

**LYNDEBOROUGH BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**February 7, 2024**  
*Final*

**I. Call to Order:**

Chairman Mark Chamberlain called the meeting to order at 6:00 p.m.

**II. Introduction of Members Present:**

Chairman Mark Chamberlain and Selectman Robert Howe

Selectman Fred Douglas arrived at 6:39 p.m.

Town Administrator Russ Boland and minute taker Kathleen Humphreys

**Public & Media Present:** Road Agent Rick McQuade, Building Inspector/Code Enforcement Officer Leo Trudeau, and Jessie Salisbury,

**III. Appointments:**

**6:05 p.m.: Road Agent Rick McQuade re: Formation of a Culvert Infrastructure Committee Discussion**

Road Agent Rick McQuade was present and provided a culvert inventory.

The inventory identified culverts sized 36" dia. or greater. The plan is for the road agent to continuing gathering culvert information and provide it to the committee, so they don't have to do a lot of the homework. He plans to reach out to prospective committee members.

There was a discussion about watersheds, individual culverts, and the process of upsizing if needed. For culverts that are working well, they will be replacing those culverts in kind.

Road Agent McQuade outlined 15 problem culverts and said when the DPW knows poor weather is coming in they try to get out and get ahead of it to be proactive. They can't pull debris out after.

**VOTE: Chairman Chamberlain moved to authorize the Road Agent to form a Culvert Infrastructure Committee. Selectman Howe seconded the motion. Motion passed 2-0.**

The DPW has been doing maintenance, power washing, greasing and other related work on the equipment. Road Agent McQuade said they are happy with the work T&S Diesel out of Weare did on the wing plow. They found the part that fell out. They took the vehicle back to their shop and modified it and welded it. The truck is up and running. The invoice was \$2,300, which included the new part in case we have a problem with the part they fixed.

**6:19 p.m. Building Inspector Leo Trudeau re: Center Hall (Map-Lot 221-004-000)**

Building Inspector Trudeau inspected Center Hall and went up to the second floor. In his observation the floor is sagging. He estimated an 8-9" drop in the middle of the floor. Mr.

Trudeau explained how the building was constructed, his observation and work done to the building. He recommended the Board hire the engineer for a report.

TEAM Engineering provided a quote of \$3,000 to inspect Center Hall. There is \$5,000 in the maintenance budget that could cover the cost. Chairman Chamberlain and Selectman Howe questioned whether the inspection would include a determination of an ability to continue using the building safely. If not, it would be better to wait for grant money and do a thorough evaluation.

There had been a concern brought to the Board regarding the safety of the building and liability if the building is rented. It was agreed to close of the building and suspend rentals. The bathrooms in the back of the building would be acceptable to be used during outdoor functions. The Building Inspector will ensure the door is properly blocked off so no one can enter the main hall from the side door.

Center Hall was built in 1845 but this building is not the original meeting house that was built in 1770. The original building was taken down in 1837 and re-built. An alteration was done at a later date that compromised the structure, although the second floor was used for many decades, until closed around 2010-2015.

Selectman Douglas arrived and was brought up to speed on the topic. He said after listening to the Code Enforcement Officer alerting us of a public safety concern that he agrees to close the building. The minutes will reflect the Town knew about the condition of the building therefore liability is a concern as well as public safety.

Leo Trudeau would like a second opinion. Selectman Douglas felt the second opinion just came from the Town's Code Enforcement Officer.

There was additional discussion on an inspection and when that could/would take place and maybe the report could help reopen the hall or to apply for grants. There is the Preservation Alliance and LChip Grant to consider as possible funding options. Selectman Howe referenced they would have to apply again for an LChip Grant to fix Center Hall.

**VOTE: Chairman Chamberlain moved to close the main hall of Center Hall and block the entrance from the main hall to the bathrooms, as described by the Code Enforcement Officer to his satisfaction. Anyone using the bathrooms would be required to use the ramp entrance. Selectman Howe seconded the motion. Motion passed 3-0.**

Selectman Douglas asked if the key that goes to the side door is also the same for the front door. T/A Boland will look into it.

There is a wedding booked in June at Center Hall. Various groups also use the hall. The Board agreed that Leo Trudeau can talk to John Turner of Team Engineering regarding the proposed inspection and whether it would address the usability concerns.

**IV. Community Forum and Public Comment:**  
No comments

V. **Decision Making Actions:**

a. **Old/Tabled Business:**

**Private Roads and Class VI Policy Discussion**

Chairman Chamberlain said he did research to define private roads but there is not a lot of examples or information available. He looked at other towns and the State. The State has made regulations relating to private roads, but they never defined what a private road is.

Leo Trudeau discussed the need of improving the regulations regarding road construction and private roads.

Rick McQuade suggested reaching out to PRIMEX. The book, "A Hard Road to Travel" addresses it but it can be ambiguous.

Selectman Howe asked the difference between a shared driveway and private road. Chairman Chamberlain said that for a shared driveway, they have frontage on a Town road. A provides frontage

**Citizens' Hall Engineering**

T/A Boland informed John Turner that we plan to wait until after Town Meeting to proceed.

**Department of Environmental Service Letter regarding PFOA Contamination Update**

Water samples were taken from Citizens' Hall by the Code Enforcement Officer and brought to Chem Serve in Milford to be analyzed, which could take 3 weeks for results. Department of Environmental Services (DES) also took samples, and the results could be back in 6+ weeks.

The Library is supplying bottled water for their employees and patrons. The trustees were informed that the town can set up an account with Monadnock Water in Wilton.

b. **New Business:**

**2024 Twin Bridge Service Agreement Review**

The 2024 contract proposal is \$23,877. The 2023 cost was \$23,300, therefore the cost increased by about \$500. The previous vendor was charging \$40,000.

Selectman Douglas asked about the virus statement in an assessment and questioned what liability does Twin Bridge have if something fails that they put in. T/A Boland said he believes what they are saying is the equipment has its limits.

**VOTE: Chairman Chamberlain made a motion to authorize T/A Boland to enter into the 2024 annual agreement with Twin Bridge Services for IT Services for \$23,877. Selectman Howe seconded the motion. Motion passed 3-0.**

**2024 Budget Committee Warrant Articles Recommendation**

Article 11, which starts on page 2, is a vote of the Board of Selectmen to agree with this budget number. It is within \$4,000-\$5,000 of what the Board of Selectmen recommended, and it was a result of numbers becoming more finalized such as for the ambulance service and transfer station. The Finance Director and Town Administrator will review the document tomorrow then they can file the NH DRA Form MS-737 and place it at the Village Store for signatures from the Budget Committee members.

Tonight, we need a vote to confirm Warrant Articles 11-19. After that, numbers can be finalized with DRA. There is an additional article, Warrant Article 22, which was received on Monday by petition. The signatures have been verified. Article 22 proposed the total disability tax credit increase from \$1,400 to \$4,000 and take effect on April 1, 2024.

**VOTE: Selectman Douglas made a motion, Selectman Howe seconded to approve Warrant Article 11, the Town Operating Budget. Motion passed 3-0.**

**VOTE: Selectman Howe made a motion, Selectman Douglas seconded to approve Warrant Articles 12-19 as printed. Motion passed 3-0.**

**VOTE: Selectman Douglas made a motion, Selectman Howe seconded to approve Warrant Articles 20 and 21 as printed. Motion passed 3-0. (War Veteran Tax Credit and Community Power)**

It was agreed that Warrant Article 21-22 should say "The Board of Selectmen recommend this article". A change was made to the body of the text from "selectboard" to "selectmen".

Chairman Chamberlain asked about the deadline for zoning warrants. T/A Boland said the last day is the next meeting on February 21 because they need to be posted no later than February 26. Selectman Douglas asked if the Town Counsel has reviewed them, and the answer was no.

- c. **Items not on Agenda:**  
Nothing

**VI. Town Administrator Report**  
No report

**VII. Selectmen's Report**

- a. **MACC Base Action & Agenda**  
No report

- b. **Transportation Committee**  
They discussed the yearly safety targets that are part of the Federal grants.

- c. **Planning Board**  
The Master Plan Committee meeting for tomorrow has been cancelled due to conflicting meetings. The Planning Board is meeting on February 15<sup>th</sup>. They are working on regulations. There are no new cases, except the new excavation permit for the Quinn pit, which has been sold.

- d. **Heritage Commission**  
The Commission met in the last two weeks. Center Hall was discussed.

- e. **Conservation Commission**  
The Commission will meet tomorrow night.

- f. **Ambulance Advisory Committee**  
There is no meeting scheduled, but we are receiving excellent reports from the director.

**VIII. Consent Agenda:**

**VOTE: Selectman Howe made a motion, Selectman Douglas seconded to accept the Consent Agenda for February 7, 2024, items 1, 2, 3, 4, 7, 8, & 9. Motion passed 3-0. (see below)**

**IX. Information Items Requiring No Discussion**

None

**X. Non-Public Session RSA 91-A:3 II (a, c i, & l)**

**VOTE: Selectman Howe made a motion, Selectman Douglas seconded enter a non-public session under RSA 91-A:31 II (a, c, i & l) at 7:30 p.m. Motion passed 3-0.**

**VOTE: Selectman Howe made a motion, Selectman Douglas seconded re-enter the public session at 8:06 p.m. Motion passed 3-0.**

**VOTE: Selectman Howe made a motion, Selectman Chamberlain seconded adjourn at 8:06 p.m. Motion passed 3-0.**

**XI. Adjournment**

All scheduled items having been addressed, the public meeting was adjourned at 8:06 p.m.

Next regular meeting: February 21, 2024 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Mark Chamberlain \_\_\_\_\_

Selectman Fred Douglas \_\_\_\_\_

Selectman Robert Howe \_\_\_\_\_

<b>Consent Agenda – February 7, 2024</b>		
<b>Item #</b>	<b>Item Title</b>	<b>Approved</b>
1	AP Warrant – February 8, 2024	Yes
2	Payroll Warrant – January 22, 2024, through February 4, 2024	Yes
3	ACH: VALIC & ADP Processing Fee Payroll Warrant – January 22, 2024, through February 4, 2024	Yes
4	ACH: NH Dept of Motor Vehicles – January 19, 2024, through February 7, 2024	Yes
5	Board of Selectmen’s Public Meeting Minutes – November 7, 2023	No
6	Board of Selectmen’s Public Meeting Minutes – November 29, 2023	No
7	Board of Selectmen’s Public Meeting Minutes – January 24, 2024	Yes
8	Board of Selectmen’s Non-Public Meeting Minutes RSA 91-A:3 II (a & b) – January 24, 2024	Yes
9	Board of Selectmen’s Non-Public Meeting Minutes RSA 91-A:3 II (c & l) – January 29, 2024	Yes