

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
November 2, 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, Building Inspector/Code Enforcement Officer Leo Trudeau, Maria Brown, Paul Hebert, Tom and Ginny Christenson, Anna Miner, while Phil Dupont and Charlie Post arrived during the meeting.

III. Appointments:

6:05 p.m.: Cemetery Trustees Payment Procedures Discussion

Cemetery Trustees Ginny Christenson and Anna Miner were present tonight.

T/A Boland met with the Cemetery Trustees including, Doug Powers, Ginny Chrisenton and Finance officer Paul Hebert to discuss changing payment fees to include administrative functions from the Town Office, much like we do with permits. The transition will take place on January 1, 2023.

Ginny Chrisenton handed out the current Cemetery Department receipt and reviewed the process of when a lot is sold or a burial takes place. Now the office shall receive the checks and Paul Hebert and Trish Schultz will have the same paper trail. The Town Treasurer shall deposit the checks.

At end of this fiscal year, the Trustees will close out their checking account and will receive a receipt and the breakdown from the office.

Trustees will write the procedures and forward the document. Chairman Douglas suggested adding a "cc" at the bottom of the receipt to outline who gets a copy of the information, which also includes the owners.

Chairman Douglas asked if Town will write the checks. Paul Hebert explained the process, which is the same as building permit fees and all others fees the Town collects and will become part of that process. The Board agreed to this change and will direct staff to move forward.

IV. Community Forum and Public Comment:

Jessie Salisbury said the "Welcome to Lyndeborough" signs are ready. The Road Agent and sign maker will coordinate installation. They are required to call Dig Safe at 1-888-DIG-SAFE before digging a hole. It was suggested that they contact NH DOT because the signs will be located within the State Right-of-Way (ROW)

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Decision Making Actions:
Old/Tabled Business:
Class VI Roads Policy Discussion

The Planning Board reviewed two separate policies for Class VI Roads and Private Roads. The Subcommittee submitted the changes to the full Board at the September 2022 Planning Board meeting. Selectman Chamberlain said the biggest proposed change is separating the Class VI policy from the Private Roads policy. He is not in agreement with that proposal and stated that a single RSA covers both Class VI and Private Roads.

Selectman Chamberlain relayed that the Subcommittee said it was because of public comment but the minutes of those last meetings shows that there were no public present.

The Subcommittee consisted of Paul Best, Tom Chrisenton, and Bob Rogers. Selectman Chamberlain admitted he does question Mr. Christenson being on the Subcommittee due to the on-going issues he has with the Town regarding private roads.

A Section f was added to the Class VI Road policy, regarding abutting roads, which was too vague. The Private Road Policy had the entire road standards section removed so there are no standards at all. Selectman Chamberlain said, "I have serious problem with that". He referenced NFPA 1 section 18, which stated road standards as 20 feet. Most of our standards are 18 feet.

Selectman Chamberlain said he does not personally agree with what was presented by the Planning Board and proposed we look at this again.

Chairman Douglas asked what the intent is of separating the policies and is it to not hold private roads to the minimum standards that are on the books. Selectman Chamberlain said that is what he believes. Mr. Chamberlain confirmed the subcommittee meeting where f. was added was on the October 28, 2021. *(is the date 2022 or 2021?)*

VOTE: Selectman Chamberlain moved to table the Class VI and Private Road Policies until further review. Selectman Howe seconded. Motion pass 3-0.

Chairman Douglas said the subcommittee minutes are drafts and are not final and asked if the final version will be available soon.

Tom Chrisenton said that Charlie Post was also on the Subcommittee. Selectman Chamberlain was at the meeting for a short time.

T. Chrisenton said that the Planning Board voted unanimously, minus M. Chamberlain's vote, to forward the Subcommittee's recommendations to the Selectmen.

Private Roads Policy Discussion
Tabled per vote above

Leo Trudeau, Tom Chrisenton, Ginny Chrisenton, Anna Miner, and Maria Brown left at 6:20 p.m.

2022 State Election Day Selectmen Schedule Confirmation

Chairman Douglas will be at the polls from 8:00 a.m. - 12:30 p.m.

Selectman Howe will arrive at 12:30 p.m. and stay for the hand counting.

Selectman Chamberlain will be at the polls in the evening and stay for the hand counting.

Selectmen Review of the 2023 Budget w Department Heads Discussion

The Selectmen, T/A Boland and Department Heads met last Friday at 1:00 p.m.

T/A Boland forwarded the draft minutes and changes will be ready for final review at the next Selectmen's meeting. Once the budget is reviewed by the Selectmen on November 16th, he will forward it to the Budget Committee.

Selectman Chamberlain did not read all the minutes yet but for the record suggested spelling out things, such as names and titles.

Chairman Douglas asked Selectman Chamberlain how it went with the Dept. of Transportation (DOT) regarding Rt. 101. The answer was he was disappointed with the answer and intends to follow-up but needs to confirm who to contact as the person who replied is no longer with the NH DOT. Chairman Douglas offered to assist.

The Board recessed to the parking lot 6:28 p.m. - 6:45 p.m. to see used fire truck recently purchased from

b. New Business:

2022 Property Tax Rate Setting Discussion

The School District just filed the paperwork with the Dept. of Education last week. School Board member Charlie Post said they had a meeting last Tuesday. The paperwork was signed and filed. He provided a brief outline of the process. He said the paperwork was due September 28 and added, there is a deadline, and they should have met it. It was discussed that the numbers were complex because of the Federal funds.

The school district has \$650,000 in unspent funds. This was discussed. The Town won't get that money but it's part of the collective of making up the tax rate.

Selectman Chamberlain asked Charlie Post to keep an eye on this because historically Department of Education (DOE) has a few comments and to flip it quickly, and to remind the School District that the latest the tax bills go out the later we pay the school. We pay our bills first.

C. Post said he will get T/A Boland the figures tomorrow. Chairman Douglas asked C. Post to confirm the deadline. He said it should have been due September 28th.

c. Items not on Agenda:

The burnt-out car on the Goding lot will need to be removed. T/A Boland has been in communication with the Fire Department regarding this.

Chairman Douglas asked if the Highway Department is back on five-day schedule. T/A Boland confirmed they are still on the 4-day work schedule and will talk to the Road Agent.

The Board discussed the dirt section of Mountain Road and Schoolhouse Road. There have been several complaints. The process of blowing the leaves off the roads has been an issue. Chairman Douglas suggested the Road Agent consult with Jason in

Francestown regarding the blower they use on the front of the grader. T/A Boland said the department plans to rent a blower to do the roads and cemeteries.

V. Town Administrator Report

T/A Boland met with John Giese, Paul Hebert, and Dawn Griska regarding the website updates. Mr. Giese will do analysis and report back.

The Salt shed work has been completed. The invoice will be paid.

The 1997 fire truck purchased to replace Engine 5 arrived, and will be put into service after lettering, radios and equipment from Engine 5 are added. This was our new, used truck.

The New Hampshire Municipal Association (NHMA) asked if the Town wants our legal files returned, that were prior to 2015 when they went digital. The answer was yes.

VI. Selectmen's Report

a. MACC Base Action & Agenda

MACC Base met last week. Lyndeborough's portion of the budget is \$24,000. We will meet with them and execute the contract in December.

b. Transportation Committee

The next meeting is next Wednesday. Selectman Chamberlain will follow-up on discussion earlier in this meeting.

c. Planning Board

The next meeting is November 17, 2022. Geoff Brock's subdivision will be on the agenda.

d. Heritage Commission

The Commission met last Friday. They are researching publishing the updated Town History book.

e. Conservation Commission

The Commission will meet on November 10, 2022. Wetlands should be on the agenda.

f. Ambulance Advisory Committee

T/A Boland met with the Committee last week and they went over the Inter-Municipal Agreement (IMA) suggestions. On November 14, all Boards will meet. The time has not yet been determined.

On November 15, a joint budget meeting is scheduled. Chairman Douglas requested that we receive the budget numbers prior to the meeting.

Charlie Post said the corrected school balance that will be returned is \$650,000, of which is Lyndeborough's share of 27%.

Consent Agenda:

VOTE: Selectman Chamberlain made a motion, Selectman Howe seconded to accept the Consent Agenda for November 2, 2022. Motion passed 3-0.

Chairman Douglas said he did not sign-off on the meetings that he didn't attend.

VII. Information Items Requiring No Discussion
None

VIII. Non-Public Session RSA 91-A:3 II (c & l)

VOTE: Selectman Howe made a motion, Selectman Chamberlain seconded to go into a Non-Public Session at 7:04 p.m. Motion passed 3-0.

VOTE: Selectman Chamberlain made a motion, Selectman Howe seconded to exit the Non-Public Session at 7:17 p.m. Motion passed 3-0.

VOTE: Selectman Chamberlain made a motion, Selectman Howe seconded adjourn at 7:17 p.m. Motion passed 3-0.

Adjournment:

All scheduled items having been addressed, the public meeting was adjourned at 7:17 p.m.

Next regular meeting: November 16, 2022 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Fred Douglas_____

Selectman Mark Chamberlain_____

Selectman Robert Howe_____

Consent Agenda – November 2, 2022		
Item #	Item Title	Approved
1	AP Warrants – October 27 & November 1, 2022	Yes
2	Payroll Warrant – October 17, 2022, through October 30, 2022	Yes
3	VALIC ACH Payroll Warrant – October 17, 2022, through October 30, 2022	Yes
4	Request for Approval of Purchase Order # 2862 – McGovern Ford Framingham – 2022 Ford F-350 (\$68,035.80 – Deal # 914)	Yes
5	Request for Approval of Purchase Order # 2863 – Masonry Arts NH – Highway Salt Shed Wall Repair (\$28,700.00 – Inv.# 1158)	Yes
6	Request to Approve Issuance of Timber Yield Tax Levy & Warrant, Anzalone (21-279-11T, Map-Lot 216-001-000)	Yes
7	Board of Selectmen's Public Meeting Minutes – October 19, 2022	Yes
8	Board of Selectmen's Non-Public (c & l) Meeting Minutes – October 19, 2022	Yes
9	Board of Selectmen's Public Meeting Minutes – October 26, 2022	Yes