

**LYNDEBOROUGH BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**August 10, 2022**  
*Final*

**I. Call to Order:**

Chairman Fred Douglas called the meeting to order at 6:02 p.m.

**II. Introduction of Members Present:**

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

**Public & Media Present:** Jessie Salisbury

**III. Appointments:**

**6:05 p.m.: Lyndeborough Fee Updates Public Hearing**  
(in accordance with RSA 41:9-a)

**VOTE: Selectman Howe made a motion, Selectman Chamberlain seconded to enter the Public Hearing. Motion passed 3-0.**

Chairman Douglas asked his fellow selectmen if they looked at the new proposal for the fee schedules and if they have any comments or concerns. Selectman Howe felt this satisfied one of the issues with the town losing money relative to the fees where it was costing us more than we were received from the fees. Selectman Chamberlain agrees this proposal is intended to cover cost to the town, so taxpayers are not subsidizing personal buildings or subdivisions. If someone wants to do that, it's fine but other taxpayers should not have to subsidize it.

Chairman Douglas asked if this hearing was posted. T/A Boland confirmed it was printed in the Milford Cabinet for a fee of \$400 and was posted in two official places (Village Store and Citizens' Hall). Chairman Douglas felt it was important that taxpayers are not paying for other people's structures and permits. He asked Selectman Chamberlain if the draft has our fees in the middle range. Selectman Chamberlain said, "Yes, we are in the middle range." They reviewed fees from neighboring towns.

*Opened for public comment at 6:09 p.m.*

Chairman Douglas asked the two people in the audience their opinion. Jessie Salisbury had no comment while Kathleen Humphreys agreed with covering the costs and felt it was a long time coming.

**VOTE: Selectman Howe made a motion, Selectman Chamberlain seconded to close the Public Hearing at 6:10 p.m. Motion passed 3-0.**

**VOTE: Selectman Chamberlain made a motion, Selectman Howe seconded to approve the Fee Schedule inclusive of: Land Use Fee Schedule – Planning Board and Zoning Board of Adjustment, Building Permit Fees, Center Hall Rental, and Citizens’ Hall Rental. Motion passed 3-0.**

*See attached documents.*

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

Jessie Salisbury said she was glad her road work (Cram Hill Road), is completed. The crew started early probably due to excessive heat. Chairman Douglas commented that a power line fell on Poor Farm Road (in Frankestown), and it melted the asphalt because it was so hot. The fire department posted a photo on Facebook.

**V. Decision Making Actions:**

**a. Old/Tabled Business:**

**Electronic Device Usage Policy Review**

There are no additions from the documents the Board reviewed.

**VOTE: Selectman Chamberlain made a motion, Selectman Howe seconded to accept the Distracted Driver Policy for employees in Draft 2. Motion passed 3-0.**

*See attached document.*

**Review of the 2021 Draft Audit**

There are changes on page 23. For years it added the Town of Lyndeborough only participated in group 2 NH Retirement, as required by law, and that employees don’t participate. That was put in every year, but it got dropped. T/A Boland talked with Plodzick & Sanderson and they would like the conditional approval ASAP.

**VOTE: Selectman Chamberlain made a motion, Selectman Howe seconded to conditionally approve the 2021 Draft Audit, conditional on Plodzick & Sanderson making the discussed change. Motion passed 3-0.**

**Review of Town’s Cybersecurity Policy**

Last year Chief Deware worked on this policy and Administrative Assistant Dawn Griska made a more formal policy. All the information is contained on page 1 and the subsequent 2 pages clarifies it.

**VOTE: Selectman Howe made a motion, Selectman Chamberlain second to table the Cybersecurity Policy until the next meeting. Motion passed 3-0.**

**b. New Business:**

No items

**c. Items not on Agenda:**

Selectman Chamberlain reported the Planning Board would like to recommend lowering the speed limit to 25 mph on Dutton Road. This discussion happened when they were reviewing a driveway on Dutton Road that had a sight line concern.

It was mentioned that Planning Board member Bob Rogers thought all the gravel roads were set at 25 mph at one point. According to all the signs posted, the speed limit is 30 mph unless otherwise posted. Curtis Brook Road is just as bad as Dutton Road. It was noted that Crooked S Road is 25 mph. There is a cost factor to change signs. It was discussed that maybe all gravel roads in town be set at 25 mph.

**VOTE: Selectman Howe made a motion, Selectman Chamberlain seconded to reduce the speed limits on Dutton Road and Curtis Brook Road to 25 mph and with three (3) signs postings at the entrance of Curtis Brook Road near Brackets Corner, top of Dutton Road/Center Road and at Curtis Brook Road on the Johnson Corner Road with an effective date of August 30<sup>th</sup>. Motion passed 3-0.**

Selectman Chamberlain wondered why the electric bill is so high at the fire station, in relation to the use of the building. It was discussed there are 2 dehumidifiers in use.

Selectman Chamberlain asked if there was an excavation permit for the removal of the wall without replacing the monumentation at 1550 Center Road.

It was discussed that the Road Agent's report listed a split tree on New Road he would like to remove. The Road Agent would need to go to the Planning Board for approval and this will need to be deemed a "hazardous tree". The road agent should take photos.

It was reported that a blue pick-up truck with five yellow lights has been speeding about 60 mph up Mountain Road between 7-8 p.m. The young man usually wears a hoodie and ball cap. If seen, try to get the license plate. The matter has been reported to the police.

**VI. Town Administrator Report**

The office is moving forward with the website improvements. Finance/HR Coordinator Paul Hebert, T/A Russ Boland, a resident who has volunteered, and possibly Town/Library Employee Kathleen Junge will be taking a tutorial to manage the website more effectively.

The paving on Cram Hill Road concluded yesterday. Road Agent Rick McQuade said they did a good job and he was monitoring the work and cost.

PRIMEX sent a check to our vendor for the salt shed repairs because the rear wall is completed. The other wall is ongoing. The department plans to re-use the wood that will be taken down, possibly make a lunchroom for the crew. It will be put to good use.

Chairman Douglas wanted to ask Jessie Salisbury a question that is not on the agenda. In Francestown, there is a gentleman named Bill McColley who is looking for someone to do soapstone carvings at their Labor Day events. He wondered if anybody in Lyndeborough does this. Jessie Salisbury thought about Aaron Brown. Soap stone was never commercial business here like there use to be in Francestown. It was discussed their use to be soapstone in Lyndeborough, along French Road. The indentations are still evident from where the soap stone was dug up.

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

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

T/A Boland will be attending the meeting next Tuesday.

### **b. Transportation Committee**

There was a meeting today that included a presentation from DES regarding infrastructure to support clean cars and for diesel engine mitigation. Selectman Chamberlain asked at the meeting if they considered investment in the roads to support these changes such as more charging stations. Eversource and NRPC told us they are running out of electricity and to expect blackouts. What will we do then with electric cars? Electric cars weight a half-ton more. These drivers don't pay gas tax, which goes to road improvements. We will have all these electric vehicles with no place to charge them and no roads to drive on. Selectman Chamberlain reported their answer was, "They will have to look into that".

Chairman Douglas asked if the NRPC is involved in the Transportation Committee. Selectman Chamberlain said the Transportation Committee is an advisory committee to NRPC. He asked if they could talk about the Rt. 101 bypass in Milford where they have been doing a lot of work there which is almost finish. He stopped and talked to the DOT supervisor and questioned their plans to put the safety enhancement back that Mr. Douglas fought so hard for when he was with the Milford Police Department such as the rumble strips in the breakdown land and center line, inclusive of the reflective. The supervisor said they are doing the rumble strip on both sides and in center but not doing the reflectors. He would like to see if NRPC can weigh in on this issue because they have supported it in the past. He also said that when he was in Pennsylvania, he saw a sign that said, "high crash rate" and brought this forth with Milford. An Amherst Representative was killed there a year and a half later and they were able to get it approved. Chairman Douglas argument is how can you put a price on a person's life. There were 27 fatalities on Rt. 101 when he was working in Milford.

**c. Planning Board**

The Planning Board will meet next week. The Chrisenton's have a lot consolidation and conservation land subdivision that was continued. There will be a lot line adjustment between Hager and Markarian's properties. The Board still has work to do on procedures. There are subcommittee meetings next Tuesday at 7:00 p.m. for the Zoning Subcommittee and next Wednesday for the Master Plan Subcommittee.

T/A Boland said the office has been advised they are not getting the Notice of Decisions for cases back to the office and asked why. Selectman Chamberlain will have a conversation with Chairman Charlie Post. The Planning Board secretary also mentioned that public notices, abutter letters, the abutter certified letters receipts need a way to be returned to the office for filing.

**d. Heritage Commission**

They will be meeting next week.

**e. Conservation Commission**

There is a meeting tomorrow night. There was an email from Kurt Berna that they are looking for an update from the Planning Board on the status of the wetlands buffer to help identify the conservation properties in Lyndeborough. Both Boards have work to do.

**f. Ambulance Advisory Committee**

No report. Selectman Chamberlain asked if the new ambulance director will be visiting Lyndeborough soon.

**VIII. Consent Agenda:**

**VOTE: Selectman Chamberlain made a motion, Selectman Howe seconded to accept the Consent Agenda for August 10, 2022. Motion passed 3-0.**

**IX. Information Items Requiring No Discussion**

None

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

**VOTE: Selectman Howe made a motion, Selectman Chamberlain seconded to go into a Non-Public Session at 6:57 p.m. Motion passed 3-0.**

**VOTE: Selectman Howe made a motion, Selectman Chamberlain seconded to exit the Non-Public Session at 7:57 p.m. Motion passed 3-0.**

**VOTE: Selectman Chamberlain made a motion, Selectman Howe seconded adjourn at 7:58 p.m. Motion passed 3-0.**

**XI. Adjournment:**

All scheduled items having been addressed, the public meeting was adjourned at 7:58 p.m.

Next regular meeting: August 24, 2022 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

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

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

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

<b>August 10, Consent Agenda</b>		
<b>Item #</b>	<b>Item Title</b>	<b>Approved</b>
1	AP Warrants – August 2 & August 9, 2022	Yes
2	Payroll Warrant – July 25, 2022, through August 7, 2022	Yes
3	VALIC ACH Payroll Warrant – July 25, 2022, through August 7, 2022	Yes
4	Request for Approval of Purchase Order # 2809 – United Construction & Forestry – 2002 John Deere Grader Service (\$4,863.46 – Inv. # 9564890)	Yes
5	Request for Approval of Purchase Order # 2521 – Masonry Arts NH, LLC – Highway Barn Building Repair (\$7,500.00 – Inv. # 1142)	Yes
6	Request for Approval of Intent to Cut Application, Watt (22-279-08T) (234-026-000) – Accessed Via Purgatory Falls/Salisbury Road	Yes
7	Board of Selectmen's Public Meeting Minutes – July 27, 2022	Yes
8	Board of Selectmen's Non-Public (a & c) Meeting Minutes – July 27, 2022	Yes



## TOWN OF LYNDEBOROUGH

9 Citizens' Hall Road • Lyndeborough, NH 03082  
Phone (603) 654-5955 • Fax (603) 654-5777

### LAND USE FEE SCHEDULE

#### General

Abutter Notification	\$15/Abutter
Recording Fees (includes LCHIP & 1 plan sheet)	\$150 + \$25/ additional sheet

#### Planning Board

Subdivision	
Conceptual Discussion	\$25
Design Review	\$75
Minor Subdivision	\$250
(Including Lot Line Adjustment, Large Lot & Conservation Subdivisions)	
Major Subdivision	\$300 + \$50/Lot
PRD Development	\$300 + \$50/Dwelling Unit
Non-Residential Site Plan	\$250 + \$10/acre area of activity
Home Occupation (Code Enforcement review prior to meeting)	\$50
Home Business	\$150
Scenic Road Hearing	\$75
Modify Previous Approval	\$75
Excavation Permit	\$500
Sign Permit	\$75
Driveway Permit	\$100
Escrow	
Application / Plan Review	\$500
Legal Consultation	\$500
Engineering Consultation	\$1,000
Other (Wetlands, Traffic, etc.)	\$500
Construction inspections and review	\$1000

Escrow funds may be drawn on to pay professional consulting fees associated with application. Additional escrow funds may be required if needed. Any unexpended funds shall be returned to the applicant within 30 days after the end of appeal period, or completion and Board acceptance of conditions of approval.

#### Zoning Board of Adjustment

Variance	\$200
Special Exception	\$200
Appeal from Administrative Decision	\$200
Equitable Waiver	\$200
Public Notice	Minimum of \$60, additional charges shall apply
Escrow	Same as Planning Board



# *Town of Lyndeborough*

## **Office of the Building Inspector**

9 Citizens' Hall Road

Lyndeborough, New Hampshire 03082

**Office:**

Telephone: (603) 654-5955

Fax: (603) 654-5777

**Leo Trudeau:**

Cell Phone (603) 620-7428

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### **Building Permit Fee Schedule** **Effective August 10, 2022**

**FEE CALCULATION:**

New construction; both residential and commercial, is based on the sum of all the gross horizontal areas of all floors of the building. This includes basements and garages. Attic floors are not included in this calculation unless they are designed for habitable rooms at a future date. All permit fees include building, plumbing, mechanical and electrical inspections.

**New Residential:** \$0.25 per square foot      **New Commercial:** \$0.30 per square foot

**Manufactured Housing or storage structures (all types)** \$0.25 per square foot.

**Additions to existing structures**, including attached garages will be calculated in the same manner.

**Unattached structures such as garages, barns, sheds, swimming pools, etc. will be calculated @ \$0.25 per square foot for residential and @ \$0.30 per square foot for commercial.**

Renovations will be calculated by the square footage of the areas affected, e.g. a kitchen renovation fee would be based only upon the square footage occupied by the new design. Renovations not involving structural change will be charged according to the following fee schedule:

<b>Electrical Permit</b>	\$50.00	<b>Mechanical Permit</b>	\$50.00	<b>Plumbing Permit</b>	\$50.00
<b>Chimney/Fireplace</b>	\$50.00	<b>Septic Systems</b>	\$100.00	<b>Foundation Only</b>	\$50.00
		<b>Swimming Pool</b>	\$50.00	<b>Demolition</b>	\$50.00
			(minimum)		
<b>Renewal Permit</b>	50% of original cost, minimum \$50.00				

**Demolition Permit** – A permit is required for the demolition of any structure, regardless of age, past or present use, and for the removal of any existing in-ground or above-ground fuel storage tank (if replacement is not intended). Depending on the structure it may be necessary to evaluate for the presence of lead, paint, asbestos, or other hazardous waste. The State of NH has stringent requirements regarding the removal and dumping of these materials. Further information is available through Town Hall.

1. A permit shall be obtained for any repair, alteration or similar activity that includes any structural changes, plumbing, wiring or the creation of new space.
2. The Building Inspector should be contacted to discuss the extent of the project. He will determine if a building permit is necessary.
3. If the Building Inspector is aware of work being done without a permit being issued, the Building Inspector has the right to examine the project and determine the permitting required.

The Board of Selectmen, upon advice of the Building Inspector, may reduce or increase the building permit fee relative to the complexity of any project whose cost is in excess of \$1,000.00. In no event will a permit be issued for less than \$50.00.





**TOWN OF LYNDEBOROUGH**  
**RENTAL OF TOWN PROPERTY - CENTER HALL**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Telephone#: \_\_\_\_\_ Rental Date: \_\_\_\_\_  
Function: \_\_\_\_\_ Time (From): \_\_\_\_\_ (To): \_\_\_\_\_  
# Attending: \_\_\_\_\_ Capacity Limitation: **100**

**Rental Fees/Service Costs**

\_\_\_\_\_ Official Governmental Boards, Committees and Commissions **No Charge**

\_\_\_\_\_ Community or Charitable Organizations: *Certificate of Insurance Mandatory* **No Charge**  
(Stipulation: All renters must have the Town of Lyndeborough listed on the Certificate of Insurance as **Additional Insured**, which relieves the Town of all legal liabilities.)

\_\_\_\_\_ Residents: *Certificate of Insurance Mandatory* **Rental Fee: 100.00** \_\_\_\_\_  
(Stipulation: All renters must have the Town of Lyndeborough listed on the Certificate of Insurance as **Additional Insured**, which relieves the Town of all legal liabilities.)

\_\_\_\_\_ Non-Residents: *Certificate of Insurance Mandatory* **Rental Fee: \$150.00** \_\_\_\_\_  
(Stipulation: All renters must have the Town of Lyndeborough listed on the Certificate of Insurance as **Additional Insured**, which relieves the Town of all legal liabilities.)

\_\_\_\_\_ Off-Season Rental Surcharge (October 1 - April 30) **Total Off-Season Surcharge:** \_\_\_\_\_  
\$250.00 per event + \$50.00 per each additional day = Total Off-Season Surcharge

\_\_\_\_\_ Security/Damage Deposit (Refundable: Submit separate check) **Deposit Fee: \$50.00** \_\_\_\_\_  
(Stipulation: The renter must leave the hall in the same condition it was in prior to rental, and all rubbish must be removed from the premises at the conclusion of the event. The deposit will be returned following inspection of the hall.)

\_\_\_\_\_ Police Service Required (Large functions/gatherings to direct traffic/parking purposes, for functions that charge admission or accept donations, when alcoholic beverages are served). It is the applicant's responsibility to contact the Police Department (603-654-6535) in order to schedule special police duty for said function. **Detail Fee:** \_\_\_\_\_  
# of officers \_\_\_\_\_ x \_\_\_\_\_ hours x \$50 per hour (minimum 4 hours) = Detail Fee

**Total Amount Due:** \$ \_\_\_\_\_

***All insurance documentation, fees and surcharges must be submitted to the Selectmen's Office no later than 7 days before the date of the function.***



**SIGNATURE REQUIRED ON NEXT PAGE**



**TOWN OF LYNDEBOROUGH  
RENTAL RULES AND REGULATIONS**

Please be advised that all parties using the Town Hall shall be responsible to abide by the following stipulations:

1. There is absolutely no smoking allowed in the building.
2. Turn off all lights (including bathroom lights), and make sure the entrance and ramp doors are securely closed and locked before leaving the building.
3. The bulletin board may be used for postings and such. The use of tape, staples and tacks are not permitted on the walls outside or inside the building.
4. Chairs are to be returned to the racks provided and tables returned to their original places.
5. The hall is to be left in the same condition it was in prior to use of said function. Renters are responsible for the removal of all rubbish from the premises at the conclusion of the event. Failure to comply will result in the Town retaining the security deposit to cover cleaning costs and rubbish removal.
6. The Center Hall key must be returned immediately following said function.
7. All renters agree to indemnify and hold the Town harmless from all liability that may arise in connection with their use of Town property.
8. Rental of Center Hall does include the use of the kitchen facility

**POLICE SERVICES REQUIRED**

1. At large functions or gatherings to ensure safety/security needs are met and to direct traffic and/or for parking.
2. Functions that charge admission or accept donations.
3. When alcoholic beverages are served Liquor Liability Insurance shall be submitted and reviewed by the Town prior to the space reservation being approved.

**Please Note:** It is the applicant's responsibility to contact the Police Department (603-654-6535) in order to schedule special police duty for said function.

**I have read the regulations stipulated on the attached form and agree to abide by said regulations as set forth by the Town of Lyndeborough.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Responsible/Insured Party

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<input type="checkbox"/> Certificate of Insurance Received? (if applicable)	<input type="checkbox"/> Liquor Liability Insurance Received (if applicable)
<input type="checkbox"/> Security Deposit Received?	<input type="checkbox"/> Rental Fees & Surcharges Received?

Rental Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Town Official's Signature

Copy Approved Application to: Renter, BOS Office, Selectmen, Fire, Police, Highway, Custodian



**TOWN OF LYNDEBOROUGH  
RENTAL OF TOWN PROPERTY - CITIZENS' HALL**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Telephone#: \_\_\_\_\_ Rental Date: \_\_\_\_\_  
Function: \_\_\_\_\_ Time (From): \_\_\_\_\_ (To): \_\_\_\_\_  
# Attending: \_\_\_\_\_ Capacity Limitation: **150**

**Rental Fees/Service Costs**

\_\_\_\_\_ Official Governmental Boards, Committees and Commissions **No Charge**

\_\_\_\_\_ Community or Charitable Organizations: *Certificate of Insurance Mandatory* **No Charge**  
(Stipulation: All renters must have the Town of Lyndeborough listed on the Certificate of Insurance as **Additional Insured**, which relieves the Town of all legal liabilities.)

\_\_\_\_\_ Residents: *Certificate of Insurance Mandatory* **Rental Fee: 100.00** \_\_\_\_\_  
(Stipulation: All renters must have the Town of Lyndeborough listed on the Certificate of Insurance as **Additional Insured**, which relieves the Town of all legal liabilities.)

\_\_\_\_\_ Non-Residents: *Certificate of Insurance Mandatory* **Rental Fee: \$150.00** \_\_\_\_\_  
(Stipulation: All renters must have the Town of Lyndeborough listed on the Certificate of Insurance as **Additional Insured**, which relieves the Town of all legal liabilities.)

\_\_\_\_\_ Off-Season Rental Surcharge (October 1 - April 30) **Total Off-Season Surcharge:** \_\_\_\_\_  
\$250.00 per event + \$50.00 per each additional day = Total Off-Season Surcharge

\_\_\_\_\_ Security/Damage Deposit (Refundable: Submit separate check) **Deposit Fee: \$50.00** \_\_\_\_\_  
(Stipulation: The renter must leave the hall in the same condition it was in prior to rental, and all rubbish must be removed from the premises at the conclusion of the event. The deposit will be returned following inspection of the hall.)

\_\_\_\_\_ Police Service Required (Large functions/gatherings to direct traffic/parking purposes, for functions that charge admission or accept donations, when alcoholic beverages are served). It is the applicant's responsibility to contact the Police Department (603-654-6535) in order to schedule special police duty for said function. **Detail Fee:** \_\_\_\_\_  
# of officers \_\_\_\_\_ x \_\_\_\_\_ hours x \$50 per hour (minimum 4 hours) = Detail Fee

**Total Amount Due:** \$ \_\_\_\_\_

***All insurance documentation, fees and surcharges must be submitted to the Selectmen's Office no later than 7 days before the date of the function.***



**SIGNATURE REQUIRED ON NEXT PAGE**

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5. The hall is to be left in the same condition it was in prior to use of said function. Renters are responsible for the removal of all rubbish from the premises at the conclusion of the event. Failure to comply will result in the Town retaining the security deposit to cover cleaning costs and rubbish removal.
6. The Town Hall key must be returned immediately following said function.
7. All renters agree to indemnify and hold the Town harmless from all liability that may arise in connection with their use of Town property.

**POLICE SERVICES REQUIRED**

1. At large functions or gatherings to ensure safety/security needs are met and to direct traffic and/or for parking.
2. Functions that charge admission or accept donations.
3. When alcoholic beverages are served Liquor Liability Insurance shall be submitted and reviewed by the Town prior to the space reservation being approved.

**Please Note:** It is the applicant's responsibility to contact the Police Department (603-654-6535) in order to schedule special police duty for said function.

**I have read the regulations stipulated on the attached form and agree to abide by said regulations as set forth by the Town of Lyndeborough.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Responsible/Insured Party

☐

Certificate of Insurance Received? (if applicable)

☐

Liquor Liability Insurance Received (if applicable)

☐

Security Deposit Received?

☐

Rental Fees & Surcharges Received?

Rental Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Town Official's Signature

Copy Approved Application to: Renter, BOS Office, Selectmen, Fire, Police, Highway, Custodian

## Distracted Driving Policy

The Town of Lyndeborough deeply values the safety and wellbeing of all employees and we are committed to ensuring a safe working environment. With the proliferation of electronic devices and in-vehicle infotainment systems use while driving, coupled with the myths surrounding a person's ability to multitask, we enforce the following distracted driving policy.

Town of Lyndeborough employees while on duty shall:

- Not use computers or handheld devices, including but not limited to phones, while operating a motor vehicle.
- Pull over to a safe location out of traffic lanes, and put the vehicle in "Park" if a call or text must be made and or responded to, except during emergencies where pulling the vehicle over would delay the response to the emergency.
- Inform family, friends, and associates of this Town policy to explain why calls, texts or emails may not be returned immediately.
- Program any global positioning system (GPS), music device, or dashboard/voice infotainment system prior to departing. If adjustments are needed while driving, pull over to a safe location out of traffic lanes, and put the vehicle in "Park" to make the appropriate adjustment.

Electronic distractions are only one type of distraction. Drivers shall refrain from eating, drinking, reading and other activities that may divert attention away from the task of driving.

Town of Lyndeborough is committed to keeping our employees safe and holding our employees to the highest standard of safety. This is so important that violations of this policy may result in disciplinary action, up to and including termination.

**Your signature below certifies your agreement to comply with this policy.**

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Employee Signature

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Date

Approved by the Selectmen August 10, 2022

Distracted Driver Policy August 10, 2022