

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
November 30, 2011**

Members Present: Chairman Arnie Byam, Donnie Sawin & Kevin Boette

Staff Present: Town Administrator Burton Reynolds, Administrative Asst. Kate Thorndike and Road Agent Kent Perry

Public Present:

Media Present:

Recorder: Pauline Ball

The meeting began at 6:30 with the Selectmen reviewing necessary documents that required their signatures. **Selectman Boette** questioned why several properties were being charged penalties for land use changes. **Kate Thorndike** explained that after the 2006 remapping, one property (Hymowitz & DeSalvo) lost two acres and was disqualified from the 10 acre minimum under Current Use regulations. She said that penalty is based on the property's removal from the Current Use status. **Selectman Boette** responded that this change is because of remapping and not because the property owner made a change. **Selectman Byam** asked who had the burden of proof; the land owner or the town and what is indicated in the deed as to the size of the property. **Kate Thorndike** replied that it's the land owner's burden; but the deed indicates that the size of the lot is 8, 9 or 10 acres more or less. **Selectman Boette** asked whether this property should be assessed a penalty or just taken out of Current Use. The Board agreed that this change was not the fault of the property owner; therefore it should lose its Current Use status but not be assessed a penalty. A notification of this change should be sent to the land owner and if dissatisfied with the decision, an updated survey plan of the property can be submitted to the town for a review.

Chairman Byam made a motion that (Lot 232-051) Janice Hymowitz & Dominic DeSalvo's property should not be assessed a penalty but changed from Current Use status to regular tax rate status.

Kate Thorndike questioned the nine (9) acre Hadley property which initially qualified under the agricultural exemption because of their maple sugaring business but is no longer operational. **Selectman Sawin** replied that various changes have been made to the property that's not agricultural related. **Selectman Boette** responded that if the land owner is not maple sugaring, it should be removed from Current Use. **Chairman Byam** thought that the Board should determine what is being done on the property before making a decision. **Selectman Sawin** asked if there was a minimum of production needed to qualify for the agricultural exemption. **Kate Thorndike** replied that they need to bring in revenue of \$2500 or more to qualify. **Selectman Boette** responded that proof

of revenue from the business must be submitted to the office. **Selectman Sawin** agreed that the land owner should submit that documentation before any action by the Board is taken.

P. Ball asked for a second on **Chairman Byam's** motion. **Selectman Sawin** seconded the motion and the **VOTE** was unanimous.

Before going on to another item, **Selectman Boette** noted that in the town assessor's report, it stated that the Hadley property no longer qualified for Current Use and was assessed a penalty. **Kate Thorndike** replied that the report stated the same for the Hymowicz property and it was based on the properties being less than ten (10) acres.

On an unrelated issue, **Selectman Boette** asked if Brendan Philbrick had picked up his documentation copies that he requested earlier in the month. **TA Reynolds** replied that Mr. Philbrick reimbursed the copying expense and picked up the data that he requested.

Appointments:

7:00 p.m. Kent Perry – Highway Department Budget

Before addressing the Highway department budget, **TA Reynolds** told the Board that he reviewed the Library and the Cemetery budgets and there were only minor changes. He did not think it was necessary to go over them again at this time.

Referring to the Highway Department budget, **TA Reynolds** said that it was to be the most challenging budgets this year. He explained that the amount of the block grant is still unknown but he thought that it would amount to approx. \$70,000 - \$80,000. He then discussed how it will be divided into three sections:

- (1) Paving.....will require funds from the operating budget and the block grant
- (2) Backhoe loader payment
- (3) Center Road Project.....work on section from Center Road down to Dutton Road to be completed by the highway crew.....proposed cost \$17,000.

RA Perry said that the Center Road culvert work will be done in the next project after receiving property owner's permission and acquiring permits.

TA Reynolds continued with his review of the highway budget, saying that the 2011 operating budget less the block grant totaled \$434,000. The 2012 operating budget less the block grant totals \$473,000, an increase of \$39,000.

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TA Reynolds gave the break down for the \$39,000:

Paving Plan.....	\$25,000
Increase in the cost of fuel.....	\$10,000
Miscellaneous.....	\$ 4,000

TA Reynolds and the Board reviewed the following items in the proposed Highway budget:

- **Wages – Part time -----**Hiring one new employee as a replacement during summer vacations (6 wks x 40 hours) and as a driver for winter plowing (approx. 300 hours = \$3600)
Flagging cost..... 40 hours for 3 weeks = \$1440
Care of the grounds.....additional expense

TA Reynolds, at this time, mentioned that in years past, the highway department has gone over in the operating budget and has been saved by using the funds from the block grant which should not be used for that purpose. The block grant should be used for road projects such as the Center Road project mentioned earlier. The Board agreed.

- **Overtime -----**This item will remain the same since it is always driven by the amount of snow removal required in any one year.
- **Training and mileage-----** Four (4) employees can attend one T –square training program at a cost of approx. \$60 each plus estimated mileage.....\$655
- **Dues & Association Fees.....**\$45
- **Uniform & Safety----**Vests to be purchased as well as a \$150 allowance toward steeled toed boots for each highway employee

Selectman Boette questioned the allowance amount and suggested researching vendors for price differences. **TA Reynolds** told the Board that information on types of boots and their cost will be provided by Phil St. Cyr when he attends a safety meeting.

- **Radios.....**(2 narrow band radios at \$300 each).....\$600

RA Perry said that they will be getting two new narrow band radios purchased from Wright Communications.

TA Reynolds continued to discuss building expenses with the following breakdown:

Highway Dept. Building Expenses.....	totaling \$16,345
Telephone.....	\$850
Electricity.....	\$3300

Heating fuel (propane) at \$2.29 per gallon.....\$6000

Selectman Boette mentioned that there are energy efficiency grants available which would be helpful in decreasing the cost of heating fuel by adding insulation to an unheated building. The Board agreed that this type of project should be considered for the town barn in the next year’s budget.

Building maintenance.....\$2535 + \$160 for fire extinguishers

TA Reynolds said that they are not finished finalizing this item. He said that Wally Holt recently replaced and primed some of the wood edging along the highway barn roof. **RA Perry** explained that there’s a rubber membrane on the roof and it has split and separated because of the rotted wood edging. They are waiting for an estimate on the material cost. The work will be done by the highway crew. **RA Perry** also mentioned one new project; the installation of a catch basin to divert water from the crushed rock pile.

Selectman Byam asked if all town buildings were on a fire extinguisher program. **TA Reynolds** explained that they have changed vendors because of the cost and he would explain later in the meeting. He asked about the fire extinguishers in the fire department. **Selectman Byam** replied that each truck has a fire extinguisher and can be used, if needed. They send them out to be inspected and refilled.

- **Vehicles and Associated Equipment Associated Cost**

Equipment sent out for maintenance.....\$15,000

TA Reynolds said that this item has increase from \$10,000 and the present year to date cost is \$16,000. This is a result of not being able to do repairs in-house because of new technology. He noted that in-house repairs are decreasing from \$16,000 in 2010 to \$14,000 in 2011 to \$11,000 for 2012.

Tires (regular)...down from \$6500.....\$2500
Chains, plow blades, edgers.....same, no changes
Fuel (10,000 gallons)..... price varies

TA Reynolds explained that they can get fuel at the State Highway shed and the cost will be \$3.27 per gallon (diesel). It will be \$3.70 on average if purchased for the tanks at the Hwy shed. Considering the amount of fuel needed to travel to the Highway shed, the Board did not think it made economical sense to purchase fuel at that location; rather they could use it as Plan B, if necessary. **TA Reynolds** said that they should focus on the best price delivered to us and check with other vendors from time to time. He added that vendors look at three factors in pricing: location of the fuel depot and cost to deliver; amount to be purchased each year and the size of the tank to be filled.

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- **Bridge Maintenance supplies**.....\$500

TA Reynolds explained that this was a new line item which addresses required coating applications on the bridges to help extend the life of the structure. This fund is only for supplies because the highway department already has a sprayer. These applications will only be needed every other year.

Welding supplies (steel rods, glass bottles).....	\$600
Tools.....	\$2500
Culverts.....	\$5000
Signs.....	\$2000
Sand (1/4 normal amount).....	\$5000

TA Reynolds said that the highway department has been getting free sand from a residence on Old Temple Road and have accumulated about one-half of the next year’s supply. He added that there is more sand left to pick up at that location; this would increase next year’s supply to about three-quarters. **Selectman Boette** also mentioned the possibility of acquiring a new location on Schoolhouse Road, if a warrant article passes in March.

Salt (5-yr average use)..... 715 tons at \$51.07 per ton.....	\$43,665
Gravel.....funds for the Center Rd. project will come from the block grant	
Calcium (new line item).....	\$2500

TA Reynolds said that the calcium product will be purchased and mixed with water; the highway crew will try this application on Cemetery and Salisbury Roads.

Line striping (new line item).....	\$1535
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RA Perry commented that most towns are now only striping a single yellow line down the center of the road instead of the double yellow line. **TA Reynolds** added that this would only be applied to arterial roads, such as Center Road and the Turnpike.

- **Equipment Rentals and Contracted Services**.....\$10,900

TA Reynolds explained this line item incorporates various rentals and services used during the year. One new service will be used to remove as many trees as possible in one day for the cost of \$1400. Other rentals include a roller when grading the roads in the spring, a screener for sand, a mower/brush cutter and a compactor. **Selectman Boette** mentioned again that they should look into purchasing a small used compactor rather than rent one. **TA Reynolds and RA Perry** agreed and they are looking.

TA Reynolds said that he has added another new line item for guardrails with \$3000 in funding so that eventually sections can be installed.

- **Paving**

Ending this review, **TA Reynolds** stated that in order to meet the requirements of the paving plan, it will require an increase in the paving budget from \$65,000 to \$90,000.

7:30 Citizens Forum

No one from the public was present.

Old Business:

Emergency Operation Plan

TA Reynolds asked Board to sign the completed Emergency Operation Plan.

Center Hall Picture

TA Reynolds said that Karen Grybko had an old group picture taken at Center Hall reframed and placed on an acid background along with new glass to protect it from ultraviolet light. Because there are funds in the encumbered Center Hall account, the Board agreed that she should be reimbursed the cost of \$110. **TA Reynolds** said that an extra copy of the photograph was made as well as digital copies. He also mentioned to Scott Roper that any important photographs being considered for hanging on the second floor of Citizens Hall should be given to K. Grybko so that she can get a quote on acid backing and new glass.

Emergency Management Container

Because he was unfamiliar with this type of container, **TA Reynolds** asked the Board to handle the acquisition of this item. **Selectman Byam** voiced concern that they did not have enough funds to purchase a new container at a cost of \$3500. **Selectman Boette** said a used container that was wind & water tested would be satisfactory and he had found one on E-Bay for about \$2600 but the delivery cost would be expensive.

Selectman Byam asked if the price of a new container included delivery. **Selectman Boette** replied that there is an additional fee of \$200 for delivery. **TA Reynolds** was told that they could find this item for less cost if they checked around; one place to look was Sizemore's. **Selectman Sawin** also suggested checking out William Scott's.

New Business:

Fire Extinguisher Vendor

TA Reynolds said that they have decided to change vendors and they will go with All State Fire Equipment. The representative checked all the buildings to see what was

needed, so everything is all set and ready to proceed. He will send a letter to Simplex notifying them to stop their service.

Building Department Permit Fees

TA Reynolds said that Building Inspector Peter Hopkins has recommended a change in the building permit fees. He has submitted a schedule which is used by all the towns that he represents. The building department's present permit shows a \$150 fee for up to 1000 sq. ft. His schedule shows \$.25 a square foot. For an example, other permit fees such as plumbing would be increased to \$50 instead of \$30. **TA Reynolds** stated that the present fee schedule was last changed in 2006. The Board was amenable to increasing the fees, and a public hearing will be scheduled for December and the increases will become effective in January 2012.

Highway Mutual Aid Agreement

TA Reynolds explained that an amendment was made to the plan last May but the paperwork was never signed and returned. He said that Kate Thorndike printed out a new inventory form to be completed with updated information. He asked **Selectman Byam** as chairman to sign the documentation.

Signature Stamp

TA Reynolds asked the Board if they would be interested in purchasing a signature stamp. He said that the purpose for this stamp was to be able to stamp payroll checks when the town treasurer was unavailable to sign them. This would eliminate the need to call in one of the Selectmen to perform this function. After a short discussion, the Board agreed that a signature stamp was not necessary, at this time, because one of the Selectmen could be available, if needed.

Items not included on Agenda:

NRPC

TA Reynolds said that the Nashua Regional Planning Commission has asked for a representative from the town to join and attend their meetings; usually it is a member of the Planning Board. P. Ball mentioned that the Planning Board had already discussed Kate Thorndike's request to become a commissioner of NRPC some time ago and that it had been approved. **TA Reynolds** asked to have the minutes from that meeting sent over to the office. **Selectman Byam** also stated that the previous Board of Selectmen had discussed this issue and were amenable, as well.

Propane Meter installation

TA Reynolds received a memo from Chief McQuade requesting that the office contact the propane supplier and request that a meter be installed at the fire station so that they can determine how much propane is being used. This would be a useful tool in the budget process. It can be done with little or no cost and it should be done for all town buildings especially those with emergency generators. **TA Reynolds** asked if the Board would be

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amenable to this request. **Selectman Sawin** agreed with that request. **Selectman Boette** voiced some concern but suggested finding out the cost of a meter.

Adjournment:

All scheduled items having been addressed. **Selectman Boette** moved to adjourn the meeting at 8:45 p.m.; **Chairman Byam** seconded the motion.

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

Date: November 30, 2011
Pauline Ball, Recorder

Arnie A. Byam, III
Chairman

Donald R. Sawin

Kevin J. Boette

APPROVED BY BOARD OF SELECTMEN ON DECEMBER 14, 2011