

**LYNDEBOROUGH BOARD OF SELECTMEN
WORK SESSION MINUTES
November 17, 2010**

I. CALL TO ORDER

Acting Chairman Byam called this meeting to order at 6:30 p.m. on Wednesday, Nov. 17, 2010 at Citizens' Hall.

Those persons present were as follows:

Members

Present: Arnie Byam, Donnie Sawin

Staff

Present: TA Jim Bingham, Sharon Kinney, Health Officer, Rick McQuade, Fire Chief

Recorder: Jim Bingham

The agenda for this work session is dedicated to reviewing proposed operating budgets for various departments. TA Bingham introduced Sharon Kinney to the board as the town's new Health Officer. The operating budget for the Health Officer including town contributions to some agencies that provide health related services to Lyndeborough residents was reviewed. This budget has remained a routine budget for the last several years with little change other than a slight increase in town share to servicing agencies. The role of the health officer was discussed further and some sample situations in which the health officer would be called to assess a potential community health hazard were raised. Sharon Kinney asked if there was a list of residents that have medical conditions, both physical and mental, of which first responders and the health officer should be made aware. Selectman Byam stated that the Fire Dept. has a listed that was compiled as a result of the 2008 ice storm but it needs updating and more development. Sharon Kinney stated that a neighboring town has made an effort to develop a complete list and that she would like to take on that task for Lyndeborough. Both Selectman Byam and Sawin said that they would assist Sharon in obtaining the original lists. The Board thanked Sharon for coming in.

Rick McQuade came in and met with the board to review his proposed operating budget for 2011. Rick stated that he had met with his officers to go over the budget and that he made some adjustments as a result of this meeting. His budget will be up only about 1%. There are still some numbers that he will review further to see if these can be reduced a bit more. The board thanked Rick for meeting with them to review the FD budget for 2011.

TA Bingham presented budgets for Selectman's Office (Executive), Government Buildings, Assessing, Legal, Welfare, Building Inspection, Planning and Zoning, Property & Liability Insurance, Cultural & Recreation, and Regional Planning. Each budget was reviewed with the Board and the town administrator looking for opportunities to lower expenses while maintaining or improving services.

Also, TA Bingham informed the Board that the following committees had “placeholder” budgets (\$1) for 2011: Historic District Commission, Heritage Commission, and Conservation Commission.

The Board asked that Dick Howe, the building inspector, meet with the Board at a future date to discuss the various building application fees to determine if the fees are sufficient to cover the town building inspection services. Selectman Sawin suggested that the Select Board institute a nominal fee (\$25.00) charged to developers and residents that are subdividing parcels or making lot line adjustments. This fee would help defray costs to the town for updating the town parcel maps each year.

In discussing the executive budget, TA Bingham informed that board of the need to have more ergonomically oriented furniture and chairs at work stations as he is receiving complaints of back and neck aches from staff. One staff member has seen a physician about a mild case of carpal tunnel syndrome. One new chair was ordered this year and Jim was able to work the adjustments on another staff member’s chair to improve the posture

The Selectmen agreed that newer, more ergonomic furniture is needed. Selectman Sawin suggested that Selectman Brown investigate any opportunity of obtaining used furniture from BAE. This action may result in a discount in the town liability insurance and would lower the likelihood of potential workers compensation claims.

Selectmen suggested increasing funding in the Government Buildings budget for a new water heater and some needed window repairs for Center Hall.

Acting chair, Selectman Byam called for a motion to adjourn. Seconded by Selectman Sawin seconded the motion. Motion passed 3-0.

The Work Session was adjourned at 9:10 p.m.

Date: Nov 17, 2010
Jim Bingham, Recorder

Steven M. Brown, Chairman

Arnold A. Byam, III

Donnie Sawin