

**LYNDEBOROUGH BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**September 20, 2023**  
*Final*

**I. Call to Order:**

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

**II. Introduction of Members Present:**

Chairman Mark Chamberlain Selectman Fred Douglas, and Selectman Robert Howe  
Town Administrator Russ Boland and minute taker Kathleen Humphreys

**Public & Media Present:** Jessie Salisbury, Trish Schultz, Lisa Post, Helen Thompson, Keith Thompson, Fire Chief Brian Smith, Devin McEntee and Building Inspector/Code Enforcement Officer Leo Trudeau

The Board asked for a moment of silence in memory of Mary Alice Fullerton who passed away on September 5, 2023. Mary Alice was a ballot clerk and most recently on the Capital Improvement Committee and did a lot for the town.

**III. Appointments:**

**6:05 pm.: T/C T/C Trish Schultz re: Clerk Works Software**

T/C T/C Trish Schultz was present to discuss updating the office software. The cost is approximately \$3,500. The new software would allow people to register their cars on-line and to register boats. New vehicle registrations would need to come into the office. She reviewed the boat registration process if we choose to go that route.

The current subscription is set to expire at the end of the month, for a cost of \$650, and the office cannot order the books anymore, so this is a good time for the transition.

The Board felt as an elected official that she is responsible for her budget and can make this decision.

**6:15 pm: Emergency Management Director Brian Smith re: Local Emergency Operation Plan Grant Acceptance & MACC Base Discussion**

Fire Chief Brian Smith

The department received a 50/50 grant to update their local emergency operation plan. It is a soft match for the Town's portion of the grant of \$4,000. No funds will come out the budget for this grant.

**VOTE: Chairman Chamberlain made a motion, Selectman Howe seconded to accept the terms of the Emergency Management Grant as presented in the amount of \$4,000 for the communities Local Emergency Plan Update. Furthermore, the Board acknowledges that the total cost of this project will be \$8,000.00, in which the Town will be responsible for a 50% match (\$4,000.00). Motion passed 3-0.**

**VOTE: Selectman Douglas made a motion, Selectman Howe seconded to execute this document by having Chairman Chamberlain sign the document and accept the LEOP Grant. Motion passed 3-0.**

Chairman Chamberlain asked Chief Smith to provide the Board a monthly report of the department activities.

#### **MACC Base Discussion**

Fire Department member Devin McEntee joined Chief Smith at the table.

The Lyndeborough Fire Department is looking to improve their communications. MACC Base has improved since they left their service 15-years ago. They attended meetings with MACC Base to address their concerns. Devin McEntee conducted a radio test which had positive results.

The Town of Wilton can help with the antenna issue because they have a site that the Fire Department might be able to use with a usage fee.

The radios will require an update. Beltronics can reprogram the pagers, portable radios and mobile radios plus the work that has to be done at MACC Base to put our tones in their system for a fee of \$2,405. This does not include additional work that may or may not have to be done to the police radios. Communications will improve with Wilton, the police and the DPW department.

There are only a few areas outside of Mountain Road and the Turnpike that were a concern. Devin McEntee explained the coverage with the different communication companies when using the repeater in the rescue truck for the portable radios.

T/A Boland added this will be an initial \$7,500 savings then a \$10,000 savings per year.

The consensus was this is a logical and a good move for the department.

**VOTE: Selectman Howe made a motion, Selectman Douglas seconded to authorize the Fire Chief and the Town Administrator to proceed with formulating a contract with MACC Base and the Town of Wilton for the lease, and in a subsequent meeting to review and approve that contract, and to notify Southwest Mutual Aid Dispatch Center (415) with the discontinuation of their service. Motion passed 3-0.**

#### **IV. Community Forum and Public Comment:**

Jessie Salisbury provided a reminder that October 6<sup>th</sup> is the last day a resident can change their party affiliation prior to the election.

Lisa Post presented information from Chris Hodson on the Broadband issue and trying to recoup the money spent. The Town will have to fill out forms and provide another letter of understanding. She provided a review of the process that at the time, rules were not in place for the promised reimbursement therefore the Town paid the \$100,000. Lisa Post said, "Now that the rules are there, we have to apply using certain language in there to let them understand we did this with the anticipation we were going to use these Federal dollars. They will fill out the ISP. We need to get familiar with this because it is due October 20, 2023. We can use the old letter but need a new letter of understanding".

Lisa Post will talk with Brian Christiansen regarding the letter of agreement.

T/A Boland said that money used to pay Comcast was from the American Rescue Act Plan Fund. The Town needs to commit the returning funds by the end of 2024.

This will be on the agenda for October 4, 2023.

Residents Keith and Helen Thompson spoke regarding their Bed & Breakfast business, Sweet Brier Farm.

The ZBA sent a letter to the Board of Selectmen suggesting they consider a Cease & Desist for the business after the hearing for Case 2023-05 on September 11, 2023.

Helen Thompson said, "I have information for you that is lengthy. I'm happy to give it to you to review and come back on the 4<sup>th</sup>, whatever you think is appropriate."

Selectman Douglas asked for clarification that there is additional information they are offering the Selectmen that the ZBA did not see. Helen Thompson replied, "Yes, but we will go back on September 25<sup>th</sup>."

Chairman Chamberlain said the Zoning Board of Adjustment is asking us to consider a cease & desist. Helen Thompson asked if they were specifying the cease & desist for three guests or less or the entire B&B. The letter did not specify the number. The Board agreed to postpone a decision with the understanding the Thompsons are meeting the local and state fire codes in their operation and will present things to the ZBA at their next meeting. They can correspond with the Selectmen on October 4, 2023.

Helen Thompson gave the information to the Board and will provide an update via email.

#### **7:00pm: Code Enforcement Officer updates**

Building Inspector/Code Enforcement Officer Leo Trudeau provided an inspection report relative to 264 Purgatory Falls Road (Map-Lot 235-007-000, owner Hugh Meadows), and for the unregistered/abandoned vehicles. Mr. Trudeau visited on August 30, 2023 and reported that Mr. Meadows had registered all but 13 at that time. Mr. Trudeau visited on September 19 and found that all but two (2) vehicles have been either removed or registered and he is now in compliance. About 6-9 vehicles were removed. Mr. Trudeau will continue discussing other issues regarding unpermitted work with Mr. Meadows.

Mr. Trudeau will report back on Sweet Brier Farm, 53 Old Temple Road (Map-Lot 231-029-000) after Monday's ZBA meeting (ZBA Case # 2023-05).

#### **V. Decision Making Actions:**

##### **a. Old/Tabled Business:**

#### **Citizens' Hall Engineering Contract Discussion**

Citizens Hall (Map-Lot 239-001-000), chimney evaluation is scheduled for September 26, 2023. The funds will be coming out of the maintenance budget for Citizens' Hall.

The Board would like the area they can't easily be seen be evaluated as well. There is accessibility issues and foundation concerns. There have been water issues in the

basement for a while. Leo Trudeau can contact the engineer to discuss how comprehensive the inspection will be.

**VOTE: Selectman Douglas made a motion, Selectman Howe seconded to have T/A Boland contact the engineer for more information. Motion passed 3-0.**

#### **Mountain Road Residential Drainage Discussion**

Road Agent Rick McQuade is meeting with the owner to develop a plan to correct it.

#### **Land Use Change Tax Policy**

This will be tabled until October 4, 2023, to allow the Board time to review the policy.

#### **Purgatory Falls Parking**

Selectman Douglas brought this forward because a resident from another town who frequently uses the hiking trails asked about removing some of the, "No Parking" signs. The Board discussed the current parking signs and ways to increase the parking. The parking signs were installed as a result of massive parking problems during COVID when the trail use intensified. The Board discussed areas they can open up for parking, which is off the pavement and new signage. Selectman Dougals will talk with Peter MacLellan/Granite State Concrete Co, Inc. who owns the piece of property where the parking lot is located (Map-Lot 249-004-000).

#### **b. New Business:**

##### **2023-2024 Road Salt Bid**

Eastern Salt Company, out of Lowell, Mass., has the State bid at \$85/ton. They are a local company and did a good job with the trucking.

Morton Salt is \$84/ton. They have ordering limits and timeline guidelines which is more cumbersome to deal with.

The Road Agent would like to stay with Eastern Salt Company. He plans to order 600 tons this season.

**VOTE: Selectman Douglas made a motion, Selectman Howe seconded to have T/A Boland conduct additional research and report back to the Board on October 4, 2023. Motion passed 3-0.**

**VOTE: Selectman Douglas made a motion, Selectman Howe seconded to table the Road Salt Bid discussion until October 4, 2023. Motion passed 3-0.**

#### **c. Items not on Agenda:**

Health Trust sent a letter informing employees of a meeting on December 7, 2023 at the Grappone Center in Concord for information on long-term, short-term life and dental plans.

Selectman Douglas asked for clarification regarding a pending issue on a septic system that there could be a loan involved now. Lisa Post said she has a letter from the attorney. This will be discussed in a non-public session.

Leo Trudeau asked if there is no more business for him if he can leave. He wants to stop by 220 Forest Road where there is an issue with cars (Map-Lot 232-026-000). There

was a person working outside earlier tonight who he can talk with regarding the situation. The property is owned by Cindy and David Clark.

## **VI. Town Administrator Report**

The employee cookout was well attended.

The Road Agent has experienced aggressive motorists while they are grading the roads. He is asking if he can close down the road all together or close to local traffic only. The Board was in agreement to close to local traffic only. T/A Boland will talk to the Road Agent about signage. "Pass at your own risk", was suggested.

Selectman Douglas discussed the way the DPW grades the gravel roads, which is cutting back the road and making it wider and bringing gravel back into the road. As a consequence, large rocks have been removed that have been there for years.

The Police and the road crew are aware that cars are tearing up the roads right after they are graded. The police will be informed where the crew is grading.

The Police Chief will be providing justification to purchase six new weapons and turn-in 11 weapons. Selectman Douglas wants to see this in the 2024 budget.

The Central School (Map-Lot 239-025-000), is adding an electric stove in the FY 2025 budget. They want to change from a gas to electric stove. The building is an emergency shelter for the town.

Wilton sent a letter that they are declining to support the School Resource Officer (SRO). There was a discussion regarding the process and timeline to apply for a grant prior to hiring a SRO.

## **VII. Selectmen's Report**

### **a. MACC Base Action & Agenda**

Devin McEntee met with MACC Base yesterday. This was discussed earlier tonight.

### **b. Transportation Committee**

There was a meeting last Wednesday. Selectman Douglas asked if there is an update regarding Rt. 101 and was informed there were no one in attendance to discussed this.

### **c. Planning Board**

There is a meeting tomorrow night. Touchstone Farm will be in with a conceptual plan (Map-Lot 230-016-000).

### **d. Heritage Commission**

The Heritage District Commission annual meeting is scheduled immediately prior to the Heritage Commission meeting. The Commission met at the end of August to discuss Citizens' Hall and they are doing research on what we can do or not do with the chimney at Citizens' Hall.

### **e. Conservation Commission**

The Commission met last week with new members. They are looking at drafting new bylaws and a mission statements.

**f. Ambulance Advisory Committee**

The Town receives monthly reports and feel things are running well. The director is working on equipment replacement and options. There has not been a recent meeting.

**VIII. Consent Agenda:**

**VOTE: Selectman Douglas made a motion, Selectman Howe seconded to accept the Consent Agenda for September 20, 2023 as written. Motion passed 3-0. (see below)**

**IX. Information Items No Discussion**

None

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

**VOTE: Selectman Howe made a motion, Selectman Douglas seconded to enter a non-public session at 7:30 p.m. Motion passed 3-0.**

**VOTE: Selectman Howe made a motion, Selectman Douglas seconded to re-enter the public session at 9:07 p.m., under small a, c, and I. Motion passed 3-0.**

**VOTE: Selectman Howe made a motion, Selectman Douglas seconded to adjourn at 9:07 p.m. Motion passed 3-0.**

**XI. Adjournment:**

All scheduled items having been addressed, the public meeting was adjourned at 9:07 p.m.

Next regular meeting: October 4, 2023 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Fred Douglas \_\_\_\_\_

Selectman Mark Chamberlain \_\_\_\_\_

Selectman Robert Howe \_\_\_\_\_

<b>Consent Agenda – September 20, 2023</b>		
<b>Item #</b>	<b>Item Title</b>	<b>Approved</b>
1	AP Warrants – August 29 & September 5, 12, & 19, 2023	Yes
2	Payroll Warrant – August 21, 2023, through September 3, 2023 and September 4, 2023 through September 17, 2023	Yes
3	VALIC ACH Payroll Warrant – August 21, 2023, through September 3, 2023 and September 4, 2023 through September 17, 2023	Yes
4	Request for Approval of Purchase Order # 3045 – Henry W. Dow – Crack-Sealing 2 <sup>nd</sup> NH Turnpike, Center Road (sections), New Road, Mountain Road (sections), and Parking Lots (Citizens’ Hall and Library) (\$16,800, 9/1/2023)	Yes
5	Request for Approval of Purchase Order # 3046 – Daryl Pelletier (Roadside Mowing) – Roadside Mowing: Purgatory Falls Road, Gulf Road, & Mountain Road (\$4,200 – Inv. # 1192)	Yes
6	Request for Approval of Purchase Order # 3042 – Dynamic Drilling & Blasting – Pinnacle Road Drilling & Blasting (\$4,000 – Inv. # 23-017)	Yes
7	Request for Approval of 2023 Department of Revenue MS-1 Form (Summary of Inventory Valuation)	Yes
8	Board of Selectmen’s Public Meeting Minutes – August 23, 2023	Yes
9	Board of Selectmen’s Non-Public Meeting Minutes RSA 91-A:3 II (c) – August 23, 2023	Yes