

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
May 19, 2010**

I. CALL TO ORDER

Chairman Brown called this meeting to order at 6:30 p.m. on Wednesday May 19, 2010, in the large meeting room in Citizens' Hall.

Those persons present were as follows:

Members

Present: Steve Brown, Arnie Byam & Donnie Sawin

Public

Present: Jessie Salisbury

Staff

Present: TA Jim Bingham, RA Perry

Media

Present: Nick Martin

Recorder: Kate Thorndike

I. Agenda Items

6:35 Meeting updates:

Planning Board

6:45 Appointment – OIC Kevin Maxwell – job description/recommended wage for temporary office manager position, reporting forms

7:15 Town Administrator Report:
Holden Engineering
Satellite Hwy Station
Carnival Hill walk schedule
Road Agent Report

7:30 Citizens' Open Forum

7:45 Non –public RSA 91-A:3 II (c) resident request

8:10 Old Business:

Carnival Hill –site visit report
Review Action Item list –progress update
Review of OIC Policies

8:30 New Business:

BOS meeting schedule for summer

8:55 Review & signing of warrants and documents

II. Adjournment 9:30

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Planning Board:

AB: Meeting with PB and Dwight on June 3rd. There is a lot line adjustment on the agenda tomorrow.

Update on some Selectman training seminars. DS: What about a Facebook account for the town which is a very effective and immediate communication tool?

Appointment: OIC Kevin Maxwell:

SB: The Board had a work session on the OIC Job description tying in some necessary Board policies.

KM: Overall equipment is good, organization is much better thanks to Jen Weston. Calls are up: 32 calls over a two week period. We're getting a little bit of everything.

-The OIC job description/role is a work in progress. It will be evolving over time.

-Board policies are pretty close to done. **ACTION...TA Bingham** will email them to Drescher and ask for a response by next week's meeting. **ACTION...He** will also get them to **OIC Maxwell** for his review and comments.

OIC Maxwell asked whether he should go to the Hillsborough County chiefs' monthly meeting. As the representative of our police Department, should I be attending for networking purposes?

-Mutual aid; Chief/law enforcement officer? **ACTION...TA Bingham** will look into the distinctions in regard to Mutual Aid with Attorney Drescher.

-**Job description for Admin. Asst:** **JB:** Kevin and Jen met and then he and I met and went over specific duties. *Handed out to Board.* The increase in responsibility and skill level warrants the hourly wage that was offered. Have her over the summer for more hours to get things set up and the patrolmen trained. We are looking at a three day/wk position for next year's budget. Right now Jen is working three days a week and Kay is working one day for approximately three to four hours a day. **SB:** Is there internal equity. Do we have a reasonable argument that it is appropriate pay for services? We held fast to a much lower rate with a prior applicant. I want to make sure we are paying close attention to where we are headed in terms of the budget. **JB:** Is this temporary and how do we justify it? **AB:** How many months do you think that you need to get things organized? **KM:** I think it will taper down within a couple of months and will become more auto pilot. **SB:** Jim, as a TA, do you think this rate is reasonable? **JB:** Yes, I do. She also has IT skills that are invaluable and offers extra support. **KM:** It will ultimately save the town money. **SB:** It seems to be effective now but we need to think on it more for 2011 and how we want to handle this moving forward. Let's make sure that we capture as much knowledge as we can. **DS:** We need to keep really close track of the numbers. **AB:** We still need to get a handle on number of hours and where the department really needs to be?

SB: Keep track of the systems that are being put into place so when we go to the Budget Committee let's make sure that we have some good defense for the position. I would like for **OIC Maxwell** to come up with a couple of thoughts of where we could recoup that money from within the PD so we don't penalize any other department. **DS:** We should meet with her some time. **JB:** Could the Board review the job description and finalize it at the next meeting? Yes.

Lengthy conversation on PD in general, OIC Maxwell's feedback and the Board's thoughts.

Town Administrator Report: JB:

-Holden Engineering: Spoke with Peter regarding the Board's concern on moving too quickly on the idea of Holden as the engineering firm of record. We still need to follow purchasing policy and will be soliciting some other quotes for the Johnson Corner hydraulic study. So, at this point the ball is in my court. I need to go get some more quotes.

-Satellite station for Hwy: Meeting with the owner of the parcel. Selling versus leasing and purchase would have to go to town vote. We touched on purchase price and he certainly wants more than what he paid for it. He is willing to sign a lease for a year. We should put together a lease contract and pass it by Attorney Drescher. **SB:** Obviously we can't purchase it. We would have to present a good case to the town. **KP:** It wouldn't be a hard sell. It is a large enough lot and could work for other departments. It is a perfect location. It is affordable and could work really well. **DS:** Lease with option? **JB:** Improvements made by the Highway department will increase the assessed value of the property and that needs to be looked at carefully. **KP:** If salt storage is an issue there, I don't have to put it there. **JB:** One year lease from June to June to test without a heavy commitment. **ACTION...**I will put something into writing.

-Carnival Hill walk: May 28th at 3pm. I am waiting on confirmation from Guy Skaife. I also sent an email to Greenfield to assure their Board that we were interested in continuing the perambulation of those boundaries.

Citizens' Open Forum

JS: Saturday June 12th: Open House at the old town hall for the Historical Society. Do you have the Historic District Commission yet? **JB:** Julie Zebuhr will represent the Planning Board, Larry Crosby will represent the Lyndeborough church and Scott Roper volunteered to serve.

Memorial Day: Lunch at 11:30 on Sunday at Citizens' Hall.

RM: Suburban has paid out to the town for the HazMat incident. I know that we don't have all of the town invoices in yet but once I get them to you, how quickly can we turn around payment? **JB:** Did the check come here? **RM:** Yes, I hand delivered it. **JB:** I will speak to Kay about it tomorrow, get it coded accordingly and make it part of our normal check writing for next week.

Road Agent Perry:

-The work on Johnson corner has begun. No problems everything is going smoothly.

-Signs: discussion on a few requests for new/changed signage in town including:

-New Road, Yield instead of Stop?

-Old Temple, Remove the Stop sign at RR tracks?

-Pettingill Hill, One way/Do Not Enter at a small stretch

by 239-019-000? **KP:** Mr. Fredette brought this up and I

agree with the idea. It would also eliminate the speeding issue from Pettingill Hill.

AB: Sight distance needs to be considered.

KP: I was also informed that I can take the “no salt” sign off that road because the dug wells are gone. I will ask all other homeowners to be sure. **ACTION...TA Bingham** will get more information for the Board on what is required by RSA to do road changes.

Non-public Session RSA 91-A: 3 II (c) Reputation

Selectman Byam moved to go into a non-public session regarding reputation under the provisions of Non-public Session RSA 91-A: 3 II (c). **Selectman Sawin** seconded the motion, so moved.

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

There was a brief discussion on the acceptance of town gifts/donations.

Old Business:

-**Carnival Hill –SB:** **ACTION...I** owe minutes on that work session and will do soon. Update on the Board’s site visit and discussion. Some forensic work is necessary. Meet with the Milford Board and ask what do we do next and what will it cost? What is the impact?

New Business:

DS: OIC Daily Log suggestion. **ACTION...TA Bingham** will give it to **OIC Maxwell** for comments and use. **Littering Policy: JB:** **ACTION...I** will write the policy up citing some of the RSAs. I would also like to contact a couple of other towns to see what their ordinance says. **DS:** In regard to the future littering policy, I would like the Board to consider investing in some wildlife cams that would pay for themselves very quickly with the fines levied on offenders. It would be a very effective deterrence. Once we have them we could use them for other uses. Need to get the night ones infrared...shop around and get a deal.

Kate Thorndike:

Boisvert Timber Report: The Board has a copy of the Report letter from Larry. I would like to ask the Board to make a decision on requiring Larry Boisvert to file Intents to Cut for his cordwood co-op. My opinion is that he shouldn’t be required to process this paperwork going forward as long as he is cutting less than 20 cords a year. *There was a discussion regarding the content of the letter and the follow up required.* **ACTION...Kate** will write Larry Boisvert and inform him of the Board’s decision.

Barn Preservation Easement: M/L 215-026-000

The Board will plan a site visit for 6-16-10 at 6:30.

Summer hours begin after Memorial Day and as of Sept. 1st regular meetings begin again.

Facebook discussion: Let's take a look at a Social Media Policy and then we can discuss again next week. The office will do some research with towns using Facebook.

ADJOURNMENT

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

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

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

Date: May 19, 2010
Kate Thorndike, Recorder

Steven M. Brown, Chairman

Arnold A. Byam, III

Donald R. Sawin