

LYNDEBOROUGH BOARD OF SELECTMEN

MEETING MINUTES

December 18, 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
(*Selectman McQuade arrived at 6:32 p.m.*)

Town Administrator Russ Boland.

Recorder Kathleen Humphreys (*arrived at 6:10 p.m.*)

Public Present: Karl Zahn, Charlie Post, Jim Creighton and Tax Collector/Town Clerk Trisha Schultz

Media Present: Jessie Salisbury

III. Appointments:

6:05pm: Karl Zahn

Mr. Zahn discussed the driveway of a property he is selling. The proposal is to utilize an easement to exit onto Chase Road. A Release of Liability agreement will be required. It was agreed to continue this discussion on Friday, December 20, 2019.

T/C T/C Trish Schultz: Abatements

Town Clerk/Tax Collector Trish Schultz was present to discuss a few abatements.

Paul Hebert: Mr. Hebert's July 2019 bill was incorrect but the abatement adjustment occurs in the December billing cycle because the July bill was an estimate. This abatement was previously discussed and approved by the Board of Selectmen.

VOTE: Selectman Douglas moved, Chairman Chamberlain seconded to approve the abatement for Paul Hebert of 4 Heel St., Manchester, NH for \$1,330.98 for Map 247, Lot 025-000. Motion passed 2-0.

John and Barbara Vanderhoof: The Vanderhoof's July 2019 bill was incorrect but the abatement adjustment occurs in the December billing cycle because the July bill was an estimate. This abatement was previously discussed and approved by the Board of Selectmen.

VOTE: Selectman Douglas moved, Chairman Chamberlain seconded to approve the abatement for John and Barbara Vanderhoof, 114 Forest Road for \$282.10, Map 239, Lot 074-000. Motion passed 2-0.

Moreau: There was a data entry error on this property card. It was assessed with 100 patios, which affected the December 2019 bill. It was agreed to fix this error and not have the resident file for an abatement.

VOTE: Selectman Douglas moved, Chairman Chamberlain seconded approve the notification of abatement from the Town Clerk on property owned by Henry J. and Marion Moreau, 4 Wheeler Street, Merrimack, NH for \$2,596.37, Map 231, Lot 016-000. Motion passed 2-0.

6:23 p.m. Charles Post, Re: Planning Board Alternate Candidate

Charlie Post was before the Board with an interest in joining the Planning Board as an alternate member.

Selectman Douglas asked Mr. Post if he feels the Planning Board regulations should be enforced by the "letter of the law" or the "spirit". Mr. Post felt it should be "fair and equitable." He felt the RSAs are there for a reason and most are long-standing and vetted. He continued to discuss that the Zoning Board of Appeals is the avenue for appeals.

He would like to see the rural character preserved but also look at alternatives for improvement of property values and possible commercial development.

Selectman Douglas asked what he thought was the biggest challenges for the Planning Board. He is unsure and felt that land use is a challenge.

Selectman Douglas inquired if Mr. Post believes in the "Robert's Rule". He does agree. He said that the audio tapes should be available until the minutes are approved. He expressed his concern with proper procedures of the School Board minutes, which he was a member of that Board. He feels that resident's comments should be recorded verbatim.

Chairman Chamberlain informed Mr. Post the Planning Board meets tomorrow night and encouraged him to attend all meetings as an alternate because some cases occur in multiple meetings. If he sits on a case and has to vote, it is important to be informed.

6:31 p.m. Jim Creighton, Candidate for State Representative District 38

Mr. Creighton met with the Board to introduce himself and ask about issues that concern them. He would like to understand both sides of the issues.

Chairman Chamberlain felt the biggest problem with Concord is the funding or lack of funding. He addressed the recent increase of Education Funding at the expense of the Highway Funding. He said that Lyndeborough relies on funding to help maintain our roads and that it is a struggle because it is challenging to plan on anything because the Town does not know the amount of State aid they will receive. He would like more clarity.

Selectman McQuade arrived at 6:32 p.m.

The Board discussed the funding at the end of the year and the process. Also the fact that the School Board kept the additional funding after a Warrant Article vote at a special meeting.

Selectman Douglas mentioned the New Hampshire State Retirement System and addressed his concerns with law enforcement and fire fighter's retirement plans as well as recent changes that force Towns to have to hire full-time replacement under certain circumstances.

IV. Community Forum and Public Comment:

Jessie Salisbury suggested installing a guardrail in the parking lot of Citizens' Hall, which abuts the backyard of Lorraine Strube. There is a steep drop there.

V. Decision Making Actions:

Old/Tabled Business:

Street Lighting Project

The project is still moving forward. It was determined the proposal does call for a light on Center Road/Forest Road. The project should be complete the week of December 30, 2019.

b. New Business:

Warrant Article discussions

T/A Boland reviewed drafts for this year's Warrant Articles. The Warrant Articles will be discussed at an upcoming meeting in January.

Items not on Agenda:

None

VI. Town Administrator Report

The Ambulance Advisory Committee meeting is scheduled for Friday, December 20, 2019 at 6:00 p.m. at Citizens' Hall. Representatives from Greenfield and Milford plan to attend.

The agenda includes the 2020 budget. T/A Boland and the Greenfield Town Administrator drafted a letter to be reviewed by the AAC relative to the 2020 budget. He asked the Selectmen to review the letter and provide feedback.

T/A Boland was approached by a group that wanted to sell cookies at Town Meeting. Their request was denied because the group would not identify themselves.

Milford agreed to the 180-day termination policy alternation to the MACC Base contract. The options that MACC Base is considering were discussed.

VII. Selectmen's Report

a. MACC Base Action & Agenda

See above.

b. Transportation Committee

No meeting this month.

c. Planning Board

Tomorrow night's meeting includes a Public Hearing for Building Code revisions. Mr. Dick's "woodlot only" case will be continued business.

d. Heritage Commission

The next meeting is in January 2020.

e. Safety Complex

No items to discuss.

Consent Agenda:

Table until end of the meeting.

VIII. Information Items Requiring No Discussion

The Board had a discussion relative to the additional driveways on Chase Road. To date, three driveways will utilize the road. The Board discussed installing a Stop or Yield sign for safety and agreed on a Stop sign and that the resident should pay for the sign.

Chairman Chamberlain presented a proposed form designed to help the Board's accurately word their votes then provide the secretary with the written form that also includes how each member voted.

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

VOTE: Selectman McQuade moved, Selectman Douglas seconded to enter a Non-Public session, RSA 91-A:3 II (a, b & c) at 7:23 p.m. Motion passed 3-0.

VOTE: Selectman McQuade moved, Selectman Douglas seconded to come out of the Non-Public session at 8:37 p.m. Motion passed 3-0.

Once back in public session, the Board announced they voted to make a conditional employment offer to Ursula Cassidy for the position of Finance/Human Resource Coordinator.

VOTE: Selectman McQuade moved, Selectman Douglas seconded to accept the Consent Agendas from December 4, 2019 and December 18, 2019, contingent on several modifications to the minutes. Administrative Assistant Dawn Griska made the corrections. Motion passed 3-0. (see below)

VOTE: Selectman McQuade moved, Selectman Douglas seconded to adjourn at 9:05 p.m. Motion passed 3-0.

Adjournment:

All scheduled items have been addressed; the public meeting was adjourned at 9:05 p.m.

Next regular meeting: January 15, 2020 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Mark Chamberlain _____

Selectman Fred Douglas _____

Selectman Richard McQuade _____

(See below for Consent Agendas)

December 18, 2019 Consent Agenda

| Item # | Item Title | Item Date | Approved |
|--------|---|------------|----------|
| 1 | AP Warrants – December 10 & December 17, 2019 | 12/18/2019 | Yes |
| 2 | Payroll Warrant – December 2 through December 15, 2019 | 12/18/2019 | Yes |
| 3 | Request for Acceptance of 2019 Equalization Municipal Assessment Data Certificate | 12/18/2019 | Yes |
| 4 | Request to Approve Issuance of Timber Yield Tax Levy & Warrant, OWNER (19-279-04T, Map-Lot 228-001, 228-002, 228-002-003, 229-002, 229-007, 229-008, 230-004, 230-004-001, 230-005, 230-005-002, 230-007, 230-008, 230-008-001, 230-008-002, & 230-024) | 12/18/2019 | Yes |
| 5 | Request for Approval of Purchase Order # 20944 – D. C. Slocomb Co. – Truck Maintenance (Inv. #18042) | 12/18/2019 | Yes |
| 6 | Request for Approval of Purchase Order # 20945 – Freightliner of NH – 2017 Freightliner Repairs (Inv. # FR9117) | 12/18/2019 | Yes |
| 7 | Board of Selectmen’s Public Meeting Minutes – December 4, 2019 | 12/18/2019 | Yes |
| 8 | Board of Selectmen’s Non Public Meeting Minutes – December 4, 2019 | 12/18/2019 | Yes |

December 4, 2019 Consent Agenda

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

***Item Date is when item was originally submitted to the Board of Selectmen. At the December 4, 2019, the Board of Selectmen voted to table the entire Consent Agenda to the December 18, 2019 meeting.**