

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
June 29, 2011**

I. CALL TO ORDER

Chairman Byam called this meeting to order at 5:43 p.m. on Wednesday, June 29, 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: Kate Thorndike, RA Perry

Public

Present:

Media

Present: Jessie Salisbury

Recorder: Kate Thorndike

I. Agenda Items

6:35 – Approval/Correction of Minutes from 6-22-2011, review and signing warrants and correspondence, update action item list, etc.

6:45 –Appointment: Mike Decubellis

7:05 -Appointment: Bob Rogers
-Whittemore Cemetery

7:15 – Town Office Report

-Office update

-NRPC: Broadband Stakeholder Group volunteers & Regional

Cooperative Energy Initiative

-Enforcement issues

7:30- **Citizens' Open Forum**

7:40 – Center Hall Repairs/Cleanup

II. Adjournment 8:45

Appointment: Bob Rogers re: Whittemore Cemetery

Bob spoke with the Board regarding the process for taking over the care of the Whittemore Cemetery. He will forward a Public Notice to **Kate...ACTION** who will get it placed in the newspaper in preparation for a Public Hearing. He also wanted the Board to know how much the Highway crew had done to help in the cemeteries by fixing and replacing old headstones. The Cemetery Trustees submitted a letter of thanks to Kent and his crew. The situation with Jason Curtis and the damage in North Cemetery is being taken care of. The highway crew will be involved in fixing the hitching post and will also track all of their expenses to bill Jason Curtis at a later date. There was a brief discussion on the amount of cemetery lawn crew hours. Bob and Ginny wanted the Board to know that the amount of hours required to do the same amount of work has dropped from thirty hours to nineteen and that Jen Dumont's crew and the new mower are working out very well.

Appointment: Mike Decubellis:

There was a discussion regarding the process for and timing of the town purchase of a sandpit parcel which is presently owned by the Society for the Protection of New Hampshire Forests. The Board agreed that it made sense to wait until the next town meeting to bring it to the town. Mike Decubellis will get together with the Society for the Protection of New Hampshire Forests to determine exactly what their needs are and to also put together a Purchase and Sale agreement to present to the Board for review. Mike Decubellis will contact the office when he is ready to schedule another appointment.

Citizens' Open Forum

Town Office Report:

-The prison community service program is back online with the state and Kate will contact them...**ACTION** to get Lyndeborough back on the list.

-Captain Burke is personally contacting all PD candidates who didn't make the cut to explain to them specifically why they were not asked in. He looks at it as a good training experience for these folks. He also has about six strong candidates which will be interviewed on July 13th.

-A CPA is required to address the QuickBooks issue. **ACTION...Kate** will contact a couple to get that work started.

-A few budgetary questions were addressed

Maintenance Position:

-Wally Holt met with the Board about filling the open position. He is interested and will meet with Scott Roper to go through Center Hall. The responsibilities of the job were discussed.

Lee Mayhew asked what the Board had decided to do in terms of the town office. He mentioned that it had been discussed at the last two meetings and he wondered whether anything had been

decided. **Chairman Byam** told him that the main focus of tonight's meeting was Center Hall and bringing together folks to discuss the building and plan for its future care.

Center Hall Preservation/Repairs/Cleanup:

Wally Holt, Andy Roeper, Scott Roper, Karen Grybko, Karen Holland, Kent Perry, Jessie Salisbury and Lee Mayhew were in attendance.

Scott Roper joined the Board

Kate Thorndike: This issue may be much bigger than meets the eye and I may be naïve in my objective here but I put together a list of things that I think are relatively immediate and hopefully simple that we can address and make some progress on. I hope to get people talking about the different point of views in regard to building. There are some people here who are enthusiastic about improving the building and making it attractive so the community wants to use it. There is the Historic District Commission who wants to protect it and its historical significance and there is the Board of Selectmen who is responsible for any of the expenditures, managing the budget and making sure the building doesn't fall down. It is very complicated to have all parties on the same page at the same moment. Maybe we could start by identifying some immediate maintenance issues that are not in need of preservation concern and get them fixed.

Karen Grybko: One of the issues that we should address is that the building is not secure enough to have anything of value stored there. It is a fire trap. It could be vandalized and people wouldn't even know.

Chairman Byam: We are looking to the HDC to take the lead role in prioritizing what needs to be done by whom and bring it to the Board.

Scott Roper: The Board of Selectman has the ultimate authority over the town property. HDC is really there to establish guidelines as to how to handle a historic property. So, what you're asking is probably a little bit beyond what we're supposed to do but I think we'd be willing to do it. I can't speak for the Commission but my sense is that we can help you there. Additionally, Certified Local Government status isn't the only way to access funding. There are other sources out there. However, the biggest thing we'll need is the structural engineering study. Stephanie and I are working on a cultural inventory report and once we have those things together we'll be able to start going after funding. We hope to have the rules/regulations completed in July and then will plan for a Public Hearing in August or September.

The following list represents what was discussed and agreed to by all in attendance:

-Wally and Scott will meet at Center Hall to get an overview of immediate maintenance issues as well as the preferred manner in which to get the repairs done, identifying what is and isn't historically relevant/in need of preservation and what can just get fixed.

-The Town Office will get estimates on replacing the emergency lighting.

-The balance of funds remaining in the Center Hall General Repairs line is \$3,797.00. HDC will prioritize the repair/maintenance needs and make recommendations to the Board of Selectmen on what they feel should be done.

-The Board of Selectmen will review those recommendations, vote on how to proceed and the Town Office will schedule the work with Wally Holt.

-The Historical Society will take responsibility for getting an "inventory" of contents at Center Hall specifying what should and shouldn't be preserved. Jessie Salisbury will schedule a meeting with the HS and get back to the town office with a proposed timeline for the completion of that project.

-Paul Roy of the Police Department will determine what at Center Hall belongs to the PD and he will get everything out of the building. Kate is going to have Officer Roy remove the padlock on the upstairs storage room if the key cannot be located.

-Karen Grybko is coordinating the replacement of the stage curtain which will be taken down and given to the Historical Society. The hardware will be removed and reused with the new curtain. The curtain meets fire code and that paperwork was presented to the town office.

Karen Holland and others are ready and willing to assist with/head up the general cleanup at the hall once they receive a little more information and the go ahead. That will be coordinated with the Historical Society.

-Kate will contact the State Prison Community Service program to get Lyndeborough put back on the list. She will let Kent know once they are rescheduled. However, there is no information at this point how long it will take to get that program back up and running. The inmates can do the tree/brushwork /painting and anything else that Kent coordinates with HDC's blessing.

Storage for Historical items is an issue and the idea of creating lockable space behind the stage was presented. Karen Grybko mentioned the idea of having the backdrop hung up so people could see it which would help with the fundraising efforts at Community Day. **Kate...ACTION** will look into the restoration paperwork that was submitted by Jessie Salisbury.

The topic of the direction of the town office was brought up again. Lee Mayhew asked when the change was going to take place with the potential hiring of Burton Reynolds and what is the process? He stressed that given his years in a town office that he can't imagine the amount of work that isn't getting done at this point due to lack of personnel in the office. **Chairman Byam:** We have offered Burton Reynolds a start date of August 1st. When we met with him he was still employed by and in transition with New Boston. We are looking at between 24-28 hours a week. We've presented him with an offer and we will be meeting with him again to discuss specifics further. **Selectman Boette:** There is more work in the town office. However, I have found that the information that we're getting from the office is so much better, more organized and we're getting more accomplished than we had been. **Lee Mayhew:** The one big problem I see in the office is the constant interruptions from the phone and the window.

The issue of part time office help was discussed and the Board approved the hiring of an individual on a temporary basis. The position could possibly last longer with the goal of getting some special projects done.

Kate Thorndike asked the Board to authorize some hours for Burton Reynolds to attend the Hazard Mitigation Grant Application training on behalf of Lyndeborough prior to his anticipated start date of August 1, 2011. Those three days of training/travel were approved.

Lee Mayhew: Don't forget the promise that you made at town meeting to analyze, review and make a decision in relation to the pay raise issue that was discussed.

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

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

The Board then went into nonpublic session, as recorded separately, at 8:50 p.m. The Board returned to public session at 9:20 p.m.

Chairman Byam called Dick Howe on the phone to discuss the 311 Cram Hill enforcement issue. He also agreed to phone the landlord to get some information. Dick Howe agreed to meet with the Board at the Selectmen's meeting on July 13th.

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 9:20 pm.

Date: June 29, 2011
Kate Thorndike, Recorder

Arnold A. Byam, III,
Chairman

Donald R. Sawin

Kevin J. Boette

APPROVED BY THE BOARD OF SELECTMEN ON JULY 13, 2011