

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
January 15, 2020
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: Temple Selectman Ken Caisse, Temple Selectman George Willard, Wilton Town Administrator Paul Branscombe, Road Agent Mark Chase and Fire Chief Brian Smith

Media Present: Jessie Salisbury

Please note the agenda went out of order.

III. Community Forum and Public Comment:

Jessie Salisbury reported that Clayton and Polly Brown found photos of old houses in town that no longer exist. For example, the Baldwin House. The display cabinet on the second floor of Citizens' Hall will be changed to include these photos. The display will be changed prior to Election Day.

IV. Decision Making Actions:

Old/Tabled Business:

Street Lighting Project

The Street Lighting Project has been completed. The lights that have been removed are being stored at Highway Garage. The Town purchased and Eversource installed a shield on a street light after the Town was notified of light spillover into a homeowner's window. Another shield may be needed.

2020 Warrant Article Discussion

This will be discussed later in this meeting.

NH Clean Diesel Program

T/A Boland was looking for authorization to move forward with pursuing this project. If successful, the grant could be worth \$65,000.00. The grant is for 25% of the purchase of a new vehicle. The application has moved to Phase II.

VOTE: Selectman McQuade made a motion, Selectman Douglas seconded to allow T/A Boland to sign off on the DERA Clean Diesel Program and to allow Fire Chief Brian Smith to make contact with them. Motion passed 3-0.

T/A Boland will get the document notarized.

V. Town Administrator Report

A resident complained about the snow piled at Glass Factory and Rt. 31 (Forest Road). The Highway Department removed the snow pile and educated the homeowner on the potential sight distance danger.

Selectman Douglas mentioned that this homeowner placed a big piece of granite on his property, which is blocking the view looking southbound. It was discussed to have a dialogue with the homeowner about his liability if the granite is not moved. He is welcomed to come in and talk to the Selectmen regarding the granite. The person who made the complaint about the snow pile also has a concern about the piece of granite.

The Valic check that the Town issued a stop payment on has been returned six weeks later stamped, "undeliverable". The check has been voided and documented.

The Primary is February 11, 2020 from 8:00 a.m. – 7:00 p.m.

Selectman Douglas will cover 8:00 a.m. - 12:00 p.m.

Selectman McQuade will cover 12:00 pm. - 4:00 p.m.

Chairman Chamberlain will cover 4:00 p.m. - close

The notice for filling the offices has been posted by TC/TC Trish Schultz and will remain opened from January 22, 2020 until January 31, 2020 at 5:00 p.m.

The first draft of 2019 Town Report cover was presented to the Selectmen for their input. The Town Report will be dedicated to Lucy Schmidt, who turns 100 this year.

Tomorrow night the Selectmen have been invited to Wilton for a 7:00 p.m. meeting to go over ambulance, recreation and recycling budgets. The Budget Committee has been made aware of the meeting.

The yearend budget has been updated and we finished the year with the operating budget at 90% spent and a \$225,000.00 surplus. The revenues came in about 11.69% more than projected, over \$91,000.00 than project. The Town encumbered \$65,000.00. What was driving the revenues was the Grove Road house sale at \$19,000.00, \$14,100.00 for 1 Ton truck sale, and registrations were \$20,000.00 over what was anticipated. The Timber tax was \$11,000.00 over. The police officer's details were up

VI. Selectmen's Report

a. MACC Base Action & Agenda

T/A Boland attended the MACC Base meeting, which talked about the future of MACC Base. Milford is planning a Warrant Article to make it a stand-alone operation.

b. Transportation Committee

Chairman Chamberlain attended the NRPC TTAC meeting. The proposed three-lane project from Rt. 101A Milford to Merrimack is not happening. They will revisit the numbers to determine a course of action.

Selectman Douglas had a conversation with a police chief who is a member of MACC Base regarding the consultant's report. The cost factor for the infrastructure is a deterrent.

Selectman Douglas felt there was a natural marriage because of the Souhegan Valley area, which is slowly breaking up for the towns of Lyndeborough, Milford, Amherst, Wilton, Mont Vernon and Brookline.

The repeaters for the police cruiser are \$2,500.00 per cruiser, which would increase it from 5 watts to 110 watts. The report states that regardless of the plan they choose, it won't make the portable radios work 100 percent of the time, there will always be dead spots.. Milford has about 12 cruisers. Milford proposed cost factor to be a \$2.5 million renovation on a building that cost \$3.4 million. Lyndeborough cannot afford the \$700,000.00.

c. Planning Board

Tomorrow's agenda includes a public hearing for the Building Code Warrant Article.

d. Heritage Commission

The next meeting is January 24, 2020.

e. Safety Complex

No items to discuss.

b. New Business:

Items not on Agenda:

Chairman Chamberlain handed out his draft Selectmen's report for the Town Report. He asked the other Board members to review it and return it to him by next Monday at noon with any recommended changes.

Chairman Chamberlain said he is aware that the Town does not have a representative to the NRPC Commission. They will consider candidates to attend the quarterly meetings.

Chairman Chamberlain discussed with T/A Boland to go for the Build Transportation Grant this year. For a rural community it is a 100% reimbursement. The Town has to prove they have the money up front. The first phase of Center Road is expected to be approximately \$200,000.00.

Consent Agenda:

This will be table until the end of the meeting.

VII. Appointments:

6:35pm: Temple Selectman Ken Caisse, Wilton Town Administrator Paul Branscombe re: Ambulance Service

Temple Selectman Ken Caisse, Temple Selectman George Willard, Wilton Town Administrator Paul Branscombe were present.

Temple Selectman Ken Caisse wanted to discuss that his Town of Temple may have to give their notice because of the way the percentages are going. He feels they are now subsidizing other communities. He wanted to know how this would affect the other towns if they give their one-year notice. This topic is on the Wilton Selectmen's agenda for January 27, 2020.

Selectman Douglas asked if they felt the calculation should be something different. Mr. Caisse said yes, they are over-calculated for what they use as the services.

Selectman Douglas recalled at their last meeting, it was discussed the calculation will be half by population and half by call volume. It was discussed that they do not know what the true call volume is and the AAC does not have the information they need. Selectman Douglas believes that MACC Base can provide that information.

Paul Branscombe handed a document written Chief Steve Desrosiers on the year-end numbers that will be published in the Wilton Town Report.

Temple and Lyndeborough are below the 16%. They discussed the figures and the problem. Mr. Branscombe felt it is not neighborly if they let Temple go. He felt that the communities should be treated as partners and not customers.

NON PUBLIC: RSA 91-A:3 II (a & c)

VOTE: Selectman McQuade moved, Selectman Douglas seconded to enter a non-public session at 6:51 p.m. Motion passed 3-0.

VOTE: Selectman Douglas moved, Selectman McQuade seconded to exit the non-public session at 7:22 p.m. Motion passed 3-0.

Old Tabled Business continued

2020 Warrant Article Discussion

Road Agent Mark Chase, Police Chief Deware and Fire Chief Brian Smith were present T/A Boland reviewed the 20 Warrant Articles with the Board.

Article 1 is to select officers

Article 2 and 3 are reserved for the Planning Board. They only need one Warrant Article.

Article 4 is the Operating Budget.

Article 5 is a CIP for the 1994 Fire Truck for \$32,500.00.

Article 6 is \$35,000.00 for the 2005 Engine replacement CIP.

Article 7 is \$10,000.00 for the repair and replacement of Fire Department Equipment CIP.

Article 8 is to purchase a tanker for \$280,000.00 and to withdraw up to \$280,000.00 from the 1984 Department Tanker Truck CIP.

Article 9, if Article 8 is successful, is to change the CIP fund to the Fire Department Tanker.

Article 10 is to purchase a vehicle exhaust system for the Lyndeborough Fire Station for \$21,000.00.

Article 11 is for a washing machine extractor for \$6,000.00 be withdrawn from the Fire Equipment CIP.

Article 12 is to purchase 23 portable radios for \$65,000.00. The Fire Department will pursue a grant. \$13,000.00 would come from taxation (20% match grant). \$52,000.00 would come from the Federal Emergency Management Assistance to Firefighters Grant. If they do not get the grant then the warrant will be withdrawn (null and void).

Article 13 is to purchase the police cruiser for \$53,000.00. \$30,000.00 to be raised by taxation. There is \$23,000.00 in the CIP.

Article 14 is to purchase a Highway Department Dump Truck for \$170,000.000. The plan is to withdraw \$140,000.00 from the Repair and Replacement of the 2008 Volvo and raise the remaining \$30,000.00 through general taxation. The Town was offered \$15,000.00 for a trade-in but T/A Boland feels they can sell the vehicle on Municibid.com for more.

Article 15 is to change the purpose of the CIP Fund to the 2020 Mid-Size Dump Truck if Article 14 is successful.

Article 16 is to put \$8,000.00 in the Backhoe CIP.

Article 17 is to put \$5,000.00 towards the 1 Ton Replacement.

Article 18 is \$12,000.00 for the 2016 Mid-size dump truck

Article 19 is to establish a CIP for the repair and replacement of the municipal infrastructure asking for \$10,000.00. This was discussed briefly with the Budget Committee and will be on their next agenda.

The Warrant Articles will be reviewed by the Budget Committee on January 21, 2020.

T/A Boland provided a copy of the Capital Improvement Plan (CIP) to the Board.

The Board was asked if they have any comments or concerns about the Warrant Articles.

Article 8, Tanker

Fire Chief Brian Smith was present.

Chairman Mark Chamberlain reported the CIP is slightly behind for the pumper replacement because it is costing more than expected plus this Warrant was not funded during a certain time to the economy. The Board further discussed this with Fire Chief Brian Smith. T/A provided a history that the tanker was going to be closer to \$400,000.00 for a custom truck due to the size of the fire station but that price has come down. The Fire Department has looked at three companies using the same specs. It was discussed that payment would not be made if the truck does not fit in the station. The preferred company is Freightliner out of the three companies they researched.

VOTE: Selectman Douglas moved, Selectman McQuade seconded to table Warrant Article 8 until the Board see the specs and the equipment list. Motion passed 3-0.

Article 10, Vehicles Exhaust System

This is a filter system for exhaust, which is for health and safety concerns. Due to the tight quarters at the Lyndeborough Fire Station, this proposed system works the best. The cost includes installation. There is space for the 110 V circuits in the electrical panel. The Wilton Fire Station has this system and has reported no issues plus they have not had to replace the filters during the three years they had this system. The filters cost \$80.00 to replace.

Article 11, Washing machine Extractor

This extractor will be installed at the Highway Garage, which has outlet and plumbing space available. This commercial washer will remove containments from the gear. The Board discussed how often they need to clean the gear and the number of times the firefighters are exposed to VOCs. This is for the safety and health of the members.

It costs \$300.00 per set to have a set of gear washed including pick-up and deliver. It was noted that prior to this, members have been able to bring the gear to their primary fire station but that opportunity will not be available long-term.

The exact cost is \$4,475.00, therefore it was agreed to lower this line to \$5,000.00. Detergent would cost \$80.00 for a 5-gallon jug.

VOTE: Selectman McQuade moved, Chairman Chamberlain seconded to accept Article 11 with the change to \$5,000.00. Selectman Douglas abstained. Motion passed 3-0-1.

Article 12, Portable Radios

The cost is \$52,317.55. Chief Smith would like to pursue the grant. They have 23 units VP 623 Model. The NASPRO discount of \$2,600.00 is included.

It was discussed to change the proposed cost of \$65,000.00 to \$53,000.00 and change the 5% match of \$13,000.00 to \$2,650.00.

The concern is that moving forward all the radios will expire at the same time and that would be a big cost. Selectman McQuade pointed out that line 2 should read, "portable" radios. Chief Smith provided specs on the radios. He will get an extension on the quote.

This was warrant discussion was tabled for now.

Article 13, Police Vehicle Purchase

Chief Rance Deware was present.

Selectman Douglas asked to see the specs on the vehicle.

The Board was made aware that the new model vehicle has been redesigned and unfortunately, the gear from the current vehicle will not fit in the new vehicle's larger size, which increases the cost about \$10,000.00. T/A Boland would like to see if they can sell the vehicle on Municibid.com and believes they can get more than the \$4,500.00 trade-in value offered by the dealership. The Board discussed that the vehicle has less than

80,000 miles and questioned keeping the vehicle longer if they choose to sell it themselves. The reason previous vehicles have been sold prior to reaching 90,000 miles was for a better trade-in value. This could help offset the \$10,000.00 increase on the vehicle.

Article 14 Highway Department Dump Truck. (Replaces the 2007 Volvo)

Road Agent Mark Chase was present

The Board has the truck specs. Tenco is the company the Highway Department prefers. Most towns are using this company now, including Frankestown, which has 1 or 2 trucks with this body.

The cost for the truck is \$170,000.00. There is \$140,000.00 set aside in the CIP and the \$30,000.00 balance will have to be raised by taxation and can be offset by selling the Volvo on Municibid.com. The Volvo has wiring and other issues.

The Board reviewed the remainder of the Highway Department Warrant Articles with no concerns.

VIII. Information Items Requiring No Discussion

None

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

VOTE: Selectman McQuade moved, Selectman Douglas seconded to enter a non-public session at 8:27 p.m. Motion passed 3-0.

VOTE: Selectman McQuade moved, Selectman Douglas seconded to exit the non-public session at 9:07 p.m. Motion passed 3-0.

Once back in public session, the Board moved to approve the Consent Agenda.

VOTE: Selectman Douglas moved, Selectman McQuade seconded to approve the January 15, 2020 Consent Agenda. Motion passed 3-0.

VOTE: Selectman Douglas moved, Selectman McQuade seconded to adjourn at 9:07 p.m. Motion passed 3-0.

Adjournment:

All scheduled items having been addressed, the public meeting was adjourned at 9:07 p.m.

Next regular meeting: January 29, 2020 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Mark Chamberlain_____

Selectman Fred Douglas_____

See below for Consent Agenda.

January 15, 2020 Consent Agenda			
Item #	Item Title	Item Date	Approved
1	AP Warrants – December 31, 2019 & January 7 & 14, 2020	1/15/2020	Yes
2	Payroll Warrant – December 16 through December 29, 2019	1/15/2020	Yes
3	Payroll Warrant – December 30 through January 12, 2020	1/15/2020	Yes
4	Request to Approve Total Notice Registry Research/Mortgage Notification Agreement, 2020	1/15/2020	Yes
5	Request to Approve Issuance of Timber Yield Tax Levy & Warrant, Case, Douglas & Rebecca (19-279-10T, Map/Lot 232-013)	1/15/2020	Yes
6	Request to Approve Issuance of Timber Yield Tax Levy & Warrant, Mader, Bret & Donna (19-279-12T, Map/Lot 230-005-001 & 230-001-000)	1/15/2020	Yes
7	Request for Approval of Annual Blanket Purchase Orders: Monadnock Disposal (PO# 20960), MD's Trash Removal (PO# 20961), Pitney Bowes (PO# 20962), Leighton White (PO# 2271), JP Pest Services(PO# 2272), NH Municipal Bond Bank (PO# 2273), Diesel Direct, Inc. (PO# 2274), Unifirst Corp (PO# 2275), Granite State Minerals Co. - Gravel (PO# 2276), Granite State Minerals Co. - Salt (PO# 2278), Dugout Gravel, LLC (PO# 2279), WEX Bank - PD Fuel (PO# 61268), & State of NH DOT – Fuel Distribution (PO# 61334).	1/15/2020	Yes
8	Board of Selectmen's Public Meeting Minutes – December 18, 2019	1/15/2020	Yes
9	Board of Selectmen's Non Public Meeting Minutes – December 18, 2019	1/15/2020	Yes
10	Board of Selectmen's Public Meeting Minutes – December 20, 2019	1/15/2020	Yes