

**LYNDEBOROUGH BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**August 24, 2022**  
*Final*

**I. Call to Order:**

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

**II. Introduction of Members Present:**

Chairman Douglas  
Selectman Chamberlain  
Selectman Howe

Town Administrator Russ Boland

**Public Present:**

Jessie Salisbury, Robert Levesque

**III. Appointments:**

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

Chairman Douglas recognized Robert Levesque of 24 Woodward Road (Map-Lot-Sublot 230-009-000), to address the Board.

Mr. Levesque wanted the Board to be aware of speeding vehicles on Woodward Road and requested the speed limit be reduced from 30 mph. Mr. Levesque stated the problem occurs most often when vehicles are coming down the hill. Mr. Levesque stated the road is not wide enough for two cars to pass safely at 30 mph. The Board advised Mr. Levesque they will take the request under advisement and advise him if the Board acts.

Mr. Levesque advised the Board there are vehicles and heavy equipment traveling on the Class 5 and 6 sections of Woodward Road that are not registered. The Board advised Mr. Levesque the Police Department is conducting directed patrols in the area, and if he sees any concerning activity he should call the Police Department to report the activity.

Mr. Levesque advised the Board a stone wall that marked the Class 6 section of Woodward Road has been removed. Mr. Levesque asked if this means the Town gifted the land where the stone wall was located. Mr. Levesque also asked about a previously blocked section of the Class 6 section of Woodward Road. Chairman Douglas advised Mr. Levesque the Town still owns the land in question and no

land has been gifted. Selectman Chamberlain advised Mr. Levesque stone walls can be removed if both owners agree to it and markers are installed depicting the property line. Chairman Douglas stated a Class 6 road can be plowed by the property owners the road serves, this is outlined in the liability waiver each homeowner signs before moving into their home that is served by a Class 6 road.

Mr. Levesque stated he is concerned about the condition of Woodward Road and would like to see the Town conduct more work on the road. The Board advised Mr. Levesque the Highway Department has been working in the area and intends to conduct additional work on Woodward Road. Mr. Levesque stated he is concerned the logging operations in the Woodward Road area are beginning very early in the morning.

The Board reviewed the concern that a section of the Class 6 portion of Woodward Road has been changed without Town permission. The Board agreed Selectman Chamberlain and T/A Boland will consult with Attorney Drescher and conduct research regarding the potential that Woodward Road has been disturbed without Town permission, including the possibility a private road crossed over Woodward road without permission and report back to the Board at a later date.

Jessie Salisbury advised the Board Clayton and Polly Brown just celebrated their 71-wedding anniversary. The Board stated this is a major accomplishment and directed T/A Boland to send flowers to Clayton and Polly with the Town's congratulations.

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

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

#### **Review of the Cybersecurity Policy:**

The Board reviewed the draft policy and make several changes. The Board directed T/A Boland to contact our IT vendor to ask about our password policy.

The changes will be incorporated into the draft and reviewed at a future meeting.

#### **Center Hall Floor and Wall Repair:**

The exterior repairs to Center Hall are almost complete. The interior work will take place over the winter and will be performed by the Highway Department.

**b. New Business:**

**Review of the 2021 Audit Representation Letter:**

The Board reviewed the 2021 Audit Representation Letter.

**Vote: Motion by Selectman Howe seconded by Selectman Chamberlain to authorize T/A Boland and Finance Coordinator Paul Hebert to sign the 2021 Audit Representation Letter. Passed 3-0**

**2023 Capital Improvement Plan:**

T/A Boland presented the Board with the first draft of the 2023-2028 CIP report. This report will be forwarded to the Department Heads and the CIP Committee for their review and modifications. The Board discussed the Police cruiser replacement cycle. T/A Boland advised the Board that Chief Deware is examining the replacement cycle and will have a report at a later date. The Board also discussed the Fire Department replacement schedule and various options.

**Purchase of Automatic External Defibrillators:**

T/A Boland advised the Board that Chief Deware ordered new batteries for the defibrillators in January, but because of supply chain problems they remain on back-order. Given the delay in receiving the batteries and the fact the units are more than five years old, the Department Heads are recommending we purchase six additional defibrillators at a cost of \$849 per unit. When the new batteries finally arrive, they will be installed in the older units and distributed to first responders who respond directly to incidents in their private vehicles. This should resolve the current problem and enhance our future capabilities.

**Vote: Motion by Selectman Howe seconded by Selectman Chamberlain to purchase six new automatic external defibrillators. Passed 3-0**

**NH Department of Transportation SB 401 (Senate Bill 401) Payment:**

T/A Boland advised the Board that as a result of the passage of SB 401, the Town received a payment of \$73,251.80. This payment is in addition to the regular Block Grant received by the Town. The NH Department of Revenue Administration (DRA) will be contacted to see if a public hearing is required to accept the funds.

**c. Items not on Agenda:**

Selectmen shift assignments for the 2022 State Primary Election will be put on the next agenda.

**VI. Town Administrator Report:**

T/A Boland advised the Board that because the second floor of Citizens Hall will be left set up for polling in between the State Primary and the November Election,

no space rentals will be approved for use of the second floor between September 13th and the November 8<sup>th</sup>.

T/A Boland advised the Board the installation of security cameras at Citizens Hall continues and should be completed and operational shortly.

T/A Boland advised the Board because of delays on the part of our contracted assessor, the MS-1 will be delayed. An extension has been filed with DRA.

T/A Boland advised the Board that tonight's Consent Agenda contained an authorization for T/A Boland to sign the MS-434. The document has been reviewed by T/A Boland and Finance Coordinator Hebert, and authorization to sign is recommended. The Board indicated they will be approving the request.

T/A Boland reported he received a request from Fire Chief Smith to consider allowing the Fire Department to convert the 2016 Highway Department Dodge 5500 into a brush truck once it has completed its service to the Highway Department. The Board advised T/A Boland to have the Fire Chief submit a plan to make this change.

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

### **a. MACC Base Action & Agenda: No Report**

### **b. Transportation Committee: No Report**

### **c. Planning Board:**

Selectman Chamberlain reported the Planning Board addressed a Lot Line Adjustment, and a Conservation Lands Subdivision / Lot Consolidation at their last meeting.

### **d. Heritage Commission:**

Selectman Chamberlain reports the next meeting will be this Friday

### **e. Conservation Commission: No Report**

### **f. Ambulance Advisory Committee:**

T/A Boland reported Wilton has proposed a meeting on September 20<sup>th</sup>. Due to previous commitments T/A Boland will not be able to attend. Additionally, the request to hold the meeting on the second floor of Citizens Hall cannot happen due to the election booths remaining set up. We are waiting on when and where the meeting will take place.

## **VIII. Consent Agenda:**

**Vote: Motion by Selectman Howe seconded by Selectman Chamberlain to accept the Consent Agenda for August 24, 2022. Passed 3-0**

**IX. Information Items Requiring No Discussion: None**

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

**VOTE: Selectman Howe moved, Selectman Chamberlain seconded to enter a Non-Public Session at 7:59 p.m. under RSA 91-A:3 (a, c & I). Roll call: Selectman Chamberlain, yes, Selectman Howe, yes, Chairman Douglas, yes. Motion passed 3-0.**

**VOTE: Selectman Howe moved, Selectman Chamberlain seconded to rejoin the public session at 8:44 p.m. Roll call: Chairman Douglas, yes Selectman Chamberlain, yes, Selectman Howe, yes. Motion passed 3-0.**

**XI. Adjournment:**

**VOTE: Selectman Chamberlain moved, seconded by Selectman Howe to adjourn at 8:44 p.m. Motion passed 3-0.**

All scheduled items having been addressed, the public meeting was adjourned at 8:44 p.m.

Next regular meeting: September 7, 2022 at Citizens' Hall at 6:00 p.m.

Russ Boland, Transcriber

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

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

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

<b>Consent Agenda – August 24, 2022</b>		
<b>Item #</b>	<b>Item Title</b>	<b>Approved</b>
1	AP Warrant – August 23, 2022	
2	Payroll Warrant – August 8, 2022, through August 21, 2022	
3	VALIC ACH Payroll Warrant – August 8, 2022, through August 21, 2022	
4	Request for Approval of Purchase Order # 21234 – Northpoint Engineering – Glass Factory Road Engineering (\$14,040.00 – Inv. # 6236)	
5	Request to Authorize Town Administrator Signature – 2022 Department of Revenue MS-434 Form (Revised Estimated Revues)	
6	Board of Selectmen’s Public Meeting Minutes – August 10, 2022	
7	Board of Selectmen’s Non-Public (a & c) Meeting Minutes – August 10, 2022	
8*	<b><i>Request for Approval of Purchase Order # 21215 – Walter Holt – Center Hall Rear Building Sill Repair (\$3,477.51 – Inv. # 264083)</i></b>	

***\* Item added after the Consent Agenda was first released.***