

LYNDEBOROUGH BOARD OF SELECTMEN

MEETING MINUTES

November 6, 2019

Final

I. Call to Order:

Chairman Chamberlain called the meeting to order at 6:04 p.m.

II. Introduction of Members Present:

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

Public Present: None

Media Present: Jessie Salisbury

III. Appointments:

None

IV. Community Forum and Public Comment:

Jessie Salisbury informed the Board she plans on meeting with Cemetery Trustee Ginny Chrisenton to discuss a story on identifying the unmarked graves in Lyndeborough. The project to identify the names and locations is on-going. The Cemetery Trustees will consult with the Lafayette Artillery Company to verify if any of the graves need a military marker. The Heritage Commission has expressed an interest in assisting this project.

V. Decision Making Actions:

Old/Tabled Business:

TDS Fiber Update for Town Buildings

The Cable Franchise contract has been executed. The Town buildings should have fiber optic cabling hooked-up by the end of the year at Citizens' Hall, the Lyndeborough Fire Station, the Highway Garage, and the J.A. Tarbell Library. T/A Boland will check to see if Center Hall was included in the "no fee hook-up agreement". He will also inquire about the cost to include the EOC building on Center Road and the Old Town Barn in the Center.

Street Lighting Project Update

The Street Lighting Project is moving forward. Two checks have been issued to Eversource for installing lights in locations now currently lit and for the upgrades. The work could begin 21-days after the checks are issued. The lights to be taken down will be delivered to the Highway Garage to be dispositioned.

2020 Assessing Statistical Update Discussion

The contract has been updated to reflect the DRA and PRIMEX proposed changes. The assessing liability insurance was increased to \$2 million. Upon review it was noticed there is a numbering sequence error in the contract. The Board will review the contract again. There were two letters from Sam Greene, Administrator with the Property Appraisal Division of the Department of Revenue, on October 8 and October 28, 2019.

Mr. Greene would like to meet with the Selectmen in the near future regarding the topic of assessing and options. T/A Boland will set-up an appointment.

b. New Business:

None

c. Items not on Agenda:

VI. Town Administrator Report

Per the Selectmen's meeting on Friday, November 1, 2019:

-There was a 2018 journal entry of \$21,183.00 made by the auditors into the Police Department line for office supplies. \$19,998.00 was encumbered for the cruiser. The auditor selected the line the money was entered into. It was discussed that a more appropriate line should have been used, such as Cruiser Maintain.

-The chair under Office Supplies was put under Office Equipment.

-It was confirmed the Fire Department has used only \$384.00 in fuel so far this year. Their fuel budget line is \$1,250.00. Selectman McQuade wonders if the trucks are rolling out for less training and if they had a lower call volume. The Fire Department monthly report is in the file. There were 114 calls. It was also noted that when fueling, a slip needs to be submitted and an accurate mile count needs to be documented.

Community Day expenses have not been submitted to the Town therefore they have not been reimbursed. T/A Boland reached out to the organizers.

T/A Boland would like to get the Warrant Articles to the Selectmen for their review at the December 4, 2019 meeting. Department heads have been instructed to have their reports turned in by December 2, 2019.

Selectman Douglas inquired if there are any costly items on the horizon other than Warrant Articles. T/A Boland responded that as far as he is aware, all the Warrant Articles are coming from the CIP such as the tanker, dump truck and an exhaust system for the Fire Department.

The Town received notification that the Wilton-Lyndeborough School Board Budget Committee took a vote of no confidence in the School District's Administrative Staff, Superintended and the School Board.

The 2020 Budget has been updated. The Selectmen will review the document. The budget will be forwarded to the Budget Committee for review prior to their first meeting on November 26, 2019.

The Board had a brief conversation about budget cuts made at their last meeting while working from the second draft. T/A Boland will provide a document that explains what was cut or reallocated, as well as what lines were over-expended or show a surplus and why.

The proposed Building Maintenance Warrant Article from last year was discussed and if they should reconsider proposing it again this year.

Selectman McQuade asked if the culvert issue on Pettingill Hill Road has been resolved. It appears the pot holes have been filled-in, but no additional work was done. T/A Boland will look into this.

There was a brief discussion about the status of the Richardson Road culvert work. Selectman Douglas asked if the Road Agent noticed if a black pipe has been removed. He would like it to be documented. It was noted that the pre-cast headwall was not used because the ground was too soft. A rock headwall was constructed.

VII. Selectmen's Report

a. MACC Base Action & Agenda

The Town responded to the Town of Milford's consultant regarding questions on the operations.

b. Transportation Committee

The Committee will meet next week.

c. Planning Board

The Planning Board should finish up the proposed Warrant Articles at the next meeting. A driveway appeal and a publically noticed hearing regarding if a wood-lot is a buildable lot are on the agenda.

d. Heritage Commission

The next meeting will be held in January 2020.

e. Safety Complex.

No items to discuss.

Consent Agenda:

The Consent Agenda will be tabled until the end of the meeting.

The October 17, 2019 Joint Board Meeting Minutes and the October 23, 2019 Selectmen's Meeting Minutes will be resubmitted for the next agenda.

Information Items Requiring No Discussion

None

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

VOTE: Selectman McQuade made a motion, Selectman Douglas seconded to enter a non-public session for RSA 91-A:3II (b & c) at 6:44 p.m. Motion passed 3-0.

VOTE: Selectman McQuade made a motion, Selectman Douglas seconded to exit the non-public session and return to the public session at 7:42 p.m. Motion passed 3-0.

Once back in public session it was announced the Board will extend a conditional offer of employment to Linda Langille for the position of Finance/Human Resource Coordinator effective December 10, 2019.

The Board also voted to retain Annmarie Gilligan, on an as-needed basis, in the position of Finance/Human Resource Coordinator.

Consent Agenda:

VOTE: Selectman McQuade made a motion, Selectman Douglas seconded to accept the Consent Agenda with the exception of the minutes of October 17, 2019 and October 23, 2019 which are items 9 and 10 on the Consent Agenda. Motion passed 3-0. (see below)

VOTE: Selectman McQuade made a motion, Selectman Douglas seconded to adjourn at 7:45 p.m. Motion passed 3-0.

All scheduled items having been addressed, the public meeting was adjourned at 7:45 p.m.

Next regular meeting: November 20, 2019 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Mark Chamberlain _____

Selectman Fred Douglas _____

Selectman Richard McQuade _____

November 6, 2019 Consent Agenda

Item #	Item Title	Item Date	Approved
1	AP Warrants – October 29 & November 5, 2019	11/6/2019	Yes
2	Payroll Warrant – October 21 through November 3, 2019	11/6/2019	Yes
3	Request for Approval of Purchase Order # 2245 – Freightliner of New Hampshire – State Inspection & Work (FR8441)	11/6/2019	Yes
4	Request for Approval of Purchase Order # 80851 – Lyndeborough Fire Department – 2019 Firefighter Stipends	11/6/2019	Yes
5	Request for Approval of Purchase Order # 2242 – Jordan Equipment Company – Winter Maintenance Supplies (P42239)	11/6/2019	Yes
6	Request for Approval of Purchase Order # 20926 – Monadnock Security – Installation of New Security & Fire Alarm Systems at Highway Barn (43557)	11/6/2019	Yes
7	Request for Approval of Intent to Cut Application (19-279-14T) (237-014) – Accessed Via Johnson Corner Road	11/6/2019	Yes
8	Request to Approve Issuance of Timber Yield Tax Levy & Warrant, OWNER (19-279-08T, Map-Lot 206-008), Accessed Via Mountain Road	11/6/2019	Yes
9	Board of Selectmen's Public Meeting Minutes October 17, 2019 (Wilton Asphalt Meeting)	11/6/2019	No
10	Board of Selectmen's Public Meeting Minutes – October 23, 2019	11/6/2019	No
11	Board of Selectmen's Non Public Meeting Minutes – October 23, 2019	11/6/2019	Yes
12	Board of Selectmen's Public Meeting Minutes – October 25, 2019	11/6/2019	Yes
13*	Board of Selectmen's Public Meeting Minutes – November 1, 2019	11/6/2019	Yes