

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
December 5, 2012**

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

Staff Present: Town Admin Kate Thorndike, Town Clerk Trish Schultz and Fire Chief Rick McQuade

Public Present: Bob Rogers, Lucille Watts, Lee Mayhew, Larry Cassidy, Ginny Christenton, Tom Christenton and Bill Ball

Media Present: Dave Anderson

Recorder: Pauline Ball

Approval of Minutes, Manifests, and Items for Signature
The Board addressed all items that needed their signature.

Appointments:

6:30 p.m. Election/Town Clerk Tax Collector Budget

Trish Schultz presented her 2013 proposed budget saying that there will only be one election in 2013; vitals were the same and she has budgeted for two conferences.

Office Supplies.....required to purchase Lexmark cartridges for Motor Vehicle printers
Miscellaneous Office Supplies.... includes ribbons, cartridges and recorder tapes.
Mileage.....\$.55 per mile; cover transportation to conferences & workshops.
600 Dog registration tags (including shipping and handling)\$100
Dog licenses.....\$.50 per license
Vehicle Blue Book.....used for new vehicle registrations
Vehicle Registration forms and mailers.....received from the State; convenient for residents.
Postage.....increased to \$1250 in anticipation of a raise in cost from the postal service.....all transactions needing postage have been combined in one line item
Cross Cut Shredder (medium grade).....to shred expired motor vehicle registration forms

Ms. Schultz's discussed the tax lien expenses and did not think there would be an increase. Total 2012 lien searches were for 26 parcels at a cost of \$689. Impending tax liens required certified notification at a cost of \$345. Some of this expense is returned through the redemption process.

Election expenses.....white and colored ballots are needed and the cost for absentee

ballot postage is an unknown.

Public notices for newspaper..... \$29.10 per notice; two additional public notices are required for the checklist (filing period) sessions in January and March.....total cost \$90.

Pizzas for election night ballot counters.....new line item

Tax bills and warrants.....1800 @\$.46 each
Timber/Current Use and Excavation application forms.....\$840
Envelopes.....budget was over for 2012 because they ran out and more needed to be purchased.

TA Thorndike asked Ms. Schultz to explain her new proposed scheduling of hours for the deputy clerk during vacation time and conference/workshops.

Vacation.....Open on Monday from 2:00 p.m. to 7:00 p.m.
Open on Wednesday from 8:00 a.m. to 4:00 p.m.
Conferences/Workshops.....Open on Wednesday but closed on Thursday

Ms. Schultz said that this will allow the deputy clerk to work her scheduled 12 hours during the 5 week vacation period with extra time to open and close.

Two ballot clerks will be needed starting at 10:00 a.m. on Election Day.....cost \$150
Three supervisors of the checklist will be needed on Election Day as well as holding two half hour meeting sessions.

7:00 p.m. Library Budget

Bob Rogers and Lucille Watts presented the library’s proposed 2013 budget. There was an adjustment made to the number of librarian hours (760 hrs. instead of 756 hrs per year). The Trustees also voted to include a 2.5% cost of living adjustment for 2013.

TA Thorndike explained that this is just a place holder and a decision on this adjustment would be made at a later date.

Selectman Boette asked about any heating concerns with the addition of the new wing. B. Rogers said that they had budgeted \$3000 for 2012 and as of November, they had spent \$1500 on propane. He added that the new rate for 2013 is lower but because they have a separate contract, the rate isn’t as low as the town. The Board agreed that next year, if the library trustees are amenable, the town will negotiate a fuel rate that will include the library. Ms. Watts also mentioned that the insulation and new windows have helped with the heating issues. She informed the Board that the library has extensive computer capabilities and Wi-Fi for all those who are interested. B. Rogers said that he was very pleased to be part of the library addition project.

- **Citizens Forum**

No appointments were scheduled.

7:15 p.m. Cemetery Budget

Bob Rogers, Ginny Chrisenton and Larry Cassidy was present to discuss the cemetery's proposed 2013 budget. B. Rogers said that requests for Wages have been reduced \$1000 because a new mower was purchased and the services provided by Greg Porter's are very efficient. Normally \$6000 covers the year.

Under Contract Services, Richard Herfurth has agreed to remove the problematic pine tree in one of the cemeteries before any damage is done to the gravestones. Ms. Chrisenton asked about encumbering the funds this year, in case, the tree cannot be removed in 2012. **TA Thorndike** responded that a purchase order should be submitted by the end of the year or before the books close at the beginning of January 2013.

B. Rogers said that Ms. Chrisenton will be doing a more detailed mapping of burial locations to correct past inaccuracies. Ms. Chrisenton said that she only needs funding for equipment and supplies, such as 36" paper, ink and vellum for the final print.

Security.....B. Rogers said that they recently replaced a brush cutter that was stolen and purchased a new blower. **Selectman Boette** asked where their equipment was being stored and was told "in the town barn." He suggested that someone should verify whether or not Kent Perry had installed the security gate at the town barn.

Corner post.....down to the last half dozen; are sold to generate some income for the cemetery.

TA Thorndike also mentioned that there was a Trustees of the Trust Fund meeting to discuss alternative investments in an attempt to generate higher interest from their funds. A future meeting will be held with the trustees from cemetery and library to discuss the options.

7:45 p.m. Fire Department Budget

TA Thorndike and the Board briefly discussed the financial arrangement for the fire department's volunteer compensation which is given out annually at the end of the year. It has been recommended that 1099-misc. forms should be used to document these funds. Reimbursement, for such items as mileage, gas, boots and clothing replacement, should only be used to pay expenses when receipts are submitted to the office. This issue will need to be discussed at a later date.

Board of Selectmen’s Meeting Minutes

12-5-12

Chief McQuade presented his 2013 proposed budget saying that many of the line items were the same as last year:

- Aircard.....new purchase.....\$39 per month
- Tuff book mounts; one for Rescue truck and one for Chief’s vehicle.....\$185
- Office Supplies.....increased slightly
- Reimbursement.....increased \$1000 to include cost of living adjustment
- P/T Chief Wages.....increased slightly to cover taxes and keep it in line with \$3000 stipend
- Consumable goods.....decreased.....to buy barrels of Class A foam
- Paper products.....purchase bulk at BJ’s or Costco
- Equipment repairs.....increased; to provide annual service of breathing compressor
- Low Level Strainer.....new purchase; used to maximize water usage in tanker.
- Misc. Fittings.....decreased; more awareness of these items to reduce loss
- Turnout Gear Replacement.....maintain 10 yr. plan; good rotation; purchase 2-3 sets each year
- Turnout Gear Cleaning.....\$2000 remaining in budget; cleaning this year
- Radio Conditioning.....\$850; charger for conditioning batteries; last longer
- Forest Fires.....purchase lights for helmets
- Training.....large increase; to host training for EMS 1st responder course; 10 fire volunteers
- Diesel.....increased to \$3000 because of higher volume of calls

Chief McQuade asked for a report that shows the dollar amount per gal. **TA Thorndike** said that she would ask Kay Hopkins to double check slips. The Board also agreed that more bids should be requested for next year’s prices on diesel.

Selectman Sawin suggested a meth lab class for the fire volunteers and would gather the information for the 2-3 hour class.

- Chief McQuade** budgeted for three batteries and that Radio Maintenance had decreased.
- Pagers.....\$800; 6- 7 pagers sent out per year for maintenance; have 5 yr. warranty
 - Electrical service.....new rates higher beginning in January
 - Propane.....decrease in cost (\$1.52 per gallon)
 - Septic pumping.....increased to \$450; \$218 per pump
 - Satellite.....decreased to \$5 per month
 - Post office box.....being changed to a postal box at the Fire Station

Selectman Boette determined that Fire Department proposed budget totaled \$76,806.

Chief McQuade said that the department is doing a fund raiser/mailer to generate some funding for the purchase of a \$6000 Hydraulic Tool replacement and for other items needed by the department.

Selectman Sawin suggested some training relating to electric and hybrid vehicle accidents. **TA Thorndike** explained that town building alarms, generators and security items are being consolidated under Government Buildings; therefore the FD line item should be reduced by \$836. **Selectman Boette** suggested placing an asterisk on the budget worksheets to make the committee aware of this change.

Items not included on Agenda:

- **Morrison cabin; Mountain Road**

Referring to a question concerning the removal of the Morrison cabin out of the setback, **TA Thorndike** responded that as of Nov. 28th the cabin had not been moved. The Board agreed that Code Enforcement Officer Peter Hopkin should verify whether or not Mr. Morrison is back in compliance with the ZBA's order.

Adjournment:

All scheduled items having been addressed, the public meeting was closed at 8:45 p.m. Before adjourning, **Selectman Sawin** asked the Board to meet for a brief non-public session.

Date: December 5, 2012
Pauline Ball, Recorder

Arnie A. Byam, III
Chairman

Donald R. Sawin

Kevin J. Boette

APPROVED BY THE BOARD OF SELECTMEN ON DECEMBER 19, 2012