

**LYNDEBOROUGH BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**December 11, 2013**  
**FINAL**

**Members Present:** Chairman Kevin Boette and Selectman Fred Douglas

**Staff Present:** Interim TA Burton Reynolds and Administrative Assistant Cindi Hasty

**Media Present:** Jessie Salisbury

**Recorder:** Kathleen Humphreys

The meeting was called to order at 6:00pm.

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

The Board addressed all items that needed their signature.

**Board of Selectmen's Meeting Minutes**

**12-11-13**

**Appointments:**

**Highway Department**

Discussed rocks in the sand and Road Agent Kent Perry said it is not screened but as they dig deeper it will get better.

**Highway Budget**

Storm related expenses have gone over. Road Agent Kent Perry ordered more salt earlier in the day and salt cost is \$53.35 and he mentioned chains are expensive. The highway department had to clear two back-to-back storms and last winter's bad weather also affected the budget.

Discussed the need to over-extend the bottom line of the Highway Department's budget by \$12,000 if necessary. Mr. Reynolds said there is room in the overall Town Operating Budget bottom line. How the sum was determined: Two storms, mix would be an estimated \$2,000 while OT could be \$2,000. Generally it takes 36 hours to get the town totally cleared of snow to an estimated cost of \$5,000 per storm and include if needed, maintenance and chains. It was clear the money will not be spent if not absolutely necessary.

**VOTE: Selectman Douglas made a motion to authorize a \$12,000 over-expenditure through the course of the year. Selectman Boette second the motion. Motion passed unanimously.**

**2014 Highway Budget**

Reviewed the budget. 1.5% COLA for employees.

The overall budget is up \$2,000 from last year.

The mapping in the accounting system was not working properly and Bookkeeper Louise Dwyer caught and fixed the problem but the Highway part-time budget was over by that time because they were using inaccurate figures due to the mapping problem.

Block Grant will be \$75,000 split as followed: Paving for \$20,000. The backhoe loader has one more year at \$21,000 plus \$8,000 for plows with \$25,000 left for Center Road improvements. Paving remains at \$115,000 from operating budget plus \$20,000 from 2014 Block Grant and \$23,000 from 2013 Block Grant to fund the \$154,000 needed to fund the paving plan.

### **Police Department**

Reviewed the Prosecutor Court Statistics provided by Chief Rance Deware from April 1 – December 10, 2013.

Reviewed and made decision on when to order the new police cruiser.

**VOTE: Selectman Boette made a motion to authorize the new cruiser the first week of January, not to exceed the bid price. Selectman Douglas seconded the motion. Motion passed.**

Wilton gave their prosecutor a 2% COLA which will increase Lyndeborough portion \$150

**VOTE: Selectman Douglas made motion to increase the Wilton Prosecutor's COLA by 2%. Mr. Boette seconded the motion. Motion passed.**

### **Earned Time**

Louise Dwyer reviewed the earned time for various police officers. It was determined if the Board voted for the increase, the average for part-time wages would be \$21.94. It would be about \$5,000 more in salary and a few hundred more in the training line so around \$6,000. Selectman Douglas stated that if the town increases the police officer's salaries they will expect their officers to work when needed.

Part-time police officers have received earned time and the policy states are not working consistently 20 hr. per week do not qualify for earned time so the town is eliminating the earned time for officers and replacing it with a comparable increase in their pay.

**VOTE: Mr. Douglas made a motion to accept the increases Mr. Reynolds has proposed in writing for the part-time police officers increases affective in the budget as being proposed. Mr. Boette seconded the motion. Motion passed.**

It was discussed the raise should take effect January 1, 2014. The proper notification will include a letter from the office with the new rate of pay plus a signed copy for their file.

Chief Deware emailed the town employee handbook to his department.

### **Glass Globe**

Jessie Salisbury, for the Historical/Heritage Society, informed the board that the display case for the glass globe is finished. Corey Cheever made a glass base and Ed Mottau made an acrylic case and it is on display in the JA Tarbell Library. After the holidays the society would like to set up an event at the library so the town can official accept the globe from Beverly and also Corey and Ed's donations to the town. The Board discussed the possibility of holding a future

selectman's meeting at the library where they can official accept the gifts and leave them to the Heritage Committee.

### **Community Forum:**

#### **Boston Post Cane**

The Boston Post Cane will be presented to Lyndeborough's eldest citizen at the start of Town Meeting in March 2014.

Fred Douglas passed along the information to Mrs. Salisbury that two books about Lyndeborough were seen in a Greenville antique shop. The person who provided the information said they were not the History of Lyndeborough book. The society will investigate.

Mrs. Salisbury reported that Helen van Ham has possession of a portrait of Denis Donovan who was the author of the 1905 Town History book. It is dusty and needs to be cleaned and came from the church.

### **Old Town Business:**

#### **Year to Date Expense Report**

The Board reviewed the expense report. There are considerable funds remaining in the Selectmen Office and the Police Department Budgets.

The Legal Budget is \$25,000. Legal expenses for the Wilton-Lyndeborough school case has probably one more trial date. Another big piece was the deeding assistance to the Tax Department for Mohegan.

The Operating Budget is in good shape. Warrant Articles are mostly payments for Capital Reserve Funds and those payments have been made.

### **Building Inspector**

The Building Inspector was busy and will be over budget but more than covered by revenue brought in. Moving forward the town would like his monthly invoices that also includes a description of the work completed by date. The scope of the job now has additional inspections for gas, septic and pit tests for new properties that were not part of the last inspector's job description.

### **Fire Department**

The Board discussed policy for fire department mile reimbursements and the need for a policy dialogue.

### **Tanker for Fire Department**

The Fire Department is waiting on a quote from Valley while they have one from HME but that truck is 2 inches too high and won't fit in the station. Discussed options see below.

1. Push Valley for a quote and can they design something that will fit
2. Retrofit the old truck which is 28 years old
3. Look for a used tanker truck and make necessary repairs if needed

Discussed if Town should put money in CIP or not depending on if the vehicle will be purchased. Leave it in there for the moment was the decision but if not needed it can be taken out.

**New Town Business:**

Citizens' Hall Basement

The drain in basement needs to be repaired. A quote is forthcoming for various options for other work.

**Encumbered Funds**

The cemetery wants to encumber some of their money this year for Richard Herfurth to remove dead ash trees and a number of stones that need to be repaired. They have a quote from Mr. Herfurth and written a letter \$900 from Richard and will get a quote from Medlyn. Given since we will have money from overall budget are there any things we need to encumber.

The generator repair is \$300.

The Selectmen Office and Police Department servers cost can be held if work can't be completed before the end of the year.

Other discussions:

Wally Holt has written a song about Lyndeborough. He would like the Board to listen to it and maybe have it as their unofficial song and play at town meeting.

Discussed replacing the spruce tree in front of town hall and the location for it.

Next Budget Committee meeting is January 7, 2014. On the agenda is Town Clerk and Fire Department. Due to the holidays, any related discussion is expected via email or to review the budget.

Discussed moving software expenditure for the Town Clerk from the Finance section of the budget to the Town Clerk Budget.

**2014 Holiday Schedule**

Town employees have eleven holiday days. January 1, 2014 will be the first holiday for next year. The Board felt what works for them is fine and to present their requests. Selectman Douglas suggested one holiday can be their birthday to be used as a floater. Ms. Hasty said typically they go with the state office because the Tax Clerk Department can't work when the State DMV is closed.

The LTD quote for part-time employees is expected by Lee McLaughlin but it needs 75% participation. The STD was high but will look at the real numbers.

Next meeting will be January 8, 2014.

**Adjournment:**

All scheduled items having been addressed, the public meeting was adjourned at 8:22 p.m.

Date: December 11, 2013

Kathleen Humphreys, Recorder

Kevin J. Boette  
Chairman

Arnie Byam III

Fred Douglas

APPROVED BY THE BOARD OF SELECTMEN ON JANUARY 08, 2014