

LYNDEBOROUGH BOARD OF SELECTMEN
Special MEETING MINUTES
September 14, 2022
Final

I. Call to Order:

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

II. Introduction of Members Present:

Chairman Douglas
Selectman Chamberlain
Selectman Howe

Town Administrator Russ Boland

Public Present:

Administrative Assistant Dawn Griska, HR/Finance Coordinator Paul Hebert, Building Inspector/Code Enforcement Officer Leo Trudeau, NRPC Director Jay Minkarah, Planning Board Chair Charlie Post, Conservation Commission Chair John Pomer, and Zoning Board of Adjustment Karen Grybko

III. Appointments:

IV. Community Forum and Public Comment:

V. Decision Making Actions:

a. Old/Tabled Business:

b. New Business:

Chairman Douglas thanked everyone for attending the Special Selectmen's Meeting to discuss the administrative functions of the Land Use Boards and what role staff plays in accomplishing the required duties. Chairman Douglas provided an overview of the conditions that led to this meeting. Chairman Douglas stated that since the reorganization of the Land Use Boards administrative functions, (which included the Town contracting with Nashua Regional Planning Commission (NRPC), for technical advice, Circuit Rider attendance at all Land Use Board meetings, and restructuring the Land Use Boards Secretary's responsibilities to minute taking only), Town staff has been challenged and overwhelmed by need to support all remaining Land Use Board administrative activities. The reason for the meeting this evening is to gather input and propose possible solutions to the problem, including the possibility of Planning Board members providing more administrative assistance.

Nashua Regional Planning Executive Director Minkarah agreed with Chairman Douglas' overview of the situation and stated NRPC could provide additional land use administrative support.

Administrative Assistant Griska provided an overview of the increased responsibilities she has noted since the reorganization and answered questions from those in attendance.

Finance / Human Resource Coordinator Hebert stated staff are all pitching in, but the duties can be overwhelming, interfering with the normal job/task functions of the staff.

T/A Boland agreed all employees are covering the administrative functions, but the increase since the reorganization has taken a toll on staff's ability to complete their normal duties.

Building Inspector/CEO Trudeau advised the Board he has witnessed the work being conducted by all staff members and agrees additional help is needed.

Planning Board Chairman Post agreed with the realization staff has seen an increase in responsibilities since the reorganization, but feels strongly that Planning Board member are all volunteer and should not be responsible for additional work. Contracting with NRPC for the additional land use administrative help might also aid the public by having an NRPC Representative at Citizen Hall at designated times to meet with applicants to help with the application process.

Conservation Commission Chairman Pomer asked that they be copied on all land use issues to assist in a smooth transfer of information. Director Minkarah stated he would copy the Conservation Commission on all future emails.

Selectman Chamberlain clarified the requirement for Notices of Decision (NOD) by the PB & ZBA chairs; by RSA NODs need to be filed with the Town Clerk or recorded at the Registry. It was agreed that the ZBA NODs should be recorded as they run with the property. The PB NODs could be recorded on a case by case basis.

Both Planning Board Chairman Post and Zoning Board of Adjustment Chairman Grybko stated they review the applications, but find NRPC's advice very valuable.

Chairman Grybko stated if we move forward with contracting with NRPC for additional land use administrative activity we need to review the application fees

to see if it would be appropriate to have them increase to assist in covering the cost.

The Board reviewed all the testimony introduced in this meeting and concluded contracting with NRPC for additional land use administrative functions for the Land Use Boards is prudent.

Vote: Motion by Selectman Chamberlain seconded by Selectman Howe to authorize T/A Boland to negotiate a contract with Nashua Regional Planning Commission to provide administrative assistance to the Land Use Boards for the remainder of 2022, not to exceed \$5,000. Passed 3-0

Chairman Douglas thanked all who participated in tonight's meeting.

c. Items not on Agenda: None

VI. Town Administrator Report: No Report

VII. Selectmen's Report:

a. MACC Base Action & Agenda: No Report

b. Transportation Committee: No Report

c. Planning Board: No Report

d. Heritage Commission: No Report

e. Conservation Commission: No Report

f. Ambulance Advisory Committee: No Report

VIII. Consent Agenda: None

IX. Information Items Requiring No Discussion: None

X. Non-Public Session RSA 91-A:3 II None

XI. Adjournment:

VOTE: Selectman Howe moved, seconded by Selectman Chamberlain to adjourn at 7:25 p.m. Motion passed 3-0.

All scheduled items having been addressed, the public meeting was adjourned at 7:25 p.m.

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

Russ Boland, Transcriber

Chairman Fred Douglas

Selectman Mark Chamberlain

Selectman Robert Howe
