

**LYNDEBOROUGH BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**November 18, 2020**  
*Final*

**I. Call to Order:**

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

**II. Introduction of Members Present:**

Chairman Mark Chamberlain and Selectman Richard McQuade

Selectman Fred Douglas was excused

Town Administrator Russ Boland and Minute-Taker Kathleen Humphreys

**Public Present:** Lisa Mudge, Sam Greene, Jessie Salisbury, Lisa Ebert, and Administrative Assistant Dawn Griska

**III. Appointments:**

**6:05pm: DRA Lisa Mudge and Sam Greene re Assessing Discussion**

Sam Greene started the conversation with, "The time clock is set to do the next appraisal in five years". The Town just finished their Re-Evaluation process.

Most towns do not have qualified personnel to assess properties so they hire someone to handle it. After the reevaluation work there is general assessing work, pick-ups by April 1st, abatement reviews, recommend to the Town regarding credits and land use change taxes. Either the office or an outside professional handles that.

There are three types of reappraisal:

**Full Revaluation**

This process use to happen every 10-15 years but now it's done every five-years. Cons: It's a big expense during that year. Advantage: The appraiser is going to all properties in one year so they all have the same updated value.

**Statistical Revaluation.** Lyndeborough is doing the Statistical Revaluation assessment process now. The assessor goes out and looks at about 15%-20% of the properties per year over a 5-year span. This is more common today. Advantage: It is funding the work each year and it's doing a little bit of the work each year.

**Full Statistical Valuation**

This process sets new values every five-years. Towns that have higher increases do it more often to capture that value and it would be a big jump. For example, seaside communities might do this process. It does make a big global assumption.

Right now the assessor will do new constructions and tear downs and assume what they will be five years from now. After five-years they look at the sales then make an assumption for the town and apply that to all.

This is the bronze plan. It cost less but there are not "boots on the ground" other than pick-ups. The downside is it makes a global assumption that the information is good.

Mr. Greene discussed going forward that the Town can do a full statistical reevaluation in five-years or can do a full evaluation in five-years or can do full Statistical evaluation in 2, 3 or 5-years. The Town may also want to think about someone doing general assessing.

Partial updates were discussed. An example was that Milford over the last two-years did partial updates in small sections of town. The values in some areas of the town might be at 70% while other segments in town might be at 90%.

Mr. Greene mentioned they find that assessing company may or may not want to jump into a statistical reevaluation, because they are on the hook for any errors that are in place. There are RFP samples available from DRA. There are lists of assessing companies on their website.

Selectman McQuade asked how common it is for a town Lyndeborough's size to do a full reevaluation? Mr. Green answered that most towns will not do a full annual evaluation. The wildcard is the market. There should be a ratio study included in Todd Haywood's report. It was noted the MS1 has been filed.

The Board will continued to discuss options and monitoring of the situation.

*Mr. Greene and Ms. Mudge left the meeting at 6:38 p.m.*

#### **IV. Community Forum and Public Comment:**

No comments

#### **Decision Making Actions:**

#### **Old/Tabled Business:**

#### **Lower Purgatory Falls Parking Lot Discussion**

No action is being taken here. The Board was informed that there are still cars parking there and tickets are being issued. It was noted that the Mont Vernon side is open.

#### **Election Expenses Reimbursement Grant Update**

The Town Office filed for the grant from the State.

#### **Putnam Pond Boat Ramp Dedication Plaque Update**

The work on the plaque installation has been completed. The invoice has been paid. The dedication ceremony most likely will happen next spring.

#### **High Speed Internet Connectivity Project Update**

This topic will be discussed later in this meeting.

#### **Review of Updated Proposed 2021 Budget**

T/A Boland provided an update on modifications to the budget. The Budget Committee starts their meetings next Tuesday.

#### **High Speed Internet Connectivity Project Update**

Les Ebert was present. She lives on Curtis Brook Road, portions which have poor internet. Ms. Ebert works in Information Security and Compliance and is very knowledgably.

Ms. Ebert is interested in joining Lyndeborough's IT Committee.

There was a zoom meeting held on November 9, 2020 attended by Carol Miller from the State of NH, Chairman Chamberlain, Dawn Griska, Les Ebert and, T/A Russ Boland. Composing a letter was discussed and there is a template in tonight's package. The providers plan to send letters to TDS Telecom and CCI Consolidated Communications as well as elected officials such as Sen. Shaheen. They are required to respond back within 60-days.

About 40-60% of Lyndeborough has high-speed fiber.

Ms. Ebert asked about a \$1.5 Billion Federal program to expand internet and could Lyndeborough participate. Chairman Chamberlain explained that program had restrictions such as the projects could not have been started and had to be completed by December 1<sup>st</sup>. Ms. Ebert asked if there is an appeal process.

The Board had a lengthy conversation with Ms. Ebert

Changes to the letter were discussed.

**Action items:**

Develop the letter. Ask Carol Miller if they can modify it to 100 MB.

Develop a strategy to contact people at the congressional level.

Develop a plan of attack.

Have discussion to restart the IT Committee when all the selectmen are in attendance.

RFI letter.

Request for information letter to TDS & CCI.

*Les Ebert and Dawn Griska left the meeting at 7:47 p.m.*

**b. New Business:**

**Police Department Tablet and Docking Stations Extension Warranty Discussion**

The extended warranty is about \$4,000. The value of the docking stations are \$12,000. Selectman McQuade had a concern it's almost \$1,000 per year. Chairman Chamberlain has a concern about spending that much on this. This will remain on the agenda.

**c. Items not on Agenda:**

Nothing to discuss

**V. Town Administrator Report**

T/A Boland reported the new Freightliner chassis is in for the Fire Department Tanker. The Purchase Order is in.

The Freightliner dump truck \$140,000.00 from the Trust Funds will be requested as the truck is anticipated in January 2021.

The old cruiser will be put on [www.municibid.com](http://www.municibid.com). The trade-in from the dealership was \$4,500.00. The Board will need to decide if they want a reserve on the bid. A few residents expressed interested in purchasing the vehicle. They can bid on it via [municibid.com](http://municibid.com).

The Hazard Mitigation Plan was sent back for review to NRCP.

The tax bills were mailed out last Friday and due by December 14, 2020.

**VI. Selectmen's Report**

**a. MACC Base Action & Agenda**

It appears that MACC Base signed another agreement.

**b. Transportation Committee**

Chairman Chamberlain observed part of a Zoom meeting today. Some of the items discussed were the safety performance targets and the Nashua bike path study. The NRPC website has a web viewer of the DOT projects.

**c. Planning Board**

The Planning Board meet tomorrow night. The agenda includes is a lot line adjustment for Tom Chrisenton, updating the Rules of Procedures plus a few informal discussions on the agenda.

**d. Heritage Commission**

There was not a quorum to hold a meeting last week. The Commission may try to schedule a meeting for December 4, 2020.

Selectman McQuade asked Jessie Salisbury where to find the books on the history of Lyndeborough. Mrs. Salisbury said an original book can be checked out of the J.A. Tarbell Library.

**e. Safety Complex**

No items to discuss.

**Consent Agenda:**

The Consent Agenda was tabled.

**VII. Information Items Requiring No Discussion**

No items to discuss.

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

**VOTE: Selectman McQuade moved, Chairman Chamberlain seconded to enter a Non-Public Session at 8:00 p.m. Motion passed 3-0.**

**VOTE: Selectman McQuade moved, Chairman Chamberlain seconded to reenter the public session at 9:11 p.m. Motion passed 2-0.**

Once back in public session:

**VOTE: Selectman McQuade moved, Chairman Chamberlain seconded to accept the Consent Agenda of November 18, 2020. Motion passed 2-0.**

**Adjournment:**

**VOTE: Selectman McQuade moved, Chairman Chamberlain seconded to adjourn at 9:14 p.m. Motion passed 2-0.**

All scheduled items having been addressed, the public meeting was adjourned at 9:14 p.m.

Next regular meeting: December 2, 2020 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Mark Chamberlain\_\_\_\_\_

Selectman Fred Douglas\_\_\_\_\_

Selectman Richard McQuade\_\_\_\_\_

<b>November 18, 2020 Consent Agenda</b>		
<b>Item #</b>	<b>Item Title</b>	<b>Approved</b>
1	AP Warrants – November 10 & November 17, 2020	Yes
2	Payroll Warrant – November 2 through November 15, 2020	Yes
3	Request for Approval of Purchase Order # 21030 – Hillsborough County 2020 Tax Levy (\$221,400)	Yes
4	Request for Approval of Purchase Order # 80605 – Midwest Fire – Deposit for Chassis (\$75,872, Inv. # 20-4860)	Yes
5	Request for Approval of Purchase Order # 2442 – D.C. Tire Service LLC – 4 Tires Mounted & 2 O-rings (\$4,280, Slip # 19139)	Yes
6	Request to Approve Issuance of Timber Yield Tax Levy & Warrant, Joy, Brett & Jamie (20-279-03T, Map-Lot 202-004-000), Accessed Via Nichols Road	Yes
7	Request to Approve Issuance of Timber Yield Tax Levy & Warrant, Joy, Brett & Jamie (20-279-07T, Map-Lot 207-025-000), Accessed Via Nichols Road	Yes
8	Request to Approve Property Tax Overpayment Abatement & Issuance of Refund, \$48.75 (M-L 206-021-000) - Landry	Yes
9	Request Approve Property Tax Overpayment Abatement & Issuance of Refund, \$7.80 (M-L 220-021-001) - Hager	Yes
10	Request to Approve Property Tax Overpayment Abatement & Issuance of Refund, \$418.10 (M-L 249-004-000) - Granite State Concrete	Yes
11	Request to Approve Refund for Property Tax Overpayment, \$909.14 (M-L 232-047-000) - Forbus	Yes
12	Board of Selectmen's Public Meeting Minutes – November 4, 2020	Yes
13	Board of Selectmen's Public Meeting Minutes – November 6, 2020 (2021 Departmental Budget Discussions and Setting of Tax Rate)	Yes
14	Board of Selectmen's Public Meeting Minutes – November 10, 2020 (Meeting to Acceptance/Endorse Property Tax Warrant – Second Half 2020)	Yes