

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

Work Session Meeting Date: November 2, 2011
Time: 6:30PM

Meeting Attendees: Trish Schultz, Tax Collector Selectmen Arnie Byam III, Donnie Sawin,
Kevin Boette Town Administrator Burton Reynolds

Agenda Item: Deeding Items

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

BOS Comments: Trish reviewed two cases where pay plans have been agreed upon and
two small parcels of land that will be deeded. The Board signed the required paperwork.

Agenda Item: Electric Service RFP

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

BOS Comments: Nashua Regional Planning has designed an RFP to solicit pricing for
electricity. The Board had to sign a form saying Lyndeborough was interested in being
included but was not required to sign on to whatever is presented.

Agenda Item: Safety Program

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

BOS Comments: Safety Program documents are being finalized and will likely be presented at the next Board meeting for final approval. The program will incorporate institution of a Safety Committee and working with PRIMEX to qualify for the PRIME program that is really just a “best practices” approach to safety that allows the town to receive a 2.5% reduction in Workers Compensation costs.

Tossed around potential names to be the Emergency Management Director. Arnie will investigate.

Agenda Item: Budget Status

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

BOS Comments: Looked at the operating budget expenditures as well as the status of warrant articles and the encumbered accounts. Revenue estimates are being updated to show the “budgeted column” numbers being what was used when the tax rate was set.

Under the encumbered discussion, which includes some money to make improvements to Citizens Hall, whether to continue having the floor in the meeting room be wood or convert to carpet, ask the Heritage Commission about the hanging of pictures in the upstairs hall (input by mid December), possibly finish coat the ceiling in the old entryway, close the crawl space outside the Police Department entrance to prevent animals from getting into the cellar.

As an aside, it was decided to have the Presidential Primary vote on January 10th at Citizens Hall rather than at Center Hall. All the other 2012 elections will be at Center Hall. Make sure the “VIEWS” notes this in their December issue.

AGENDA ITEM: Tax Rate

The DRA auditor called on Monday to say the Education Grant had been entered incorrectly on the tax rate template – it should be 468,000 and not \$486,000. We could either have the tax rate go up or use \$18,000 more of fund balance to keep it at \$23.60 which at that rate is up \$2.30 over last year. More fund balance will be used.

AGENDA ITEM: Salary Plan

Burton presented the outlines of what could be a salary plan or policy thus putting in place a methodology for determining raises each year rather than arbitrarily making a decision on it annually. The plan would have two components, one for inflation called the COLA (cost of living adjustment) and the MERIT based on employee reviews. The possibility of having a small pool of funds to give bonuses or gift certificates for recognition purposes was discussed. No decision was made. They want to see how this might be integrated into the salary ranges first.

AGENDA ITEM: Employee Evaluations

Just a quick update on the status of implementing them for this year and how the Board would like to handle the Selectmen office ones where Burton is new and they are a bit removed from the everyday activity.

ADJOURNMENT: Motion: Arnie 2nd Kevin All in favor.

TIME: 8:50PM

Prepared By: Burton Reynolds

Approved By:

Arnie Byam

Donnie Sawin

Kevin Boette

APPROVED BY BOARD OF SELECTMEN ON NOVEMBER 09, 2011