

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
January 6, 2010**

I. CALL TO ORDER

Chairman Strube called this meeting to order at 6:30 p.m. on Wednesday January 6, 2010, in the large meeting room in Citizens' Hall.

Those persons present were as follows:

Members

Present: Lorraine Strube, Steve Brown & Arnie Byam

Public

Present: Mike Decubellis, Jessie Salisbury

Staff

Present: TA Jim Bingham, RA Perry

Media

Present:

Recorder: Kate Thorndike

I. Agenda Items

6:35 Meeting Updates:

 Planning Board

 Budget Committee

6:50 Appointment – Rick McQuade, Fire Chief

7:10 Town Administrator Report:

 French Road

 Road Agent Report

 RFP for revaluation in 2010

7:30 Citizens' Open Forum

7:45 Old Business:

 Job description and division of responsibilities for OIC position

 Wetlands Permit for Pettingill Hill Rd.

8:15 New Business:

 Form a committee to address the proper re-location of the war
 memorials

8:20 Non-Public RSA 91-A:3 II (a)- performance evaluations

9:00 Approval Votes and Signing of Items

Adjournment 9:00

Meeting Updates:

Planning Board: No update

Budget Committee: Selectman Brown: We went over town clerk, CIP, personnel Admin and town buildings. TC/TC is up 21% however, it is a relatively small budget compared to other departments. **CIP-** There was a lengthy discussion on the Police space study expense=\$50,000. The general feeling is that we should spend the money on the addition not a study. Budget Committee believes that is the way to go; not asking the town for another study. **TA Bingham** spoke with **OIC Maxwell** about sitting down and figuring out exactly what they really need and we will move from there. **JB:** According to certain BC members, the situation in the PD is verging on inexcusable. The Budget Committee supports putting money in the line to get it started.

Next mtg. is Tuesday in Wilton at 7:30 re: Recycling/Goss Park/Ambulance.

Appointment: Rick McQuade:

Rescue had to go into the garage. Batteries are junk-got new ones. We are going to try and get a warranty on them. Put in a charger to keep batteries charged and two new batteries. Met with 3 fire chiefs last night. All agree with the MACC base proposal as the primary for the \$5,000/year. I would like to have a 3-5 year contract with a price locked in. We are asking for pagers back that Lyndeborough bought. It seems to be a good thing to try and all the chiefs are on board with it. We are hoping to have a six month probationary period to begin with to see how it works. Our KMA price will remain the same for fire dispatch.

Communication: I think all around that there needs to be better communication. I am concerned that I have requested FEMA paperwork twice and I still don't have it. I am a dpt. Head and I have the right to see it. I am looking for the Board's backing and I'm looking for the whole FEMA file not just a spreadsheet and a date and time when I will have this paperwork. **LS:** I would assume that we have a file on that, right? **SB:** OK, what is an appropriate date and time? **AB:** I think it is a reasonable request. **JB:** It would be easier to send it in electronic form. I will see what I can do about sending that over and see if that will help. **AB:** So, if Rick wants to see any backup then he would have to come in to see a hard file, correct? **RM:** I just want to see some progress on my request. If I need more information, I'll ask for it. I would like to look the information over and then set up another meeting to discuss it.

Purchase Orders: The town office will look into customizing the forms to include a line to enter specific line item/account numbers at Rick McQuade's request. **JB:** It may however be an inherent problem in most common/standard PO forms. Very often what many of us end up doing is attaching the invoice with a list of items as a reference. Kate will research some other forms to present for review. **RM:** Has anything happened with the PO policy? I thought it was going to be revamped, rewritten, etc.? **LS:** No, it was going to be looked at but not revamped. **RM:** I thought I read in the minutes that there were some issues with the old policy and it was going to be looked at and revamped. There are no changes to the policy at this point.

RM: I am a Dept. head but at the same time, I'm not in this office three or four times a day. I feel that the lines of communication need to be better; vice versa as well but I've sent email to board members and I don't hear from you guys. I have spoken with Steve about this. If email is not the preferable choice then I won't do it but some back and forth would be nice. That is the only way I have to talk with some of you. **LS:** No, email is the best way for me. We will get things moving. How about up to January 20th for the FEMA paperwork? **SB:** Hang on-Is it in an email? If it is in electronic form then we shouldn't need two weeks to get it out. **JB:** Yes, it is my master file but there is a lot of data there. I will see what I can do about sending it. If I can't send it all, I'll break it up and send it. **LS:** We'll look into the inventory for POs and Kate will bring something to the Board in the beginning of February. Jim, if you need any backup on getting the FEMA paperwork out, I'll come in and help. **JB:** That's fine, we'll work it through.

Town Administrator Updates:

French Road: JB: Is not totally finalized in terms of what needs to be covered. I had a discussion with Dave Buxton today as well as Kent. I need to go back to DES. There seem to be some differences of understanding of exactly what needs to be done. I want the Board to know that it is still an ongoing process but it is a Class VI road and the town is not going to be doing maintenance on that road. Anyone wanting to use that road will have to submit a DES application and Dave Buxton is aware of that. In that sense, it is still in his court in terms of utilizing the road. We did get an extension on the repairs. Now, we need to clarify exactly what has to be done. At this point, Dave has the option of doing a Notification of Timber Cut as a Wetlands permit under winter conditions which I believe he has moved on. Then we need to follow up with DES and Dave to figure out exactly what needs to be addressed on the road and who is going to do it. **SB:** Ok, so the goal is to get it down in written form where all parties will agree to what is being done by whom. **JB:** Yes, I need to go back to DES and clarify that. **KP:** I don't want to touch the old culverts. We'll just put the new ones in next to the old. **JB:** The drawback on removing the stone culverts is that with the permitting that is needed, and then Natural Resources and Heritage get involved as well on the state level which would complicate and slow down the whole process. **MD:** I would suggest that you get everything in writing. What is going to obligate him to finish what he started once he's gotten his logs and left? We are trying to coordinate everything but we need to stay on top of him. Our name shouldn't be on that DES letter. The reason we're involved is questionable. We do need to make sure that he completes the job properly and doesn't leave us hanging. **SB:** What are you implying? A bond? **MD:** I don't know but my concern is that our name is that letter and we don't want to be left holding the bag. Dave Buxton knew better when he got Kent's approval and he did it anyway. **AB:** we should probably have everyone come sit at the table to discuss. **KP:** The best time to do the work is in the summer. **TA Bingham** will make the recommendation that we have a face to face meeting with all parties.

MD: I submitted a request for payment to SPNF and haven't heard back anything about whether or not it was approved or paid. *Mike explained exactly what was submitted and when.* **JB:** I don't recall seeing anything about that. I will need another copy and I'll look into it.

Planning Commission discussion: The town office will do a little research on South West Planning Commission for informational purposes.

RFP for Statistical Update: Presented the draft form to the Board for review.

Highway: It's been quiet; tried the two shift plowing schedule which worked really well. School plowing is going well. **AB:** The parking lot looked great and was sanded well. **Generator: KP:** No protocol for checking our town generators. I showed Officer Maxwell how to do it and I will show Steve Brown as well. **SB:** Is there an hour meter on the generator? The fuel in the tank has hardly moved. **MD:** run time? **SB:** 1000 gallon tank; don't know but will find out.

Gary Zirpolo has requested some time. He will meet with the Board next week. Bob Todd, Forester will meet with the Board on January 20th.

Citizens' Open Forum

Jessie Salisbury, Mike Decubellis was in attendance

Committee on placement of war memorials:

LS: Scott Roper has volunteered to be part of that committee. I would like the board to officially support the recommendation of Scott Roper as the Chairman of that committee. Walter Holland would also like to be involved. The Heritage Commission should have involvement as well. Paul Martin would also be a good prospect. **Kate Thorndike** will post the request for volunteers on the website as well as in several public places in town.

Selectman Brown moved that the Board appoint Scott Roper as Chair to the War Memorial Site Committee. He will head up the development of the committee which will investigate the relocation of the memorials. **Selectman Byam** seconded the motion.

VOTE: Selectmen Strube, Brown and Byam voted in favor, and Chairman Strube declared the motion to have carried unanimously (3-0).

Old Business:

Job description and division of responsibilities for OIC position: JB: The job description has been reviewed by IPAA French and the board has his notes as well as a sample of a monthly reporting form to assist the Board with oversight. The Board and TA will put their comments on it and finalize it next week. **JB:** What would you like to do with

this one its final? **LS:** Let's get LGC to take a look. **JB:** I will talk with them re: and also ask them for another firm referral who specializes in this area.

Wetlands Permit for Pettingill Hill Rd: **JB:** I am struggling through this and I have asked Arnie to come in and go over these. I will come to the Board with some recommendations next week. Discussion continued on the proposals and options as well as additional areas of culvert concern in the town.

Non-public Session RSA 91-(E) LEGAL

Selectman Brown moved to go into a non-public session regarding reputation under the provisions of Non-public Session RSA 91-A: 3 II (e).

VOTE: Selectmen Strube, Brown and Byam voted in favor, and Chairman Strube declared the motion to have carried unanimously (3-0).

The Board then went into nonpublic session, as recorded separately, at 8:25 p.m. The Board returned to public session at 8:50 p.m. **Selectman Byam** moved to seal the minutes which was seconded by Selectman Brown.

VOTE: Selectmen Strube, Brown and Byam voted in favor, and Chairman Strube declared the motion to have carried unanimously (3-0).

The Board discussed the letter of settlement acceptance and made changes.

Selectman Brown moved that the Board of Selectmen after extensive review and deliberation accept the proposed settlement as delineated in the settlement document listed on *Docket # 08-E-0048*. **Selectman Byam** seconded the motion.

VOTE: Selectmen Strube, Brown and Byam voted in favor, and Chairman Strube declared the motion to have carried unanimously (3-0).

Non-public Session RSA 91-(a) PERSONNEL

Selectman Brown moved to go into a non-public session regarding reputation under the provisions of Non-public Session RSA 91-A: 3 II (e).

VOTE: Selectmen Strube, Brown and Byam voted in favor, and Chairman Strube declared the motion to have carried unanimously (3-0).

The Board then went into nonpublic session, as recorded separately, at 8:55 p.m. The Board returned to public session at 9:40 p.m.

VOTE: Selectmen Strube, Brown and Byam voted in favor, and Chairman Strube declared the motion to have carried unanimously (3-0).

Work session tomorrow night to review employee reviews.

ADJOURNMENT

All scheduled items having been addressed, Selectman Byam moved to adjourn; Selectman Brown seconded the motion.

VOTE: Chairman Strube called for a verbal vote on the motion. All members voted in favor.

Chairman Strube then declared the meeting to be adjourned at 9:50 p.m.

Date: January 6, 2010
Kate Thorndike, Recorder

Lorraine A. Strube, Chairman

Steven M. Brown

Arnold A. Byam, III

APPROVED BY THE BOARD OF SELECTMEN ON JANUARY 27, 2010