

**LYNDEBOROUGH BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**March 8, 2023**  
*Final*

**I. Call to Order:**

Chairman Douglas called the meeting to order at 6:05 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, Bob Newton, and Road Agent Rick McQuade

**III. Appointments:**

**6:05 p.m.: No appointments**

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

No comments.

**V. Decision Making Actions:**

**a. Old/Tabled Business:**

**Temporary Road Closure Standard Operating Policy Review (Draft P-2023-01)**

Rick McQuade was present to discuss the policy.

A few items need to be updated, including being consistent with the department names of either the Highway Department or Department of Public Works.

There was a brief discussion to change the department name to the Department of Public Works. This will be discussed later in the meeting.

The Board asked how the road closure information will be made available to the public. There are three social media sites for the Town with the Police, Fire and Highway Departments in addition to the Town's website.

Road Agent McQuade would handle updating any road issues information on the social media sites and communicate with the office for updates to the website. Being aware of the Chain of Command is important in case someone is not available to assist.

Chairman Douglas suggested when a detour is done and each intersection going away, you have to back out all the way until you get to a main road. If you turn cars around and they are not from this area, they don't know where to go. Congestion and accidents can happen quickly.

Road Agent McQuade said they are putting together “sign packages” so when department members handle a road closure, they pick-up an entire package of safety items needed. This is not incorporated in the policy as this time.

**VOTE: Selectman Chamberlain moved, Selectman Howe seconded, to accept the Temporary Road Closure Standard Operating Policy Review (Draft P-2023-01) as printed with the modification discussed at the March 8, 2023 meeting. Motion passed 3-0.**

Road Agent McQuade said that both dispatch centers have the “call tree” already since it had not been updated in a while.

T/A Boland said the stop sign on Wilton and Center Roads is flat on the ground. It was also mentioned that the stop signs at the intersection of Schoolhouse & New Road and Cummings Road/Mountain Road need to be straightened.

### **Highway Department Name Change**

The department name has always been The Highway Department until recently when the Highway Department took over cemetery maintenance and started to branch out into building repairs and other tasks. Road Agent McQuade said, “We fit under a different category now”. The Board discussed who is authorized to approve a name change and if there are any ramifications in terms of the vehicles or vendors. There are no ramifications according to the Road Agent. The decals on the trucks can be changed over time. There are no more decals that read, “Highway Department”. The Board would like the minutes to clearly reflect the name change of the Highway Department to Department of Public Works.

**VOTE: Selectman Chamberlain moved, Selectman Howe seconded, to rename the Highway Department to the Department of Public Works. Motion passed 3-0.**

### **Emergency Communication and Alerting Police Review (Draft P-2023-02)**

The version before the Board has been updated by Chief Deware and is ready for signatures. It will be contained in the Emergency Operation Plan for 2023.

Minor changes including incorporating the Sheriff’s Department. Under C. Notification, #9 was added to include, “Internet via social media outlets (Facebook, Twitter, and Instagram). It added the Hillsborough County Sheriff’s Department for notification.

Spelling correction on the last page, correct “Principals”.

Selectman Chamberlain said the EOP calls for forms that we did not see a copy of and asked which forms would be appropriate (on bottom of page VI). T/A Boland said the office had a conversation earlier today with the Chief of Police regarding this matter.

Chairman Douglas said some of those forms are probably the mutual aid agreements and the agreement with the Hillsborough Sheriff’s Department’s mutual aid. The document should be referenced. Who is responsible for filling out the forms was in question. This topic will be tabled until the next meeting. Chief Deware will be asked to attend.

### **2023 Town Meeting Preparations Update**

Preparations are underway for the sound system and portable toilet.

Karen Grybko will address the budget overview while Burton Reynolds will do the overview of the Capital Improvement Plan (CIP). Bob Newton designed graphs and pie charts to help illustrate the budget. It was discussed if these should be part of a presentation or display during the meeting. It was agreed to plan on adding the graphics into the next Town Report. The office has the templates and can update for next year.

**b. New Business:**

**Electrical NRPC Electrical Agreement Memo of Understanding**

The Town saved \$17,356 over the last 10-years (2012-2022) by being enrolled in this program. The current saving is around \$40-\$50 dollars.

Selectman Howe presented information from Community Power Coalition of New Hampshire, which was emailed to him earlier today, and asked if this would be a benefit to the community. T/A Boland said yes, it is similar, and he will look into this. The Board asked if there are programs to assist residents. T/A Boland mentioned a program that New Boston is considering. If it passes and residents who do not want to participate can opt out.

**VOTE: Selectman Howe made a motion, Selectman Chamberlain seconded to authorize T/A Boland to enter into a contract with NRPC Electricity Supply Agreement Memo of Understanding for 2023. Motion passed 3-0.**

Chairman Douglas would like to recognize T/A Boland's work and said, "When he came on as our Town Administration he instituted savings, such as what we have here, and for the fuel, he took that on himself and he saved us a lot of money and his stewardship of taking care of these issues. You have been on top of it from time you were hired and continue to stay on top of it".

T/A Boland said he appreciated that and he enjoys doing this type of work then recognized the efforts of others, such as Mickey Leavitt, who saved \$1,000 on a pump for the hydraulic system on a dump truck.

**c. Items not on Agenda:**

Nothing

**VI. Town Administrator Report**

The DPW would like to have an open house this May. It's a good opportunity to open the building and line-up the equipment so the public can visit and see how their tax dollars are spend and what the department does. Road Agent McQuade said he does not recall an Open House in the past. The Selectmen thought it was a good idea and for the public to see the facility and how their tax dollars are spent.

The 10-Wheeler is experiencing difficulties with the internal module inside the transmission. The work will be covered 100% by the warranty. The work is estimated to be around \$7,000 with parts alone costing about \$3,000.

Road Agent McQuade said he is addressing the invoice concern and the vendor said to just let them know how they need the invoice to be.

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

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

MACC Base had a short meeting last week, where they voted to approve the bylaws. A meeting is scheduled for next week.

### **b. Transportation Committee**

There was a meeting earlier today. The Department of Transportation (DOT) presented the Rt. 101 Bypass corridor improvements. The DOT also presented the information in Amherst and Milford over the past two nights. They reviewed the 10-year project for this year with recommended changes. Six CMAQ program proposals were forwarded to the DOT after it was determined they met air quality criteria. The Scoring Committee was cancelled because there was money to fund these projects.

### **c. Planning Board**

The next meeting is March 16, 2023.

### **d. Heritage Commission**

At their last meeting two weeks ago, the Commission discussed repairs done to Center Hall that was a joint effort of the Commission and DPW.

Stephanie Roeper is preparing a presentation regarding the Stone Arch Bridge Warrant Article for Town Meeting that will include a handout.

### **e. Conservation Commission**

The Commission will meet tomorrow night and prepare a statement in regard to the wetlands setbacks proposal that is before the voters.

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

A meeting date is pending for April. Chairman Douglas and Selectman Chamberlain expressed positive comments on the reports from the new director with monthly updates, building improvements and other things moving forward.

## **VIII. Consent Agenda:**

**VOTE: Selectman Howe made a motion, Selectman Chamberlain seconded to accept the Consent Agenda for March 8, 2023. Motion passed 3-0.**

## **IX. Information Items Requiring No Discussion**

None

## **X. Non-Public Session RSA 91-A:3 II (I)**

**VOTE: Selectman Howe made a motion, Selectman Chamberlain seconded to enter into a Non-Public Session RSA 91-A:II (I) small L at 7:26 p.m. Motion passed 3-0.**

**VOTE: Selectman Howe made a motion, Selectman Chamberlain seconded to exit the Non-Public Session at 7:54 p.m. Motion passed 3-0.**

Once back in public session the Board announced they reviewed a letter from Attorney Drescher and voted to sign the letter, mail it to the affected property owners and record the letter at the Hillsborough County Registry of deeds.

**VOTE: Selectman Chamberlain made a motion, Selectman Howe seconded adjourn at 8:07 p.m. Motion passed 3-0.**

**XI. Adjournment:**

All scheduled items having been addressed, the public meeting was adjourned at 8:07 p.m.

Next regular meeting: March 22, 2023 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

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

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

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

Consent Agenda – February 22, 2023		
Item #	Item Title	Approved
1	AP Warrants – February 28 & March 7, 2023	Yes
2	Payroll Warrant – February 20, 2023, through March 5, 2023	Yes
3	VALIC ACH Payroll Warrant – February 20, 2023, through March 5, 2023	Yes
4	Request for Approval of Purchase Order # 2934 – Ciardelli Fuel Company – Modine Heater Install – Highway Garage (\$7,535.00 – Inv. # 199926)	Yes
5	Board of Selectmen's Public Meeting Minutes – February 22, 2023	Yes
6	Board of Selectmen's Non-Public Meeting Minutes RSA 91-A:3 II (c & l) – February 22, 2023	Yes