

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

Work Session Meeting Date: November 16, 2011

Time: 6:30PM

Meeting Attendees: Arnold Byam III, Donnie Sawin, Kevin Boette
Burton Reynolds, Town Administrator

Agenda Item: Appointment to Historic District Commission

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: Appointed Scott Wickett to the committee

Agenda Item: Tax Liability Adjustments

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: Since 2004 the payroll software has counted as income the amount employees paid for benefits thus increasing the amount owed the IRS. An accountant was hired to determine how much extra in taxes employees paid. Revised W-2's were issued for the last three years but that is as far back as taxes can be amended. A check will be issued to employees affected between 2004 and 2007. The Board noted the

amounts due, determined where the money would come from within the budget, and approved a letter that will accompany the check.

Agenda Item: Emergency Operations Plan

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: The Board reviewed and approved the Emergency Operations Plan. It is expected that Jack Moorhouse, who oversees these, will be by on Friday to be sure it is OK.

Agenda Item: Employee Evaluations

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: The Board will meet on December 14 at the Fire Department to work on all the employee reviews.

Agenda Item: Salary Plan & Ranges

BOS Comments: Salary Ranges were developed for all town positions by the Town Administrator. The Board will review these to see if they agree. For the most part, it appears employee's current wage rates are within the salary ranges being proposed.

Agenda Item: Budget Committee Schedule

BOS Comments: It was agreed to bring the concept of a salary plan to the Budget Committee for comment and input. That will be done on 11/29 instead of the Highway Budget. Due to Tom Burke being out, the Police Budget was moved into January. Burton was to revise the schedule and forward to the Committee.

Agenda Item: Schoolhouse Road Sand Purchase

BOS Comments: Talked about what needs to be done to place the purchase of this lot on the March ballot. It contains a small eskar of sand that the Highway Department could use.

Agenda Items: Misc.

Want to be sure pictures are taken of French Road before any logging takes place on it over the winter.

Need to have a signature stamp with one of the Selectmen's name on it should the Treasurer not be around and none of the Selectmen are available to sign checks either.

Is Kent going to ditch the spot on Center Road by the "duck farm"?

Are we keeping track of the loads of gravel being donated for the school project?

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

TIME: 8:50PM

Prepared By: Burton Reynolds

Approved By:

Arnie Byam

Donnie Sawin

Kevin Boette

APPROVED BY THE BOARD OF SELECTMEN ON NOVEMBER 30, 2011.