

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
May 20, 2020
Draft

I. Call to Order:

Chairman Chamberlain called the meeting to order at 6:07 p.m.

II. Introduction of Members Present:

Chairman Mark Chamberlain, Selectman Rick McQuade, Selectman Fred Douglas via phone, Town Administrator Russ Boland and Recorder Lisa Post. Roll-Call Votes will be taken.

Public Present: Jessie Salisbury, Mistry Gauthier, Leo Trudeau

Media Present:

III. Appointments: None

IV. Community Forum and Public Comment: Jessie Salisbury reported that she drove around to view and saw all the new historic signs in place, Stephanie planted flowers in the planter yesterday. Mrs. Salisbury said Dr. Bartlett's gravesite was done very well and inside the walls were cleared and flowers were planted in front of the monument for the first time. She stated the sign on the newly repaired fence at the Forest Road Cemetery was very appropriate. She stated at the meeting next week they can start work on the next group. She stated the Common looked great, but the next concern is the bricks that are the foundation of the railroad station and would like to get rid of the little picket fence which is there to keep people from driving over the bricks and are trying to come up with a plan to preserve the bricks with curbing, flower gardens or something that will keep folks from driving across the 1910 bricks. Selectman McQuade suggested an iron post and chains. Chair Chamberlain questioned if there are photos of the station with any kind of barrier that could be replicated. Mr. Trudeau suggested that it might be fitting to have railroad ties as the post with chains in between. Mrs. Salisbury stated not that she had ever seen but is looking for suggestions and that it is on the Heritage Committee Agenda for the next Friday. On the Common Greg has been gradually clearing out along Putnam Hill Road between Pettingill Hill and the railroad track section that actually belongs to the Smith's although it is not officially part of the Common. She stated that at the edge of the ditch they will plant perennial flowers, iris and day lilies.

Ms. Gauthier in reference the Common mentioned the sidewalk from the School to the Library which she has been doing research on and contacted the State and are not opposed to allowing us to do it, what they stated that might be a barrier is the fact that the railroad track crosses right there as well as the wide intersection at Putman and could put a parking area next to the Church to narrow it. She felt if they are trying to bring young community members to the neighborhood that having a sidewalk would be beneficial. She does not feel comfortable with her children walking to school next year and reported that the railroad tracks were full of broken glass and that it was not safe for students to be walking from the School to the Library. She reported there is a committee for the state, although she had not contacted them yet, but noted there might be grants to fund the project. Mrs. Salisbury commented the program is Safe Route to Schools. Chairman Chamberlain stated the Police Chief had inquired about putting a cross walk in that area and the Chair spoke a friend at DOT who indicated that intersection is so uncontrolled that it is not a good

place to put it because there is not defined place to cross. Ms. Gauthier stated she felt it was a good idea to have to cross walk and that the area could be narrowed down but stated that she understood it would be at the Town's financial costs. Mrs. Salisbury stated another problem with that intersections is that the railroad right-of-way goes through the middle of it and you have to deal with them as well. Chairman Chamberlain stated it would be a complex and expensive proposition to which Ms. Gauthier agreed. Mr. Trudeau questioned how often the School walked the children down to the library and Mrs. Gauthier replied she is waiting to hear back from the school.

T/A Boland stated that he had a conversation with Missy and informed her there are two ways, that he is aware of, that she could pursue it. One way is to ask the Board to take it on as a project and if the Board decided that they did not want to support that, then the Petition Warrant Article route is available to any citizen for any project. Chair Chamberlain stated that this is the kind of thing the State has been funding but not sure if that will continue. He suggested that Ms. Gauthier speak with NRPC. Mr. Chamberlain stated she will have to provide the Board with more than just an idea more of a method of funding and a plan.

V. Decision Making Actions:

- Old/Tabled Business: None

- New Business:

- Presentation of Proclamation Recognizing Lucy Schmidt's 100th Birthday: T/A Boland stated that the Town will be recognizing and celebrating a 100th Birthday of Lucy Schmidt on June 2, 2020 and handed out a proclamation that was put together by Dawn Griska in consultation with Ellen Martin, Lucy's daughter, and that Dawn has done a very good job of recapping the history of Lucy. There will be two copies of the proclamation signed by the Board and one copy would be up upstairs at Citizens' Hall with a picture of her with the other memorabilia. The Board agreed.

- Presentation of the 2020 First Half Property Tax Warrant: T/A Boland reported the tax bills will be sent out tomorrow morning with a July 1st due date. In reviewing our cash flow, a spending freeze was put in place because of the Covid-19 situation. The components for that plan to avoid getting a T.A.N. was the ability to get the bills out. He stated a lot of work has gone into this by the entire staff to make sure it is as accurate as possible. The face sheet requires signatures and the backup information is attached for review. T/A Boland replied to Selectman Douglas's query that the assessor for the Town has made sure that the elderly exemptions, current use and things of that nature are as accurate as possible.

VOTE: Selectman McQuade moved, Selectman Douglas seconded a motion to accept the presentation of the 2020 first-half Property Tax Form in the amount of \$247,139,000.00 Chairman Chamberlain-Yes, Selectman Douglas-Yes, Selectman McQuade-Yes. Motion passed 3-0.

T/A Boland reported there is approximately \$500,000 in the checking account with a \$268K obligation to the School on the 10th of June and \$168K payment on the Mountain Road Bond due July 7 which is time intensive, we cannot and will not be late on that. We are in good shape and getting the bills out promptly is the major component of avoiding a Tax Anticipated Note.

Selectman Douglas questioned T/A Boland regarding potential savings from the School District which was deferred to the Chair for Lisa Post to reply. Ms. Post stated that there would be savings and should be quite a bit but was unsure how it would break down. Some savings were in the School Buses, the employees were being paid as per their contract, but saved on fuel. In addition there are other areas of saving such as electric and they are trying to be prudent with the

funds they have so they can return them to the towns this year. There are places that used money but will be reimbursed through Covid-19 funding from the State such as breakfast and lunches for students. Normally there is revenue from school breakfast and lunches which now they do not have, so there are offsets. T/A Boland replied to Selectman Douglas's questions as to what happens with the unused funds and who will be staying on top of following up on this that in the School reporting to the DRA, the excess money will be used to factor in the formula to set the tax rate and he and Mrs. Post would keep them informed. Ms. Post stated there is now a Finance Committee that is looking over these funds and that the School District generates reports monthly what they are exactly spending and are not moving funds around, if they had to expend more on a line item, it is being over-expended in the budget and that is very transparent right now and these reports are posted on the SAU Website under the School Board. Selectman Douglas asked the Town Administrator print that once a month to keep the Board informed.

- **New NRPC Representatives Discussion:** At the direction of the Board, T/A Boland reached out to Burton Reynolds and Arnie Byam and both have accepted the offer to serve as Lyndeborough Representatives to the Nashua Regional Planning Commission. The previous two candidates, Steve Brown and Andy Roeper, refused because of their time schedule. Chairman Chamberlain believed the Board needed to appoint them with a motion and Town Clerk, Trish Schultz, would have to draft the appointment papers.

VOTE: Chairman Chamberlain made a motion, Seconded Selectman McQuade to appoint Burton Reynolds and Arnie Byam as Lyndeborough's NRPC Commissioners. Roll Call: Chairman Chamberlain-Yes, Selectman Douglas-Yes, Selectman McQuade-Yes. Motion passed 3-0.

Chairman Chamberlain requested T/A Boland the contact the appointees and inform them of their appointment and that the next meeting will probably be a Go-To Meeting on the 17th so hopefully they can get sworn in before then. He also asked that Jay Minkarah be informed, as well as, Mrs. Schultz so she can prepare the appointment papers.

- **Covid-19 Incentive Stipend for First Responders:**
- **Coronavirus Relief Fund Grant Agreement:** T/A Boland stated they could take both the items listed, the Corona Virus Relief Fund Grant Agreement and noted a brief overview of the Governor's Office of Emergency Relief and Recovery was in their packets along with potential motions to do two things; one is to accept the money in accordance of RSA 21-P: 43 and included that RSA which shows the Town has the right or privilege to accept a gift grant or loan from the Federal Government for Emergency Management purposes. The second motion would be to appoint T/A Boland as the individual who can execute the grant and sign off on amendments and agreements to move this along. T/A Boland listed all the potential grants and the agencies they would come from and the one being discussed is the Stipend for the First Responders. There are several different ways to accomplish this and one is to make one payment on or about June 30 both for cash flow and simplicity of payroll and suggested that the Board take this option. Chairman Chamberlain agreed that with State and Federal Government involved he would like to see the money come in first. T/A Boland checked in with his counterparts to make sure he was not missing something, as of right know we have \$1,900 in reimbursable funds, the Town has been allocated up to \$40K in reimbursements and stated the Town is on target with New Boston, Wilton and Greenfield. Chairman Chamberlain noted Exhibit C "closeout of contracts by September 15, Grantees shall submit a report containing an estimate of projected allowable costs through December 30th. The Grantees shall also include in such report allowable costs of which they have not received reimbursements as well as losses of revenue and expenses and costs that were not allowable. Chairman Chamberlain suggest that we track things that are not on the list as there may be more reimbursement if there is

additional funding. T/A Boland made the Board aware a file is being kept for anything remotely connected to Covid-19 and noted staff has done a very good job of containing expenses mostly due to a modification in how we operate, such as social distancing and having the Town closed to the public and doing everything basically by email and phone. Chairman Chamberlain mentioned the main costs were for a laptop for Zoom meetings. Selectmen Douglas asked T/A Boland to make sure each employee, firefighter, police, ambulance and attendant has their current certification because he was told today if they are not currently certified in that field, they are not entitled to it. Selectman McQuade noted that T/A Boland should be able to get a copy of the license numbers to have on file.

VOTE: Selectman McQuade made a motion, Seconded by Selectman Douglas to accept funds in accordance with NH RSA 21-P: 43 for payment of Covid-19 expenses from the State of New Hampshire Department of Safety, Division of Homeland Security and Emergency Management, Governor's Office for Emergency Relief and Recovery (GOFER, FEMA Public Assistance, CARES Act, Covid-19 First Responders Stipend, Covid-19 Municipal Relief Funds for the Town of Lyndeborough, NH). Roll Call: Chairman Chamberlain-Yes, Selectman Douglas-Yes, Selectman McQuade-Yes. Motion passed 3-0.

VOTE: Selectman McQuade made a motion, Seconded by Selectman Douglas to hereby confirm Russ Boland, Town Administrator has the authority to sign and enter into grant agreements and amendments with the State of New Hampshire Department of Safety, Division of Homeland Security and Emergency Management, Governor's Office for Emergency Relief and Recovery (GOFER, FEMA Public Assistance, CARES Act, Covid-19 First Responders' Stipend, Covid-19 Municipal Relief Funds for the Town of Lyndeborough) and further hereby authorize Russ Boland to execute any and all contracts and agreements related to these grants. Roll Call: Chairman Chamberlain-Yes, Selectman Douglas-Yes, Selectman McQuade-Yes. Motion passed 3-0.

Selectman McQuade thanked T/A Boland for preparing this so well and T/A Boland stated it was a team effort by the staff, Ursula, Dawn and Trish's office have all worked together to meet the challenge.

- **Items Not on the Agenda:** None

VI. Town Administrator Report: T/A Boland has been in consultation with Walter Holland and the Lafayette Artillery is going to be doing a very small ceremony this Sunday at 1:00 p.m. They are going to leave from here and go to the Village. Wilton has cancelled their parade and our parade is cancelled. There will be no publicity and Walter will notify the bands that usually march. Everyone felt it should not be forgotten. The graves have been decorated with flags for our veterans.

Mr. Joe Rogers on Center Road has spearheaded a litter clean-up campaign throughout Town and feels passionately about the situation and he would like to see the Town put up No Littering signs. T/A Boland reached out the Recycling Center for no-costs signs through America The Beautiful, she was not aware of anything but provided a list where signs could be purchased. T/A Boland asked the if the Board felt purchasing the signs was a worthwhile expenditure. Selectman McQuade felt that littering would happen regardless of the signs and felt it was an unnecessary cost to which Selectman Douglas agreed as well as Chairman Chamberlain. Selectman Douglas directed T/A Boland to ask the Police Chief to prepare a Public Service Message relative to littering citing the RSA and penalty and to use verbiage that the Town is struggling with the problem and he would appreciate it if the public would honor and obey the law of illegal littering and post it on both the Police Department's website as well as the Town's and asked that if

someone is witness to illegal littering they get a plate number to report to the Police Department as soon as possible. T/A Boland suggested putting it into the newspapers. Chairman Chamberlain asked that there be a statement that expressed appreciation for the efforts of citizens cleaning up, and Rick McQuade suggested sending a thank you letter from the Board.

T/A Boland received information from the Department of Revenue that all of our Warrant Articles from the 2020 Meeting were reviewed and approved and there were no Warrant Articles that were disallowed.

T/A Boland informed the Board the Town received an invoice from Goss Park for \$8,750K and spoke with the Treasurer, Kristin Schwab, to make sure they will be opening. They confirmed they will and will follow CDC guidelines and acknowledge that it was going to be a challenge but wanted residents to be able to use the camp this summer. Selectman Douglas asked what other towns were doing and T/A Boland stated it was a hot subject on the List Serve and other towns were opening to a lesser degree as they are doing here. Chairman Chamberlain noted that Jaffrey is opening without life guards as they felt it put them in jeopardy with so many people and T/A Boland recalled that the Treasurer mentioned it was going to be a challenge to get lifeguards. Selectman Douglas stated that Frankestown beaches will not have lifeguards (Residents Only can swim at their own risk) and questioned the Governor's position on beaches and ponds. Chairman Chamberlain responded the beaches would be closed through the end of June and Mrs. Gauthier noted that people could only walk on them. Responding to Selectman Douglas's query, T/A Boland stated that Goss Park would be opening to members only and after seeing how that goes, they would open up to day passes. Rick McQuade asked to table the discussion until they have more information from other towns and the Governor's office and Chair Chamberlain would like a written procedure from Goss Park. Selectman Douglas stated that the water supply for Goss Park is a stream and does not receive any treatment such as chlorination. T/A Boland stated the Board provided good feedback and the bill will not be paid until the Board receives answers to their questions.

VII. Selectmen's Report

a. MACC Base Action & Agenda

T/A Boland sent an attachment for the Selectman's Workshop in Milford regarding MACC Base. It is a 2-hour discussion. He has been in contact with Director Johnson, who has been very helpful, to verify the Ambulance numbers and stated there is discrepancy in the numbers but not glaring and will get those clarified shortly.

b. Transportation Committee

Chairman Chamberlain reported he attended a "Go to Meeting" and stated in the 10-year plan the project of the Route 122 Bridge replacement in Amherst has been moved up on the schedule from 2023 to 2021 for construction.

c. Planning Board

Chairman Chamberlain noted there will be a meeting tomorrow night and an Agenda item is the Murphy/Fish Driveway Re-hearing. The Planning Board did a site walk Sunday at the Bob Bell site to look at his trees and Peter McLellan was there as well. There is a decision to be made regarding accepting an application for a 2015 plan to remove the No Further Subdivision note which is more difficult than it seems. Selectman Douglas questioned if a Lyndeborough citizen could testify and Chairman Chamberlain stated the public would be allowed to speak.

d. Heritage Commission

The Heritage Commission will meet a week from Friday at Citizens' Hall.

- e. **Safety Complex**
No items to discuss.

Consent Agenda: See Below for May 20, 2020.

VOTE: Selectman McQuade moved, Selectman Douglas seconded the motion to accept the Consent Agenda dated March 20, 2020. Chairman Chamberlain-Yes, Selectman Douglas-Yes, Selectman McQuade-Yes. Motion passed 3-0.

VIII. Information Items Requiring No Decision: None

IX. Non-Public: RSA 91-A:3 II (a,c&l)

VOTE: Selectman McQuade moved, Selectman Douglas seconded to go into Non-Public Session at 7:02 p.m. under RSA 91-A:3 II (a,c&l). Roll Call: Chairman Chamberlain-Yes, Selectman Douglas-Yes Selectman McQuade-Yes. Motion carried 3-0.

VOTE: Selectman McQuade moved, Selectman Douglas seconded to exit the Non-Public Session at 7:24 p.m. Roll Call: Chairman Chamberlain-Yes, Selectman Douglas-Yes Selectman McQuade-Yes. Motion carried 3-0.

Once back in public session, the Selectman signed motions related to the acceptance of Covid-19 reimbursement funds from the State and Federal Government and the authorization of T/A Boland to sign any required contracts and/or documents related to the reimbursement of Covid-19 expenses.

Selectman Douglas gave a brief report to the Board regarding the progress being made with the establishment of a marker at the Putnam Pond Boat Ramp recognizing Selectman Mayhew's contribution to making the Board Ramp and Picnic Area a success.

X. Adjournment: 7:32 p.m.

VOTE: Selectman McQuade moved, Selectman Douglas seconded to adjourn at 7:32 p.m. Roll Call: Chairman Chamberlain-Yes, Selectman Douglas-Yes Selectman McQuade-Yes. Motion carried 3-0.

All scheduled items having been addressed; the public meeting was adjourned at 7:32 p.m.

Next regular meeting: June 3, 2020 at Citizens' Hall at 6:00 p.m.

Lisa Post, Transcriber

Chairman Mark Chamberlain_____

Selectman Fred Douglas_____

Selectman Richard McQuade _____

May 20, 2020 Consent Agenda		
Item #	Item Title	Approved
1	AP Warrants –May 12 & 19, 2020	YES
2	Payroll Warrant – May 4 through May 17, 2020	YES
3	Request to Deny Elderly and Disabled Exemption Application (M-L 228-013)	YES
4	Request to Approve Elderly Exemption Application (M-L 225-042)	YES
5	Request to Approved Current Use Application (DRA Form A-10) – Holt Brothers Partnership (M-L 247-010)	YES
6	Request for Acceptance of Property Tax Warrant – First Half 2020	YES
7	Board of Selectmen’s Public Meeting Minutes – May 6, 2020	YES
8	Board of Selectmen’s Non-Public Meeting Minutes – May 6, 2020	YES