

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
December 21, 2011**

Members Present: Chairman Arnie Byam, Donnie Sawin & Kevin Boette

Staff Present: Town Administrator Burton Reynolds

Public Present:

Media Present: Jessie Salisbury

Recorder: Pauline Ball

Appointments

6:30 p.m. Public Hearing.....Building Fees

TA Reynolds explained that this hearing was being held to discuss an increase in the building permit fees. After Building Inspector Peter Hopkins reviewed the town's permit fee schedule, he recommended that the fees should be increased. His suggestion was to raise the \$30.00 permit fee to \$50.00. The rate for a new house will be \$.25 per sq. ft. **Selectman Sawin** said that this would mean that a permit for a new 3500 sq. ft. house would cost \$875. **Selectman Boette** asked when the fee schedule was last raised. **TA Reynolds** replied that it was updated in either 2006 or 2007. The Board did not think that this price increase was excessive and it will help to cover the cost of inspections. **TA Reynolds** said that this new fee schedule will become effective on January 1, 2012.

Selectman Sawin made a motion to accept the revised building fee schedule. **Selectman Boette** seconded the motion.

VOTE: The vote in favor of acceptance was unanimous.

6:40 p.m. Kent Perry – Highway Department

TA Reynolds explained that Road Agent Kent Perry would not be present this evening. Referring to the road agent's work log, he said that the highway department, because of the unseasonable warm weather, has been busy performing tasks that normally would be done in the spring. **Selectman Boette** commented that the ditching work that has been done looks very good and it appears that water is flowing into areas where it should be going. **TA Reynolds** said that **RA Perry** will begin focusing on the repair work needed to be done on Center Road. **Selectman Byam** suggested that the road agent should inform Center Road residents in that area about these future road improvements and the possibility that some of the lawns that have encroached onto the roadway may be affected.

TA Reynolds agreed saying that letters will be sent to these homeowners as well as holding a meeting to listen to their concerns. **Selectman Boette** commented that the Road Improvement and Paving discussion at the last Budget committee meeting went well. The committee seemed to agree that it was important to look at the whole budget and the town's ability to pay before making any changes. **TA Reynolds** agreed and added that **RA Perry** gave a well informed presentation of the proposed Paving Plan. The Budget Committee knows that the Paving Plan will be a big jump in the budget, but this project has been postponed so many times and the cost only continues to go up.

Approval of Minutes, Manifests, and Items For Signature

The Board addressed all items that needed their signature.

Old Business:

- **Electric Pricing**

TA Reynolds said that he and Kate Thorndike attended a meeting concerning electric pricing. They learned that there's pricing for large and small accounts. All our town buildings are small but school buildings are large accounts. If you have a large account, the price quoted is lower. **TA Reynolds** mentioned that the SAU should look into this program for a considerable savings now that the schools have consolidated. He said that the day the rate was quoted, it was .060 and right now the town is paying .0899 to PSNH. If we had a larger account, the rate would be .057 instead of .060.

TA Reynolds will have town attorney Bill Drescher review the contract and when he verifies that it is satisfactory, it will be signed. He said that the contract indicates that the Town of Lyndeborough agrees to be a customer and they want a consolidated invoice. **Selectman Boette** clarified that the rate quoted was only good for a day. **TA Reynolds** replied yes, that everyone must execute the price agreement on the same date and that date is January 11th at 3:00 p.m. There must be something in the meeting minutes which authorizes the contract to be signed on that day. He added that there might be a slight fluctuation in the price on that day.

Selectman Boette made a motion to allow Town Administrator Burton Reynolds to sign the electrical pricing contract for the 2012 budge cycle. **Chairman Byam** seconded the motion.

VOTE: The vote in favor of the motion was unanimous.

• **Encumbered Funds Status (from 2010)**

TA Reynolds said that most of the encumbered funds for 2010 are under control and accounted for. He addressed the following account funds:

Highway dept.....\$6000.....will be used for narrow band radios (on order) and the generator.

Center Hall\$2500.....\$1437 already spent on repairs to Center Hall

TA Reynolds said that painting around the windows needs to be done in the spring. **Selectman Sawin** stated that the remaining funds should be encumbered for 2012 because there are still many repairs to be made on Center Hall. **Selectman Boette** asked if Phil Brooks had submitted a report on his inspection of Center Hall. **TA Reynolds** replied that Mr. Brooks will attend one of the Board meetings in January to discuss the situation; his overall impression was that nothing huge and expensive was needed and that Wally Holt could do the work.

Citizens Hall Repairs.....\$8000.....molding for pictures has been installed on the second floor; several floor boards have been fixed; the floor and stage will be poly-urethaned, the vents will be spray painted black and porcelain knobs will be used for hanging pictures. **TA Reynolds** said that there will still be encumbered funds remaining. **Chairman Byam** responded that at least one exterior side of Citizens Hall needs to be painted next year. Some of the remaining funds will be used to sand and refinish the lower floor of Citizens Hall.

Architect for Police Dept. Space.....funds have been spent

Police Dept. Services.....funds have been spent

Fire Dept. Gear.....\$19,646.....combine these funds with the 2011 encumbered funds toward the proposed purchase of new airpacks.

Chairman Byam said that the Fire Chief should submit any other estimates so that they know what the total cost will be.

At this time, TA Reynolds directed the Board’s attention to the following:

New Business:

• **Possible 2011 Encumbered Items**

TA Reynolds said that there’s about \$80,000 in encumbered funds for 2011 and he asked the Board to go through a list of items that could be considered for funding:

Fire Department.....air packs
Police Department.....IMC.....\$17,100

Selectman Sawin said that if the town decides to go with an outside prosecutor, it may make sense to go with IMC because they will be able to share files much faster. He asked the difference in cost between IMC and CrimeStar. **TA Reynolds** replied that IMC’s cost with technical support is \$2500 and CrimeStar’s cost is \$600. **Selectman Sawin** explained that there’s an additional cost to correct a problem with CrimeStar, the \$600 is only for the license and updates. **Chairman Byam** added that IMC will allow cruisers to link up; CrimeStar will not. **TA Reynolds** agreed that there would be a lot of productivity savings with IMC. **Selectman Boette** questioned whether the present data on CrimeStar can be incorporated into the IMC system. He did not see the need for two programs. **Selectman Sawin** responded that this IMC data system would make it easier to qualify for grants, as well. **TA Reynolds** said that a decision should be made soon.

Repeaters.....\$ 5,006

Highway Department.....all set

Chairman Byam suggested a few items that could be acquired to help the highway department: a knuckle for the small backhoe which is used in ditching; a grading bucket; or a tow broom used for cleaning pavement.

Cemetery (mapping of Perham Corner).....\$250
Town Clerk (preservation of next vital statistics book).....\$600

Town Administrator’s Dell 390 desktop computer.....\$651

After a short discussion on computers, **Selectman Boette** asked if Vision was going to upgrade to compatible software. **TA Reynolds** thought that they were going to get an upgrade in February; but he would have Kate Thorndike check on it.

Micro soft Office.....\$880

standard vacation time for the number of years employed and three or four days of sick/personal time.

After briefly discussing the parameters of the present earned time policy, it was suggested that a comparison review of past records would determine how it has changed over the years. **TA Reynolds** said that he remembers a time when the policy stated that an employee working on a holiday was entitled to holiday plus overtime pay. **Selectman Boette** replied that it may not be time and a half but it would go toward the calculated overtime. Referring to vacation time, **Selectman Boette** stated that the present policy acknowledges the following schedule:

6 months thru 4 years..... an employee is entitled to two weeks;
5 years thru 9 years..... three weeks;
10 years thru 20 years.....four weeks and;
after twenty (20).....five weeks.

Because of the confusion over the present system, **Selectman Boette** suggested holding a meeting with the employees and department heads to see how they would feel about ten holidays per year (to be voted on); three to four sick or personal days (paid if not used by the end of the year) and vacation time (subject to length of employment.)

TA Reynolds and the Board reviewed the calculation formula for anyone working six (6) months: $4.92 \times 26 \text{ weeks divided by } 8 \text{ hrs} = 15.99 \text{ days}$

After figuring out that the calculation for an employee who has worked 6 months to 1 year, they determined that the total number of days was not 30 days but 26 days (**10 holidays, 10 vacation days plus 6 sick/personal days.**)

Looking ahead at the 2012 calendar, **TA Reynolds** reminded the Board that Christmas will fall on a Tuesday; therefore Monday will not be a work day so that one other holiday will have to be chosen as a work day, such as President's Day or MLK Day. The Board agreed that it should be stated in the policy that there will be ten paid holidays each year but they may differ from year to year. They also agreed that carry over sick/personal time should cease and that the policy should state that an employee must use it or lose it at the end of each year.

TA Reynolds ended the conversation saying that he plans to redo the employee manual in 2012 and a decision should be made at the start of the year as to whether the earned time policy will continue or should be changed to a more traditional system.

Chairman Byam suggested that employees vote to either keep the present system or go to another. **Selectman Boette** disagreed saying that it should be decided by the leadership. **Selectman Sawin** thought that with the earned time policy, an employee has to earn it before he can use it. With a traditional system, time is determined at the

beginning of the year and an employee is entitled to that time, whether or not he stays the full year. **Chairman Byam** countered that when an employee leaves with more time taken than earned; it is deducted from the last pay check. He also suggested that a new or revised policy should become effective with any newly hired personnel. **TA Reynolds** also questioned how this would affect part time personnel. He suggested that any part-time personnel working more than eighteen hours per week would receive a pro-rated benefit. He asked the Board to review the Local Government Center data on tracking benefits before any decision is made. **Selectman Sawin** also asked the Board to review the earned time policy for part time members of the police department and determine the number of hours worked before earned time is considered. **TA Reynolds** said that if the policy is changed then earned time may be eliminated. **Selectman Boette** asked if the Board was leaning toward eliminating the earned time policy. **Selectman Sawin** replied that the calculation factor is incorrect and it has to be changed anyway. **Chairman Byam** voiced some concern that some part time personnel may not receive vacation time. **TA Reynolds** suggested that pro-rata vacation time could be factored in as well as paid scheduled holidays. No health or dental benefits would be offered but contributions to a retirement fund by the employee would be considered. He added that to qualify for full time benefits, an employee must work at least 35 hours; therefore if a part time employee works more than 18 hours per week, they will qualify for some of the benefits. At this time, **TA Reynolds** said that they will sit down and do the math.

New Business Cont'd:

- **Recycling Center**

TA Reynolds said that he is thinking about drafting a letter to the Wilton Selectmen with a suggestion for the coming year to provide a clear analysis of the Recycling Center operation. He believes that too much money is being spent unnecessarily and more attention should be paid to the markets available which could allow additional revenue to be generated from recycling. He said that there are other questions concerning the equipment, such as whether the compactor and scales are adequate or should they be replaced. He felt that it was important to hire someone who has the expertise and management skills to look at the facility, make recommendations for improvements and take on the recycling operation.

- **Police Budget**

TA Reynolds asked the Board to review the police budget and fill in the blank spaces. He said that he tried to complete as much as he could and asked the Board to let him know if there's anything that he needs to research.

Selectman Sawin suggested that the police department stop traveling to the State Highway Shed in Mont Vernon for gasoline; this should only be used as Plan B. Because it is quicker and more efficient to travel down Rte 31, they should be using the either the

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Mobil station in Milford or the Brookside Mobil in Wilton. He added that the funds spent for gasoline is reimbursed but the time in travel and wear & tear on vehicles is not.

Adjournment:

All scheduled items having been addressed. **Selectman Boette** moved to adjourn the meeting at 9:05 p.m.; **Chairman Byam** seconded the motion.

VOTE: Chairman Byam called for a verbal vote on the motion. All members voted in favor.

Chairman Byam then declared the meeting to be adjourned at 9:05 p.m.

Date: December 21, 2011
Pauline Ball, Recorder

Arnie A. Byam, III
Chairman

Donald R. Sawin

Kevin J. Boette

APPROVED BY BOARD OF SELECTMEN ON JANUARY 12, 2012