

**LYNDEBOROUGH BOARD OF SELECTMEN  
MEETING MINUTES  
January 25, 2012**

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

**Staff Present:** Town Administrator Burton Reynolds, Administrative Asst. Kate Thorndike

**Public Present:**

**Media Present:** Dave Anderson, Monadnock Ledger- Transcript

**Recorder:** Pauline Ball

**Appointments:**

No appointments were scheduled for this meeting.

**Citizens Forum**

No one was present for the Citizens forum.

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

The Board addressed all items that needed their signature.

**Old Business:**

No old business was discussed.

**New Business:**

- **Cleaning town offices**

**TA Reynolds** said that Brenda McQuade has given her resignation from her cleaning position. A replacement applicant, Angel Berkebile, has already been interviewed to take over the duties and Brenda has agreed to stay on and show what needs to be done. Ms. Berkebile has experience cleaning other facilities and will be available for both Citizens Hall as well as Center Hall. **TA Reynolds** will ask her to come to the February 1<sup>st</sup> meeting to meet with the Board.

- **Forester duties**

**Kate Thorndike** explained that when the forester's position first began it was funded with a small budget to cover the expenses, but eventually that amount has been surpassed. The forester values all the Intent to Cut reports, sending the information back to the office to be processed. She said that most small towns do not do this; instead they use State data which is produced quarterly. This data gives a high or low value for all timber cuts and an estimate in the middle of the range is usually chosen. She and **TA Reynolds** thought that by using the State's data as an option, they could reduce cost.

**Selectman Boette** asked if their data was cross referenced to see how it would compare with the State valuation and did it come close to the amount given by the town forester. **K. Thorndike** replied that they did check and that town forester, Bob Todd, does a much finer job of valuing the reports. She said that if there is an appeal, the information supplied by the town forester would be better prepared to defend the value because his data is based on slopes, soils, locations, etc.; but the likelihood of running into this situation is relatively small.

**Chairman Byam** wondered if the expenses for the forester's service were being covered by the amount of revenue received. **TA Reynolds** said that the 2011 budget for this line item was \$2400 with \$2104 expended.

**K. Thorndike** explained her alternative plan for the use of the forester's time. She stated that they need someone to research the Current Use properties. They could take Bob Todd off the valuations and assign a certain number of properties to be reviewed for a determined number of hours. In this way, the time spent researching these properties may generate additional revenue. **Selectman Boette** agreed; if sufficient revenue isn't generated, then they can look at other avenues, next year. The Board also agreed to keep the budget the same for 2012. Because the town forester deals with logging enforcement issues, **Selectman Sawin** suggested that random checks on these operations should be performed. He also questioned whether processing valuations by office staff would impact their work load. Kate Thorndike replied that it was a simple task and she did not think it would have an impact.

- **Year-end financial status**

**TA Reynolds** passed out the overview sheet for the 2011 year-end budget, saying that there's \$134,135 remaining in the available balance and they will not have any problems funding items from the encumbered funds. Although he did not supply any revenue data, **TA Reynolds** said that revenues came in at \$33,000 above the projected amount, with \$22,000 coming from vehicle registrations. The fund balance total will be \$63,000.

**TA Reynolds** also explained that according to the RSAs, the Board of Selectmen has the authority to decide how the fund balance will be spent. The Budget Committee, after the budget has been set, can make recommendations, but the Selectmen are the managers and can move the funds around, if needed. **TA Reynolds** said that they would address the Selectmen's budget later in the meeting.

- **Town office job descriptions**

**TA Reynolds** said that he and Kate have been working on a revised job description for the town administrator, administrative assistant and the bookkeeping positions. He distributed copies of the job descriptions for the Selectmen to review. **K. Thorndike** explained that these descriptions are a compilation of several different ones from the data base which have been reviewed, consolidated and discussed before reallocating certain responsibilities between the town administrator and the administrative assistant. **Selectman Boette** asked if the administrative assistant and bookkeeper will still be part time positions. **K. Thorndike** replied that they were.

**TA Reynolds** asked the Board to look over the descriptions because it was important that the descriptions are accurate, for ex., Kay Hopkins does more than just bookkeeping and the new description reflects it. In the past, the administrative assistant performed many of the functions of an administrator because the town did not have one.

**TA Reynolds** gave the following list of some duties for an administrative assistant: Routine clerical work, mail sorting, helping town administrator as well as completing paperwork for the assessor and building inspector, helping with tax bills, generating warrants supplied by the assessor, ordering office supplies for all departments and keeping the website up to date.

Addressing the website, **TA Reynolds** said that encumbered funds will be used to build the Virtual Town Hall website. **K. Thorndike** said that they recently had a design meeting to look at options. **Selectman Sawin** asked if it would eventually be tied to social media. **Selectman Boette** also asked if they had spoken to Mainstay about a Facebook page. **TA Reynolds** replied that they will tie into social media but he had not spoken to Mainstay. **Selectman Sawin** explained that a Facebook page could be set up to give out information with no return response. This type of social media is a good way to announce school closings, road closings, emergencies, community events, etc.

**TA Reynolds** continued citing more of responsibilities of an administrative assistant, such as maintaining and updating property tax credits, exemptions, abatements, current use, intent to cut, timber yield tax, excavation tax as well as preparing the town report.

**Selectman Boette** suggested having two types of job descriptions; one for interviewing an applicant and the other, for the files, that gives instruction on how a job is done. He

also recommended a monthly calendar of events. **TA Reynolds** said that he is preparing a list of items that need to be completed by month and plans to develop an office calendar. Ending the discussion, he said that these descriptions cover knowledge and skills, minimum qualifications, background of an applicant as well as the physical requirements for specific jobs which is especially important for a highway or police applicant.

**Selectman Boette** noted one concern in the report which stated that the town administrator oversees all hiring. The Board agreed that this should be changed to “*town administrator assists the Board of Selectmen in all hiring.*” Any other changes will be e-mailed to the office, prior to the next meeting.

At this time, **K. Thorndike** informed the Board about the Zecchini abatement appeal and asked if they would accept the recommendation of Bob Todd to reduce the amount of the abatement. The original abatement was \$328, 500 and the revised abatement is \$310,000. **Selectman Sawin** agreed that it was still in the range and saw no reason to deny the abatement. **Selectman Boette** made a motion to accept the Zecchini abatement. **Chairman Byam** seconded the motion. **VOTE: The vote in favor of acceptance was unanimous.**

**K. Thorndike** also mentioned a letter concerning a “no building permit” issue that was sent out on January 19<sup>th</sup> to the property owner at 405 Mountain Road (Map 210 Lot 002). There hasn’t been any response from the property owner who has 10 days to respond. **Selectman Sawin** asked what steps will be taken if there isn’t any response. **K. Thorndike** replied that a second letter will be sent, stating fines and/or legal action.

- **Benefits**

**TA Reynolds** said that he would discuss benefits later in the budget.

- **Selectmen’s Operating Budget**

**TA Reynolds** stated that this is just a preliminary review, because the Budget Committee has not met with all the departments and changes may be made to the operating budget. He noted that the Operating Budget total for 2011 was \$1,589,126 and for 2012 it’s \$1,545,869; a decrease of \$43,000. After adding \$258,500 (Capital Improvement Plan) to the 2012 Operating Budget and deducting \$1,703,426 (2011 Total Town Expenditures) plus an additional \$10,000 (Center Hall renovation), the difference of \$84,000 would increase the tax rate \$.50.

	<b>Proposed total</b>
• <b>Executive</b> .....	<b>\$134, 139</b>
Wages.....	no change
Public Notices.....	\$850
Town Report.....	decreased quantity; staying with same company
Selectmen’s Misc.....	no change

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Wages for P/T and F/T to be discussed later

Mileage/Training & Conferences.....increased \$100.....	1,500
Telephone/Fax/Internet.....decreased; changed carriers.....	3,180
Office Supplies.....increased a little	
Copier Expense.....increased; purchased new equipment	
Office Equipment.....left \$514 in for emergencies	
Postage..... increase in postage cost	

**Proposed total**

- **Election, Registration & Vital Statistics.....11,445**

Four elections for 2012.....increased; cut back to two ballot clerks and three supervisors of the check list

Record preservation.....funds will be taken from encumbered funds, when available

- **Financial Administration.....76,042**

Town audit.....increased because of new requirements.....17,000

Wages: Town Clerk/Tax Collector...increased; new salary plan.....35,627

Clerk/Collector Expense.....increased.....2,200

Tax Lien Expense.....no change.....1,655

Tax Bills and Warrants.....decreased.....1,080

Registration Expense (postage & renewal mailing)

Wages: Treasurer.....increased.....2,520

Payroll Services (ADP).....2,925

Bank Fees (Credit Card).....160

Budget Committee Expense.....annual meeting.....50

Computer Software & Tech Support ...Town Clerk/Tax Collector expense (\$3280) plus Mainstay 24 hrs of support (\$125 per hour); includes a Disaster/Recovery plan; and hosting fee for Virtual Town Hall software (\$1400) software(\$1400).....7,680

- **Assessing.....no changes.....14,850**

- **Legal.....decreased \$5000.....15,000**

Addressing another legal issue, **K. Thorndike** explained that Pauline Ball (Clerk for the Planning Board) submitted an amended Home Business ordinance and asked for assistance in the wording for the warrant. A suggestion was made that the amendment should be reviewed by town counsel. It was also discussed with an attorney at LGC who strongly recommended that the amendment needed more work before being considered as a warrant article. **TA Reynolds** said that a letter of explanation will be sent to the Planning Board.

- **Personnel Administration.....195,304**

Health Insurance.....decreased.....106,000

Dental Insurance.....decreased.....5,455

Life Insurance.....decreased.....800

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**1-25-12**

Long term Disability.....proposed new policy.....2,601

Short Term Disability (old policy was \$2917).....reduced to.....1,450

**Selectman Boette made a motion to adopt Long Term Disability. Chairman Byam seconded the motion. VOTE: The vote in favor of adoption was unanimous.**

Hartford Life & Accident Insurance (Fire Dept.).....no changes.....375

Social Security and Medicare.....has not been calculated, as yet

Town Share Police Retirement.....9,000

Town Share AIG Retirement.....to be reviewed next year.....7,700

Unemployment Compensation.....set price.....8,525

Worker’s Compensation.....set price.....14,805

Human Resources Admin.....for employment advertising.....1,500

Tuition Reimbursement .....removed as a line item

Med., Health & Safety Requirements (Highway dept. testing).....700

**Proposed total**

- **Planning and Zoning.....TA Reynolds to check on PB line items**

- **Gov’t Buildings and Grounds.....21,756**

Wages: Citizens’ Hall Custodial.....\$13.50 per hr. @ 4 hrs. per wk.....2,808

Building Safety (security monitoring \$350; alarm testing \$225; fire extinguishers \$290; sprinkler testing; \$385 plus general repairs \$500).....1,750

Citizens’Hall Maint. Supplies.....increased to.....2,500

**TA Reynolds** said that mats for Citizens’ Hall meeting room will be purchased at a cost of \$648 instead of hiring a service at \$600 per yr.

Citizens’ Hall Electricity.....\$285 per month.....3,420

“ “ Heating.....propane \$2.30 per gal.....4,430

“ “ Gen. Repairs.....exterior door light; exterior painting.....5,000

Wages: Center Hall Custodial.....reduced to.....300

Center Hall Electricity.....\$35 per month....reduced to.....420

“ “ Heating Fuel.... reduced to.....1,305

“ “ Gen. Repairs.....500

**TA Reynolds** said that there is still \$1000 remaining in the window account. These funds plus an additional \$500 placed in the operating budget can be used for the sill repair.

- **Cemeteries.....already presented to the Budget Committee.....12,350**

- **Insurance not otherwise allocated.....26,000**

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**1-25-12  
Proposed total**

- **Regional Planning & Advertising.....decreased \$500.....1,329**
- **Building Inspection...increased \$300; cost of classes and code book.....2,800**
- **Emergency Management.....1,625**  
\$632 generator yearly maint.; \$300 propane tank rental; \$168 for propane; \$200 for incidentals;\$325 for diagnostics on generator
- **Streetlighting.....no change.....3,900**
- **Solid Waste.....to be discussed at joint meeting in Wilton**
- **Health Administration.....stipend and supplies.....600**
- **Health Agencies & Hospitals.....3,358**  
**Chairman Byam** suggested a donation to the Red Cross which has been present for many home fires and other emergencies that have occurred.
- **Welfare.....decreased \$600.....15,000**
- **Parks and Recreation.....to be discussed at joint meeting in Wilton**
- **Library.....35,300**
- **Patriotic purposes.....same.....1,250**
- **Other Cultural or Recreation.....same.....3,500**

The Capital Reserve Funds will be discussed with the Budget Committee.

**TA Reynolds** said that the total proposed operating budget is down from 2011 proposed budget.....1,545,869.

**This portion of the public meeting was closed at 9:10 p.m.**

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- **Non-public meeting-91-a:3 (A)**

The Board entered a Non-public meeting at 9:15 p.m. to discuss the following RSA 91-a:3, (A) Personnel.

Date: January 25, 2012  
Pauline Ball, Recorder

Arnie A. Byam, III  
Chairman

Donald R. Sawin

Kevin J. Boette

***APPROVED BY THE BOARD OF SELECTMEN ON 2-1-12***