

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
6-30-21
Final

I. Call to Order:

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

II. Introduction of Members Present:

Chairman Fred Douglas, Selectman Mark Chamberlain, Selectman Robert Howe, and Town Administrator Russ Boland.

Minute Taker Kathleen Humphreys via phone.

Public & Media Present: Jessie Salisbury, Tom Chrisenton, Ginny Chrisenton and Code Enforcement Office/Building Inspector Leo Trudeau.

III. Appointments:

6:05pm: Tom Chrisenton and Ginny Chrisenton

Re: Request to Restore an Involuntary Merged Lot (per RSA 674:39-aa)

Tom and Ginny Chrisenton appeared before the Planning Board on June 15, 2021 for a Lot Line Adjustment between Tax Maps 228-002-000, 228-002-003, 228-002-004 and 228-002-005 (four lots). As a condition of approval, they have to go before the Selectmen to restore an involuntary merged lot. Mr. Chrisenton said they are two non-merged lots and he felt the Town has already affirmed them by separate tax bills and have applied Current Use status.

Map/Lots 228-002-004 and 228-002-005 were discussed relative to New Hampshire RSA 674:39-a and 674:39-aa regarding voluntary and involuntary lot merger. They provided a deed.

Tom Chrisenton explained the history of the involuntary lot merger and issues with the assessor and taxes. According to Mr. Chrisenton, they paid the tax bills on this area as separate lots. Chairman Douglas asked if there were documents supporting this. The Board signed the Application for Current Use Assessment: Chairman Douglas signed it on April 20, 2021 and Selectman Chamberlain and Selectman Howe signed it on April 21, 2021.

Selectman Chamberlain clarified the lots were erroneously unmerged by the assessor and the Board of Selectmen were not aware of the situation until recently and had yet to vote to unmerge the lots. Ginny Chrisenton agreed, it was the assessor who assigned the two lots, 228-002-004 & 228-002-005. The assessor also incorrectly used 228-002-000 for the parent lot when 228-003-000 should have been used as the parent lot. The Chrisenton's had previously informed the assessor that it was not all their property on 228-003-000, only the portion on their deed from the heirs of Hamblett. The Chrisenton's paid for the probate of the Hamblett Trust to clear the title.

Administrative Assistant Dawn Griska looked in the property folder for Robert B. Hamblett and there were no supporting documents in there. It was found in the Chrisenton folder.

Selectman Chamberlain said this Board has not taken any action yet so the lots need to be unmerged. G. Chrisenton suggested giving them a brand-new map/tax numbers.

Deeds from 1808, 1953 and 1969 were discussed. Selectman Chamberlain said he felt that the Chrisenton part should be treated as a single lot, that the previous deeds had ignored the lot line by disregarding a single parcel.

The Chrisenton's would like to go back to the 1908 deed because it lists two lower lots. The Hirtle lot (228-003-000) did not have its acreage reduced by the assessor at the time he created 228-002-004 & 228-002-005 and this will need to be addressed.

Selectman Douglas asked if this Board never authorized anyone to do this. Selectman Chamberlain said yes, it was voluntarily merger because of it was ignored and if that is the case, the Chrisenton's are right and we have to act upon it and tell the assessor.

VOTE: Selectman Chamberlain made a motion, Selectman Howe seconded to consult with Town Counsel for an opinion on Tom & Ginny Chrisenton's involuntarily lot merger; Map/Lots 228-002-004 and 228-002-005. Motion passed 3-0.

This will be on the next agenda if there is an answer by then.

IV. Community Forum and Public Comment:

Jessie Salisbury announced the Heritage Commission is taping the Fourth Grade Local History videos. They are looking for voice-over people next Wednesday and Thursday.

V. Decision Making Actions:

a. Old/Tabled Business:

Class VI Road Policy Discussion

T/A Boland reported that Attorney Chris Drescher said policy is good and the release is standard and to make it generic. The Town certainly can record documents at the Registry of Deeds, which would help with the Town's liability. Selectman Chamberlain said that Administrative Assistant Griska found a checklist that coincides with the policy. It was agreed to match the documents then add this as an addendum.

VOTE: Selectman Howe moved, Selectman Chamberlain seconded to table the Class VI Road Policy Discussion until the next meeting. Motion passed 3-0.

Code Enforcement Officer Leo Trudeau asked if this policy could be found on the Town's website and asked if we extinguish Class VI roads.

The situation with the home at the end of Brandy Brook Road was discussed. Chairman Douglas mentioned the Town has not released any roads. The last closure attempted was Richardson Road in which the road goes right through their lawn then it is impassable.

Subdivisions on private roads were discussed. If it is a lot of record on a private road, the owner has to have the Board of Selectmen approval for a building permit. If they wish to have the road taken by the Town, a Warrant Article is required.

2021 Paving Projects Update

The completed portion of the 2021 paving work has been paid for Center Road, Gulf Road and Winn Road. Brandy Brook Road will be completed in the next three-weeks and paid for separately. The total project cost for all projects in 2021 is just shy of \$120,000.

b. New Business:

American Rescue Plan

The Board has been looking at this plan. There is a lot of confusion regarding the information and the guidelines are very restrictive. Funds could be \$181,322 for a two-year period with a first installment of \$91,000. The deadline to apply is August 18, 2021. The timetable is the Town has to have the money committed by 2023-2024 and used by 2025-2026. It's a long time and will require proper documentation. The Board voiced concern about this. It was discussed about matching 50% for a broadband fiber upgrade. The Town could be eligible to use it for broadband or the funds can be used for a reduction in revenue in 2021 through 2024. T/A Boland had conversations with TDS and Consolidated regarding broadband upgrades. T/A Boland reviewed some figures.

T/A Boland discussed how the Town used the GOFFER money and applied a portion of it to police and fire salaries related to COVID-19 work.

VOTE: Selectman Chamberlain moved, Chairman Douglas seconded to allow T/A Boland to proceed as a necessary and apply for the American Rescue Plan Act funding and further authorize T/A Boland to sign all required documents to do so. Motion passed 3-0.

Engineering Proposal for Center Road & Glass Factory Road

The proposal includes engineering estimates Center Road Phase 2 work, and survey and engineering estimates for Glass Factory Road. The engineering quote for Glass Factory Road is high due to working with four different DOT departments. The \$68,000 estimate for Glass Factory Road might be put off for now.

Selectman Chamberlain has been in contact with the NH DOT in regards to the trestle. There is State money of \$1.6 million allotted to fix this bridge, which might be able go towards the new plan proposed.

VOTE: Selectman Chamberlain moved to authorize T/A Boland to sign an Addendum to Professional Services Agreement with Northpoint Engineering, Original Agreement date of 12/28/18 for \$15,700.00. Addendum #2 is dated June 19, 2021 for \$36,250.00, for an agreement total \$51,950.00 of which \$11,547.94 has been paid to date. Selectman Howe seconded the motion. Motion passed 3-0.

Administrative Abatement Request for (Map-Lot 231-016-000)

The abatement request from Mr. Monroe on Old Temple Road should have been resolved last year. He was charged for 300 decks. Mr. Monroe visited the office to discuss why

he was still charge for more than one deck. The assessor did not change it. Mr. Monroe paid his taxes today after the corrected assessment for one deck was made.

Chairman Douglas suggested a phone call to the assessor to find out why this happened. Selectman Chamberlain said there was a note put into the property file last year. When the assessing software converted from the current system to Avitar they didn't have that information. Chairman Douglas asked who was responsible for putting the note in there and was informed it was the assessor's responsibility.

In a public comment by the chair, these are the reasons why the Board has put the assessing services out to bid. T/A Boland added the sealed bids are due back by Aug. 9.

c. Items not on Agenda:

Chairman Douglas wanted to recognize the Highway Department for their good work and expressed that Light Equipment Operator Hunter Mills has done an outstanding job on the cemeteries. He said it looked like a hayfield but within two days every cemetery is immaculate. T/A Boland said this time around the Highway staff all took turns and worked hard on them.

Tom & Ginny Chrisenton returned to provide a copy of an email.

VI. Town Administrator Report

The Record Retention Program for 2021 is complete. All records slated for destruction were professionally destroyed by a records destruction company.

The Fire Department Engine-5 is back in service following an accident. The Town will be responsible for a \$1,000 deductible.

The Town received the \$66,066 grant money for the new pumper truck under the Diesel Emission Reduction Act. A NH RSA 31:95 public hearing will be conducted at the next meeting to formally accept the funds.

T/A Boland asked the Board to take a position to advertise the sale of the 2008 Volvo Dump truck with 68,000 miles (unknown hours). Chairman Douglas recommended a minimum bid of \$25,000.

VOTE: Selectman Howe moved to put the 2008 Volvo Dump Truck on www.municibid.com at a minimum bid of \$25,000. Selectman Chamberlain seconded the motion. Motion passed 3-0.

There is a notification from PRIMEX relative to cybercrime coverage. The Business Interruption coverage was reduced from \$5 million to \$750,000 for serious crimes.

Chairman Douglas mentioned if cyber criminals can breach the Federal Government they certainly can breach municipalities.

Budget: At 50% of the year, we are at 48% spent. Revenue: At 50% of year, we are at 57% of anticipated revenue, which includes the \$66,006 grant money. Chairman Douglas asked how the Town is doing without the \$66,066 funds and was informed it would be at 48%. Car registrations are a bit ahead of projection.

A reminder that NRPC is meeting with the with the various Boards tomorrow night to discuss the Circuit Rider program.

VII. Selectmen's Report

a. MACC Base Action & Agenda

No items to discuss

b. Transportation Committee

No items to discuss

c. Planning Board

Two new cases were heard on June 17, 2021 (see Planning Board minutes for that date for further details): 1. Tom and Ginny Chrisenton were there for a Lot Line Adjustment between four lots. 2. Duane Forleo was there for a three-lot subdivision (he has the B&B Business). This was held-up because of the driveway issue on the front lot. Road Agent Mark Chase checked the site line. Selectman Chamberlain said he has a hesitation on the front lot because there is a brook crossing plus it will be hard to find a flat area. It will be expensive lot to build across that stream. The work will require DES permits. The Planning Board discussed whether they had to get a driveway permit first.

d. Heritage Commission

The Commission met and discussed the "Welcome to Lyndeborough" signs, which will match the white historic signs. "Incorporated in 1764. Settled in 1735 as Salem Canada".

e. Conservation Commission

No items to discuss.

VIII. Consent Agenda:

VOTE: Selectman Howe moved, Selectman Chamberlain seconded to accept the Consent Agenda of June 30 as printed. Motion passed 3-0. (see below)

IX. Information Items Requiring No Discussion

Chairman Douglas mentioned that he and T/A Boland attended a meeting last week with the Ambulance Advisory Committee. He had issues with the changes. He would like more feedback relative to response time and unexpected expenditures that would be needed at the Wilton Fire Station to meet the National Fire Protection Association regulations. He suggested that T/A Branscombe get in touch with PRIMEX and Phil St. Cyr to ask them do a walk-through and report back. He felt all responses were to the southern tiers of both towns and not factored in northern parts of town. They didn't even have time elements for Crotched Mountain.

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

VOTE: Selectman Chamberlain moved, Selectman Howe seconded to enter a Non-Public Session at 7:23 p.m. The Board was polled. Motion passed 3-0.

VOTE: Selectman Howe moved, Selectman Chamberlain seconded to reenter the Public Session at 7:55 p.m. Motion passed 3-0.

XI. Adjournment:

VOTE: Selectman Howe moved, Selectman Chamberlain seconded to adjourn at 7:55 p.m. Motion passed 3-0.

All scheduled items having been addressed, the public meeting was adjourned at 7:55 p.m.

Next regular meeting: July 14, 2020 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Fred Douglas

Selectman Mark Chamberlain

Selectman Robert Howe

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June 30, 2021 Consent Agenda		
Item #	Item Title	Approved
1	AP Warrants – June 22 & June 29, 2021	Yes
2	Payroll Warrant – June 14 through June 27, 2021	Yes
3	VALIC ACH Payroll Warrant -- June 14 through June 27, 2021	Yes
4	Request to Approve Issuance of Timber Yield Tax Levy & Warrant, Reynolds (20-279-06T, Map-Lot 239-002-000)	Yes
5	Request for Approval of SUPPLEMENTAL Intent to Cut Application, Ercoline (21-279-03T) (232-042-000) – Accessed Via Locust Lane	Yes
6	Board of Selectmen's Public Meeting Minutes – June 16, 2021	Yes
7	Board of Selectmen's Non-Public Meeting Minutes – June 16, 2021	Yes

Selectmen's Meeting
Wednesday, June 30, 2021, 6:00 pm

I.Call to Order at Citizens Hall

II.Introduction of members present:

III.Appointments:

- 6:05 pm – Tom & Ginny Chrisenton: Request to Restore an Involuntary Merged Lot (per RSA 674:39-aa)

IV.Community Forum and Public Comment:

V.Decision Making Actions:

a. **Old/Tabled Business**

- Class VI Road Policy Discussion
- 2021 Paving Projects Update

b. **New Business**

- American Rescue Plan Act Discussion
- Engineering Proposal for Center Road & Glass Factory Road
- Administrative Abatement Request for (Map-Lot 231-016-000)

c. **Items not on Agenda**

VI.Town Administrator's Report:

- Town Administrator (RTP)

VII. Selectmen's Report:

- a. MACC Base Actions & Agenda
- b. Transportation Committee
- c. Planning Board
- d. Heritage Commission
- e. Conservation Commission

VIII.Consent Agenda:

IX.Information Items Requiring No Decision:

X.Non Public Session:

- RSA 91-A:3 II (a & c)

XI.Adjournment

Next Regular Meeting: July 14, 2021 @ Citizens' Hall 6:00 pm