

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
May 5, 2021
Final

I. Call to Order:

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

II. Introduction of Members Present:

Chairman Douglas
Selectman Chamberlain
Selectman Howe

Town Administrator Russ Boland

Public Present: Dawn Griska, Walter Holland, Trish Schultz, Jessie Salisbury, Leo Trudeau, Mark Chase

Pledge of Allegiance

III. Appointments:

6:05 pm. TC/TC Schultz was recognized by Chairman Douglas to discuss the operations at Citizens Hall as they relate to pandemic precautions. Trish Schultz advised the Board T/A Boland met with staff after the last Selectmen's meeting to discuss relaxing the pandemic precautions currently in place, such as required mask wearing and having the entrance door locked. Trish Schultz stated staff believes although returning to a pre-pandemic operation is on the horizon, opening the building to the public and removing the mask requirement is premature.

T/A Boland confirmed staff would like to keep the current precautions in place until more information regarding how the State and surrounding towns are moving forward is obtained. Building Inspector Leo Trudeau stated all business is being accomplished and the residents are able to complete business with the town while the precautions are in place. Administrative Assistant Dawn Griska agreed with Leo Trudeau that residents have been able to complete their needed business with the town with the precautions in place.

T/A Boland advised the Board although the building is locked, residents have been allowed into the building to review files and to conduct business that requires in person attendance. There was a general discussion by the Board regarding the need to return to more normal operations, but understood the request by staff to move slowly until more information is received. Chairman Douglas directed T/A Boland to survey the surrounding communities to obtain what their plans are for relaxing precautions.

Vote: Motion by Selectman Howe seconded by Selectman Chamberlain to revisit Citizens Hall operations at the next Selectman's meeting. Passed 3-0.

IV. Community Forum and Public Comment:

Jessie Salisbury wanted to go on record stating she was happy to see the May Basket deliveries have resumed. Given everything we have been through in the past year receiving the basket was a welcome event.

V. Decision Making Actions:

a. Old/Tabled Business:

Class VI Road Policy Discussion:

The Board reviewed the proposed Class VI Road Policy and directed T/A Boland to forward the policy to Attorney Drescher for review.

Dedication of Boat Ramp Discussion:

Given that members of the public were in attendance to discuss the memorial dedication of the boat ramp the topic was taken out of order.

T/A Boland advised the Board he has been in contact with Walter Holland and members of Lee Mayhew's family regarding the dedication ceremony. Memorial Day weekend was thought to be an appropriate time to conduct the dedication.

Walter Holland advised the Board he believes at this time there will not be a parade in Lyndeborough this year due to the pandemic, but there will be a ceremony in the Village to observe Memorial Day. Mr. Holland advised the Memorial Day observance will be held on Sunday May 30th at noon.

Mr. Holland thought it would be appropriate to have the boat ramp dedication at 1:00pm (after the observance has concluded). The Board felt conducting the boat ramp dedication on Sunday May 30, 2021, at 1:00 pm was appropriate. Walter Holland asked the Board if they felt the Lafayette Artillery conducting a rifle salute was appropriate as Lee Mayhew was a decorated veteran. The Board felt a rifle salute was very appropriate given Lee's military history.

The Board directed T/A Boland to notify Theresa Mayhew the dedication will occur on May 30, 2021, and to post both the Memorial Day observance and boat ramp dedication on the town's website.

2021 Paving Plan:

T/A Boland advised the Board the contract with Advanced Paving has been signed, the notification letters to the residents on Center Road who will be directly affected by the construction have been completed and will be mailed next week. Additionally, two used electronic signs have been purchased and will be deployed

to Center Road to notify the motoring public when the road will be closed. Notification of the construction and update to the progress will also be posted on the town's website.

Chairman Douglas advised he wants the estimated length of time for the construction added to the letter going out to the Center Road residents. Chairman Douglas asked Road Agent Chase about his plan for signage in the area of construction and to describe the traffic plan. Road Agent Chase advised the Board the road will be closed during construction from 7 am until 4 pm Monday through Thursday with a detour plan in affect. Road Agent Chase stated he has reviewed the traffic plan with the police department and MACC Base will be notified each day regarding the closing of the roadway.

The Board asked about the placement of the electronic signs and was advised by R/A Chase one will be placed at Center Hall and the other will be placed in the area of Wilton Road. The Board directed R/A Chase to make sure any hazards are well marked with signage and lights at night, if required.

Additionally, R/A Chase advised the VINs on the pre-owned signs that the town was purchasing were checked by the New Boston Police Department and were found to be clear (the business selling the signs is located in New Boston).

Driveway Memorandum of Understanding (Map-Lot 232-037-000):

The Board reviewed an MOU submitted by R/A Chase and landowner Nat Emerson. The Board will review the MOU further and provide feedback.

Discussion of Potential Driveway (Map-Lot 223-038-000):

T/A Boland advised the Board he has been advised by NHMA the proposed driveway can be required to meet current regulations. This information was shared via email with property owner Chris Brown. Given the difficulty surrounding the installation of the proposed driveway, Selectman Chamberlain will research the driveway regulations to see if they contain the authority to require an engineered plan.

Center Hall Needed Repairs to the Building Discussion:

Building Inspector Trudeau presented a report to the Board regarding repairs needed at Center Hall. Overall Inspector Trudeau feels the condition of the building is in good shape considering its age. The rear shed roof believed to need repair was found to be in good shape upon inspection. Inspector Trudeau did note some rot of the lower clapboards but stated they could be repaired as part of a routine maintenance program.

The biggest concern are the windows and the need to re-glaze the glass. The Board directed T/A Boland to contact Andy Roeper to obtain an estimate for the window repairs.

Citizens Hall Cleaning Services Discussion:

T/A Boland advised the Board the one candidate for the position of part-time custodian has withdrawn their application. T/A Boland advised the Board in conjunction with advertising for a part-time candidate (to which we only received one application), a bid request was also advertised.

Three companies responded with two submitting bids. Given that this process has been ongoing since the summer of 2020, T/A Boland contacted the two companies to see if they are still available. One company is not available and the other stated they were available with an increase from \$75 per week to \$95 per week.

T/A Boland advised the Board staff has been conducting the custodial duties since the summer of 2020. The Board felt the cost for cleaning was too high and directed T/A Boland to continue to explore options.

b. New Business:**Community Day Discussion:**

T/A Boland has received a request from Karen Grybko to reserve Center Hall for Community Day, from August 17 through August 22, 2021. The Board feels as long as the pandemic conditions continue to improve Community Day can take place in 2021, with the required precautions in place at the time of the event. T/A Boland will sign the rental agreement with the understanding if conditions change adjustments may need to take place.

Citizens Hall HVAC Discussion:

T/A Boland advised the Board there has been a noxious smell present throughout Citizens Hall off and on over the last several weeks. Upon inspection by Sanford Heating it was discovered the HVAC ducts are moderately dirty. In consultation with JP Pest (the company used for rodent control), the possibility of a dead rodent in the HVAC vents was discussed as a possible cause of the smell. T/A Boland recommended the town retain Sanford Heating to clean and sanitize the HVAC vents.

Vote: Motion made by Selectman Howe seconded by Selectman Chamberlain to retain Sanford Heating to clean and sanitize the HVAC vents at Citizens Hall. Passed 3-0

c. Items not on Agenda:

Selectman Chamberlain asked R/A Chase if he has heard back from CWS guardrail regarding an estimate for guardrail work on Center Road. R/A Chase advised he has not received a return call. The Board advised R/A Chase to call again for an estimate.

VI. Town Administrator Report:

T/A Boland advised the Board Fire Chief Smith has reported the repair work to Engine 5 has revealed there is frame damage as a result of the accident. The truck has been sent to a frame repair facility in Portsmouth. PRIMEX is aware of the situation.

T/A Boland advised the Board Ellen Martin has reported a dangerous situation at the intersection of Locust Lane and Putnam Hill Road. Vehicles leaving Locust Lane and entering onto Putnam Hill Road are not stopping resulting in a dangerous condition.

Vote: Motion by Selectman Howe seconded by Selectman Chamberlain to have a yield sign placed on Locust Lane at the intersection of Putnam Hill Road in the southerly direction. Passed 3-0

R/A Chase made note of the previous vote and will install the sign.

T/A Boland advised the Board he has been informed by TC/TC Schultz any required tax deeding has been delayed to June 16, 2021, due to an external vendor used for deed research being delayed.

T/A Boland advised the Board the cleanup of the Upper Purgatory Falls will take place this Saturday May 8, 2021, and will be performed by the MEMO Group. The Board is very thankful for the MEMO Group's dedication to the cleaning of the Falls. Chairman Douglas directed the reopening of the parking area at the Falls be placed on the next agenda for discussion.

T/A Boland advised the Board there will be a public hearing at the next Planning Board meeting on May 20, 2021, to hear a request by EVERSOURCE to cut trees on specific scenic roads throughout town.

VII. Selectmen's Report:

a. MACC Base Action & Agenda

T/A Boland advised the Board he attended the Milford Selectmen's meeting on April 26, 2021. Milford, Mont Vernon, and Wilton Selectmen discussed the future Inter-Municipal Agreement.

b. Transportation Committee

c. Planning Board

There is a meeting on May 20, 2021. There is a public hearing regarding EVERSOURCE's request to cut trees on scenic roads. The NRPC Circuit Rider Program will also be discussed.

d. Heritage Commission

There is a meeting Friday with a quest to discuss developing a video on town government.

e. Safety Complex

VIII. Consent Agenda:

Vote: Motion by Selectman Chamberlain seconded by Selectman Howe to accept the Consent Agenda for May 5, 2021. Passed 3-0

IX. Information Items Requiring No Discussion

No items to discuss.

X. Non-Public Session RSA 91-A:3 II (c & I)

VOTE: Selectman Howe moved, Selectman Chamberlain seconded to enter a Non-Public Session at 8:34 p.m. under RSA 91-A:3 (c & I). Roll call: Chairman Douglas, yes; Selectman Chamberlain, yes; Selectmen Howe, yes Motion passed 3-0.

VOTE: Selectman Chamberlain moved, Selectman Howe seconded to rejoin the public session at 9:10 p.m. Roll call: Chairman Douglas, yes; Selectman Chamberlain, yes; Selectman Howe, yes. Motion passed 3-0.

Chairman Douglas asked what was the year of Engine 5? T/A Boland stated he believes it is a 1994. Chairman Douglas asked if the truck contained a computer to record all actions taken. It was determined the age of the vehicle most likely meant the truck did not contain such equipment.

XI. Adjournment:

VOTE: Selectman Howe moved, seconded by Selectman Chamberlain to adjourn at 9:20 p.m. Motion passed 3-0.

All scheduled items having been addressed, the public meeting was adjourned at 9:20 p.m.

Next regular meeting: May 19, 2021 at Citizens' Hall at 6:00 p.m.

Russ Boland, Transcriber

Chairman Fred Douglas _____

Selectman Mark Chamberlain _____

Selectman Robert Howe _____

May 5, 2021 Consent Agenda		
Item #	Item Title	Approved
1	Payroll Warrant – April 19 through May 2, 2021	yes
2	Request to Approve Pheasant Release & to Permit Pheasant Hunting on Town-Owned Property 2021 – 2023 (NH Fish and Game Approval Form)	yes
3	Request for Approval of Intent to Cut Application, Ercoline (21-279-03T) (232-042-000) – Accessed Via Locust Lane	yes
4	Request to Approve Issuance of Timber Yield Tax Levy & Warrant, Holt (20-279-13T, Map-Lot 226-025-000), Accessed Via Center Road	yes
5	Request to Approve Appointment of Arnold A. Byam as Deputy Forest Fire Warden	yes
6	Request to Deny Property Tax Exemption Request – United Church of Lyndeborough (M-L 231-004)	yes
7	Request to Approve 2021 Veterans' Tax Credit Applications – (238-008-000, 232-041-000, 225-020-000, & 231-001-000)	yes
8	Board of Selectmen's Public Meeting Minutes – April 21, 2021	Tabled to May 19, 2021 Meeting
9	Board of Selectmen's Non-Public Meeting Minutes – April 21, 2021	yes