

**Town of Lyndeborough NH
2018 Town Meeting Minutes
March 17, 2018**

Meeting was called to order at 10:01 am by Moderator Walter M. Holland on Saturday, March 17th 2018 at Citizens' Hall located at 9 Citizens' Hall Road in Lyndeborough, New Hampshire. Moderator called for a Moment of Silence for our Selectman and friend Lee Mayhew who passed away last year.

Lyndeborough Town Warrant

To the Inhabitants of the Town of Lyndeborough, in the County of Hillsborough in said state qualified to vote in Town affairs; You are hereby notified to meet at Citizens' Hall, 9 Citizens' Hall Road, in said Lyndeborough on Tuesday, the thirteenth (13th) day of March 2018, at ten o'clock in the morning until seven o'clock in the evening, for ballot voting of Town Officers and all other matters requiring ballot vote; and, to meet at Citizens' Hall, 9 Citizens' Hall Road in said Lyndeborough, on Saturday, the seventeenth (17th) day of March 2018 at ten o'clock in the morning, to act upon Articles 4 through Article 14:

Article 1: Selection of Officers: To choose all necessary Town Officers for the year ensuing.

*-indicates elected (96 Ballots cast-1265 Registered Voters- Due to a Nor'easter we had only 75 voters come to the Hall to vote, we had 14 absentee ballots and 7 registered voters who worked the Polls.)

Results:

Selectman (3 years)	*Richard "Rick" McQuade	86
Selectman (2 years)	*Mark A. Chamberlain	85
Moderator (2 years)	*Walter M. Holland	95
Town Clerk/Tax Collector (3 years)	*Patricia "Trish" Schultz	95
Trustee of Cemeteries (3 years)	*Lawrence Cassidy	91
Library Trustee (2) (3 years)	*Katherine McClure	87
	*Kenneth M. Vengren	78
Trustee of Trust Funds (3 years)	*Burton Reynolds	92
Supervisor of the Checklist (6 years)	*Stephanie Roper	91
Budget Committee (3) (3 years)	*Peter Dallas	82
	*Burton Reynolds	89
	*Sandra Schoen	85
Budget Committee (2 years)	*Karen Grybko	83
Zoning Board of Adjustment (2) (3 years)	*Karen Grybko	84
	Leo Trudeau	1 write-in
	Mark Schultz	1 write-in
	Fran Bujak	1 write-in
	Mike Decubellis	1 write-in

All those elected will be sworn in as the last order of business today.

Article 2: (Question 1) Voted on by Ballot

To see if the Town will vote to amend the following section of the Town of Lyndeborough Zoning Ordinance which refer to Section 200.02 Accessory Dwelling Unit Ordinance to read as follows:

(Explanation: This will bring Section 200.02 in compliance with State Statute.)

200.02 Accessory Dwelling Unit means a residential living unit that is within or attached to a single-family dwelling, and that provides independent living facilities for one or more persons, including provisions for sleeping, eating, cooking, and sanitation on the same parcel of land as the principal dwelling unit it accompanies.

Delete Sections 503.00 d, 703.00 b, 803.00 b, from Special Exception to new additions to Section 200.02 above as follows;

200.02 I. An Accessory Dwelling Unit shall be allowed as a matter of right by the Building Inspector pursuant to RSA 674:21 in all zoning districts that permit single family dwellings. One accessory dwelling unit shall be allowed without additional requirements for lot size, frontage, space limitations, or other controls beyond what would be required for a single family dwelling without an accessory dwelling unit.

Not more than one accessory dwelling unit for any single family shall be allowed.

II. An interior door shall be provided between the principal dwelling unit and the accessory dwelling unit, but shall not be required to remain unlocked.

III. Regulations applicable to single family dwellings shall also apply to the combination of a principal dwelling unit and an accessory dwelling unit including, but not limited to lot coverage standards and standards for maximum occupancy per bedroom consistent with policy adopted by the United States Department of Housing and Urban Development. Adequate parking to accommodate an accessory dwelling unit shall be provided.

IV. The applicant for a building permit to construct an accessory dwelling unit shall make adequate provisions for water supply and sewage disposal for the accessory dwelling unit in accordance with RSA 485A:38, but separate systems shall not be required for the principal and accessory dwelling units.

V. The owner must demonstrate that one of the units is his or her principal place of residence.

VI. A familial relationship between the occupants of an accessory dwelling unit and the occupants of a principal dwelling unit shall not be required.

VII. An accessory dwelling unit may be deemed a unit of workforce housing for purposes of satisfying the town's obligation under RSA 674:59 if the unit meets the criteria in RSA 674:58, IV for rental units.

(Recommended by the Planning Board and Board of Selectmen) (Majority vote required)

Yes: 84

No: 10

Article Passes

Article 3: (Question 2) Voted on by Ballot

To see if the Town will vote to replace section 1200.00 of the Town of Lyndeborough Zoning Ordinance to read as follows:

(Explanation: This Section, 1200.00, differentiates Home Occupation from Home Business.)

1200 Home Occupation and Home Business

A. General Requirements

1. Home Occupations and Home Businesses shall be conducted in accordance with all town, state and federal laws, regulations and licensing requirements.
2. The business activity shall take place within a residence or an accessory building and must be incidental and secondary to the residential use of the dwelling unit.
3. The business activity will not change the character of the surrounding neighborhood, nor will it provide window displays or other characteristics associated with retail or commercial use.
4. Signs may not exceed four square feet in surface area, may not be internally lit, and may not be placed within the town or state highway right of way.
5. No noise, vibration, dust, smoke, electrical disturbances, odors, heat or glare shall be produced by a Home Occupation or a Home Business, nor shall there be any discharge of hazardous material into the air, ground or surface water.
6. Motor vehicles and equipment used for the Home Occupation or Home Business shall be parked or placed as inconspicuously as possible.
7. Sufficient off-street parking shall be provided for any non-resident employees, customers and suppliers who may normally be expected to need parking spaces at one time. Where additional parking is required, the spaces shall not be located in the front yard or within the side or rear setbacks. Parking spaces shall be a minimum of 9 by 18 feet. On-street parking is prohibited.
8. Traffic generated by the home business shall not create safety hazards or be substantially greater in volume than would normally be expected in the neighborhood.
9. Whenever a Home Occupation or Home Business exceeds any requirement of this Ordinance, it must relocate into an appropriate zoning district and will be subject to Site Plan Review by the Planning Board.
10. A Home Occupation or Home Business legally operating under the provisions of Section 1200 as amended in 2017 of the Zoning Ordinance on the date of the enactment of this Ordinance may continue unless and until the following:
 - a. The occupation or business expands in size, scope or purpose.
 - b. The ownership of the property is transferred

B. Home Occupation

1. A Home Occupation shall be permitted in all districts of the town as a matter of right. No Site Plan Review or Special Exception by the Zoning Board of Adjustment is required for a Home Occupation.
2. The business activity shall occupy less than one-fourth of the floor area of the residence or an equivalent area in an accessory building.
3. The business shall be carried on by the resident owner, the resident owner's family, a resident tenant, or a member of a resident tenant's family.
4. The business may have no more than one non-resident employee.
5. Exterior storage of materials and equipment is prohibited.

C. Home Business

1. A Home Business shall be permitted in all districts of the town and is subject to Site Plan Review by the Planning Board. A formal application is required.
2. The business activity shall occupy less than one-third of the floor area of the residence or an equivalent area in an accessory building
3. The business shall be carried on by the resident owner, the resident owner's family, a resident tenant or a member of the resident tenant's family.
4. The business may have no more than two non-resident employees.

5. Exterior storage of materials and equipment must be screened from view from any public road or abutting property.

D. Exclusion: Food articles produced within a residence or on the surrounding property such as vegetables, fruit, maple syrup, etc. may be sold seasonally from roadside stands and are excluded from the requirements of this Ordinance. (Recommended by the Planning Board and Board of Selectmen) (Majority vote required)

Yes: 81 No: 13 **Article Passes**

Article 4: To see if the Town of Lyndeborough will vote to raise and appropriate the sum of, **Two Million, Forty Two Thousand and Thirty Two Dollars (\$2,042,032)**, representing the **Operating Budget for fiscal year 2018, as prepared by the Budget Committee. Said sum is exclusive of all special or individual articles addressed; or to take any other action relative thereto. The Board of Selectmen and Budget Committee Recommend this Article. (Majority Vote Required)**

Motion made by Selectman Fred Douglas to move article as read, seconded by Selectman Mark Chamberlain.

Moderator Walter Holland: Article has been moved and seconded and we will open it up for discussion, may I have any comments?

Selectman Mark Chamberlain: Mr. Moderator I would like to make an amendment. **I hereby make a motion to amend the operating budget that is stated in the 2018 Warrant, Article 4 by increasing the budget by Thirty Thousand Dollars (\$30,000) from Two Million, Forty Two Thousand and Thirty Two Dollars (\$2,042,032) to Two Million, Seventy Two Thousand and Thirty Two Dollars (\$2,072,032).**

Moderator Walter Holland: A motion to increase the Operating Budget by Thirty Thousand Dollars, do I have a second.

Selectman Fred Douglas: Mr. Moderator I will make the second.

Moderator Walter Holland: I have a motion to increase it by Thirty Thousand Dollars and a second and will someone please explain why we are increasing this budget.

Selectman Fred Douglas: This increase of Thirty Thousand Dollars represents Twenty Thousand Dollars in additional road salt and Ten Thousand Dollars in additional Highway overtime if necessary. The predicted salt amount is based on the average usage of five hundred and twenty tons of salt per year. To date we have used five hundred and seventy tons. The additional Twenty Thousand Dollars will allow us to purchase an additional Three Hundred and Twenty Five Tons of salt. We budgeted Seven Hundred and Seventy Three hours of overtime and have used approximately Seven Hundred and Fifty hours of overtime so far this year. This Ten Thousand Dollars will allow us to have approximately an additional Three Hundred and Nine hours of overtime if necessary. Please keep in mind and remember that this budget covers October, November and December of 2018.

Moderator Walter Holland: Any discussion or questions on why we have to increase it? Ready for the question. The amendment is: **I hereby make a motion to amend the operating budget as stated in the 2018 Warrant, Article 4 by increasing the budget by Thirty Thousand Dollars (\$30,000) from Two Million, Forty Two Thousand and Thirty Two Dollars (\$2,042,032) to Two Million, Seventy Two Thousand and Thirty Two Dollars (\$2,072,032).** All those in favor of the Amendment as read signify by saying Aye, All opposed signify by saying Nay. **The**

Amendment Passes. We are back to the original Operating Budget with the Thirty Thousand Dollar increase.

Burton Reynolds, Budget Committee Chairman, gave an overview of the budget and the role of the Budget Committee members.

Moderator Walter Holland: Is there any questions and discussion about the budget?

Lisa Post: The Parks and Rec, what does that go to, is that just Goss Park or does it go anywhere else, the funding for that. On the Parks and Rec line item I think it was about Nine Thousand One Hundred Dollars, it went down from last year.

Selectman Fred Douglas: Lisa, the Nine Thousand Dollars goes to Goss Park and all the activities and the swimming and the costs associated with that.

Lisa Post: Do people pay to go there as well?

Selectman Fred Douglas: Yes they do pay.

Ray Humphreys: There is a single line item for the Conservation Commission with a significant increase. We go from Sixty Two spent this year, a Hundred was budgeted and now we are going to Thirteen Hundred. Is that possible that they are going to start the wetland inventory that is indicated in our Master Plan. Is that what that money is slated for?

Town Administrator Russ Boland: It became apparent early in the year we have a situation up off Scout Road, there is an abandoned camp up there that has material. That Thirteen Hundred would cover the dumpster and we are going to make an attempt to clean it up and the dumpster would be located down the bottom of Scout Road where they could get it. One additional thing, it has been posted so please stay away. Getting to it is the problem. The road that leads to it is completely washed out.

Moderator Walter Holland: Any other comments or questions on the Town Operating Budget? Are you ready for the question? Read Amended Warrant Article. All those in favor of this Article signify by saying Aye, All opposed signify by saying Nay. Ayes have it. **Article 4 Passes**

Article 5: To see if the Town of Lyndeborough will vote to raise and appropriate the sum of Nineteen Thousand Dollars (\$19,000) to be added to the Repair and Replacement of the 1994 Fire Department Pumper Capital Reserve Fund previously established for that purpose; or to take any other action relative thereto. *The Board of Selectmen and Budget Committee Recommend this Article. (Majority Vote Required)*

Motion made by Selectman Mark Chamberlain to move article as read, seconded by Selectman Fred Douglas.

Moderator Walter Holland: Any questions on this Article? Ready for the question? Read Article. All those in favor signify by saying Aye, All opposed signify by saying Nay. Ayes have it.

Article 5 Passes

Article 6: To see if the Town of Lyndeborough will vote to raise and appropriate the sum of Forty Thousand Dollars (\$40,000) to be added to the Repair and Replacement of the 1984 Tanker Capital Reserve Fund previously established for that purpose; or to take any other action relative thereto. *The Board of Selectmen and Budget Committee Recommend this Article. (Majority Vote Required)*

Motion made by Selectman Mark Chamberlain to move article as read, seconded by Selectman Fred Douglas.

Moderator Walter Holland: Any questions on this Article? Ready for the question? Read Article. All those in favor signify by saying Aye, All opposed signify by saying Nay. Ayes have it.

Article 6 Passes

Article 7: To see if the Town of Lyndeborough will vote to raise and appropriate the sum of Twenty One Thousand Dollars (\$21,000) to be combined with the Twenty Thousand Dollars (\$20,000) raised in a 2016 non-lapsing warrant article #6 for a total of Forty One Thousand Dollars (\$41,000) for the purchase of a new police vehicle, associated equipment and set up costs and to further authorize the Board of Selectmen to take any steps to facilitate said sale including, but not limited to, the right to convey title of any vehicle(s) being provided in sale or trade. This will be a non-lapsing appropriation per RSA32:7 VI and will not lapse until the vehicle is replaced or December 31, 2019, whichever is sooner; or take any other action relative thereto. *The Board of Selectmen and Budget Committee Recommend this Article (Majority Vote Required.)*

Motion made by Selectman Fred Douglas to move article as read, seconded by Selectman Mark Chamberlain.

Moderator Walter Holland: Any questions on this Article? Ready for the question? Read Article. All those in favor signify by saying Aye, All opposed signify by saying Nay. Ayes have it.

Article 7 Passes

Article 8: To see if the Town of Lyndeborough will vote to raise and appropriate the sum of Two Hundred and Twenty Thousand Dollars (\$220,000) to purchase a Highway Department dump truck, sanding unit, plow set up, other associated equipment including, but not limited to, set up costs. Further, to authorize the withdrawal of up to One Hundred and Seventy One Thousand Dollars (\$171,000) from the Repair and Replacement of the 2002 Mack Truck Capital Reserve Fund, previously set up for this purpose, the remaining Forty Nine Thousand Dollars (\$49,000) will be raised from general taxation and to further authorize the Board of Selectmen to take any steps to facilitate said sale including, but not limited to, the right to convey title of any vehicle(s) being provided in sale or trade. This will be a non-lapsing appropriation per RSA 32:7 VI and will not lapse until the vehicle is purchased or December 31, 2019, whichever is sooner; or to take any other action relative thereto. *The Board of Selectmen and Budget Committee Recommend this Article. (Majority Vote Required.)*

Motion made by Selectman Mark Chamberlain to move article as read, seconded by Selectman Fred Douglas.

Moderator Walter Holland: Any questions on this Article?

Geoffrey Brock: Just wanted to hear the process of due diligence on a Two Hundred and Twenty Thousand Dollar purchase of the dump truck.

Road Agent Kent Perry: You will find that this vehicle, the sander is built into the body of the vehicle. What happens is that you have the center sander in front of the tires. This is a very high tech vehicle, it is very similar to the one we have, the white freightliner. It's a ten wheeler, it is much bigger, and it's not wider so if you meet it on the road, and we intend to keep it off the little roads, you won't be affected by running into us in the middle of the night. There was the safety factor, a lot of times with the older sanders we used to have to pick them up with the backhoe and the sander swings below and two men keep the thing straight and you would have to load it into the truck. There is none of that anymore. If we have a day where it is snowing and I have a giant

pothole or I have a washout, I don't have to remove the sander anymore to haul gravel. It has a heavy plate system that covers the track and I go right to work with it. It has every bell and whistle, anti-pollution plus the weight differential. I can haul greater size loads in sand so I can be out longer and gravel so that you have less of a wait time for the construction crew when we have rental equipment and people actually working for us that is another factor. The truck takes more, less time for him to sit and wait for us to come back. We got together with the Highway Committee and a lot of different heads came together on this and we built this truck with a couple of meetings so if you pass it, it is going to be done and so it wasn't just me doing the truck, it has been a lot of people. It was great because you had people checking on the warranty, people who actually knew trucks like Dennis Slocomb so we had his input. So, there was a lot of thought put into it, it is not just a snap decision.

Selectman Fred Douglas: Geoff, one thing I wanted to point out to you and I was a proponent of this. There is a lot of work that needs to be done along the dirt roads in town, they need to be widened, they need to be cut back. We have smaller trucks but my concern was once they get onto a project and start removing a lot of this material to put these roads in condition they need, they are going to be taxing those smaller trucks more than what I feel they should. There is a lot of material to be removed and that body in particular was designed to be able to take boulders, rocks, and ledge. So it is a higher cost factor but I believe this vehicle will definitely help with maintenance. The warranty on that vehicle is above average, I believe it is six years. So we are going to get our money's worth out of this truck and it was designed by this Highway Safety Committee to last a long time.

Moderator Walter Holland: Ready for the question? Read Article. All those in favor signify by saying Aye, All opposed signify by saying Nay. Ayes have it. **Article 8 Passes**

Article 9: To see if the Town of Lyndeborough will vote, pursuant to RSA 35:16, to change the purpose of the existing Repair and Replacement of the 2002 Mack Truck Capital Reserve Fund to Repair and Replacement of the 2018 Dump Truck Capital Reserve Fund; or to take any other action relative thereto. *The Board of Selectmen and Budget Committee Recommend this Article.*

(2/3 Vote Required.)

Motion made by Selectman Mark Chamberlain to move article as read, seconded by Selectman Fred Douglas.

Moderator Walter Holland: Any questions on this Article? Ready for the question? What I would like you to do is when I ask you for the call to raise your yellow voting card. Read Article. If you agree with this, all those in favor of this Article to change their use raise your yellow card at this time. All those opposed please raise your yellow card. **Yes: 49 No: 0 Article Passes**

Article 10: To see if the Town of Lyndeborough will vote to raise and appropriate the sum of Fourteen Thousand Dollars (\$14,000) to be added to the Repair and Replacement of Ambulance and Medical Equipment Capital Reserve Fund previously established for that purpose; or to take any other action relative thereto. *The Board of Selectmen and Budget Committee Recommend this Article (Majority vote required)*

Motion made by Selectman Fred Douglas to move article as read, seconded by Selectman Mark Chamberlain.

Moderator Walter Holland: Ready for the question? Read Article. All those in favor signify by saying Aye, All opposed signify by saying Nay. Ayes have it. **Article 10 Passes**

Article 11: To see if the Town of Lyndeborough will vote to raise and appropriate the sum of Twenty Two Thousand Dollars (\$22,000) for the purpose of paving the primary/eastern side Citizens Hall Parking Lot with a 2 inch depth of asphalt (currently gravel) and to apply a final coat of asphalt, 1.5 inches in depth, to the handicap/western side parking lot at Citizens Hall; or to take any other action relative thereto. *The Board of Selectmen and Budget Committee Recommend this Article (Majority vote required)*

Motion made by Selectman Mark Chamberlain to move article as read, seconded by Selectman Fred Douglas.

Selectman Fred Douglas: This came to the Boards attention some time ago while we were developing the budget. There has been a lot of controversy whether that parking lot should be paved, should remain as it is, etc. One of the things that most recently came up was the floor downstairs, so I asked if this Warrant Article, if it was developed go before the Town and let you people decide whether or not you wanted to spend the money to pave this parking lot. I didn't feel it was up to the Board of Selectmen to make that decision.

Town Administrator Russ Boland: This topic has been around for many years as to whether to do this or not and one of the major components of my job is risk assessment and hopefully risk elimination or at least risk reduction. This parking lot in mud season, it get tracked in and there is damage done to the floors. We will have that addressed in an ongoing maintenance issue. The one things that concerns me greatly is there is a one month period of time, hopefully going one month, when we really can't do anything with this parking lot. It is mud, it's very slippery, some of our older folks, there has been some near misses where they slip and fall. In consultation with Road Agent Perry, if we paved it, if you decide to pave it we should be able to keep it a lot better and salt it and not have the slippery conditions that we run into. Also, many of you may be aware, but the septic system is out there and we checked with our septic system person who installed it and obviously it is highway rated or we wouldn't be able to drive over it. (Road Agent) Kent will install a manhole cover so that we will continue to be able to pump it. We pump it religiously every two years so that should not be a concern. My real concern is someone is going to get hurt walking across the parking lot because it is so slippery.

Mike Kaelin: Have we looked at any environmentally friendly coverings for parking lots. They make porous sandstones and things like that so the water can drain through rather than running off into the septic systems or sewage systems.

Road Agent Kent Perry: There was a porous pavement that was out for a while and what happened was the porous pavement didn't turn out to work as they expected, it actually accumulated more ice because it would freeze in the pores. The other materials because we would plow it so often would just end up in a pile out in the back. It was in my mind but they haven't been successful. A lot of parking lots have just gone back to pavement again because they don't last and they don't work.

Moderator Walter Holland: Ready for the question? Read Article. All those in favor signify by saying Aye, All opposed signify by saying Nay. Ayes have it. **Article 11 Passes**

Article 12: To see if the Town of Lyndeborough will vote to raise and appropriate the sum of Eight Thousand Dollars (\$8,000) for the purpose of paving the J.A. Tarbell Library Parking

Lot with a 2 inch depth of asphalt (currently gravel); or to take any other action relative thereto. *The Board of Selectmen, Library Trustees and Budget Committee Recommend this Article (Majority vote required)*

Motion made by Selectman Mark Chamberlain to move article as read, seconded by Selectman Fred Douglas.

Moderator Walter Holland: Any questions? Ready for the question? Read Article. All those in favor signify by saying Aye, All opposed signify by saying Nay. Ayes have it. **Article 12 Passes**

Article 13: **To see if the Town of Lyndeborough will vote to authorize the Board of Selectmen to appoint a committee to study the public street lighting, including but not limited to, replacing the existing fixtures with efficient LEDs, and recommending potential alterations to the location or number of lights, taking into consideration cost, character of the area, environmental factors, and any other considerations deemed relevant by the Board of Selectmen that are within the scope of this study. Said committee shall consist of not less than five (5) nor more than seven (7) members, who shall be registered Lyndeborough voters. The Fire Chief, Police Chief, Road Agent and Town Administrator, or their designee, will serve as ex-officio members of said committee. Said committee shall present a report to the voters at the next Town Meeting; or to take any other action relative thereto.** *The Board of Selectmen Recommend this Article (Majority vote required)*

Motion made by Selectman Fred Douglas to move article as read, seconded by Selectman Mark Chamberlain.

Moderator Walter Holland: We pay about thirty five hundred dollars a year in street lighting. The Budget Committee and Selectmen have talked about it. We finally said we need to talk to Eversource to come out and do this.

Selectman Fred Douglas: I think it is important that everybody know that there is eighteen lights down in the center of town that we are talking about. It is not a massive issue but it was our want to make sure you people, there was a committee done so that the character of Lyndeborough if at all possible could remain as it is right now. We do not want anything too bright etc. but the LED's are efficient and we are talking about eighteen lights downtown.

Moderator Walter Holland: Ready for the question? Read Article. All those in favor signify by saying Aye, All opposed signify by saying Nay. Ayes have it. **Article 13 Passes**

Article 14: **To transact any other business that may legally come before said meeting.**

Moderator Walter Holland: John Pomer, Safety Complex & Other Options Committee Chairman will speak about the Safety Complex Committee.

John Pomer gave a presentation on the findings of the Safety Complex & Other Options Committee. [See following report of the committee as presented]

2017 Safety Complex and Other Options Committee Report

Article 21 of the 2015 Lyndeborough Town Meeting authorized the Selectmen to appoint a committee to study the feasibility of building a Safety Services Complex or other options AND to determine the best location for said complex or other options.

The Committee consisted of nine voting members from Lyndeborough. One member resigned after the first year. The chair and vice-chair exchanged positions in September 2016 due to the original chair's increase in professional responsibilities. All voting members made most meetings.

The Committee also had the Fire Chief, Police Chief, Highway Agent, and Emergency Management Director (or designees) as ex-officio members providing input and attending meetings as appropriate.

The committee was required to provide annual reports and present their findings at the March 2018 Lyndeborough Town Meeting.

GOALS OF THIS COMMITTEE

The goals of this committee are to identify locations primarily for the fire station and the police station:

- maintain good response time for both departments
- provide cost effective, possibly staged building options
- include all homes within 5-mile driving radius from a fire station for insurance purposes if possible
- provide adequate "good practices" work environments for the employees and volunteers

CURRENT SITUATION

Over the years, the Town has made appropriate updates as needed and had commissioned several studies. The December 19, 2005 "Findings and Recommendations of the Lyndeborough Emergency Services Space Needs Committee" (Jim Button, Dick Darling, Jim Preftakes, Burton Reynolds, Bob Rogers) was a comprehensive study. Several of the recommendations were implemented.

The larger space needs for both the Fire Department and the Police Department were not addressed. This "larger space needs" was the focus of this committee's attention.

FIRE DEPARTMENT

The Lyndeborough Fire Department was established in 1930. In 1948 the Lyndeborough Fire Station was located on Forest Road on land restricted to Fire Department use only; otherwise the property reverts to the original owner. The original building was 30' by 40' with two bays. In 1972, two bays were built into the 32' by 40' addition that doubled the size of the station plus providing sufficient space to accommodate the vehicles that needed to be purchased.

Today, the fire station is cramped. The bays are undersized for standard fire vehicles. Each replacement requires an additional \$100,000 or more for custom-built vehicles. Add in the lack of space to properly maintain the firefighting equipment, it has reached the point that building new bays is becoming more cost effective than purchasing custom-built vehicles.

Today, the Lyndeborough Fire Department responds to more "rescue" calls than "fire" calls (typical for the region and the country). The majority of these calls are along Route 31 (Forest Road). The fire calls are more evenly distributed throughout the town with clusters closer to the Village area.

POLICE DEPARTMENT

The Lyndeborough Police Station is located in Citizens' Hall. The station is a single 17' by 20' room on the ground floor of Citizens' Hall. The small office space severely limits storage for daily supplies, evidence, and privacy for police-citizen conversations. It does have its own entrance in addition to an entrance from the public space shared with the Lyndeborough Town Offices. The police vehicles do not have any onsite garage space.

COSTS

The national current budgeting estimates for fire stations is about \$300 per square foot. The current costs for police stations is a little less but using the same \$300 per square foot cost as fire stations will suffice for this report. Final estimates will depend on the actual property costs and site-specific costs.

SUMMARY OF POSSIBLE LOCATIONS

These options are listed in order of the least number of changes from current station locations, not in order of preference.

Option 1 — Current Location Expansions

- Current Lyndeborough Fire Station location, needed renovations, expansion 120 ft. property southerly on Forest Road (Route 31) with at least two long bays (four bays preferred). Total additional building area is 2300 sq. ft.
- Police - Expand Citizens Hall in rear with two full bays plus equivalent of a third bay for needed office/storage space. In-line extension more in keeping with historical nature of Citizens Hall. Total additional building area is 1800 sq. ft.

Advantages:

- Maintains current locations
- Could be a "staged" construction

Disadvantages:

- Fire Station needs to acquire property
- Property has significant ledge that would need to be removed
- Future expansion is limited
- Does not include all homes within 5-mile driving radius from a fire station

Option 2 — Substation in Center (combined with Option 1)

- Use Town Barn as substation (combined with Option 1)
- Police - Expand Citizens Hall in rear with two full bays plus equivalent of a third bay for needed office/storage space. In-line extension more in keeping with historical nature of Citizens Hall.

Advantages:

- Maintains current locations
- Could be a "staged" construction

- Includes all homes within 5-mile driving radius from a fire station

Disadvantages:

- Borders historic area limiting changes
- Costs to rebuild the Town Barn would equal or exceed new construction (at least \$300,000)
- Limited use of the building
- Limited future expansion of the building
- Dual sets of personal protection equipment in main and substation

Option 3 — Relocate Main Fire Station to Center behind Center Hall, Police Station at Citizens' Hall

- Main Fire Station relocates to the property located behind Center Hall.
- Current Fire Station becomes substation in keeping with conditions of the deed.
- Police - Expand Citizens Hall in rear with two full bays plus equivalent of a third bay for needed office/storage space. In-line extension more in keeping with historical nature of Citizens Hall.

Advantages:

- Maintains current location for fire department to respond to rescues on Route 31
- Could be a "staged" construction
- Town owns property in Center
- Field behind the Center Hall is lower than the Center Hall level making the new construction less visible or even hidden
- Center Road from Center Hall to Route 31 (Forest Road) is one of the best roads in town suitable for large vehicles
- Would include all homes within 5-mile driving radius from a fire station
- Current station (Forest Road) can house the rescue vehicles
- Central location for volunteers to respond encouraging retention of volunteers

Disadvantages:

- Extra attention needed to meet any historical concerns
- Dual sets of personal protection equipment in main and substation

Option 4 — Use LCS Building for Fire, Police, and Town Offices

- If LCS building were no longer being used by SAU, that building could be used as a combined Town/Safety Complex.

Advantages:

- Maintains similar location for fire department to respond to rescues on Route 31
- Economies of scale having all town departments in one location
- Water and sewerage is certified for large numbers of people

Disadvantages:

- At this time, the SAU has plans that utilizes the building beyond SAU office space and generates income for the SAU
- Limited sight distance on Route 31 for exiting vehicles
- Limited future expansion

- Does not include all homes within 5-mile driving radius from a fire station

Option 5 — If other suitable property becomes available, a new Fire Station or other combination with Police and/or Town should be considered.

- If any property that meets the needs of the Fire Department and/or Police Department becomes available before construction has begun, the selectmen should consider that property.

Fire Department Needs (summarized)

Fire station needs at least 4 Bays (possibly 5)

Currently the station has four bays: two from the original station of 1948, two from the expansion in 1972

- The four existing bays are too small (height and length) for most fire trucks
 - custom trucks greatly increase the purchase cost
 - remaining space is inadequate for personnel to maneuver quickly and safely during a call
 - Two older bays rest on ledge and experience ground water seepage
 - The two older bays potentially could be dug deeper but then would be below street level
 - Possibility of lifting the upper portion to provide the clearance for the trucks but this would require rebuilding the upper structure
- Insufficient space (apron) to maneuver vehicles in/out of bays
 - maneuvers must include street impeding traffic flow
 - even more difficult with winter snow
 - 25' is standard minimum distance
- Firefighters park across the street at the library and along the road

Renovations Needed regardless of Fire Station Placement

If the current station is expanded, these same items will need to be added or retrofitted to the existing station. The costs are the same whether we renovate or build new.

Space requirements for physical equipment and vehicles:

- Exhaust system for trucks to run while in the building (\$10K/ truck or \$30K for station)
- Personal Protection Equipment (PPE) room separate from the bay floor (30 sets of gear)
- Hose drying station/storage (separate 6' x 8' room)
- Male and female full bathrooms (one for each gender with showers)
- Gear washer and dryer (commercial sized, \$8K)
- EMS supplies/ consumable closet or room (6' x 8' securable room)
- Mechanical room – current heating system needs replacing
 - Complete septic system – currently using holding tank
 - Have its own well – water source shared with Citizens' Hall, Library
- Self Contained Breathing Apparatus (SCBA) compressor room (6' x 5' – compressor can be in mechanical room)

- Decontamination room for people and equipment (6' x 8' with 500 gal holding tank)
- Workshop room/tool crib (8' x 8')
- misc. gear storage

Space requirements for personnel and associated activities:

- Large training/meeting room
- day room
- three offices
 - (Chief, 2 Deputy Chiefs)
 - Radio/communication room (8' x 8' room)
- Concrete training pad/wash station (30' x 40' – can be part of the parking lot)
- Handicap accessible to second floor
- Parking along the road
- Bigger apron front of station
- ADA accessible second floor

Police Department Needs (summarized)

Administration

- Staff Office/Reception Area – Active workspace for the administrative activities, to include printers and servers related to the police department
- Chief's Office – to include a closet and conference area (240 sq. ft.)

Patrol Area

- Secured Sally Port
- Sergeant's Office – To include a closet (200 sq. ft.)
- Report Writing Area
- Clothing and Equipment Space
- Interview Room with audio/visual recording equipment
- Holding Area

General Evidence Storage

- General evidence Storage area for: weapons, narcotics, cold storage (i.e. blood, rape kits, biological samples)

General Storage/Archive Area

- Hard records storage
- Supplies

Booking Area

- Fingerprinting
- Photography
- Holding
- Video and audio recordings

Committee Members:

John Pomer Chair (Vice Chair 2015-16)
Scott Roper Vice Chair (Chair 2015-16)
Mark Chamberlain

Wally Holt
Andy Roeper
Bob Rogers
Mark Schultz Selectmen's Representative
Rance Deware Police Chief
Brian Smith Fire Chief
Kent Perry Road Agent
Caryl McEntee Emergency
Other Advisors
Tim McEntee
Stephanie Roper Heritage

Respectfully submitted by,
John Pomer, Chair.

Moderator Walter Holland: After the meeting those people that are here that were elected please meet me down front and I will swear you in. Another other business? Any other comments or questions, seeing none, do I have a motion to adjourn. Motion to adjourn by Chase Roeper, seconded by Trish Schultz. All in favor of adjourning the meeting at this time signify by saying Aye, all opposed signify Nay, Ayes have it. I declare the meeting to be adjourned. Meeting adjourned at 12:17pm.

Respectfully Submitted,



Patricia H. Schultz
Town Clerk/Tax Collector
Town of Lyndeborough NH