

LYNDEBOROUGH BOARD OF SELECTMEN

MEETING MINUTES

November 15, 2023

Approved

I. Call to Order:

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

II. Introduction of Members Present:

Selectman Mark Chamberlain and Selectman Robert Howe

Selectman Fred Douglas was excused.

Town Administrator Russ Boland and minute taker Kathleen Humphreys

Public & Media Present: Ray Anderson, Building Inspector/Code Enforcement Officer Leo Trudeau, Road Agent Rick McQuade, Kevin Leonard, and Jessie Salisbury

III. Appointments:

6:05 p.m.: Ray Anderson MACC Base Director re: 2024 Dispatch Agreement

MACC Base Director Ray Anderson was present.

Minor changes were made after yesterday's MACC Base meeting. Copies of the approved contracts were available for signatures. An invoice for \$1.00 was handed to T/A Boland, which can be included in the next bill.

VOTE: Chairman Chamberlain made a motion, Selectman Howe seconded to approve the communication services contract for MACC Base for the Police Department and for the Fire Department for January 1, 2024 – December 31, 2024 in the amount of \$25,593.28 for the Police Department and \$12,796.74 for the Fire Department. Motion passed 2-0. The Selectmen signed both copies.

IV. Community Forum and Public Comment:

Jessie Salisbury said residents of North Lyndeborough are happy about the "Welcome to Lyndeborough" sign in their area and it makes them feel a part of Lyndeborough.

Walter Holland marked 20-years of being Captain of the Lafayette Artillery Company and a has been a member for 30-years.

VOTE: Selectman Howe moved, Chairman Chamberlain seconded to acknowledge Walter Holland's dedication and commitment of 20-years as Captain of the Lafayette Artillery Company and a member for 30-years. Motion passed 2-0.

V. Decision Making Actions:

a. Old/Tabled Business:

Citizens' Hall Maintenance

The chimney at Citizens' Hall (Map-Lot 239-001-000), is sound and does not have to come down. A few other problems were identified that can be put into long-term planning. There is an engineering report and a letter that asked if the town desired a quote or a flat fee. It was decided to request a flat fee for both. It was discussed to possibly have the schematic

design in 2024 and look at the budget to get the work done. This will be added to next agenda.

6:20 p.m. appointment: Kevin Leonard, Northpoint Engineering re: Glass Factor Road Engineering

Engineer Kevin Leonard and Road Agent Rick McQuade were present.

At the last meeting Northpoint Engineering was directed to abandon the railroad portion of the project for now and move forward with deliverables on Glass Factory Road. Various design challenges were discussed.

The process for the Alteration of Terrain, 90-day clock and their current backlog were discussed. Bidding the job was discussed. District 4 will be involved for the Forest Road intersection.

Mr. Leonard and Mr. McQuade will meet to do test pits along the roadway. Chairman Chamberlain asked the Road Agent to take photos when the test pits are done.

VOTE: Selectman Howe made a motion Chairman Chamberlain seconded, to enter into an agreement with Northpoint Engineer for the work to be done on Glass Factory Road, in the amount of \$56,000. Motion passed 2-0.

The contract was signed. There will be a bill in early December.

To do:

Kevin Leonard will get the survey done.

Wait for a schedule from the town to schedule the test pits.

Define plan on specifics of the work.

They discussed a design workshop prior to March 2024.

Kevin Leonard mentioned they have successfully worked on the New Hampshire Department Grants on Stream Crossing in other towns. Utilizing this for the culverts was discussed. The Souhegan Flood Plain Control System was discussed. Chairman Chamberlain hopes NHDES would be able to provide some funding for it. Box culverts were discussed and designing work for a 100-year storm.

Mountain Road Residential Drainage Discussion

The project at 837 Mountain Road (207-029-000), is moving forward. The Memo of Understanding with the resident is in good shape and will be signed soon with the intent to start next week. Road Agent McQuade will extend the Dig Safe ticket just in case there is a delay. The equipment is ready except the 2016 Freightliner which has a problem with a ball bearing.

Land Use Change Tax Policy Review

This will be tabled so all Board members are present to see the changes. The Board would like to collect our land use taxes and the assessor should be pushing the collection of LUCTs.

2023 audit acceptance

The draft approval is ready to be signed.

VOTE: Selectman Howe made a motion, Chairman Chamberlain seconded to authorize T/A Boland to sign the non-attest Services draft approval to the State of New Hampshire of Acceptance of the 2022 audit done by Plodzik & Sanderson. Moton passed 2-0.

Potential Change of Emergency Notification System (CodeRed to Genasys) discussion

Code Red will change to Genasys by the end of the year. There are 11 action items including uploading documents to the public portal that include the background and the town logo or seal. The Voice Center is a local number and Lyndeborough can be provided a number. There is an email template. Data can be submitted as part of the GIS. There is a library of outreach materials available such as alert templates. The website and various Facebook accounts will need to be ready to go.

b. New Business:

Acceptance of \$2,989.64 in Unanticipated Funds from Highway Block Grant, per NH RSA 31:95-b III (b), for the provision of Funding Highway Operations

VOTE: Selectman Howe made a motion, Chairman Chamberlain seconded for the acceptance of \$2,989.64 in Unanticipated Funds from Highway Block Grant, per NH RSA 31:95-b III (b), for the provision of Funding Highway Operations. Motion passed 2-0.

Animal Control Civil Forfeiture Services Discussion

Currently, the police department has over 30 forfeitures. The forfeiture do not have to be handed to the resident and can be legally left at the house and documented by holding the letter to the door and taking a photo of the door/letter. The Board had no objection.

c. Items not on Agenda:

Nothing

VI. Town Administrator Report

The record retention data project is complete for 2023.

The office is proud to announce the new copier is working out well. The 3-year old copier was purchased for \$4,000 but would cost \$25,000 if bought new, equating to a \$21,000 savings.

T/A Boland sent encumbrances notices to department heads. So far there is the road engineering and cemetery stone straightening encumbrances.

Tomorrow afternoon is the deadline for the 2026 Hazardous Mitigation Grant Application. T/A Boland requested a motion to authorize Paul Hebert to complete the grant.

VOTE: Selectman Howe made a motion, Chairman Chamberlain seconded to allow Finance Director Paul Hebert to sign-off on the grant. Motion passed 2-0.

Town Report Cover & Dedication

VOTE: Selectman Howe made a motion, Chairman Chamberlain seconded to dedicate the Town Report to Helen van Ham. Motion passed 2-0.

VOTE: Selectman Howe made a motion, Chairman Chamberlain seconded to have the Community Day event on the cover of the Town Report. Motion passed 2-0.

Leo Trudeau asked the Board of Selectmen for movement to adopt a Class VI & Private Road Policy. He is agreeable to two different policies if that is the Board's choice.

He also discussed Certificate of Occupancy for hypothetical situations where there is an occupant living in a newly constructed home without and issuance.

VII. Selectmen's Report

a. MACC Base Action & Agenda

The new contracts were covered earlier tonight.

b. Transportation Committee

Chairman Chamberlain did not attend last meeting due to a work conflict.

c. Planning Board

There is a meeting tomorrow night. The Board will continue working on several zoning articles in preparation for a public hearing in December. Workshops continue.

d. Heritage Commission

Their next meeting will be in January 2024.

e. Conservation Commission

The Commission met last week and discussed Class VI roads. They will be in touch with the Board of Selectmen to request a list of Class VI roads. Conservation easement and roads were discussed. They are working on a mission statement.

f. Ambulance Advisory Committee

No report.

VIII. Consent Agenda:

VOTE: Selectman Howe made a motion, Chairman Chamberlain seconded to accept the Consent Agenda for Nov. 15, 2023, items 1-10 and 12-13. Motion passed 2-0.

IX. Information Items Requiring No Discussion

None

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

VOTE: Selectman Howe made a motion, Chairman Chamberlain seconded to go into a non-public session at 7:22 p.m. Motion passed 2-0.

VOTE: Selectman Howe made a motion, Chairman Chamberlain seconded to exit the non-public session at 7:37 p.m. Motion passed 2-0.

XI. Adjournment:

VOTE: Selectman Howe made a motion, Selectman Chamberlain seconded to adjourn at 7:37 p.m. Motion passed 2-0.

Next regular meeting: November 29, 2023 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Mark Chamberlain _____

Selectman Fred Douglas _____

Selectman Robert Howe _____

Consent Agenda – November 15, 2023		
Item #	Item Title	Approved
1	AP Warrants – November 14, 2023	Yes
2	Payroll Warrant – October 30, 2023, through November 12, 2023	Yes
3	VALIC ACH Payroll Warrant – October 30, 2023, through November 12, 2023	Yes
4	Request for Approval of Purchase Order # 61047 – Twin Bridge Services – Battery Back-Ups & Toner for Printers (\$1,960.00 – Inv# 01NOV2023)	Yes
5	Request for Approval of Purchase Order # 3077 – Kents Service Station – 10-Wheeler Inspection & Parts (\$5,121.00 – Inv # 6247)	Yes
6	Request for Approval of Purchase Order # 21243 – Hallmark Copier, Company – Ricoh (\$3,540 – Inv # 0771136)	Yes
7	Request for Approval of Intent to Cut Application, Holt Brothers Orchard, LLC (23-279-07T) (246-004-000) – Accessed Via Center Road	Yes
8	Request to Approve Issuance of Timber Yield Tax Levy & Warrant, Franko, Tatiana (23-279-04T, Map-Lot (238-006-000)), Accessed Via Cram Hill Road	Yes
9	Board of Selectmen's Public Meeting Minutes – October 27, 2023	Yes
10	Board of Selectmen's Public Meeting Minutes – November 1, 2023	Yes
11	Board of Selectmen's Public Meeting Minutes – November 7, 2023	No
12	Board of Selectmen's Public Meeting Minutes – November 9, 2023	Yes
	Board of Selectmen's Non-Public Meeting Minutes RSA 91-A:3 II (a & c) – November 1, 2023	Yes