

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
July 24, 2013**

Members Present: Chairman Kevin Boette, Arnie Byam & Fred Douglas

Staff Present: Interim TA Burton Reynolds, Admin Asst. Cindi Hasty, RA Kent Perry and Lt. Rance Deware

Public Present: Lee Mayhew, Louise Dwyer and Bob Rogers

Media Present: Jessie Salisbury and Dave Anderson

Recorder: Pauline Ball

Approval of Minutes, Manifests, and Items For Signature:

The Board addressed all items that needed their signature.

Appointments:

6:30 p.m. Highway Department update

RA Perry said that the highway department has been stripping the asphalt from Center Road and it appears that the base is in good condition. He intends to raise the level of the road 1 to 2 feet in that section because it is below grade in most areas. Referring to the ditch and drainage work that was done, **RA Perry** said that with the exception of one wet spot, the road has stayed dry. During the recent heavy rainstorm, the water drained underground. He asked for the Board's approval to go ahead and install the guardrail on Putnam Hill Road at the railroad cut. This is the first one mentioned on the priority list discussed at the last Board meeting. The Board said that he could go forward with that installation. **Selectman Douglas** stated that, in preparation for budget season, the town can contact NRPC and have them do traffic counts as a specialty project, if there are problems on several town roads.

Chairman Boette suggested looking at the cost to install guardrail on the top three roads so that an amount could be presented to the budget committee in the fall.

- **Fire Department update**

Chairman Boette informed the Board that Chief McQuade could not attend the meeting because of another commitment.

6:45 p.m. Police Department update

Lt. Deware submitted the rotation schedule for August and noted that testing would be held on Friday, July 26th at 9:00 am at Milford High School for the police candidates. He said that out of the twelve candidates, one has dropped out and taken a position in another

town. The oral board is scheduled for Friday, August 2nd.

Because he will be on vacation from July 29th to August 3rd, **Lt. Deware** said that a temporary OIC will be needed. He said that Officer Keith Herveux has volunteered to do it and Officer Zack Byam will be available during the day all that week so that there will be good coverage. **Chairman Boette** and the Board did not have a problem with the arrangement. **Lt. Deware** added that he will let dispatch know of the change, as well.

Lt. Deware said that he participated in the 2 hour seminar held in Milford on the Primex mobile simulator involving firearm scenarios and decision making training. He noted that there will be another seminar in October.

Lt. Deware received a request from Police Chief Quigley of Brookline to be the instructor for one afternoon entry level class. The Board was OK with this request.

7:00 p.m. Louise Dwyer

Louise Dwyer was introduced to the Board; she will begin her new position as the office accountant the first week in August. B. Reynolds said that Ms. Dwyer will be trained in municipal fund accounting and her work schedule will be flexible for backup purposes and will probably consist of two days per week (Tuesday and Thursday.) **Selectman Douglas** asked if Ms. Dwyer had any expectations from the Board and she replied that she did not have any at this time, since most of her questions had been answered during her interview.

VOTE: Chairman Boette made a motion to accept Louise Dwyer as the office accountant and that there would be a six month probationary period. Selectman Douglas seconded the motion and the VOTE in favor of acceptance was unanimous.

Community Open Forum:

Jessie Salisbury informed the Board that the Woodward monument site on Center Road has been landscaped and six varieties of daylilies have been planted.

Referring to a 1914 railroad map, she asked that it be returned to her when it is found. She said that it was loaned to the office, some time ago, so that it could be copied but it was never returned. The railroad map depicts the railroad from the South Lyndeborough town line to the big trestle with all the named crossings. **Cindi Hasty** said that she and the office will look for it.

Bob Rogers told the Board that a cleverly made latch which was crafted by Phil Brooks has been installed on the wooden gate at the North Lyndeborough cemetery. He said that Mr. Brooks donated his labor and the cost of the materials will be paid from the Cemetery fund. The Board suggested placing a plaque at the North cemetery as well as the town pound gate.

Lee Mayhew referred to a letter he sent to the Board offering his services in developing **some possible new policies and procedures**. He also verbally offered to review the chief of police job description. He cautioned the Board not to rush into producing a description too quickly, to do it smoothly and take the time to determine exactly what you want in it. **Chairman Boette** said that he had read the letter and thought that the draft was working well; the Board would be discussing a few changes later in the meeting. The Community Open Forum was closed at 7:30 p.m.

Old Business:

- **Revised G & K Contract Update**

B. Reynolds said that he received a new three year contract from G & K instead of an amended contract; presently we have two more years remaining on the old contract. He said that the company agreed to a price reduction which is comparable to Unifirst. He asked the Board to decide whether the town should go with a new contract or push forward for an amended contract. The Board asked the road agent which service was preferable, **RA Perry** said that he preferred Unifirst and was not satisfied with G & K service for a number of reasons. Both **Ms. Hasty** and **B. Reynolds**, making a comparison between companies, said that Unifirst handled the problem, reasonably and with no pushing. They did not have the same experience with G & K. The Board asked **B. Reynolds** to see how the amended contract would reflect pricing. **Selectman Douglas** asked if there was an outclause in the contract. **B. Reynolds** replied no, that the company was not willing to do it. He agreed to provide a cost difference for the next meeting.

- **Update of Common Maintenance Fund status**

B. Reynolds distributed two spreadsheets concerning the Common Maintenance Fund. One fund was the Kimball Memorial fund and the other was the Lyndeborough Improvement Society fund **each had around \$1000.00 in it**. He noted that the principal amount in the Kimble Memorial fund was not to be used and over the years, only interest was taken out for maintaining the Common and the Cemetery. Presently there is \$4.88 in interest remaining.

B. Reynolds told the Board that Richard Herfurth, a member of the Trustees for the Trust Fund, has been trying to close out the Swartz's fund held by the Trustees since it belongs to the Fire Dept. The documents relating to this fund were misplaced and recently located. Bob Rogers noted that the Swartz's fund for the Library went to the Library account.

- **Oral Board Update**

B. Reynolds stated that the police chief in New Boston has agreed to serve on the Oral Board. **Chairman Boette** said that he hasn't made contact with Milford because of other commitments.

- **Chief of Police discussion**
 - **Probationary Update**

After a brief discussion on whether or not a probationary period was necessary, the Board and B. Reynolds agreed that there should be quarterly performance reviews. **Selectman Douglas** did not think that the Board of Selectmen should be involved in the performance reviews, that they should be conducted by the town administrator and that the Board should stay neutral but kept informed on the progress. **Chairman Boette** did not agree and thought that they should all be involved in the review. **B. Reynolds**, since this was such a big challenge, suggested that they all should meet with Lee Mayhew to discuss some of these issues, i.e. to think through the process and decide how to use the town administrator. **Chairman Boette** stated that, because it is a small town community, the Board is more involved in the day to day activities and should have more input. Lee Mayhew interjected that the town administrator is much more involved in the day to day activities and the Board should not judge and jury.

- **Job Description Review**

Selectman Douglas voiced concern that the police chief would answer to the Board of Selectmen; the town administrator is being left out; RSA 105 defines how a police chief operates. In referring to #15 under Essential Duties, he said that the fire chief is in charge of accidents and police are only in charge until the fire dept. arrives.

Chairman Boette referred to Minimum Qualifications #1 suggesting that a BA or MA degree was preferable. Under #6, he asked to change “within 20 miles of driving distance to town line within 12 months” to “six months.” After some discussion, the Board did not make the change.

- **Job Posting draft including suggestion of length of posting**

B. Reynolds said that he preferred a candidate with a lot of experience over a college degree; to allow for substitution and flexibility and weeding out candidates when resumes are reviewed. **Chairman Boette** preferred a minimum qualification of a college degree. **The experience substitution remained in the posting.**

As the Board reviewed the language in the posting, “excellent benefits” was changed to “benefits.”

The Board agreed that the notice should be posted on the LGC and Primex website, as well as the town website and the Police Standard & Training website. They also agreed to post the notice for three weeks in the Union Leader. The dates decided were: 29th of July, 5th of August and 12th of August. Deadline would be close of business on the 13th of August and review of resumes on the 21st of August.

On another matter, **Ms. Hasty** had a request from Kate Thorndike to allow her to continue contributing to her medical re-imburement account.

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VOTE: Chairman Boette made a motion to approve Kate Thorndike's request to continue contributing to her medical re-imburement account. Selectman Douglas seconded the motion and the VOTE in favor of approval was unanimous.

Adjournment:

All scheduled items having been addressed, the public meeting was adjourned at 8:20 p.m.

Date: July 24, 2013
Pauline Ball, Recorder

Kevin J. Boette
Chairman

Arnie Byam III

Fred Douglas

APPROVED BY THE BOARD OF SELECTMEN ON AUGUST 07, 2013