

**LYNDEBOROUGH BOARD OF SELECTMEN  
WORK SESSION MINUTES  
December 19, 2012**

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

**Staff Present:** Town Admin Kate Thorndike, Building Inspector Peter Hopkins

**Public Present:** Lee Mayhew and Michael Borden

**Recorder:** Pauline Ball

**Approval of Minutes, Manifests, and Items for Signature**

The Board addressed all items that needed their signature.

**6:30 p.m. Building Inspector/Code Enforcement Officer position**

Peter Hopkins introduced Michael Borden as a prospective candidate for the Building Inspector position. Mr. Borden was a building inspector in Greenfield between 1990-1994. He was recently appointed again to replace Peter and will begin on January 1<sup>st</sup>.

Mr. Borden explained that he is self employed as a building contractor and is a licensed NH septic installer. He believes in community service and serves on the Greenfield Planning Board and runs a Boy Scout troop. He said that Peter suggested applying for the position in Lyndeborough because of the similarity between the towns and he thought it might be a good fit. Ten hours per month in each town would fit with his work schedule.

**Selectman Boette** said that the applicant should be willing to continue working with residents by coaching and advising them during the building process. It was important that the structures are built properly and in code. **Selectman Byam** stated that someone knowledgeable with septic systems would be an asset. **TA Thorndike** asked if he would be accessible and did he mind being called for assistance. Presently, Peter Hopkins has provided flexibility and quick response and they would like to continue this process. Mr. Borden said that he would be available by cell phone. **Selectman Byam** asked if he wanted to hold office hours during the summer. Mr. Borden preferred phone calls but would come to the office to do paperwork, when needed. Peter Hopkins said that Mr. Borden was familiar with the pay schedule (\$30 per hour plus \$300 for education expense). The town is a member of the NH Board Officials Assoc. and the yearly fee is \$50. Certification for a residential license is a written test which he thought should be taken within one year of hire. **TA Thorndike** said that the Building Inspector is also the Code Enforcement Officer and works in conjunction with the Health Officer, when needed.

At this time, **Selectman Sawin** made a motion to hire Michael Borden for the transition of the Building Inspector/Code Enforcement Officer. **Selectman Boette** seconded the motion and the VOTE in favor of the hiring was unanimous.

**Citizens Forum**

**No citizen's forum or appointments were scheduled**

**6:50 p.m. Executive Administration Budget Review**

The following line items were reviewed:

- Town Assessor, Tax Map Updates, Supplies and Deeds**.....same as 2012
- Assessing Software Support**..... increased 6.32%; ytd total increased \$150; will research reasons for increase
- Welfare**.....decreased to 7%; 2013 request is \$13,950
- Legal expense: general**.....increased from \$15,000 to \$25,000 because of anticipated legal issues
- Street lighting**.....increased from \$3900 to \$4211 because of projected energy rate
- Parks and Recreation (Wilton Youth Ctr/Goss Park)**.....request unknown
- Memorial Park Observance**.....same as 2012
- Town Communications (Lyndeborough Views)**.....increased \$500 because of postage rates increase; printing discount questionable; suggested future revenue updates and establishing budget report
- Community Days**.....increased from \$500 to \$750 for mailer cost & artillery expenses
- Building Inspector Wages and Expenses**.....same as 2012
- NRPC Dues**.....decreased slightly for 2013
- Property & Liability**.....\$23,252 for whole premium amount; offset holiday premium as a revenue item
- Wages: Trustees of Trust Fund, Treasurer, Custodial and Selectmen**.....increased annual stipend 2.5% for COLA
- Town Audit**.....decreased from \$3,000; 2012 amount was higher than expected
- Town Forester**.....decreased \$400
- Payroll Svcs**.....slight increase in cost per payroll and the addition of more employees
- Bank fees** .....annual credit card fee
- Treasurer Mileage**.....increased to \$.565 per mile for 2013
- Computer Software & Tech support**..... purchase 1 block of IT support (\$475 per 36 hours of support) vs. an hourly rate (\$130); revisit this line item to verify the cost and savings; further discussion is needed concerning new government regulations on PD server.
- Health Insurance**..... same as 2012 budget; also to include one extra family plan
- Dental Insurance**.....increased \$400
- Life Insurance and AD&D**.....increased from \$800 to \$889; based on salary covered (\$74.06 x 12 months)
- Long Term Disability**.....increased to \$3154; based on \$.39 each \$10 weekly benefit per month.
- Hartford Life & Accident Insurance (Fire Dept volunteers)**.....same as 2012
- Town Share Social Security**.....reduced slightly; all wages minus F/T PD
- Town Share Medicare**.....reduced slightly

**Board of Selectmen's Meeting Minutes**

**12-19-12**

**Town Share-Valic Retirement**.....increased 27%; based on 2013 salaries; to revisit this line item

**Unemployment Compensation and Workers Compensation**.....increased; figured by Primex; revisit this line item

**Building Safety**.....greatly increased because town wide generator maintenance, FD alarm system/monitoring has been moved to Govt. Buildings line item; should consider adding security/monitoring to new Emer. Mgr. storage garage and town shed.

**Citizens Hall and Center Hall Maint.-Supplies**.....same as 2012

**Citizens Hall Electricity**.....increased 31.2%; will check on rates

**Citizens Hall Heating Fuel**.....decreased; locked in price

**Citizens Hall Gen. Repairs**....same as 2012; should consider electrical issues, ext. painting and furnace concerns

**Center Hall Electricity**.....increased 20%

**Center Hall Heating Fuel**.....increased; changed projected \$1075 to \$1200

**Public Notices**.....decreased to \$600; all public notices are handled by office

**Town Report**.....same as 2012

**Dues & Subscriptions**.....increased \$120

**Selectmen Misc. Expense**....increased \$400 to include employee recognition acknowledgement

**Wages: Office Staff: Full Time**.....increased 14.53% **Wages: Office Staff: Part Time**.....decreased substantially; added extra \$10,000 for temporary training of accounting staff

**Copier Expense**.....increased 2%; expense not figured properly; has been refigured and updated

**Office Equipment**.....same as 2012; no new equipment planned for 2013

**Adjournment:** All scheduled items having been addressed, the public meeting was closed at 8:42 p.m.

Date: December 19, 2012

Pauline Ball, Recorder

Arnie A. Byam, III  
Chairman

Donald R. Sawin

Kevin J. Boette

APPROVED BY THE BOARD OF SELECTMEN ON JANUARY 2, 2013