It was decided to send a letter to the  
65 Superintendent and CC the school board.

66  
67 Section 9.6 is missing the fire department. It was discussed to add the Lyndeborough  
68 Central School in the title. The school is school district property. Section 9.6 will become  
69 9.7.

70  
71 Selectman Douglas suggested to recite the RSA number for parking and the ordinance  
72 in the body of the policy.

73  
74 **VOTE: Selectman Douglas made a motion, Selectman McQuade seconded to**  
75 **accept the Winter Roadway Maintenance Policy with the modifications discussed**  
76 **tonight. Motion passed 3-0.**

77  
78 **b. New Business:**

79 **MACC Base Contract**

80 After reviewing the contract, the Selectmen discussed the 90-day termination clause and  
81 felt 6 months would be a more appropriate termination period. T/A Boland will contact  
82 MACC Base to ask to change the termination clause to 180-days.

83  
84 **VOTE: Selectman Douglas moved, Selectman McQuade seconded to sign the**  
85 **MACC Base contract and with the town of Milford and the Communication Center**  
86 **contingent on the change of 90-days to 180-days in the termination clause.**  
87 **Motion passed 3-0.**

88  
89 **Warrant Article Discussion.**

90 T/A Boland reviewed the 2020 Warrant Articles with the Board. This will be continued on  
91 the December 18, 2019 agenda.

92  
93 The Board discussed the furnace issue from last year.

**2019 Encumbrances**

\$23,000.00	Police vehicle
\$720.00	Police weapons. This will be matched against next year's line item
\$25,445.00	Info Technology Upgrades
\$10,465.00	Police Department IT upgrade
\$2,421.00	Center Road Engineering
\$2,200.00	Veteran's Markers for Cemeteries
\$975.00	Cemetery Loam Screening
<b>\$65,226.00</b>	<b>TOTAL</b>

**VOTE: Selectman McQuade made a motion, Selectman Douglas seconded to accept the 2019 encumbrances, which total \$65,226.00. Motion passed 3-0.**

**c. Items not on Agenda:**

None

**VI. Town Administrator Report**

T/A Boland felt the budget was in good shape. He wanted to say a "big thank you" to the taxpayers who paid their taxes early.

The school funding is due next week. The School District is aware the Town may not pay it on time due to revenue. All warrants articles have been funded and the County is paid. T/A Boland said it was an important achievement.

Selectman Douglas inquired about the amount of people who can't pay their taxes. T/A Boland said it has been consistent over the past three years of \$300,000.00 to \$330,000.00 for residents who can't pay their taxes.

The Finance & Human Resources position is opened and the Town is working on filling the position. The current Finance & Human Resources employee will continue in her role until the new candidate is hired plus she will stay on as a mentor.

2020 Paving: The quote from Advanced Paving is around \$150,000.00 which takes into account the tonnage and mobilization cost. The Town paving budget is \$160,000.00. Chairman Chamberlain wanted clarification on pick-up costs. He also wanted tack coat clarification and wanted clarification on the State specs. It was discussed to put .05 for only Wilton Road. It is not needed on the new pavement.

T/A Boland asked if the Board wants to meet on January 1, 2020. Board agreed to skip that meeting date and will meet on January 15, 2020. Board members can sign the warrant at Town Hall outside a meeting time.

The Board discussed the snow removal issues during the last snow storm. Selectman Douglas said, "It was a long duration, storm, and we were down one person. I thought the highway department did well."

**VII. Selectmen's Report**

**a. MACC Base Action & Agenda**

Chief Deware completed the questionnaire from the consulting firm.

153 **b. Transportation Committee**

154 No meeting this week

155  
156 **c. Planning Board**

157 Two driveway issues were on the agenda. One is on Mountain Road. The driveway  
158 permit was issued with restrictions that include traffic signage, a turn around on the  
159 property, and no parking on the street. Chairman Chamberlain said the Mountain Road  
160 property may have to go back to the ZBA because the building is different from what was  
161 approved. The ZBA can make that condition. Selectman Douglas strongly suggests  
162 that the current Board members don't handcuff that. It was discussed they use a lot of  
163 road salt there and for the ZBA to recognize that in any decision.

164  
165 The other driveway is on Chase Road. They were granted a waiver of 150 feet to the  
166 intersection. This is the property discussed with real estate agent Karl Zahn.

167  
168 Chairman Chamberlain plans to suggest to both the Planning Board and the Zoning  
169 Board of Adjustment to put a standard note on plans regarding wells that gives notice  
170 that the Town is not responsible for any kind of well contamination based on road  
171 conditions.

172  
173 **d. Heritage Commission**

174 No meeting until January 2020.

175  
176 **e. Safety Complex**

177 No items to discuss.

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179 **Consent Agenda:**

180 This will be tabled.

181  
182 **VIII. Information Items Requiring No Decision**

183 Chairman Chamberlain reported on his attendance at the November 26, 2019 School  
184 Board meeting to discuss the proposed joint meeting between the school and town  
185 boards and budget committees. He felt it was well received and that although the  
186 proposed December 3, 2019 date was cancelled there was interest in rescheduling.

187  
188 **IX. Non-Public Session RSA 91-A:3 II (a, b & c)**

189 **VOTE: Selectman McQuade made a motion, Selectman Douglas seconded to enter the**  
190 **non-public session at 7:28 p.m. Motion passed 3-0.**

191  
192 **VOTE: Selectman McQuade made a motion, Selectman Douglas seconded to exit the**  
193 **non-public session at 9:16 p.m. Motion passed 3-0.**

Once back in public session, the Board advised the following actions were approved in non-public session:

**Vote: Motion by Selectman McQuade, seconded by Selectman Douglas to promote Officer Hervieux to the position of Patrol Sergeant. Passed 3-0**

**Vote: Motion by Selectman Douglas, seconded by Selectman McQuade to hire Richard Bailey as a part time Police Officer. Passed 3-0**

**Vote: Motion by Selectman McQuade, seconded by Selectman Douglas to hire Milton Leavitt and Michael Guay as part time Heavy Equipment Operators. Passed 3-0**

The consent agenda was tabled until 12-18-19, because minutes need to be corrected.

**VOTE: Selectman McQuade made a motion, Selectman Douglas seconded to adjourn at 9:22 p.m. Motion passed 3-0.**

**Adjournment:**

All scheduled items having been addressed, the public meeting was adjourned at 9:22 p.m.

Next regular meeting: December 18, 2019 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Mark Chamberlain\_\_\_\_\_

Selectman Fred Douglas\_\_\_\_\_

Selectman Richard McQuade\_\_\_\_\_

### December 4, 2019 Consent Agenda

Item #	Item Title	Item Date*	Approved
1	AP Warrants – November 26 & December 3, 2019	12/4/2019	<b>Tabled</b>
2	Payroll Warrant – November 8 through December 1, 2019	12/4/2019	<b>Tabled</b>
3	Board of Selectmen's Public Meeting Minutes – October 23, 2019	12/4/2019	<b>Tabled</b>
4	Board of Selectmen's Public Meeting Minutes – November 18, 2019	12/4/2019	<b>Tabled</b>
5	Board of Selectmen's Public Meeting Minutes – November 20, 2019	12/4/2019	<b>Tabled</b>
6	Board of Selectmen's Non Public Meeting Minutes – November 20, 2019	12/4/2019	<b>Tabled</b>