

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
October 5, 2022
Final

I. Call to Order:

Selectman Chamberlain called the meeting to order at 6:00 p.m.

II. Introduction of Members Present:

Selectman Mark Chamberlain and Selectman Robert Howe. Chairman Fred Douglas was excused. Town Administrator Russ Boland and minute taker Kathleen Humphreys

Public & Media Present: Jessie Salisbury, Finance Director/HR Paul Hebert, Administrative Assistant Dawn Griska, resident John Giese, Fire Chief Brian Smith, and fire department member Devin McEntee

III. Appointments:

6:05 p.m.: Discussion with Board regarding the Website

Volunteer John Giese was present. He is volunteering to help with the town website. Currently, there is a need to update the information on the website when it becomes available. For example, update the ordinances pages, the Conservation Commission will be putting information out soon and that will need to be available, sometimes there are surveys, update Board members and contact information, update employee as well as links to pages such as the Wilton Recycling Center, Hazardous Mitigation, Supervisors of the Checklist and so forth. The Board wants it to be useful for town residents.

Administrative Assistant Dawn Griska will keep up with the day-to-day activities. At times when she is not available, the office needs more than one person to upload or download information. Finance/HR Coordinator Paul Hebert has taken the tutorial and will be helping out.

The office will set-up a meeting between John Giese, Dawn Griska, Paul Hebert, and T/A Boland.

IV. Community Forum and Public Comment:

Jessie Salisbury showed an example of the "Welcome to Lyndeborough" sign.

She informed the Board that resident Clayton Brown fell and broke his hip. He's at the Elms in Milford and would like company.

*Giese, Griska & Hebert left.
Smith & McEntee arrived.*

Decision Making Actions:

Old/Tabled Business:

2023 Capital Improvement Plan Discussion

The only change from the plan presented was to correct the payments left on Mountain Road Bond to four payments. The CIP met on Monday night and reviewed the document.

There was discussion if the tanker should be a 30-year project and when the CIP would begin saving for it. T/A Boland reviewed other scenarios.

New Business:

Review of the Sexual Harassment Policy, Safety Manual Policy, and Temporary Alternate Duty Policy

The policies were updated in 2019 or 2012. These are needed to receive the PRIMEX reduction of 2.5%.

-Review of Sexual Harassment Policy

VOTE: Selectman Howe moved, Selectman Chamberlain seconded to approve the Sexual Harassment Policy as presented. Motion passed 2-0.

-Review of Safety Manual Policy

VOTE: Selectman Howe moved, Selectman Chamberlain seconded to approve the Safety Manual Policy as presented. Motion passed 2-0.

-Review of the Temporary Alternate Duty Policy

This was tabled until later in the meeting.

2023 Budget Discussion

T/A Boland said the Board needs to set a date to meet with department heads to hear their budgets. This typically is on a Friday. T/A Boland presented the budget.

b. Items not on Agenda:

Nothing

V. Appointments:

7:00 p.m.: Fire Chief Brian Smith re: Status of Engine 5

Fire Chief Brian Smith and Devin McEntee were present

Chief Smith and Devin McEntee had a long conversation with the Board and T/A Boland regarding Engine 5, which is having a hard time pulling prime or pulling water from a water source. This truck is intended to be replaced in 2024. The Board listened to the concerns and discussed if it would be better to fix the vehicle, replace it early or do a lease to purchase the apparatus. There are two demo trucks available. It was noted there are very limited supply of demos and there has been a long wait for new built trucks.

Chief Smith said the department can lease the truck until 2025 and if it fails in 2025. There is an escape clause to get money back, minus the lease fee. One truck is \$597,000 with a Spartan chassis from the Midwest and the other is \$498,621 from Fouts Bros. down south, which would need some items added.

Engine 5 was looked at by Wayne Perkins who did a pump test and diagnostics. He found when trying to do a negative draft he is getting 10" instead of 30-40". A quote is expected. The best-case scenario would be a cost of \$18,000 and the worst case could be around \$30-35,000.

The department did a rebuild on Engine 5 already, maybe 12-15 years ago. If they put \$30,000 into the truck, the question was can they get five-years of service out of it and does that allow enough time to build up the CIP? Engine 5 has 19,000 miles but it's more idle miles and hard miles. It is not the first truck that leaves the station but is also a good backup if needed.

Chief Smith and Devin McEntee will look at Assistance to Firefighter grants from FEMA. They looked at the diesel grant program in which another round of grants was announced. There are military trucks on the Cape Cod military base that might be available. Temple just purchased one of the military trucks for \$1.00.

A number of scenarios were discussed, including used apparatus. It was agreed that Chief Smith and Devin McEntee would gather more information and would be at the next BOS meeting.

Smith & McEntee left at 7:27 pm

VI. Town Administrator Report

The salt shed east wall should be completed in next three weeks

The six new defibrillators and batteries arrived and will be distributed.

T/A Boland met with NH Emergency Management yesterday. The "Local Emergency Operations Plan" needs an update. They will not get grants until that is done. There is a 50/50 grant available. We have a list of contractors.

Tomorrow is the first day that the NRPC contracted Planner will be at Citizen's Hall. The planner will have regular Thursday hours and will be available to assist residents and staff will planning and zoning related questions.

The office continues to struggle with the new contracted assessor in getting the MS1 filed. They may have to take his estimate of utilities and file it. Responsiveness has been an issue with the new assessor.

VII. Selectmen's Report

a. MACC Base Action & Agenda

T/A Boland did not attend the meeting because he was another meeting. MACC Base will meet in another week.

b. Transportation Committee

They will meet next Wednesday. Selectman Chamberlain is working on scoring for the 10-Year Plan. He said it has proven to be a challenge.

c. Planning Board

There were no cases last time. At the September meeting they had a work session, which was very beneficial. The subcommittees continue to meet. A zoning subcommittee meeting is scheduled for Tuesday. Chairman Post is pursuing a grant for the housing portion of the Master Plan.

d. Heritage Commission

The Commission met last week. They approved the new "Welcome to Lyndeborough" signage and plan to purchase three this year and two next year. The price includes installation.

e. Conservation Commission

The Commission will meet next week. The agenda includes discussing wetlands language. Selectman Chamberlain asked if there has been a discussion regarding public outreach since time is running out of time for that.

f. Ambulance

The IMA should be available shortly to review. The next meeting is October 25th.

Consent Agenda:

VOTE: Selectman Howe made a motion, Selectman Chamberlain seconded to accept the Consent Agenda for October 5, 2022. Motion passed 2-0.

VIII. Information Items Requiring No Discussion

None

IX. Non-Public Session RSA 91-A:3 II

None

-Review of the Temporary Alternate Duty Policy

The Selectmen reviewed the Temporary Alternate Duty document that was tabled earlier.

VOTE: Selectman Howe made a motion, Selectman Chamberlain seconded to accept the Town of Lyndeborough Temporary Alternate Duty Policy as presented. Motion pass 2-0.

This document will need to be updated, it listed Rick McQuade as a selectman.

VOTE: Selectman Howe made a motion, Selectman Chamberlain seconded to adjourn at 7:50 p.m. Motion passed 2-0.

Adjournment:

All scheduled items having been addressed, the public meeting was adjourned at 7:50 p.m.

Next regular meeting: October 19, 2022 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Fred Douglas_____

Selectman Mark Chamberlain_____

Selectman Robert Howe_____

See below for Consent Agenda

Consent Agenda – October 5, 2022		
Item #	Item Title	Approved
1	AP Warrants – September 27 & October 4, 2022	Yes
2	Payroll Warrant – September 19, 2022, through October 2, 2022	Yes
3	VALIC ACH Payroll Warrant – September 19, 2022, through October 2, 2022	Yes
4	Request for Approval of Purchase Order # 2852 – Industrial Traffic Lines, Inc. – 2 nd NH Turnpike & Center Road Line Striping (\$4,617.90 - 3428)	Yes
5	Request to Approve Issuance of Timber Yield Tax Levy & Warrant, North River Road Properties / Chris Brown (21-279-02T, Map-Lot (232-038-000)), Accessed Via Locust Lane	Yes
6	Request for Approval of Petition and Pole License from TDS and Eversource (Center Road – 1/276)	Yes
7	Appointment of Alyssa Lavoie as Full Member of the Planning Board, Term Ending 2023	Yes
8	Board of Selectmen’s Public Meeting Minutes – September 21, 2022	Yes
9	Board of Selectmen’s Non-Public (a & c) Meeting Minutes – September 21, 2022	Yes