

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
March 23, 2011**

I. CALL TO ORDER

Chairman Byam called this meeting to order at 6:30 p.m. on Wednesday, March 23, 2011 in the large meeting room in Citizens' Hall.

Those persons present were as follows:

Members

Present: Arnie Byam, Donnie Sawin & Kevin Boette

Staff

Present: Jim Bingham, Town Administrator, Road Agent Perry

Public

Present: Don Anderson

Media

Present: Jessie Salisbury

Recorder: Kate Thorndike

I. Agenda Items

6:35 – Approval/Correction of Minutes as needed

6:40 – Administrator's Report

Recycling contract w/ Wilton

Ambulance contract with Wilton

2011 audit

BOS/HDC combined meeting

7:00 – Old Business:

Hot water heater

Role of EMD and building access

1645 Center Road

ZBA, Conservation Commission, HDC – selectman's rep needed

7:30 - Citizens' Open Forum

7:45 – Non-Public session RSA 91-A: 3II (a) Employment Contract

8:30 –New Business

9:00 - Review & signing of warrant, minutes and documents

II. Adjournment 9:30

LYNDEBOROUGH BOARD OF SELECTMEN Meeting Minutes
March 23, 2011

Karen Grybko: Center Hall stage curtain will be replaced with fire retardant material. Chris Koutroubas is going to sew it and will be done by Community Day. The hardware is still good but the ropes will need to be replaced. **ACTION...Town Administrator Bingham** will place the fire code sheet that Karen presented in Chief McQuade's box.

Town Administrator Report:

-Some minutes are not complete and will be updated by Jim Bingham.

-The Board is interested in purchasing one or two portable defibrillators for the two town halls. The office will research grants for that AED and **ACTION...TA Bingham** will speak with Steve Brown, Emergency Management Director and ask FC McQuade to come speak with the Board about his recommendation and possible funding ideas.

-Recycling/Ambulance contract w/ Wilton: **Town Administrator Bingham:** They were signed but I've held on to them due to some discussion last week. The Board approved the contracts and they will be mailed out.

-2010 Audit: **Town Administrator Bingham:** We are scheduled for the week of May 16th and letters will be going out shortly.

-BOS/HDC: Joint meeting the third week of May to review the building and begin dialogue and planning.

-Training: PSNH Fires and Wires will take place upstairs at Citizens' Hall for 28 people all of the firefighters, Part-time Police Officer Gary Potter, Road Agent Perry and Steve Vergato will all attend. Some Wilton PD may attend and Greenfield FD hasn't responded yet. **ACTION...Selectman Sawin** will find out how many from Wilton will be in attendance and let **Town Administrator Bingham** know.

Old Business:

-Hot water heater is all set. There is a new tank and electric has been converted.

-1645 Center Road: This has been on hold for quite some time. I haven't heard from the interested buyer in quite some time. The Board does have a spreadsheet showing mostly what was owed in back taxes and interest which is about \$15,000 and does not include any administrative costs. I'm looking for a decision from the Board on how to proceed with this property. **Selectman Boette:** I think we should demo the house prior to sale. In addition, the garage would be a useful storage opportunity. The town park idea is a good one; nice place to launch a canoe and have a picnic. **Chief McQuade** will be consulted on the idea of a training burn. **ACTION...RA Perry** will check out the building to determine the cleanup requirements and report back to the Board.

Selectman Sawin moved that the Board of Selectmen will hold onto 1645 Center Road for one full year and will revisit a potential sale at that time. **Selectman Boette** seconded the motion, so moved.

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

-Selectman Boette: Chief McQuade just texted to inform me that Engine Number 5 needed some work this week at a cost of \$300.00.

-Liaisons for committees: ZBA: **Chairman Byam**, Conservation: **Selectman Sawin**, HDC: **Selectman Boette**. **ACTION...TA Bingham** will check into voting status for the Selectmen's Rep on each board and report back.

Chairman Byam asked **Town Administrator Bingham** if he had received a letter from the Planning Board re: the driveway problem on Route 31. **TA Bingham** said no. **Chairman Byam:** We have asked the Planning Board to put into writing any kind of issue/enforcement request they have and I will **ACTION...**send her an email tomorrow.

-Role of the Emergency Mgmt Director and Access:

Town Administrator Bingham: Steve handed in one key that gives access to my office and the secured files. He will hold onto his other key and maintain alarm access for EMD purposes. Does the Fire Station make better sense for the EOC? **Chairman Byam:** Let's talk with Steve and discuss possible change of location.

Chairman Byam asked **Road Agent Perry** to keep the Board updated on a regular basis on repairs, purchases, etc. **RA Perry:** In town repairs of culverts are the focus this year with some paving as well. The next time I'm in with the truck I'll get the office scanner set up on the Highway channel so the office knows what's happening out on the street. **Chairman Byam:** An index card with the channels printed out for each department would be helpful.

Selectman Boette: There is an old culvert collapsed on French Road. I received a call from a concerned resident about how that repair will be handled. The town has limited available hours and resources. Should we require the logger to do the repairs? **Chairman Byam:** Those roads are not designed for tri-axle trucks. *A brief discussion of a potential reclassification of French Road followed and a Class VI Road Policy.* **ACTION...TA Bingham** will forward a draft version of that policy to the Board.

Citizens' Open Forum

Mike Decubellis was in attendance

Jessie Salisbury asked to have the names written out in the minutes for historical reasons and also for the ease of reading and identification.

Jessie Salisbury: Inquiry from someone wanted to go into the purgatory lower falls area with a metal detector. ConCom has no policy so we are going to sit down and come up with a policy.

She will mention it to Scott to put on the HDC agenda. The Board would like to see one town-wide policy.

Don Anderson was in attendance and mentioned the following concerns:

-He agreed with Jessie that the names should not be abbreviated in the minutes.

Kate Thorndike acknowledged the issue and agreed to spell out names to improve the clarity of the minutes

-Timeliness of the posting of minutes on the website

Kate Thorndike discussed the approval and posting process and explained that the minutes were always available in the town office in "draft" form. They don't typically get uploaded to the website until they've been signed and approved by the Board of Selectmen. However, she would be happy to email out any copies of "draft" minutes that he or any other resident requests. Don Anderson agreed to email Kate Thorndike a request for all the minutes he's looking for.

-Approval process of the minutes

-Budget Committee minutes missing from the website

-Question about the content of the March 2nd minutes. There appears to be some kind of mistake that was made. The Board will look into it.

It was discovered that there was an error made (duplication of information) involving two sets of minutes. They will be redone and resigned. There was a follow up conversation re: improving the overall approval and posting process.

Non-public Session RSA 91-A: 3 II (a) *Employment Contract*

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

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

The Board then went into nonpublic session, as recorded separately, at 8:23 p.m. The Board returned to public session at 8:46 p.m.

Selectman Boette: I reviewed the IT information that was sent out and the vendor's recommendations are right. It is important that the town have something like this in place. What about the budget? Do we have the funds? Where is the firm located and where will the technicians be traveling from? **ACTION...TA Bingham** will put this on the agenda for either next week or the following and bring in the budgeting information at that time. Social Media site?

The French Road issue turned into a discussion which included: the suggestion of involving ConCom in the forestry oversight process as well as charging them with the task of putting together documents to support/manage logging activities and also the possibility of creating a Forestry committee. **ACTION...Selectman Boette** will follow up with Mike Decubellis and ask the ConCom to submit something to the BOS by June 1st. The issue of potential repairs to French Road was discussed which continued the idea of reclassification of the road to an

Emergency Lane. ACTION...**Town Administrator Bingham** will contact **Chief McQuade** to establish some justification for that reclassification on the basis of emergency/rescue access to the backside of the mountain and abutting towns.

Selectman Sawin moved to schedule a public Hearing on designating French Road from the Class V section to the town line as an Emergency Lane. **Selectman Boette** seconded the motion, so moved.

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

Selectman Sawin: ACTION...I will call LGC to check into the posting requirements.

III. ADJOURNMENT

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

VOTE: Chairman Byam called for a verbal vote on the motion. All members voted in favor. Chairman Byam then declared the meeting to be adjourned at 9:30 pm.

Date: March 23, 2011
Kate Thorndike, Recorder

Arnold A. Byam, III,
Chairman

Donald R. Sawin

Kevin J. Boette

APPROVED BY THE BOARD OF SELECTMEN ON MARCH 30, 2011