

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
September 7, 2022
Final

I. Call to Order:

Chairman Fred Douglas called the meeting to order at 6:00 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 pm: Moderator Walter Holland re: September 13, 2022, Primary Election

Mr. Holland informed T/A Boland via a message that he and the Town Clerk are all set. They do request to have at least one Selectman present at all times, then to have all three Selectmen available at the end of the night to sign the results. If Chairman Douglas can't be there at the end of the night, due to his other duties, they can name a proxy.

The polls will be open 8:00 a.m. – 7:00 p.m.

IV. Community Forum and Public Comment:

None

V. Decision Making:

a. Old/Tabled Business:

Review of Town's Cybersecurity Policy & Action Plan

An updated version is in the packet. T/A Boland reviewed the changes Chairman Douglas discussed, "When employee leaves, the access, internal and external pass codes are removed" and asked about the timeframe of "when". It was discussed to remove the period and add "immediately". The Board discussed who has access to the server and it was determined it is limited.

VOTE: Selectman Chamberlain made a motion, Selectman Howe seconded to vote to accept the Cybersecurity Policy, as revised on Sept. 7, 2022. Motion passed 3-0.

Department of Transportation SB 401 Public Hearing Discussion,

T/A Boland requested scheduling a public hearing to accept the funds. The office is ready to hold a hearing on September 21, 2021.

VOTE: Selectman Chamberlain made a motion, Selectman Howe seconded to hold a public hearing for September 21 at 6:05 p.m. for SB 401 acceptance of funds. Motion passed 3-0.

Purchase of Defibrillators Discussion Update

The defibrillators were ordered, without batteries so they were also ordered, on backorder due to a battery supply chain issue.

b. New Business:

Selectman Scheduling Assignments for the 2022 State Primary Elections

- Selectman Howe – morning
- Chairman Douglas - middle of the day. If he has to leave before Selectman Chamberlain arrives, then Selectman Howe can return and stay until the end.
- Selectman Chamberlain – end of day

c. Items not on Agenda:

Nothing

VI. Town Administrator Report

Repairs to the east wall at the Highway Garage will start in the next two weeks. It will not impede the ability to order salt because the other wall has been completed. Sealing the wall will be confirmed.

In response to hearing the Selectmen were not fully satisfied with his work at Center Hall, Wally Holt offered to paint and complete other work, at no cost to the town, as a gesture of good faith. It was said that Road Agent Rick McQuade is fine with this offer.

The Town of Wilton scheduled an Ambulance Advisory meeting on September 20, 2022 from 1:00 p.m. - 2:00 p.m. Chairman Douglas will attend but T/A Boland can't attend. Per an email they want to introduce the new director and talk about the IMA. This Board would like to see the information and discuss it before taking any position.

VII. Selectmen's Report

a. MACC Base Action & Agenda

They meet this week. September 20 and October 18, 2022 are the next schedule meetings.

b. Transportation Committee

They meet next week. Selectman Chamberlain said he will be on the Scoring Committee to hear the proposals for the Ten-Year Plan.

Chairman Douglas asked our Transportation Rep. to bring up a subject matter of safety concerns on Rt. 101 at their next meeting

c. Planning Board

As of now, there is nothing on the agenda for new cases. This may allow time to work on procedures. There is a Zoning Subcommittee meeting tomorrow.

d. Heritage Commission

The next meeting is September 30, 2022.

e. Conservation Commission

There is a meeting tomorrow night. They will review a Dredge and Fill permit for two driveway crossings on a Putnam Hill Road parcel (Map-Lot-Sublot 232-054-000). They need to clarify if it is Class VI or Class V road section.

VIII. Consent Agenda:

VOTE: Selectman Howe made a motion, Selectman Chamberlain seconded to accept the Consent Agenda for September 7, 2021. Items 1-8. Motion passed 3-0.

IX. Information Items Requiring No Discussion

Selectman Chamberlain asked if we scheduled striping for Center Road. He was informed that has not been scheduled at this time.

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 6:45 p.m. Motion passed 3-0.

VOTE: Selectman Howe made a motion, Selectman Chamberlain seconded to exit the Non-Public Session at 7:47 p.m. Motion passed 3-0.

VOTE: Selectman Howe made a motion, Selectman Chamberlain seconded adjourn at 7:49 p.m. Motion passed 3-0.

XI. Adjournment:

All scheduled items having been addressed, the public meeting adjourned at 7:49 p.m.

Next regular meeting: September 21, 2022 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Fred Douglas_____

Selectman Mark Chamberlain_____

Selectman Robert Howe_____

Consent Agenda - September 7, 2022

Item #	Item Title	Approved
1	AP Warrants – August 30 & September 6, 2022	
2	Payroll Warrant – August 22, 2022, through September 4, 2022	
3	VALIC ACH Payroll Warrant – August 22, 2022, through September 4, 2022	
4	Request for Approval of Purchase Order # 2822 – Advanced Excavation – Cram Hill Road Reclaim & Regrade (\$127,582.00 - 21697)	
5	Request to Endorse Town of Lyndeborough Distracted Driving Policy (P-2022-001.00), (Approved by Board of Selectmen August 10, 2022)	
6	Request to Approve Revisions to Town of Lyndeborough Cybersecurity Policy & Action Plan Policy (P-2021-002.01)	
7	Board of Selectmen’s Public Meeting Minutes – August 24, 2022	
8	Board of Selectmen’s Non-Public (a & c) Meeting Minutes – August 24, 2022	