

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
May 3, 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: TC/TC Trisha Schultz, Building Inspector/Code Enforcement Officer
Leo Trudeau, Road Agent Rick McQuade, and Jessie Salisbury

III. Appointments:

6:05 p.m.: T/C T/C Trish Schultz was present

Town Clerk Office Staffing

Chairman Chamberlain recused himself and turned the meeting over to Selectman Douglas then sat in the audience. The Board was polled if they wanted to enter a non-public session.

VOTE: Selectman Howe moved, Selectman Douglas seconded to go into a non-public session at 6:04 p.m. under RSA 91-A:3 II (b). Motion passed 2-0.

VOTE: Selectman Howe made a motion, Selectman Douglas seconded to reenter the public session at 6:14 p.m. Motion passed 2-0.

Once back in public session, the Selectmen announced they had hired Jennifer Weston

VOTE: Selectman Howe made a motion, Selectman Douglas seconded to appoint Jen Weston as Assistant Town Clerk/Tax Collector. Motion passed 2-0.

Chairman Chamberlain resumed his seat on the Board at this time.

IV. Community Forum and Public Comment:

No items discussed.

V. Decision Making Actions:

a. Old/Tabled Business:

Review & Re-Adoption of Investment Policy - 2023

VOTE: Selectman Howe made a motion, Selectman Douglas seconded to re-adopt the 2023 Investment Policy. Motion passed 3-0.

The document was signed.

Old Temple Road Stone Arch Bridge Condition Assessment Contract Review

Jessie Salisbury confirmed the company will supply an engineering report plus the Town of Wilton said the report they received would be sufficient to use to apply for grants.

VOTE: Selectman Douglas made a motion, Selectman Howe seconded to authorize T/A Boland to execute the contract relative to the Old Temple Road Stone Arch Bridge, with Thistle Stone Works. Motion passed 3-0.

Request for the Board of Selectmen to Authorize Issuance of Building Permits Pursuant to RSA 674:41, I (d), Map 225, Lot 018-000, Off Dutton Road

T/A Boland provided an update from Attorney Tom Quinn who represents the property owners. After last meeting, Mr. Quinn felt the decision was that the Selectmen will refer it to the Planning Board for their next meeting. Chairman Chamberlain said he will coordinate with the Planning Board so it's on the May 18th agenda, for their input.

It was noted that Atty. Quinn will have to supply the documents to the Planning Board. The Board's decision is not binding, but it's a requirement of the procedure. The Selectmen's minutes from the April 19, 2023 meeting and the Code Enforcement Officer's documents will need to be forwarded to the Planning Board. T/A Boland will inform Atty. Quinn of the process while Chairman Chamberlain will follow through with the agenda.

b. New Business:

Job Title/Job Description Change – Road Agent to Public Works Director

Due to the name change of the department, there is a question if the department head's title should change from Road Agent to Public Works Director. Rick McQuade does not have strong feeling one way or the other regarding his title change. The position is a three-year appointment position.

The Board discussed contacting PRIMEX to ask their advice relative to a change in job functions due to a title change and is there anything we should know in relation to increase in salary or liability exposure. After a discussion the title will remain as Road Agent and the office will not contact PRIMEX. T/A Boland will update the job description.

2023 Police Cruiser Purchase & Sale Agreement Review

T/A Boland has a concern regarding the P&S escape clause for the new police cruiser. This will be tabled pending further information.

TDS Internet Contract for Town Buildings

The Town has three separate contracts for Citizens' Hall, DPW, and the Fire Department. The fee did not increase, and the Town can lock the prices in for three-years. There is a cost savings of \$1,200 because we were being billed for the Police Department and Town Office separately, but it will be combined. The bandwidth will double.

VOTE: Selectman Howe moved, Selectman Douglas seconded to authorize T/A Boland to execute the contract for TDS Internet, dated 4-27-23, account number 6036545536, for three-years. Motion passed 3-0.

Introduction of Nepotism policy for review

The Board was asked to review the draft policy and bring questions to T/A Boland individually. No action is needed tonight.

Volunteer Agreement

This came before the Selectmen because someone offered to volunteer, and the office didn't have a form. PRIMEX provided two forms for the Board to review and determine if they want a form available. The question came up if minors would be required to have a form signed and examples were mentioned. This matter was be tabled.

c. Items not on Agenda:

No items.

VI. Town Administrator Report

The budget and expense were received this afternoon and T/A Boland wanted to point out the \$100,000 to Comcast for the installation of high-speed cable in the 487-telephone exchange section of Lyndeborough, was expensed to the administrative budget and was offset by crediting the revenue. Chairman Chamberlain asked for a PDF copy of the current cash flow because he was unable to properly see the document as provided.

The Still Good Shop at the Wilton Transfer Station is seeking volunteers. If they are unable to get volunteers, the Wilton Selectboard is asking Lyndeborough if we would be interested in paid staff at the Still Good Shed. This Board was not interested in the proposal.

The 10-wheeler is out of service for an undetermined time. The repairs are documented and will be covered by the warranty. The warranty items they replaced failed and will need to be replaced again.

The Office will institute a shredding schedule that will happen in the next few weeks in accordance with State of NH records retention statute. The Board discussed trying to consolidate duplicate files and finding permanent storage locations, such as the second floor of EOC Garage and as discussed digitizing records.

VII. Selectmen's Report**a. MACC Base Action & Agenda**

No report

b. Transportation Committee

There will be a meeting next week.

c. Planning Board

The next meeting is May 18th. The agenda will include the driveway at 405 Mountain Road and the Warner Road driveway. Planning Board Chair Charlie Post had positive things to say about working with Cassie Cashin from NRPC. He feels it has been successful.

Cassie Cashin updated the Lyndeborough Zoning Regulations to include amendments approved at the 2023 Town Vote. Leo Trudeau asked for a copy as soon as available.

d. Heritage Commission

The Committee met last Friday. The original metal document tube that held the Town charter was found at Citizens' Hall. The charter was framed in the 1970's and presented to Selectman Rocca and Mr. Hall. Jessie Salisbury asked where the original framed charter had been hung.

e. Conservation Commission

The Commission will meet next week.

f. Ambulance Advisory Committee

T/A Boland will confirm if there is a meeting next month.

VIII. Consent Agenda:

VOTE: Selectman Howe made a motion, Selectman Douglas seconded to accept the Consent Agenda for May 3, 2023. Motion passed 3-0.

Selectman Douglas said the issue is the intent to cut, which he did not sign. T/A Boland expressed that it's a tax document and can't be used as enforcement. The driveway permit process was inadequate, and it was suggested the road agent identify if there is a proper driveway.

The Board reserved the right to amend the volunteer form they signed.

IX. Information Items Requiring No Discussion

The Board became aware that GS Mission Farm was operating dump trucks on Dutton Road when the roads were posted due to weight limits. A better process for information and enforcement needs to be addressed. T/A Boland will look into the situation.

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

VOTE: Selectman Douglas made a motion, Selectman Howe seconded to go into a non-public at 7:04 p.m. Motion passed 3-0.

VOTE: Selectman Howe made a motion, Selectman Douglas seconded to exit the Non-Public Session at 7:48 p.m. Motion passed 3-0.

VOTE: Selectman Howe made a motion, Selectman Douglas seconded adjourn at 7:48 p.m. Motion passed 3-0.

XI. Adjournment:

All scheduled items having been addressed, the public meeting was adjourned at 7:48 p.m.

Next regular meeting: May 17, 2023 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Mark Chamberlain_____

Selectman Fred Douglas_____

Selectman Robert Howe_____

Consent Agenda – May 3, 2023		
Item #	Item Title	Approved
1	AP Warrants – April 25 & May 2, 2023	Yes
2	Payroll Warrant – April 17, 2023, through April 30, 2023	Yes
3	VALIC ACH Payroll Warrant – April 17, 2023, through April 30, 2023	Yes
4	Request to Authorize Tim Welch as a Volunteer	Yes
5	Request to Approve Re-Adoption of Town of Lyndeborough Investment Policy - 2023	Yes
6	Request for Approval of Intent to Cut Application, Gauthier (23-279-01T) (Map-Lot-Sublot 233-030-000) – Accessed Via Center Road	Yes
7	Board of Selectmen’s Public Meeting Minutes – April 19, 2023	Yes
8	Board of Selectmen’s Non-Public Meeting Minutes RSA 91-A:3 II (a, c & l) – April 19, 2023	Yes