

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
July 29, 2020
FINAL

I. Call to Order:

Chairman Chamberlain called the meeting to order at 6:00 p.m.

II. Introduction of Members Present at Citizens' Hall:

Chairman Mark Chamberlain, Selectman Fred Douglas and Selectman Richard McQuade
Town Administrator Russ Boland and Recorder Kathleen Humphreys

Public Present: Jessie Salisbury

III. Appointments:

None

IV. Community Forum and Public Comment:

Jessie Salisbury asked if there have been any reports of trash and vandalism at Purgatory Falls. Her son, Joel Salisbury, was wondering if people have been out there. T/A Boland mentioned the trail clean-up is scheduled for August 22, 2020 for both the Upper and Lower Falls.

Decision Making Actions:

Old/Tabled Business:

Lower Purgatory Falls Lot Discussion

The MEMO Group trail clean-up is scheduled for August 22, 2020, in coordination with the Highway Department, Police Department, and T/A Boland. Large signs will be placed on volunteer's vehicles parked in the lot to inform the public that they are volunteering to clean-up and to make it clear that the Falls are not re-opened. The one-ton dump truck will be parked on-site to assist with trash removal. Selectman Douglas suggested taking photographs before and after the cleaning as well as document the trash in the dump truck as a benchmark of the clean-up activities.

The next discussion of reopening Purgatory Falls will be on the August 26, 2020 agenda.

Coronavirus Relief Fund Grant Reimbursement Agreement Update

The Town plans to submit the next Coronavirus Relief Fund Grant Reimbursement paperwork on or before September 15, 2020. It will include all qualify expenses including the Police Department payroll. The Fire Department will be pro-rated. The TOL is capped at \$40,764.00. After receiving Payment One, and work by retirees, Payment Two will have a deficit of \$26,916.60 remaining on cap. T/A Boland would prefer to submit all expenses and let the State determine when we meet the cap.

Selectman Douglas mentioned the hours for the police department, which have some different guidelines for the coronavirus situation. The limit is 1,664 hours and those hours can be worked in the first six months, but when they are reached that is the limit.

Selectman Douglas suggested that Chief Deware check on the reimbursement timeframe for those hours not counted into the 1,664 limit.

2021 Paving Plan

Chairman Mark Chamberlain and Road Agent Mark Chase visited the roads on the proposed paving plan options for 2021.

Fay Road: This road is in very bad shape. The school bus uses the intersection with Forest Road as a turn-around. It has wider opening. It was suggested to confirm if a turn-around agreement is on record for the end of the road and if the homeowner today is the same as the owner who made that agreement. The Board discussed if it was more practical to return Fay Road to gravel and discussed concerns about phone wires and culverts. Fay road has three homes and an estimated car count is about 10 vehicles trips per day. T/A Boland will send a letter to residents in relation to paving options.

Glass Factory Road: After reviewing this intersection, it appears possible to straighten out the intersection at the Rt. 31 end and change the profile to make it a decent intersection. The other end of the road might be much more of a challenge. This area is in the NH Department of Transportation railroad right-of-way. It was suggested to get the DOT involved early in the design phase. T/A Boland will contact Kevin Leonard at Northpoint Engineering to provide a scope of the survey and an estimate.

Winn Road: Shattuck Paving provided an estimate for Winn Road and Brackett's Cross Road ranging between \$4,500.00 and \$6,000.00. The estimates are for a 30 ft. apron or a 60 ft. apron. The Selectmen will receive a copy of the estimates. This item will be on the next agenda.

Mountain Road: After a discussion about the paved hill portion of Mountain Road, by Cindy Ginn's farmhouse, T/A Boland will have a discussion with the property owner.

Richardson Road: It was discussed if the paved hill on Richardson Road should be returned to gravel.

b. New Business:

Bob Howe appointment

Mr. Howe's appointment is included in tonight's Consent Agenda.

c. Items not on Agenda:

Nothing to discuss

V. Town Administrator Report

The Fire Station fire damage claim was processed. We received \$1,700.00 to replace the refrigerator, security camera and a computer after a \$1,000.00 deductible for a total of \$2,700.00.

Selectman McQuade asked if the department lost any information in the computer. The Board would like to have a policy for the Fire Department to back-up their information that follows standard protocol as other town departments have for their computer information. T/A Boland will reach out to Treadwell.

T/A Boland said they have figured out the problem behind Valic not being credited to the account on time. The documents have been going to a different location first. The problem has been a mislabeling of a zip code. The problem has been corrected.

Town Clerk/Tax Collector Trisha Schultz requested a police officer to be on duty for the September and November 2020 elections and wanted to Board's opinion. The Board agreed a police officer should be dedicated to the Election.

The preliminary election's plan is to require masks for coronavirus protection. If a voter does not want to wear a mask, their ballot will be taken out to their car to vote there. The Board discussed how this sensitive issue would work. How would curbside voters check-in with a Ballot Clerk? It might be a good idea to have someone stationed at the end of the ramp with facemasks. A test run was suggested.

The Board discussed supplies of PPE for the election, sanitizing the voting booths, disposable pencils and other concerns. It was brought up that maybe volunteers and Town employees should be tested for COVID-19 prior to the elections in case anyone is asymptomatic. A checklist will be developed to help ensure a safe Election process.

VI. Selectmen's Report

a. MACC Base Action & Agenda

There is a meeting tomorrow.

b. Transportation Committee

No items to discuss.

c. Planning Board

No items to discuss.

d. Heritage Commission

The annual meeting is this Friday, along with the Historic District Commission meeting.

e. Safety Complex

No items to discuss.

Selectman Douglas inquired if there is an update on the Ambulance Association. T/A Boland said that both Wilton and Lyndeborough are having issues of no return phone calls from members of the Association. Wilton sent a letter to the Attorney General. T/A Boland will inquire if Wilton has a response yet. There is a question regarding the status of the 501c paperwork.

Consent Agenda:

Tabled until the end of the meeting.

VII. Information Items Requiring No Discussion

Selectman Douglas asked if the Road Agent can address the knotweed, which is growing on Glass Factory Road, especially by the McCormish house. It is affecting the road width.

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

VOTE: Selectman McQuade moved, Selectman Douglas seconded to enter a Non-Public Session at 6:45p.m. Motion passed 3-0.

VOTE: Selectman McQuade moved, Selectman Douglas seconded to re-enter the Public Session at 7:38p.m. Motion passed 3-0.

Once back in public session, the Board reviewed the Consent Agenda.

VOTE: Selectman McQuade moved, Selectman Douglas seconded to accept the July 29, 2020 Consent Agenda. Motion passed 3-0.

Fire Department Appointments:

VOTE: Selectman McQuade moved, Selectman Douglas seconded to approve the appointment of David Myer to the Lyndeborough Fire Department as a Firefighter with a probationary period of six months. Motion passed 3-0.

VOTE: Selectman McQuade moved, Selectman Douglas seconded to approve the appointment of Zackary Lewis to the Lyndeborough Fire Department as a Firefighter with a probationary period of six months. Motion passed 3-0.

Adjournment: VOTE: Selectman McQuade moved, Selectman Douglas seconded to adjourn at 7:50 p.m. Motion passed 3-0.

Next regular meeting: August 12, 2020 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Mark Chamberlain_____

Selectman Fred Douglas_____

Selectman Richard McQuade_____

July 29, 2020 Consent Agenda		
Item #	Item Title	Approved
1	AP Warrants – July 21 & 28, 2020	Yes
2	Payroll Warrant – July 6 through July 19, 2020	Yes
3	Request for Approval of Intent to Cut Application, Wilkins, Stephen & Robert (20279-05T) (206-026 & 206-015) – Accessed Via School House Road	Yes
4	Appointment of Robert Howe as full member of the Historic District Commission – Term to Expire 2023	Yes
5	Request for Approval of Purchase Order # 2388 – H. W. Dow of Concord NH – Crack Sealing Portions of 2 nd NH Turnpike, New Road & Citizens' Hall Parking Lot, \$7,600.00	Yes
6	Request for Approval of Purchase Order # 2286 – Fuzzy Brothers LLC – Crushing/Grinding Surplus Asphalt, #18,900.00 (Inv.# 448)	Yes
7	Board of Selectmen's Public Meeting Minutes – July 15, 2020	Yes
8	Board of Selectmen's Non Public Meeting Minutes – July 15, 2020	Yes