

LYNDEBOROUGH BOARD OF SELECTMEN

MEETING MINUTES

November 4, 2016

Members Present: Chairman Lee Mayhew, Selectman Fred Douglas and Selectman Mark Schultz.

Staff Present: Town Administrator Russ Boland

Public Present: NONE

Media Present: NONE

Recorder: Russ Boland

The meeting was called to order at 9:00 a.m.

Chairman Mayhew opened the meeting by explaining the purpose of the meeting is to receive information from department heads regarding their proposed 2017 budgets.

Highway Department:

Road Agent Kent Perry began his explanation of the 2017 Highway Department budget by reviewing the current staffing of four fulltime employees and sighting the need to increase the number of part time positions. R/A Perry has hired one part time person and is in the process of interviewing another. R/A Perry hopes to have two part time employees along with the four fulltime employees by the start of the winter season. This will reduce the need for overtime and allow crews to take regular breaks to reduce fatigue and increase efficiency. R/A Perry reviewed the operational status of the fleet and the improved maintenance program that has been put in place.

The Board agreed R/A Perry should purchase two new tires for the grader and have them installed this year.

R/A Perry reviewed all the remaining line items explaining the need to increase or decrease each line item. The overall decrease in the department for 2017 is projected to be just over three and a half percent.

Selectman Schultz excused himself from the meeting at 10:15 am for a previous commitment.

Police:

Chief Deware reviewed each line item of the Police Department budget identifying areas that have changed and why. The Chief reported that the department operation is stable and he foresees no major changes in the near future. Chief Deware reported working with MACC Base has proven to be a major improvement in communications. Chief Deware went over the need to upgrade the weapons the officers are using as several of them have reached their ten year life expectancy. Chief Deware reviewed a quote he has received for the replacement of the weapons and the cost for ammunition for 2016. Board members asked questions relative to the replacement of the weapons and the purchase of ammunition and agreed it was

important to keep both up to date. Chief Deware noted the cost for both the replacement weapons and ammunition are in his current budget.

Vote: Motion by Selectman Douglas seconded by Chairman Mayhew to allow Chief Deware to move forward with the purchase of the proposed weapons purchase and the purchase of replacement ammunition out of the 2016 budget. Passed 2-0

Chief Deware stated he was going to include the cost of replacing four portable radios in the 2017 budget but because we are all trying to come in with a flat budget he has not included them. The Board and Chief Deware exchanged ideas about the need for the portable radios and all parties agreed their purchase makes sense. The Board instructed Chief Deware to include the replacement of the portable radios in the 2017 budget.

Chief Deware reviewed all of the remaining line items explaining the need for increases and decreases. The proposed budget is up just over five percent.

Town Clerk Tax Collector:

TC/TC Schultz went over the 2017 budget explaining the decrease in this year's budget is directly attributable to the decrease from four elections in 2016 to one election in 2017. The overall budget is down just over three percent.

The Board asked if there is any additional equipment needed in the TC/TC office. TC/TC Schultz reported the chair being used is very old and needs to be replaced.

Vote: Motion by Selectman Douglas seconded by Chairman Mayhew to include \$225 in the proposed 2017 budget to replace the chair in the TC/TC office Passed 2-0

Cemetery:

Ginny Chrisenton explained each line item affecting the 2017 cemetery budget with the biggest change being the addition of one thousand dollars for projects in the cemeteries.

The Board and Ginny Chrisenton discussed the cost for burials and agreed the payment of wages and expenses incurred for burials will be taken from this line. T/A Boland will make the necessary adjustment with the bookkeeper to make sure this occurs.

Library:

Bob Rogers was not able to make this meeting due to a previous appointment. The Board reviewed the submitted budget for 2017, which reflects a two percent increase from 2016.

Selectman Schultz rejoined the meeting at 12:35 PM.

Planning Board:

Bob Rogers was not able to make this meeting due to a previous commitment. The Board reviewed the budget submitted which is up 1.84%. The Board discussed the need to examine the Planning Board regulations for updating to remove confusion and areas that conflict.

Zoning Board of Adjustment:

Tom Chrisenton called in by phone to report there is little change in this budget but added he would come in if needed. The Board reviewed the budget submitted which shows a 1.84 % increase and did not feel Chairman Chrisenton was needed at this time.

Legal:

T/A Boland advised the legal budget is the same as 2016.

Revenues:

T/A Boland reviewed the projected revenues for 2017. The numbers used in each category are conservative estimates as to how much money the town can anticipate receiving from various sources. The total estimated revenue for 2017 is \$556,173, approximately the same amount as 2016.

Executive:

T/A Boland reviewed the line items contained in the executive account which includes all the administrative staff, copiers, telephone/fax/internet, postage and office equipment. T/A Boland advised the Board one position, a file clerk has been in existence for many years but did not reflect in previous year's budgets. The reason for this might be the position only works 1-2 hours per week. The position is included in this budget in an effort provide a total picture of costs. The budget is up approximately four percent, most of which is the accounting of the file clerk.

Financial Administration:

T/A Boland reviewed the line items which included town audit, Investment Management fees, Wages for Trustees of the Trust Funds, town forester; payroll services bank fees, treasurer mileage, treasurer wages, computer technical support and computer expense and upgrades. The Board agreed to remove the Wages for the Trustees of the Trust Funds and Investment Management Fees, because these two line items have been place holders for the last several years and are not anticipated to be used in the near future. T/A Boland and staff are reviewing the plan presented by RMON for our computer needs and will report back to the Board shortly. The budget is up approximately one and a half percent.

Assessing:

T/A Boland explained this budget is the same as 2016 with the exception of a two hundred dollar increase in assessing software. The budget is up one percent.

Personnel Administration:

T/A Boland reviewed each category in this budget which contains all the employee benefits such as health care, dental, life insurance, short and long term disability, social security, Medicare, retirement, workers' compensation, longevity etc. This budget is up eight percent but this should decrease when we receive final numbers for the health insurance.

Government Buildings:

T/A Boland reviewed the items contained in the government buildings budget which include; custodial services, building safety such as alarms, fire extinguishers, sprinkler system maintenance, general supplies, electricity, heating fuel, general repair, and grounds maintenance. This budget is decreasing five percent mainly due to the decrease in propane, the increase in hours for the Highway Department position that has assumed many of the maintenance duties and an overall effort to be more efficient with energy use.

Property Liability Insurance, Ambulance, Recreation and Solid Waste:

T/A Boland explained these budgets have been assigned a place holder until we receive solid numbers from Wilton and PRIMEX.

Emergency Management:

T/A Boland reported this budget has decreased 46% as compared to 2016. This was accomplished by reducing the budget by eight hundred and seventy five dollars as a result of maintaining the necessary equipment and not needing to use consumables in 2016.

Building Inspection:

T/A Boland explained the building department has continued to notice increased activity, mostly due to code enforcement issues. The budget for 2017 is up one and a half percent compared to 2016.

Street Lighting:

T/A Boland reported the street lighting account will remain the same as 2016. One light was removed in front of Citizens Hall in an attempt to offset the addition of the village outlet that powers the outlet used for Christmas lights in the village, previously paid for by the fire department. Further analysis of what street lights are really needed will be conducted in 2017.

Health Agencies:

T/A Boland advised this is the budget that covers the private charitable organizations that service Lyndeborough. This budget remains the same as 2016.

Welfare:

T/A Boland outlined the programs that staff has been able to refer citizens in need to. Additionally, the criteria people need to meet in order to receive direct help from the town were reviewed. This budget is proposed to be the same as 2016.

Selectman Schultz left the meeting at 2:30 pm.

Parks/Patriotic/Cultural:

These budgets show an increase in the Town Communications line to reflect a one thousand dollar anticipated increase for the Lyndeborough Views. As of this meeting we have not received the amount being requested from Wilton for Goss Park.

Heritage Historic Conservation and Tax Anticipation Notes:

These budgets remained the same as 2016 with the exception of a one thousand five hundred dollar request for glass cases to hold artifacts of Lyndeborough, to be displayed in the meeting hall at Citizens Hall.

Long Term Bonds Notes Principal and Interest:

T/A Boland reviewed the bond payment for Mountain Road. The first interest payment is due 2/15/2017 in the amount of \$40,654.37 and the second interest payment is due 8/15/2017 in the amount of \$34,681.45. The principal payment is due 8/15/2017 in the amount of \$139,500. The true interest rate for this ten year bond is 1.73%.

These presentations concluded the preliminary review of the Selectmen's 2017 Department Budget Review. The modifications and clarification discussed will be incorporated into the budget and presented to the Selectmen for final review prior to being submitted to the Budget Committee in late November 2016.

The Board discussed the need to be at the polls on Tuesday November 8, 2016 during voting. Selectman Douglas reported he may have a scheduling conflict.

Vote: Motion by Chairman Mayhew seconded by Selectman Douglas to appoint Town Administrator Boland to be the Board's representative at the polls on November 4, 2016 in the absence of the Selectman. Passed 2-0

Vote: Motion made by Selectman Mayhew seconded by Selectman Douglas to adjourn the meeting at 3:04 p.m. passed 2-0

Lee Mayhew
Chairman

Selectman Mark Schultz

Selectman Fred Douglas, Jr.

APPROVED BY THE BOARD OF SELECTMEN ON NOVEMBER 9, 2016