

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
March 7, 2012**

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

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

Public Present: Lee Mayhew

Media Present: Jessie Salisbury

Recorder: Pauline Ball

Appointments:

The Board began the meeting at 6:35 p.m. after reading and addressing all items that needed their signature.

TA Reynolds informed the Board about a conversation with Town Clerk/Tax Collector Trish Schultz concerning resident Lynda Lombardo of 165 Mountain Road who stated that she had not received a property tax bill in December. After reviewing whether there was a discrepancy in the mailing address and finding none, Ms. Schultz asked if the interest charge for a late payment could be waived because the property owner's taxes have always been paid on time. The Board agreed with Ms. Schultz's request.

VOTE: Selectman **Byam** made a **motion to waive the interest charge for a late payment on Lynda Lombardo's December tax bill and to allow TA Reynolds to sign the waiver prepared by Town Clerk/Tax Collector Trish Schultz.** Selectman **Sawin** seconded the motion. The vote in favor of the waiver was unanimous.

Old Business:

Earned Time and Benefits

TA Reynolds asked the Board if they had any other concerns that needed to be addressed on the Earned Time and Benefits memo, before the policy was finalized.

Selectmen Boette voiced some concern about offering six days of sick time and two personal days; he preferred a policy offering one week (40 hours) of sick/personal time.

TA Reynolds responded that he had reviewed the policies of a number of towns for part time employees on earned time who work 20 hours. Offering this proposed benefit is common practice among other municipalities. It is an attempt to help a disabled employee

bridge the gap between the time he stops working and short term disability begins, about seven (7) days.

Board of Selectmen's Meeting Minutes

3-7-12

TA Reynolds stated that this approach would keep faith with what our employees have had for a benefit in the past and it is reasonable considering what other employees in the public sector are offered. Referring to the police department, he said that the town will be saving by having them use earned time with this level of benefits. It is a less expensive approach than overtime pay and coverage will be as planned. Everyone will not be using all their sick and personal days and they will lapse at the end of the year.

The Selectmen's memo also showed **TA Reynolds's** earned time factor:

Holidays = 11 x 8hrs. = 88hrs.
Vacation = 10 days x 8 hrs. = 80 hrs.
Sick Days = 6 days x 8 hrs. = 48 hrs.
Personal Days = 2 days x 8 hrs. = 16 hrs.

Total Hours = 232/8 hrs. = 29 x 8hrs. / 26 pay periods = 8.92 pay period down from the previous 9.23 hrs. It would increase by 1.54 for each additional week of vacation just as it does now.

After further discussion, the Board agreed to the proposed Earned Time Policy, as written.

VOTE: Selectman Byam made a motion to readopt the Earned Time Plan for employees, other than the Highway Department, who make this plan their choice. **Selectman Sawin** seconded the motion. The vote in favor was unanimous.

Officer In Charge Arrangement

TA Reynolds asked the Board whether the issue concerning the Officer in Charge arrangement should be brought up as a discussion at the March town meeting. Although it is not on the warrant for this year's meeting, it would allow input from residents on how they would feel about making any future changes to the present police department arrangement. He also noted that any final decision made concerning this issue is the sole responsibility of the Board of Selectmen and not the town residents. **Selectman Boette** preferred a town vote through a warrant article if a change was being considered. Lee Mayhew cautioned that the Board of Selectmen has the authority to make that decision and should not give up their authority. He said that if the Board is seeking the town's input then it should request a "sense of the meeting" vote and not a warrant article. This issue could even be brought up at the March town meeting.

APPOINTMENTS:

7:15 p.m. Walter Holland----Town Meeting

Walter Holland, as moderator for the March 17th Town Meeting, discussed, with the Board, how the procedures for the meeting would be followed.

Referring to the warrant articles to be voted on at the Town meeting, **TA Reynolds** explained that Article #5 and Article #21 will be amended during the meeting because of a concern raised by resident Marge Halleyburton.

Article #5 addresses a change in the purpose of the existing Gulf Road Bridge Capital Reserve Fund to the "Bridge Repair/Replacement" Capital Reserve Fund. The name of this fund will be amended to read "**Bridge Build/Repair/Replacement**" **Capital Reserve Fund**. This fund will be used for any replacement or major bridge expense.

The same fund name is used in Article #21 and it will need to be amended to reflect the name change in Article #5.

TA Reynolds said that his overview statement would address the following points:

- No conflicts between Selectmen and Budget and everyone is in agreement with the proposed budget
- Proposed 2012 budget summary; operating budget less; inc. in highway (fuel cost and paving); inc. in financial admin.(audit)
- How warrant articles affects the tax rate
- Revenue issues
- CIP; School meeting

Moderator Holland asked about the Selectmen's rotation schedule for March 13th voting at Center Hall.

Selectman Sawin said that he would be present during the morning; **Selectman Boette** will be available beginning at noon and **Selectman Byam** will be present around 4:00 p.m.

Moderator Holland mentioned that the interior of Center Hall was cold and he heard buzzing from the smoke alarm in the front of the building. **Selectman Boette** said that the building will be heated and the alarms will be checked and batteries replaced if needed.

7:30 p.m. Candidate's Forum

The Board adjourned the regular meeting session at 7:30 p.m. so that the candidates in attendance could speak to their reasons for seeking a seat on various town boards and
Board of Selectmen's Meeting Minutes **3-7-12**

committees. All candidates thought it was important to volunteer and participate in town government to better understand how a town operates. Several incumbents are seeking re-election to the Budget Committee and the Zoning Board of Adjustment as well as new hopefuls running for seats on those committees. Arnie Byam stated that he was also running for a second term on the Board of Selectmen.

Date: March 7, 2012
Pauline Ball, Recorder

Arnie A. Byam, III
Chairman

Donald R. Sawin

Kevin J. Boette

APPROVED BY THE BOARD OF SELECTMEN ON MARCH 14, 2012

