

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
August 12, 2020
Final

I. Call to Order:

Selectman Douglas called the meeting to order at 6:03 p.m.

II. Introduction of Members Present at Citizens' Hall:

Chairman Mark Chamberlain (via phone), Selectman Fred Douglas and Selectman Richard McQuade, Town Administrator Russ Boland

Public Present: Jessie Salisbury, Scott Roper, Stephanie Roper, Clayton Brown, Polly Brown

III. Appointments:

None

IV. Community Forum and Public Comment:

Selectman Douglas recognized Stephanie Roper to address the Board. Ms. Roper advised the Board Mary Lemire, representing the Lyndeborough Center Church, had attended the last meeting of the Historic District Commission, advising the Commission the Lyndeborough Center Church has been approached about selling the Church located on 1139 Center Road (M-L 221-005). Ms. Lemire advised the Commission the Church would like to offer the church property to the Town first, at approximately one third of its value. The Commission toured the building with Ms. Lemire but there was limited information exchanged, other than the possible sale of the building.

Ms. Roper conducted preliminary research regarding the ability of the property to be converted into another use along with conducting preliminary research into the deed for the property.

Jessie Salisbury advised the Board she has been in contact with the United Church of Christ located in Concord, NH, to see if they could provide additional information regarding the possible sale of the property. Ms. Salisbury was advised if a legitimate group wished to purchase the property the UCC would assist with the legal process. Selectmen Douglas asked if the Town would be considered a legitimate group, Ms. Salisbury believes the Town would be considered a legitimate group.

Scott Roper addressed the Board regarding the Historical District Regulations. Mr. Roper provided a history of how the regulations came to be, but raised concerns about the original regulations not being reviewed by Town Counsel.

Ms. Roper stated the deed for the property appears to be silent regarding the future sale of the property. A general discussion regarding possible fund raising and possible warrant article for the purchase of the property was shared by the audience and the Board.

Clayton Brown recapped the history of the church and expressed deep concern about the future of the building.

Vote: Chairman Chamberlain moved seconded by Selectman McQuade to direct T/A Boland to contact Attorney Drescher to obtain an opinion regarding the process for the Town to move forward with the possible purchase of the Church located at 1139 Center Road. Additionally, questions submitted by Scott and Stephanie Roper will also be address by Attorney Drescher.

Chairman Chamberlain = Yes

Selectman McQuade = Yes

Selectman Douglas = Yes Motion passes 3-0

At 6:45 pm Chairman Chamberlain had to terminate his phone connection and leave the meeting.

V. Decision Making Actions:

a. 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. Photographs will be taken before and after the cleaning to document the trash in the dump truck as a benchmark of the clean-up activities.

- Coronavirus Relief Fund Grant Reimbursement Agreement Update

T/A Boland advised the Board the Town has received the reimbursement for the May and June 2020 time period in the amount of \$11,300. The next request will be submitted on or about September 1, 2020, and will include the July and August time period.

T/A Boland advised the Board Town Clerk Tax Collector Schultz received notice of a grant opportunity for possible reimbursement of unanticipated election costs through the State of New Hampshire. A motion authorizing the Town to accept reimbursement and a separate motion to authorize TC/TC Shultz to sign and execute the grant are in order.

Vote: I, Richard McQuade, Selectman for the Town of Lyndeborough, NH, make a motion to accept funds in accordance with New Hampshire RSA 21-P:43 for the payment of Covid-19 expenses "to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle." This motion is in reference to, but not limited to, the Coronavirus Aid, Relief and Economic Security (CARES) Act. (Public Law 116-136) Funding Opportunity Number DC20101CARES. Seconded by Selectman Douglas.

Roll call vote:

Selectman McQuade = yes

Selectman Douglas = yes Motion passes 2-0

Vote: I, Richard McQuade, Selectman for the Town of Lyndeborough, NH, make a motion to hereby certify that Town Clerk/Tax Collector Patricia Shultz, has the authority to sign and enter into grant agreements/amendments with the State of New Hampshire relative to Grant Funding Opportunity DC20101CARES, Coronavirus Aid, Relief, and Economic Security (CARES) Act (Public Law 116-136) for the Town of Lyndeborough, NH. Further, we hereby authorize Patricia Shultz to execute any and all contracts and agreements related to the above mentioned grant(s). Seconded by Selectman Douglas.

Roll Call Vote;

Selectman McQuade = Yes

Selectman Douglas = Yes Motion passes 2-0.

- 2021 Paving Plan and Brackets Cross Apron Discussion

The Board reviewed the two options presented by Shattuck Paving for the paving of the apron at Brackets Cross and Center Road. It was agreed that option one is the best choice, which is thirty feet in length without the final coat. The reason for not applying the final coat is construction on Center Road is scheduled to take place within the next couple of years and applying the final coat before then would not be cost effective.

Vote: Motion by Selectman McQuade seconded by Selectman Douglas to enter into a contract with Shattuck Paving to install a two-inch asphalt apron thirty feet in length on Brackets Cross at Center Road.

Roll Call Vote:

Selectman McQuade = Yes

Selectman Douglas = Yes. Motion passes 2-0.

- Putnam Pond Boat Ramp Dedication Discussion

The Board reviewed the draft language for a plaque dedicating the park to deceased Board of Selectmen member Lee Mayhew. The Board agreed the draft appeared to be good. The suggestion was made by Selectman Douglas to investigate the possibility of adding a helicopter signifying Lee's service during the Vietnam War. T/A Boland will research the addition of a helicopter to the plaque and report back to the Board.

b. New Business

- Statistical Update Discussion

The Board reviewed the report supplied by contracted Assessor Todd Haywood regarding the progress to date for the property value statistical update. The report indicated the statistical update is on track and should be completed on time.

- Selectmen Schedule for the 2020 Primary Election

T/A Boland reviewed the schedule for September 8, 2020, Primary Election with the Board. The Selectmen will review their personnel schedules and decide who will cover the required shifts at the August 26, 2020, Selectmen's meeting.

c. Items not on Agenda

Ms. Salisbury advised the Board the Heritage and Historical Commissions will be coming to the Board of Selectmen with additional member candidates for appointment.

Selectman Douglas advised the Board after several attempts to contact members of the Ambulance Association, there has been no reply regarding the required documents needed to be filed with the Attorney General's Office.

Selectman Douglas advised he has received reports of speeding vehicles on Center Road near Bullard Drive. The Board asked T/A Boland to contact Chief Deware and request a directed patrol on Center Road.

VI. Town Administrator Report

T/A Boland advised the Board the refinishing of the lobby/conference room floor at Citizens' Hall will be accomplished when the building is closed and will not impact operations. The Board agreed the flooring needs maintenance and advised T/A Boland to proceed.

T/A Boland advised the Board the Town has been notified by the State the Diesel Emissions Reduction Act grant applied for to replace the Volvo dump truck was not approved. T/A Boland contacted the State to inquire why the grant was not approved and was told the vehicle did not meet the required reduction in emissions given the population of the community.

T/A Boland has been in contact with TDS regarding the possible expansion of fiber optic cable in Town to the areas that were not included in the initial roll-out phase and has been told by TDS the entire Town has been engineered to have fiber upgrades eventually. The time line for expansion was not available, but T/A Boland was advised by TDS the project is moving forward.

T/A Boland advised the Board the letters the Board requested to be sent to the Fay Road residents asking for their opinion regarding road maintenance have been mailed.

T/A Boland advised the Board he has been in contact with past Road Agent Clayton Brown regarding the Whitmore Hill section of Mountain Road. Mr. Brown feels this section of road should remain paved as there is a drainage system just below the surface of the roadway. Additionally, if the roadway is returned to gravel washouts during bad weather events will be common. The Board will take this information under advisement.

T/A Boland advised the Board a deadline extension request for filing of the 2020 MS-1 report has been filed with New Hampshire Department of Revenue. T/A Boland advised this is a common necessity when the Town is in the process of conducting a statistical update. The 2020 MS-434 report will be filed with DRA next week to update the revenues collected thus far and the provide the projected revenues for the remaining year.

The auditors are in the process of finalizing their work on the 2019 audit, and once completed, the 2020 MS-535 will be submitted for the Selectmen's review. The Selectmen should have the draft audit next week.

T/A Boland supplied the Board with an information packet received from resident Alisha Dimasi, regarding her request that the 'Still Good' / 'Swap Shop' at the Wilton Transfer Station be reopened. The Board advised they have apprehension in recommending the 'Still Good' / 'Swap Shop' reopen during the pandemic. Additionally, the Board instructed T/A Boland to contact Ms. Dimasi to direct her to the Town of Wilton, as they have the final decision-making authority regarding Transfer Station operations.

T/A Boland advised the Board Chief Deware has been notified the new cruiser is on the assembly line and will be delivered to MHQ by the end of August, with delivery date to Lyndeborough in late September.

VII. Selectmen's Report:

a. MACC Base Action & Agenda

No Items to Discuss

b. Transportation Committee

No items to discuss.

c. Planning Board

No items to discuss.

d. Heritage Commission

No Items to discuss

e. Safety Complex

No items to discuss.

VIII. Consent Agenda:

Tabled until the end of the meeting.

IX. Information Items Requiring No Discussion

X. Non-Public Session

VOTE: Selectman McQuade moved, Selectman Douglas seconded to enter a Non-Public Session under RSA 91-A:3 II (a, b & I) at 7:25p.m.

Roll Call Vote:

Selectman McQuade = Yes

Selectman Douglas = Yes. Motion passed 2-0.

Chairman Chamberlain rejoined the meeting at 7:45 pm via the telephone.

VOTE: Selectman McQuade moved, Chairman Chamberlain seconded to re-enter the Public Session at 8:03p.m.

Roll Call Vote:

Chairman Chamberlain = Yes

Selectman Douglas = Yes

Selectman McQuade = Yes. Motion passed 3-0.

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

- Consent Agenda

VOTE: Selectman McQuade moved, Selectman Douglas seconded to accept the August 12, 2020 Consent Agenda.

Roll Call Vote:

Chairman Chamberlain = Yes

Selectman McQuade = Yes

Selectman Douglas = Yes. Motion passed 3-0.

- Police Department Appointment

VOTE: Selectman Douglas moved, Chairman Chamberlain seconded to approve the appointment of John X. Murphy III to the Lyndeborough Police Department as a part time Patrolman at an hourly rate of \$25.86 with a probationary period of six months.

Roll Call Vote:

Chairman Chamberlain = Yes

Selectman McQuade = Yes

Selectman Douglas = Yes. Motion passed 3-0.

XI. Adjournment:

VOTE: Selectman McQuade moved, Selectman Douglas seconded to adjourn at 8:16 p.m.

Roll Call Vote:

Chairman Chamberlain = Yes

Selectman McQuade = Yes

Selectman Douglas = Yes. Motion passed 3-0.

Next regular meeting: August 26, 2020 at Citizens' Hall at 6:00 p.m.

Russ Boland, Transcriber

Chairman Mark Chamberlain_____

Selectman Fred Douglas_____

Selectman Richard McQuade_____

August 12, 2020 Consent Agenda	
Item Title	Approved
AP Warrants – August 4 & 11, 2020	Yes
Payroll Warrant – July 27 through August 9, 2020	Yes
Request for Approval of Purchase Order # 2288 – Daryl Pelletier, Roadside Mowing and Removal of Brush & Limbs, \$3,6400 (Inv. # 1063)	Yes
Request for Approval of Purchase Order # 60864 – Axon Enterprise, Inc. – Taser Contract, \$3,348.00 (Inv. # SI-1642877)	Yes
Request for Approval of Purchase Order # 20982 – Granite Hill Municipal Services – Cyclical Revaluation/Update, \$10,150 (Inv. # 20-0810 reassessment 1)	Yes
Request for Approval of Intent to Cut Application, Culbertson, Pamela (20-279-06T) (202-007) – Accessed Via Nichols Road	Yes
Request to Approve Issuance of Timber Yield Tax Levy & Warrant, Brown, Steven & Maria (19-279-13T, Map-Lot 230-006), Accessed Via Woodward Road	Yes
Request to Approve Issuance of Timber Yield Tax Levy & Warrant, Landry, Justin (19-279-06T, Map-Lot 206-021), Accessed Via School House Road	Yes
Appointment of Louis Rota as Full Member of the Historic District Commission Lyndeborough Residents Representative, Term Ending 2021	Yes
Appointment of Louis Rota as Alternate Member of the Heritage Commission, Term Ending 2023	Yes
Board of Selectmen's Public Meeting Minutes – July 29, 2020	Yes
Board of Selectmen's Non-Public Meeting Minutes – July 29, 2020	Yes