

LYNDEBOROUGH BOARD of SELECTMEN
TOWN HALL, 9 CITIZENS HALL ROAD
LYNDEBOROUGH, NEW HAMPSHIRE
03082

Date: 9/14/11 Time: 6:30PM

Meeting Attendees: Arnie Byam, Donnie Sawin, Kevin Boette, Burton
Reynolds

Subject: Minutes of Board of Selectmen Work Session of 9/7/2011

Agenda Item: IMC Software for Police Department

Action Taken:

Continue on BOS Work Session Agenda

No further action necessary on BOS Work Session Agenda

Action by Town Administrator and report back for next BOS Work
Session Agenda

Add to next BOS regular meeting agenda w/ w/o Town Administrator
activity

Dennis Noe from TRITECH (parent company of IMC) gave a brief overview of the software and presented a quote for a three user program. The cost would be \$18,095 which is down from the original quote of \$21,995. The new quote is about the price of a typical one user program. While the Board agrees this reporting software would be a big improvement over the current program, the cost was not included in the 2011 operating budget for the PD. And there may be other needs of higher priority. The Board plans to share this information with Captain Burke. Any purchasing decision will have to wait until near year-end to see if there are savings from other places in the town operating budget that might allow an expenditure of this size.

Agenda Item:

Police Standard Operating Procedures

Action Taken:

Continue on BOS Work Session Agenda

No further action necessary on BOS Work Session Agenda

Action by Town Administrator and report back for next BOS Work
Session Agenda

Add to next BOS regular meeting agenda w/ w/o Town Administrator activity

The Board asked the Town Administrator to compare the procedures approved in the manual in the Selectmen office with the one in the Police Department office. Burton will do this and share the results with the Police Department. Once we know we have all the SOPs, next step will be to compare the approved ones with those updated by Mike French in 2010, but not approved yet. The Board wants to be sure the SOPs are appropriate for Lyndeborough and are not just copies of SOPS for a much larger department.

Agenda Item:
Signing of MS-5

Action Taken:

Continue on BOS Work Session Agenda
 No further action necessary on BOS Work Session Agenda
 Action by Town Administrator and report back for next BOS Work Session Agenda
 Add to next BOS regular meeting agenda w/ w/o Town Administrator activity :

The MS-5 is the operations statement for the Town and incorporates all the spending by both the town and the school minus the revenues. The amount collected in taxes is then inserted so a full picture of the financial status of the town is formulated. This report is then sent to the Dept. of Revenue Administration and is used to help set the tax rate for 2011 as the report outlines to what degree money has been left over from the budget and whether revenues were higher than anticipated.

Agenda Item:
Rotary Ceremony for 9/11

Action Taken:

Continue on BOS Work Session Agenda
 No further action necessary on BOS Work Session Agenda
 Action by Town Administrator and report back for next BOS Work Session Agenda
 Add to next BOS regular meeting agenda w/ w/o Town Administrator activity

Just a reminder to attend the ceremony. Arnie is going to attend.

Agenda Item:

Review Employee Evaluation Forms

Action: Review Forms

The Board felt the current forms were too long and complex for the type of work carried out by most town employees. The charge to themselves and the Town Administrator was to review with the idea of making the forms simpler and more concise.

Other: Decided to hold the annual employee appreciation cookout on Wednesday, Sept. 21 at 6PM at Citizens Hall.

ADJOURNMENT: Motion – Donnie 2nd – Kevin All in favor.

TIME: 9:20PM

Preparer: Burton Reynolds

Arnold A. Byam, III

Donald R. Sawin

Kevin Boette

APPROVED BY BOARD OF SELECTMEN ON SEPTEMBER 14, 2011