

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
September 30, 2015
FINAL

Members Present: Chairman Fred Douglas, Selectman Lee Mayhew and Selectman Mark Schultz.

Staff Present: Town Administrator Russ Boland

Public Present: None

Media Present: None

Recorder: Kathleen Humphreys.
The meeting was called to order at 6:00pm.

Consent Agenda:

Review and signing of consent agenda items:

- a. AP Warrant 9/30/15
- b. Payroll 9/30/15
- c. Tax Abatement 238-001-000
- d. Non-Public Meeting Minutes 9/23/15
- e. Meeting Minutes 9/23/15

VOTE: Selectman Mayhew made a motion, Selectman Schultz seconded, to accept the consent agenda. Motion passed 3-0.

Appointments:

6:05pm: NRPC

Tim Roache and Jennifer Czysz from Nashua Regional Planning Commission (NRPC) were present and observing was Steve Brown, Planning Board Representative to NRPC.

Mr. Roache visited to discuss the benefits and services that NRPC could provide and have an open dialogue of the needs of the town and where they could assist.

NRPC can provide three roles:

1. Resources
2. Forum for Regional Issues
3. Take what we hear and be your voice

Further discussion revealed some of the assistance that NRPC can provide. For example, Hazard Mitigation Plans and Energy Aggregation. The energy aggregation takes resources and work together with communities to help towns purchase in bulk for savings such as fuel, electricity or propane. This interested T/A Russ Boland who mention there is a local town administrator's group which has tried to organize a collaborative purchase of propane. Mr.

Roach mentioned the products or services could range from paper to emergency response equipment such as generators.

Some standard services NPRC offers is working with the New Hampshire Department of Transportation (NH DOT) on their 10-year plan. On a local level, there is a Road Surface Management Program which is software that takes a road inventory using tables or iPads and speeds up the process to get the information on the internet. The program is in the pilot stage in the town of Brookline. NH DOT would like to see towns implement a paving plan in their CIP using the data results.

Transit is an important issue. Towns like Lyndeborough present a challenge, especially for older residents who may not drive, and need to go to appointments or other locations. NPRC has been working with the Souhegan Valley Transportation Collaborative, aka the Blue Bus, which runs a demand response bus service. The bus has most recently added Mont Vernon stops to its route and provides rides to Milford and Nashua. Selectman Mayhew mentioned that F.I.S.H. is very active in town which is a volunteer organization that provides rides to medical appointments. NPRC is willing to work with F.I.S.H. If it's too costly to run a bus to Lyndeborough they might be able to coordinate rides to a bus route through F.I.S.H. It is hard to know the current bus transportation needs in town but one solution would be to send a survey to residents.

NRPC has the GIS maps on their website which is easy to use when people want to look at particular parcels in town.

School Enrollment Projection Model is another service available. Mr. Roache was informed to contact Dr. Tyrie at SAU 63 about this.

Jennifer Czysz talked about the Land Use Program and handed out the Executive Summary to the Board.

NRPC is also available to provide planning board services and assist in updating the Master Plan. They have the data at their fingertips to make the process easier. NPRC can be contracted for questions or technical assistance since Lyndeborough does not have a Town Planner.

NRPC also offer a Circuit Rider Program for communities which is need based. They are able to scale a number of hours to help staff the Planning Board. Contracts can even be on-call and limit the number of hours per year. Billing is done monthly for the hours used.

The town would be interested in education programs for the Planning Board and Zoning Board of Adjustment. NPRC offers yearly conferences.

To date, the town has saved \$2,000 by contracting with NPRC plus saved \$1,600 on electricity costs. The NPRC annual fee will be reduced next year for additional savings. T/A Boland felt it was a good return on their investment.

Selectman Mayhew inquired about the Nashua to Boston Railroad and where that is going. Mr. Roache said the study has been conducted. The next step would be design work and environmental permitting at a cost of \$4 million which was vetoed in the state budget. Senate Bill 88 set-up a commission to study public-private partnership to leverage private investment to do that work and possibly operation of the rails to help take the burden off taxpayers.

Selectman Mayhew asked NRPC's opinion on Prime Wetlands Inventory. Mr. Roache thinks it's worth it but will do some research and get back to Mr. Boland. Selectman Mayhew mentioned problems with logging operations which do not know the wetland areas. Ms. Czysz felt it would be helpful to have that information as a checklist on the applications and the data available as a reference.

Chairman Douglas asked about the Ten Year Plan for roads and the Route 93 Expansion. He wanted to know if there are plans for expansion and discussed the difficulties of driving on Rt. 101. Mr. Roache said currently there is little movement west of Bedford and discussed the Transportation Improvement Plan. The Board was informed that the Wilton, Milford, Amherst and Bedford 101 Improvements preliminary engineering and right-of-way work is on-going and construction is beyond that.

Chairman Douglas talked about how the accident and fatal statistics went down after installing rumble strips, reflective devices and other safety measures on Rt. 101 in Milford.

The DOT will hold a public hearing for input on their pavement programs at Merrimack Town Hall on Oct. 13, 2015 at 6:30pm. Lyndeborough is welcomed to attend and let the DOT know their needs. If a town representative is not available NRPC can represent them.

Mr. Roach and Ms. Czysz left the meeting.

T/A Boland reported the Mountain Road sign should be installed soon.

Community Forum

None

Old Business

The grader should be back within two weeks.

Chairman Douglas asked the logic behind the high gravel banks on New Road. Chairman Douglas voiced his concern that the high banks have caused drainage issues and that gravel material is pushed over the side, resulting in wasted material. T/A Boland had a conversation with the road agent about the topic. Chairman Douglas asked the Board to visit New Road firsthand.

New Business

2015 Budget and Revenue Update

At 75% of the year, the town has expended 66.7% of the budget which results in being about \$140,000 ahead of the budget. This includes the pavement payments on line 4312-03-688. The surplus does not include \$26,000 for grader repairs and \$3,000 to remove trees at Citizens' Hall. The highway department over-time is over-expended.

Last year \$150,000 was encumbered. The town philosophy has changed which will result in fewer encumbrances in the future.

The guard rail on Cram Hill Road is 375 feet long. There is enough money in the budget to do three-quarters of the work. The question is to over-expend in order to complete the project. The highway garage addition is also pending waiting on solid construction figures.

Under General Repairs there is \$4,900 which includes repairs to the Town Hall curtain and installation. \$6,800 in the improvement line is for the cemetery logging operation while \$132.75 was the fine paid to the State of New Hampshire. This has been off-set by \$10,000 in revenue.

The police budget line 4210-01-140, Wages-Overtime has \$384.11 in it. Chief Deware requested to over-expend that line to approximately \$1,500 for 48 hours of over-time to cover six shifts. Chief Deware will attend a two-day training conference in Massachusetts. In general the police budget is in good shape at 59%. The Board felt the town administrator can look into it and approve the over-expenditure if he feels it is appropriate. They would like a report on why the shifts are needed.

The DRA has been notified to remove warrant articles 8 and 9 due to the fact the town will not receive a grant for the fire truck or thermal imaging cameras. The \$150,000 transfer from the CIP will also be removed.

Use of Police Department Vehicles

T/A Boland drafted memos outlining the use of police department vehicles for details in boarding towns and the ability for the chief to take the car home when he has a court date early the next morning.

T/A Boland read the draft:

“The Selectmen have placed several restrictions on this policy to include but not limited to officers not to use LPD vehicles for the transportation to and from outside details if the LPD vehicle is not needed on the detail. LPD is to check with the requesting agency to see if their agency has a spare vehicle available for the details and if one is available, their vehicle is to be used, not a LPD vehicle. If it is discovered the only way a Lyndeborough police personnel can fill the details is to use an LPD vehicle then the vehicle can be utilized by the Lyndeborough Police Department officer and the entity paying for the detail will be billed for the vehicle and officer. As you know, this issue has negative issue dating back a number of years. It’s imperative this policy change is implemented in the most professional manner possible.”

VOTE: Selectman Mayhew moved, Selectman Schultz seconded the motion to adopt the Use of Police Vehicle Policy. Motion passed 3-0.

Mr. Boland will check on the rate for the vehicle and billing procedures.

T/A Boland wanted a dialogue on the ability to allow the chief to take the police vehicle home under certain circumstances. Chairman Douglas has concerns about where the vehicle will be parked in Milford, on a dead-end street. The Board asked for statistical information on how often it might needed to be taken home. Selectman Mayhew felt the chief should not be allowed to take a LPD vehicle home while Selectman Schultz felt there could be times when it’s warranted as long as it’s being used properly and supervised by the town administrator.

T/A Boland read a draft memo:

“The Lyndeborough BOS allowed you to take a police vehicle home for the purpose of commuting between Lyndeborough and Milford. Although the Selectmen will rely heavily on your discretion in the use of the vehicle in expected to be the use of the vehicle to be for police department purpose only.”

T/A Boland will collect more data on this matter.

Town Administrator's Report:

-The sand piles are being built at the highway garage.

-Bond Bank

The first day available for a bond hearing is Jan. 8, 2016 and the last day is Feb. 22, 2016. The Board discussed a timeframe and considered posting on or about January 1, 2016 for a February 3, 2016 hearing.

It was also asked if the town will bid the four sections with the sections in-between separate that the highway department will be responsible for or will it be billed as a whole. It was agreed the paving should be done by one company.

-A credit of \$3,400 from Milton CAT and a \$1,979 credit from Surburban Propane was discovered by bookkeeper Louise Dwyer. The money will be returned to the town.

-The town has been notified their 2.5% discount for PRIME will remain in effect.

-A thank-you letter to the Wilton-Lyndeborough Women's Club was sent on behalf of the BOS.

Non-Public Session: RSA 91-A:3II

VOTE: Selectman Mayhew moved, Selectman Schultz seconded, to enter into a non-public session regarding a personnel issue at 7:32 p.m. Motion passed 3-0.

Adjournment:

All scheduled items having been addressed, the public meeting was adjourned at 8:27 p.m.

Date:

Kathleen Humphreys, Transcriber

Fred Douglas
Chairman

Selectman Lee Mayhew

Selectman Mark Schultz

APPROVED BY THE BOARD OF SELECTMEN ON OCTOBER 28, 2015