

## 13 November 2007 Lyndeborough Budget Committee Meeting Minutes

- **Attendees included:**
  - Burton Reynolds
  - Karen Grybko
  - James Button
  - Fran Bujak – LCS Board Representative to the Budget Committee
  - Don Guertin
  - Mike Deciubelis
  - Kevin Boette
  - Bruce Houston
  - Walter Holland
  - Lorraine Strube – Board of Selectmen Representative to the Budget Committee
  - Neal Cass
  - Kent Perry – Road Agent
  
- It was noted that Bill Ball had resigned from the budget committee, given a conflict regarding the number of planning board members allowed to serve on the budget committee. For a replacement (for Bill), the following suggestions were provided:
  - Ask a former budget committee member to serve out the remainder of the term (for example, possibly Arnold Byam)
  - Inform the runner-up of the previous election (Todd Mason) that there is a vacancy available on the committee, and encourage him to apply and come before the committee as a potential replacement for Bill Ball
  - Post that there is a vacancy on the committee on the town web site (Neal Cass took the action to do this)
  - The results of all above actions will be discussed at the next committee meeting on 11/20/07, where applications will be taken for this open position for consideration
  
- The committee was asked to choose a chairman for the committee last year's chairman, Burton Reynolds. The committee unanimously agreed that Burton Reynolds should continue to serve as the committee chairman
  
- **The Budget Committee then reviewed the Highway Department budget, as presented by the selectmen/town administrator/Road Agent:**
  - It was noted by Neal Cass that basis of salary increases were as follows:
    - Merit – 2.5%
    - COLA – 2.0%
    - Total – 4.5%
  - A question regarding how we could have the number of vehicles counted that travel specified roads in town accomplished was raised. Mike Deciubelis indicated that the regional planning commission is responsible for this activity, and the planning board can facilitate by providing a list of roads we wish to have included for counting vehicles.

- The question was raised as to whether a paving plan had been worked/developed. The response was that due to emergencies (spring floods, in particular) this had not been worked, but it was on the list of things to do.
- **Contracted Services line** – This line item used to include significant \$ for removal of beavers, but is no longer needed due to new methods used to prohibit them from damming up waterways that would flood local roads and by ways. So now these funds will be specifically focused on tree removal. There was some discussion on who might be available for contractors. Burton Reynolds was going to check into who they use in New Boston and provide info back to the Road Agent and Selectmen.
- **Winter Plowing Contractor line** – No longer needed/line item zeroed. The Highway dept now has adequate vehicles and manpower to handle.
- **Equipment Rental** – increase in budget for renting vibratory roller and paving machine, which saves the town significant \$ over contracting this out (highway dept does it themselves).
- **Roadside Mowing** – Mower was purchased and installed on donated tractor, which allows all mowing to be handled by the highway dept, so this line item was eliminated/zeroed.
- **Electricity** – Noted that the \$210.00/mo x 12 should equal \$2,520, not 1,920 as indicated in the handout
- **Heating Fuel** – This was increased due to heating of the Quonset hut, which was not being heated previously (but is necessary to keep build up of snow in the hut from occurring, as well as to ensure the plow trucks will start in cold temperatures). Also up due to overall heating cost increases.
- **Highway Uniforms** – This is for a uniform service that only 2 of the 4 highway dept employees utilize, as well as for rags. Kevin Boette mentioned that his company did a cost analysis and found that it was overall cheaper to purchase the rags and then dispose of them after one use. Kevin offered to provide more information on this if the road agent and/or selectmen were interested.
- **Welding Supplies** – This line item was increased as more welding can be done in house – dept has two certified welders, vs. paying \$93.00 for contracted services per hour.
- **Chains** – This line item was increased as it was found that cost of chains has increased significantly.
- **Chain Saws** – This line item has been now moved to tools.
- **Tools & Equipment** – This line item has been increased to try and adequately provide necessary tools for the department, which previously had not been maintained adequately. A pressure washer was purchased in 2007, and for 2008, they plan on purchasing grinders, cement cutters, and other small tools. Eventually they will catch up, and this line value should drop slightly.
- **Gas & Diesel** – The road agent has been working on various ways to save fuel. For example, in summer months they work 4 ten hour days, versus 8

- five hour days. They also optimize use of vehicles during this time so as to save fuel for use during plowing season
- **Vehicle Maintenance** – Vendor – Reducing the \$ in this line item – more maintenance being handled in-house
  - **In-house Vehicle Repair Materials** – As stated above, more maintenance being accomplished by the dept in-house, which saves \$ overall. The dept maintains extra tires on rims for blowouts/flats, plus necessary filters etc for all of the vehicles.
  - **Vehicle Tires** – This line item was separated from the maintenance materials line to allow tracking specifically of tire costs
  - **Gravel** – This is gravel for shoring up various roads in town. This is not for major projects.
  - **Paving** – This line item covers materials only, as the dept now performs all of the labor.
  - **Highway Block Grant** – Based on DRA estimate. Actual expenditures in 2007 were lower, due to FEMA \$ provided for floods. Balance from 2007 will carry forward for use/application to 2008 expenditures.
- The meeting was then adjourned until next Tuesday, 20 November 2007.