

**LYNDEBOROUGH BOARD OF SELECTMEN  
MEETING MINUTES  
September 22, 2010**

**I. CALL TO ORDER**

Chairman Brown called this meeting to order at 6:30 p.m. on Wednesday, September 22, 2010 in the large meeting room in Citizens' Hall.

Those persons present were as follows:

**Members**

**Present:** Steve Brown, Arnie Byam & Donnie Sawin

**Staff**

**Present:** Jim Bingham (Town Administrator), RA Perry, FC McQuade

**Public**

**Present:** Jessie Salisbury

**Media**

**Present:** Nick Martin

**Recorder:** Jim Bingham

**I. II. Agenda Items**

6:35 Meeting Updates – Planning Board (PB manuals)

6:50 Town Administrator Report:  
Holden Engineering – Hazard Mitigation Grants status  
Citizens Hall & Center Hall maintenance report  
French Road- DES, Class 6 roads & road bonds

7:15 Highway Dept. Report:  
RR crossing @ Gulf Rd.

**7:30 Citizens' Open Forum**

7:45 CIP/BOS joint meeting – Administration CIP submissions: PD Addition  
CRF for Center Hall  
CRF for vital records preservation

8:30 Old Business:  
PD Addition – functional requirements & space size finalized  
Emergency Operations Plan – ESF on Transportation-final review  
Town Property Sale – Center Road  
13 Grove Road – drainage issue

9:00 New Business:

9:20 Review & signing of warrants and documents

**Adjournment 9:30**

**Appointment with Chief McQuade:**

**RM:** Gear Inspection report showed some serious issues which is presented here for the Board's review. I have 30 members now and 3 explorers. After this weekend 98% of them will be air pack certified meaning they can be a structural firefighter. Without safe gear, we are opening ourselves up to significant liability. I would like to hold any additional FD spending as well as pull back the dry hydrant work to see if we could get 2 or 3 sets bought this year as well as a warrant to purchase 7-10 more sets which will eliminate all of the old/failed equipment. **TA Bingham:** I can provide budget information for you tomorrow.

**RM:** What I really want to get away from is having any personal gear at the station, again for liability reasons. I don't know if there is money available in the budgets to get it done this year instead of doing a Warrant. **TA Bingham:** We will schedule you first thing at next week's meeting.

**OLD BUSINESS:**

**Town Property Sale:** **SB:** It was brought to my attention that the Board has not formally authorized realtor involvement with this property.

**Selectman Brown** moved to explore the possibilities associated with selling the Center Road property as well as authorize TA Bingham to bring in a realtor to get a market analysis. **Selectman Byam** 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).

**SB:** Let's try and get this information back to the Board for next week's meeting. Discussion followed on the process and schedule for accomplishing the sale.

*William Beard and Caroline Crooker were in attendance.*

**Caroline Crooker:** Would it have to be a cash sale since there is no septic system? I don't think a bank will approve a loan with no septic system. **AB:** We don't have a lot of information on the septic. We haven't sold anything in a long time. **CC:** Do you know how you do the bidding? **AB:** Usually, it is the highest bid.

*Discussion followed re: septic issues, liens, etc.*

**CC:** Can we find out if there are any other liens on the property? **DS:** You can find that out at the Registry.

**13 Grove Road – drainage issue: TA Bingham:**

Letter from Attorney Little is in the Board's packet. I spoke with Ms. Woods about exactly what the town is going to do and when it's going to happen. She has a new contractor and he is going to meet with **RA Perry** tomorrow to discuss options.

**Meeting updates: Planning Board: Manuals AB:** Pauline has gotten in touch with Kate and they're going to revisit what's in the books. **SB:** Let's call it done.

**Town Administrator Report: TA Bingham**

**Holden Engineering – Hazard Mitigation Grants status: TA Bingham** updated the board on how the office was going to work with Holden to get these grants finalized and submitted on time. Thursday, September 30<sup>th</sup> is the deadline.

**Citizens Hall & Center Hall maintenance report:** Center Hall furnace wasn't working but Bragdon fixed it and we topped off the oil. I have scheduled Monadnock to get in there to look at the emergency lights. **Citizens' Hall:** I'm still trying to connect with Mark Weissflog who said he was going to get a factory technician in for the generator as well. We still have issues of equipment loss and before we invest in anything else we need to get this resolved. **SB:** Do we need to go to a Plan B here? Mark has always treated this town very well and we're grateful but we also have a responsibility to protect everything we've got in this building. **JB:** I know Mark's intent was to get over here so I'd like to give him a couple more days to solidify. It's not resolved. He said he'd get in here and then we can discuss Plan B if necessary. **SB:** Mike Decubellis offered an electric monitor to take some readings. PSNH does that as well. **TA Bingham: ACTION...**I will call PSNH tomorrow.

**French Road- DES, Class 6 roads & road bonds:**

**JB:** I called Emily Lucas to ask for status. She volunteered to contact the Buxtons directly re: a few last issues that will close the file. There was continued discussion on this road and Collins road as well with similar challenges. Bonding is important for these cases.

**Highway Dept. Report: RR crossing @ Gulf Rd.**

**RA Perry:** Crossing is finished within budget. We grounded stumps on Mountain Road. Guard rail quotes are coming in. \$22,200.00 is the price I've got so far. I have the funds from savings that were made working on the road. Now is the time to do it.

**Citizens' Open Forum**

*Linda and Don Anderson, Carylyn McEntee, Lynn Briggs Jessie Salisbury and Walter Holland were in attendance*

**Linda Anderson** asked whether or not the Board had made a decision on the status of the Police cruiser/On call. **Selectman Brown** told her that the BOS was going to review data and would put it back on the agenda for 10-13-10.

**CIP/BOS joint meeting – Administration CIP submissions: PD Addition**  
**-CRF for Center Hall**  
**-CRF for vital records preservation**

*CIP Minutes as recorded by Pauline Ball to follow.*

**Capital Improvement Plan 2010-2016**  
**September 22, 2010**  
**Joint meeting**

**MEMBERS PRESENT:** Burton Reynolds, Mary Alice Fullerton, Jim Button, Bob Lewis, Pauline Ball, Karen Grybko, Bill Ball and Alternate Mike Decubellis

**BOARD OF SELECTMEN:** Chair Steve Brown, Arnie Byam and Don Sawin

**TOWN ADMINISTRATOR:** Jim Bingham

Meeting began at 7:35 p.m.

**(1) Rehabilitation of Center Hall- reinforce support structure of building, new roof & other improvements.....Estimated cost \$138,000**

Jim Bingham explained that historic Center Hall was in need of major repairs to the basic structure as well as repairs and/or replacement of the windows, roof, insulation, etc. Their goal is to start a CIP fund and budget money each year toward major rehabilitation in 2016. The Historic Commission is also looking at the State Preservation Office and other offices who provide matching funds to towns that are trying to rehabilitate historic buildings, i.e. the NH Division of Historic Resources have several grant programs for brick and mortar rehabilitation and their funding is a 60/40 ratio with the town picking up 40% of the funds which includes hard cash and soft funds (donated time or professional skills.)

Steve Brown asked when the roof was replaced and was told that it was replaced about 4-5 years ago. Referring to the capital costs of \$2,000 (planning costs) & \$12,000 (architecture & engineering fees) on the worksheet, S. Brown asked if there was any recent data that showed the total amount of work that needed to be done as well as any assessment to how much it would cost to make the building whole. J. Bingham said that the data is old and the overview of the building's condition was not a formal inspection. He added that they are looking toward a more formal action plan.

Burton Reynolds asked if the estimated cost on the worksheet was part of the 40% ratio or 100% of the cost. J. Bingham responded that the figures presented were only place holders at this point.

Karen Grybko commented that there were a few items that needed repair before 2016; some of the windowpanes have fallen out and there is rotting of the floor in the kitchen and hallway. She suggested that some of the items of concern should be considered as maintenance issues and not lumped into one capital expense.

B. Ball asked if Center Hall was a registered historic building. J. Bingham replied yes and that it was also in the local historic district. B. Ball said that a professional engineer will be required to inspect the building which would be costly and he asked if the town was in a position to appropriate that kind of funding at this time. J. Bingham replied that he did not know but it's the

reason why the historic commission and the meeting house committee will be determining what repairs are needed and looking into programs for other funding. B. Ball thought it was important to determine a timeline because some of the repairs should be done as quickly as possible.

S. Brown agreed and said that some of the repairs cannot wait until 2016 because some of these issues can become a safety hazard and should be considered through the operating budget. He questioned

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where this project ranked in the list of town priorities. He added that he did not know the feeling of the town as to how much should be invested in Center Hall. B. Reynolds replied that it might depend on the type of uses that are foreseen for the future of the building. He added that unless they have a good cost analysis, it will be difficult to receive any guidance from the residents.

K. Grybko commented that Center Hall is the town's gathering place and many people want it maintained. If the building is only used in November and March for voting purposes and will not be used in the winter, it may not need to be insulated. S. Brown questioned whether it would be used more if the building was insulated.

Bob Lewis asked if there was a maintenance fund in place for Center Hall. J. Bingham thought that there was a building/maintenance fund and it held about \$4000. B. Lewis responded that the amount would be enough to fix some windows and repair a hole in the floor. J. Bingham stated that if the town wanted to keep the historic significance of Center Hall, the windows would have to be restored by hand which is time consuming and costly. This is the type of work that can be paid for through the preservation organizations.

M. Alice suggested putting this issue into the CIP and therefore brings it forward to the voters for a discussion in March. B. Reynolds replied that either an assessment was the first thing needed or a warrant article for a determined amount for one item.

Mike Decubellis asked who was empowered to maintain the building in case a window falls out. S. Brown said that it's within the town administrator's purview to authorize that type of maintenance but if it is more of a project there is a more structured approach to solving the issue. J. Bingham said that with old buildings, there is a lead paint issue, and certain EPA and OSHA containment regulations have to be followed; therefore it becomes a must more involved process with work being done by qualified contractors. The question remains the same .....how do we tackle the bigger issue of the building as a whole?

S. Brown stated that Center Hall is an old historic building and it is an investment to "do it right" but there is a cost associated with maintaining it. He suggested a long term plan which considers the total plan, its affordability and a phase approach, such as, fixing the foundation, etc.

Don Sawin commented that the town recently voted to make the Old Center a historic district; therefore there is an obligation to maintain the structures. He also mentioned that Andy Roeper has developed a comprehensive plan to maintain all the old buildings, unfortunately it is not completed but it may be enough for a discussion.

At this time, B. Reynolds asked if some dollar amount should be put into the CIP or wait for the March town meeting for a discussion on this issue. S. Brown suggested a warrant article for a study to be presented at the March meeting.

K. Grybko said that the maintenance items that needed to be completed should be put into the maintenance budget.

In finalizing the discussion, J. Bingham said that Center Hall did not need to be brought back to the 17<sup>th</sup> century but it means keeping the historic look or façade and not modernizing the building. There are certain ways of doing it and there are other moneys to help to do it.

K. Grybko suggested seeing a cost comparison between the historical way and the energy efficient way.

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**(2) Police Department addition onto Citizen's Hall.....Estimated cost \$310,000**

Arnie Byam commented that if you went by the Space Needs Committee, the police department addition would go first in the list of priorities.

S. Brown said that, in March, the town approved \$5000 to have a study done to determine if a police department addition to Citizen's Hall was feasible. He said that they have had some discussions with architects who have come up with different concepts on how they can integrate some of the basic functional elements into Citizens Hall. A garage is needed to protect police vehicles in the winter and alleviate slow response times. They are also considering whether to put up a shell and build later.

S. Brown said that they are in the process of taking all the information and coming up with a "bid to spec" list will be sent out to contractors. This will allow the Board of Selectmen to present a plan with its options to the voters at town meeting. The Board and the space needs committee, when making a decision, will be taking into consideration the poor economy, the town's priorities and affordability of the project.

B. Reynolds asked how immediate the need for an addition was, since its immediacy determines the amount of the bond.

K. Grybko asked whether the site would allow an addition because of the possible ledge problem.

S. Brown responded that the building would be constructed on a slab; it will not have a basement.

K. Grybko said that the cost amount discussed last year was about \$150,000 with furnishings closer to \$200,000 and this year it is estimated at about \$310,000.

B. Ball asked if the structure would be an addition to Citizen's Hall or a stand alone. S. Brown answered that it would be an addition. B. Ball said that in his mind, he pictured a three stall garage; stick built with a 12 pitch roof with a full dormer on the back for office space. K. Grybko mentioned that an interview room would be needed downstairs, as well as an evidence room.

B. Reynolds reminded everyone that the town presently has an agreement with the Wilton Police Department which allows evidence to be stored in their police station. It should be determined if this could be a long term arrangement or not and funds should be appropriated for use of the space.

S. Brown said that if for some reason, this project is not acceptable to the voters; a temporary structure may have to be considered to find the protection needed for the vehicles. B. Ball replied that a garage shell is not that expensive to construct.

S. Brown asked J. Bingham if the \$310,000 was a place holder for the CIP. J. Bingham responded that, after all the discussions, the final cost was about \$175 per square foot.

K. Grybko asked whether the present space for the police department was to be incorporated into the addition. S. Brown said that right now there wasn't any firm decision.

Because there were still so many unknowns concerning this project, B. Reynolds suggested a bond run for the proposed cost of \$310,000 so that it a number could be included on the CIP spreadsheet.

S. Brown said that a time line for requesting bids from contractors should go out in October and bids returned by November.

K. Grybko questioned why a full time police station was needed for a part time police department.

A. Byam responded that the town has a big investment in police equipment.

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**(3) Preservation of Town Vital Records.....Estimated cost \$30,000**

J. Bingham said that, according to RSA 41:58 and 41:59, the Town Clerk is responsible for the safe keeping of all town records and the Board of Selectmen are equally responsible to see that all town books of record are properly bound and preserved.

The town was able to acquire some seed money from a State grant last year to begin the process and it is their intention to spend up to \$5000 to repair about twelve books this year. He said that there are a variety of preservation techniques to de-acidify the paper so it will not crumble as well as ways to bind books, preserve pages. If left to their own device, the books will disintegrate. A preservation company in Browns River, Vermont has been contacted for this project. Two options have been proposed to fund this project....one option is an operational budget item in order to repair a few volumes at a time; the other option is starting a CIP fund and getting all the records done at one time.

Because of the high cost for preservation, J. Button questioned whether there was a need to preserve records on original paper, if the technique was so sensitive that the pages could not be touched. He did understand the need to preserve records so that they are not lost. B. Ball suggested putting the material on microfilm so that it is easily reviewed when needed and it would take up less space.

S. Brown understood that the town clerk is responsible for the safe keeping of all vital records for future access but did not know if it was better to keep it on paper or microfiche because of the cost.

J. Bingham read the following from RSA 41:59 (Care and Preservation): ***"The Selectmen shall enforce all books and public records belonging to the town to be well and strongly bound and all papers and documents to be filed and arranged in an orderly manner convenient for reference and examination and shall provide suitable fire proof safes or other means for their care and preservation; all at the expense of the town."***

J. Bingham said that vital records were records that are very often researched, such as marriages, deaths, births and deeds of property.

K. Grybko suggested putting \$30,000 into the CIP as a place holder for a project due date of 2016 or 2018.

B. Reynolds agreed that the \$30,000 could be fit into the CIP plan but he thought more research was needed and recommended coming up with a plan to determine how many volumes are affected, the cost to repair each volume and whether the funds should be included in the clerk's operating budget. It was also suggested that a fireproof file cabinet for the town clerk's office should be considered.

The meeting adjourned at 9: 25 p.m. The next meeting will be held on Wednesday, September 29<sup>th</sup> at 7:30 p.m. in the Library.

Pauline Ball

*The Board of Selectmen resumed their meeting...*

**Old Business:**

**Emergency Operations Plan – ESF on Transportation**

*The Board discussed the ESF on Transportation.*

**Selectman Byam** brought up the idea of adjusting the BOS schedule in order to address immediate work obligations that are not getting done as efficiently as possible. **Selectman Brown:** We need to make sure that we're sensitive to the needs of the community and be sure they have access to the Board. The Board decided to return to the summer BOS schedule of every other Work Session only meetings.

**SB:** It was brought to our attention that the town used to employ a minute taker which freed up the office to work on other responsibilities. The question is; does it make sense to do that again given the current workload. We have tried to do it internally as a cost saving mechanism but in truth it is pulling time out of office activities that are probably better spent by that office person. It is more money but it is the right expenditure of money and would free up Kate to do other things. **JB:** Absolutely, if I'm freed up then I can take on more things that will also free the Board up. The other point is that we could most likely get a minute taker for less money than we are currently paying Kate. To be honest, the workload demands have increased. We also have a much better feel for what is going on in our land use area because Kate is full time and is handling that. We would also see her taking more active responsibility in the Building Department as well because Dick Howe doesn't deal with the paperwork. Presently, she puts in as much time as she can free up.

**BOARD OF SELECTMEN'S WORK SESSION**

The Board reviewed documents pertaining to the operation of the Town, approving various items as listed below.

**III. ADJOURNMENT**

All scheduled items having been addressed, Selectman Brown 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 11:00 p.m.

Date: September 22, 2010  
Jim Bingham, Recorder

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Steven M. Brown, Chairman

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Arnold A. Byam, III

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Donald R. Sawin