

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
August 26, 2020
Final

I. Call to Order:

Chairman Chamberlain called the meeting to order at 6:01 pm.

II. Introduction of Members Present at Citizens' Hall:

Chairman Mark Chamberlain, Selectman Fred Douglas, Selectman Richard McQuade (arrived at 6:10 pm), and Town Administrator Russ Boland

Public Present: Jessie Salisbury, TC/TC Patricia Schultz, Moderator Walter Holland, Lisa Post

III. Appointments:

Town Moderator Walter Holland & TC Trish Schultz Re: 2020 Elections Preparations

Chairman Chamberlain recognized Moderator Holland to discuss the upcoming elections. Moderator Holland confirmed with the Board the Primary Election is on September 8, 2020, from 8:00 am until 7:00 pm. Some of the steps taken to help prevent the spread of Covid-19 are:

1. The polling location has been equipped with personnel protection equipment, such as, disinfectant, hand sanitizer, separation plastic between the poll workers and voters.
2. Entrance only and exit only pathways have been marked.
3. Social Distancing will be encouraged.
4. A Police Officer will be on duty to assist the Moderator
5. A portable toilet has been reserved.
6. Spare masks will be available.
7. Masks will be required while inside the building for all occupants.
8. A system to allow all people to vote (including those who can't or won't wear a mask), has been planned.

VOTE: Motion by Selectman Douglas seconded by Selectman McQuade to require all occupants of the Citizens Hall attending the Primary Election on September 8, 2020, and the General Election on November 3, 2020, be required to wear masks, if the person can't or won't wear a mask that person shall be given the opportunity to vote as coordinated by the Moderator. Passed 3-0

Moderator Holland and TC/TC Schultz thanked the Board for helping coordinate the election. The Board assured Moderator Holland and TC/TC Schultz they and staff will do everything possible to make the elections a success.

IV. Community Forum and Public Comment:

Jessie Salisbury advised the Board the Historical Commission is working with the fourth-grade teachers in Wilton to coordinate a video of historical places in Lyndeborough to present to the fourth grade. This has become necessary as the fourth-grade field trip for this year has been canceled due to the Covid-19 crisis.

V. Decision Making Actions:

a. Old/Tabled Business:

Lower Purgatory Falls Parking Lot & Trail System Discussion:

The cleanup was conducted by the MEMO Foundation on August 22, 2020, resulting in a full dump truck load of trash and building materials discovered in the area of the Lower Falls. Pictures were taken of the cleanup showing the deplorable conditions in the area where the encampments were found. The Selectmen signed a thank you letter to the MEMO Foundation and instructed T/A Boland to post the thank you letter along with the pictures on the Town's website.

2021 Paving Plan and Brackets Cross Apron Discussion:

T/A Boland advised the Board a contract has been entered into with Shattuck Paving to install a 2-inch apron on Brackets Cross Road at Center Road. Road Agent Mark Chase will coordinate the project with Shattuck Paving.

Putnam Pond Boat Ramp Dedication Discussion:

The Board reviewed the draft language for a plaque dedicating the park to Lee Mayhew. The Board agreed the draft appeared to be good. T/A Boland advised the Board the proof of the plaque is being developed by Medlyn Monuments and should be ready for review prior to their next meeting.

Statistical Update Discussion:

T/A Boland advised the Board the new property revaluations should be mailing out to property owners next week. The notification will contain information on how property owners can review their assessments with the Town's contracted Assessor Todd Haywood.

Selectmen Schedule for the Primary Election:

T/A Boland reviewed the schedule for September 8, 2020, Primary Election with the Board. Selectman Douglas will take the morning, Selectman McQuade the afternoon and Chairman Chamberlain will be in attendance in the evening and for the counting of ballots.

b. New Business:

None

c. Items not on Agenda:

Chairman Chamberlain reported he has received a preliminary estimate from North Point Engineering for work on phase 2 of Center Road and work to be conducted on Glass Factory Road.

The Board directed T/A Boland to request a formal estimate from North Point Engineering for the work needed on Center Road phase 2 and Glass Factory.

VI. Town Administrator Report:

T/A Boland advised the Board the completed New Hampshire Department of Revenue (NH DRA) form MS-535 - Financial Report of the Budget has been completed and is contained in the consent agenda.

T/A Boland advised the Board the MS-434 - Revised Estimated Revenue form has been filed with DRA.

T/A Boland advised the Board the Wilton T/A has forwarded a proposed billing write off policy for the Board's consideration. The Board reviewed the policy and had several suggested modifications/clarifications. T/A Boland will submit the suggestions to the Wilton T/A for consideration.

T/A Boland reviewed the expense/revenue budget to date for 2020. At 66% mark the budget is 65% spent. The revenues are at 42% but when anticipated capital improvement funds are considered the revenue budget would be at 75%. These revenues will be added in the November time period.

VII. Selectmen's Report:

a. MACC Base Action & Agenda

T/A Boland has been attending the MACC Base meetings and advised work is still being done on improving the equipment and working towards resolving governance of the operation.

b. Transportation Committee

No items to discuss.

c. Planning Board

Chairman Chamberlain reported the September agenda is light and that Tom Chrisenton has been voted in as Chairman and Robert Rogers is Vice Chairman for the upcoming year.

d. Heritage Commission

There is a meeting this Friday night.

e. Safety Complex

No items to discuss.

VIII. Consent Agenda:

Tabled until the end of the meeting.

IX. Information Items Requiring No Discussion

None

X. Non-Public Session

VOTE: Selectman McQuade moved, Selectman Douglas seconded to enter a Non-Public Session under RSA 91-A:3 II (b) at 7:03 pm. Motion passed 3-0.

VOTE: Selectman McQuade moved, Chairman Chamberlain seconded to re-enter the Public Session at 7:17 pm. Motion Passed 3-0

Public Session resumes

VOTE: Selectman McQuade moved, seconded by Selectman Douglas to appoint Tyler Rodgers to the Lyndeborough Fire Department as a Volunteer Firefighter with a six-month probationary period. Motion Passed 3-0.

The Board reviewed the Consent Agenda.

VOTE: Selectman McQuade moved, seconded by Selectman Douglas to accept the consent agenda for August 26, 2020. Motion Passed 3-0

VOTE: Selectman McQuade moved, Selectman Douglas seconded to enter Non-Public Session under RSA 91-A:3 II (c) at 7:20 pm. Motion passed 3-0.

VOTE: Selectman McQuade moved, Chairman Chamberlain seconded to re-enter Public Session at 7:54 pm. Motion Passed 3-0

Public Session resumes

VOTE: Selectman Douglas moved, seconded by Selectman McQuade to seal the minutes of the non-public session entered at 7:20 pm. and exited at 7:54 pm on August 26, 2020, under RSA 91-A:3 II (c). Motion Passed 3-0

XI. Adjournment:

VOTE: Selectman McQuade moved, Selectman Douglas seconded to adjourn at 7:55 pm. Motion passed 3-0.

Next regular meeting: September 9, 2020 at Citizens' Hall at 6:00 pm.

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