

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
November 3, 2017

I. Call to Order:

Chairman Douglas called the meeting to order at 9:00 a.m.

II. Introduction of Members Present:

Chairman Fred Douglas and Selectman Mark Chamberlain (Selectman Mark Schultz excused)
Town Administrator Boland

Public Present: None

Media Present: None

III. New Business:

2018 Proposed Departmental Budget Discussions

Chairman Douglas opened the meeting by explaining the purpose of the meeting is to receive information from department heads regarding their proposed 2018 budgets, in order to construct the best budget possible for the town.

Town Clerk/Tax Collector:

Chairman Douglas thanked TC/TC Shultz for attending the meeting to review the TC/TC budget and advised TC/TC Shultz the purpose for the review is to build the best possible budget for the town.

TC/TC Schultz went over the proposed 2018 Town Clerk/Tax Collector budget explaining the increase is directly attributable to the increase from one election in 2017 to three elections in 2018. The overall proposed 2018 TC/TC budget is up just over four 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, but noted that due to the current budget freeze it has not been purchased.

Vote: Motion by Selectman Chamberlain, seconded by Chairman Douglas, to adjust the number of elections the ballot clerks will need to cover from 4 to 3. Motion passed 2-0

Vote: Motion by Selectman Chamberlain, seconded by Chairman Douglas, to reduce the 2018 proposed TC/TC budget by \$225 (line 4140-04-290), which represents the approximate cost of an office chair, and direct the TC/TC to buy the chair in 2017. Motion passed 2-0

Police:

Chairman Douglas thanked Police Chief Deware for attending the meeting today to review the proposed 2018 Police budget and advised Chief Deware the purpose for the review is to build the best possible budget for the town.

Chief Deware reviewed each line item of the Police Department budget identifying areas that have changed and giving explanations of why. The Chief reported that the department operation is stable and he foresees no major changes in the near future. Chief Deware went over the need to repair one of the rifles used by the department, but advised that due to the current budget freeze the rifle has been taken out of service. Board members asked questions relative to the repair of the rifle and the purchase of ammunition.

Vote: Motion by Chairman Douglas, seconded by Selectman Chamberlain, to allow Chief Deware to move forward with the repair of the rifle in question from the 2017 budget. Motion passed 2-0.

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 four portable radios in the proposed 2018 budget.

Chief Deware and the Board discussed the need to upgrade the Tasers. The Board instructed Chief Deware to explore the possibility of leasing the Tasers. The Board also instructed Chief Deware to work with Town Administrator Boland in developing a reduced amount for the fuel and maintenance lines for the cruisers.

The training line item was discussed and Chief Deware reported he will be working with Town Bookkeeper Louise Dwyer in modifying the payroll slips to include a line for training. This will give a more accurate accounting of the money spent on training.

Chief Deware brought to the Boards attention the need to purchase two tactical ballistic vests. The advantages of having these vest was reviewed and the Board agreed the purchase is important and should take place out of the 2017 budget.

Vote: Motion by Selectman Chamberlain, seconded by Chairman Douglas, to direct the Police Chief to purchase two tactical ballistic vests from within the 2017 budget. Motion passed 2-0

Chief Deware reviewed all of the remaining line items, explaining the need for increases and decreases. The proposed 2018 Police Department budget is up just over three percent.

Highway Department:

Chairman Douglas thanked Road Agent Perry for attending the meeting today to review the proposed 2018 Highway Department budget and advised Road Agent Perry the purpose for the review is to build the best possible budget for the town.

Road Agent Kent Perry began his explanation of the proposed 2018 Highway Department budget by reviewing the current staffing of three full-time employees and advising the Board the fourth position will be filled by December 4, 2017. R/A Perry reviewed the operational status of the fleet and the improved maintenance program that has been put in place. The Board acknowledged several equipment purchases have taken place during 2017 that have saved the

town a considerable amount of money because the Highway Department was able to purchase the equipment used. The Board directed R/A Perry to document the savings for the Board and the Budget Committee. The Board also directed R/A Perry to supply a copy of the Guardrail Plan to the Board and Budget Committee.

Vote: Motion by Chairman Douglas, seconded by Selectman Chamberlain, to lift the weight restriction on Mountain Road effective immediately. Motion passed 2-0.

The Board directed T/A Boland to schedule a Highway Advisory Committee meeting for the near future to discuss proposed 2018 Highway Department projects.

R/A Perry reviewed all the remaining line items explaining the need to increase or decrease each line item.

Vote: Motion by Selectman Chamberlain, seconded by Chairman Douglas, to increase the proposed 2018 budget line for street striping to \$2,500, to allow for the striping of the Second NH Turnpike and Center Road from Johnson's Corner to the State maintained section of Center Road (on the Milford side). Motion passed 2-0.

The overall increase in the proposed 2018 Highway Department budget is projected to be just under three percent.

Conservation Commission:

Chairman Douglas thanked Commission Chair Sharon Akers for attending the meeting today to review the proposed 2048 Conservation Commission's budget and advised C/C Akers the purpose for the review is to build the best possible budget for the town.

C/C Akers reviewed the Conservation Commission's budget explaining the need for an active Conservation Commission in town. The Board and C/C Akers discussed the need to clean the property located off Scout Road of all the abandoned/semi-demolished house material and contents that were left sometime in the 1970's. Plans to remove the contents have stalled because the vehicle that was capable of transporting the material is no longer available. T/A Boland advised the cost of placing a dumpster at the end of the improved section of Scout Road, is \$250 for the delivery and \$95 per ton of material. Additionally, T/A Boland advised the Wilton will supply a list of approved materials that can be accepted at the Recycling Center. If all or most of the material in question will be accepted at the Recycling Center, one of Lyndeborough's Highway dump trucks could be utilized instead of the dumpster.

Vote: Motion by Selectman Chamberlain, seconded by Chairman Douglas, to increase the Conservation Commission proposed 2018 Conservation Commission budget by \$1,200 to a total of \$1,300. Motion passed 2-0

The Board thanked C/C Akers and the entire Commission for their contribution to Lyndeborough.

Cemetery:

Chairman Douglas thanked Cemetery Trustees Ginny Chrisenton and Bob Rogers for attending the meeting today to review the proposed 2018 Cemetery budget and advised both C/T Chrisenton and C/T Rogers the purpose for the review is to build the best possible budget for the town.

C/T Chrisenton explained each line item affecting the proposed 2018 Cemetery Department budget. The Board and C/T Chrisenton discussed the cost of burials and agreed the payment of wages and expenses incurred for burials will be taken from this line.

The Board, C/T Chrisenton and C/T Rogers discussed the addition of a flagpole in the Johnson's Corner Cemetery.

Both C/T Chrisenton and C/T Rogers wanted the Board to be aware of the exceptional work conducted by Heavy Equipment Operator Greg Porter in keeping the Cemeteries looking good. The Board agreed and stated HEO Porter is a tremendous asset to the town.

Library:

Chairman Douglas thanked Library Trustee Bob Rogers for attending the meeting today to review the proposed 2018 Library budget and advised L/T Rogers the purpose for the review is to build the best possible budget for the town.

The Board and L/T Rogers reviewed the proposed budget for 2018, which reflects a two percent increase from 2017.

Planning Board:

Planning Board Chair Tom Chrisenton was not able to make this meeting due to a previous commitment. The Board reviewed the proposed 2018 Planning Board budget submitted, which is up 2.24%. The Board discussed the need to examine the Planning Board regulations regarding Home Business and Home Occupation.

Zoning Board of Adjustment:

The Board reviewed the proposed 2018 Zoning Board of Adjustment budget, as submitted, which shows a 2.01% increase.

Health Agencies:

Chairman Douglas thanked Health Officer Don Cole for attending the meeting today to review the proposed 2018 Health Agencies budget and advised H/O Cole the purpose for the review is to build the best possible budget for the town.

T/A Boland advised this budget includes private charitable organizations that provide related services to Lyndeborough. The proposed 2018 Health Agencies budget contains an increase of \$900 for two reasons; firstly, the Police Department can no longer provide funds to Granite State Children's Alliance due to a decrease in pistol permit applications (the fees of which were given to the Alliance), and secondly, four additional residences are receiving Meals on Wheels services.

H/O Cole reviewed the stipend for the Health Officer advising he is predicting 40 hours for health inspections, 10 hours for fire inspections, and 8 hours for fire prevention education for the public. H/O Cole went on to state these are only estimates and he will have a better idea of the

time commitment next year. H/O Cole also reported to the Board he will be attending New Hampshire Fire Academy Fire Inspector I.

Legal:

T/A Boland advised the proposed 2018 legal budget is the same as it was for 2017. The Board discussed possible pending legal action, in broad and general terms, and decided reducing the proposed 2018 legal budget is prudent.

Vote: Motion by Selectman Chamberlain seconded by Chairman Douglas to reduce the legal budget by \$5,000. Passed 2-0

Revenues:

T/A Boland reviewed the projected revenues for 2018. 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 2018 is \$577,180.

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. The proposed 2018 executive budget is up approximately four percent.

The Board directed T/A Boland to research the postage line items which are contained within individual departmental budgets and to advise on the feasibility of consolidating all the postage budgets into the executive budget.

Financial Administration:

T/A Boland reviewed the line items in the proposed 2018 Financial Administration budget, which include town audit, investment management fees, wages, Trustees of the Trust Funds, Town Forester, payroll services, bank fees, Treasurer mileage, Treasurer wages, computer technical support and computer expense and upgrades.

The proposed 2018 Financial Administration budget is up approximately two and a half percent.

Assessing:

T/A Boland explained this 2018 proposed Assessing budget has increased due to the utility pole assessment process and the need for our assessor to commit additional time to process DRA required documents.

Personnel Administration:

T/A Boland reviewed each category in the 2018 proposed Personnel Administration 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 proposed budget is up twelve 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 2018 proposed 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 increasing half of one percent, mainly due to the increase in propane.

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 (which provides Ambulance, Recreation, and Solid Waste services to Lyndeborough on a contracted basis) and PRIMEX (Lyndeborough's property and liability insurance provider).

Emergency Management:

T/A Boland reported this proposed 2018 Emergency Management budget has decreased 57% as compared to 2017. This was accomplished by reducing the budget by two thousand dollars as a result of completing the improvements to the EOC garage.

Building Inspection:

T/A Boland explained the building department has continued to notice increased activity, mostly due to code enforcement issues. The proposed Building Inspection budget for 2018 is up three and a quarter percent compared to 2017.

Street Lighting:

T/A Boland reported the proposed 2018 Street Lighting account will be reduced by twenty two percent as compared to 2017. One light was removed in front of Citizens Hall in an attempt to offset the addition of the outlet that powers Christmas lights on the Common, previously paid for by the Fire Department. A street light audit will be conducted in 2018 to help illuminate what street lights are really necessary.

Welfare:

T/A Boland outlined various programs that citizens in need have been referred to by town staff. Additionally, the criteria people need to meet in order to receive direct help from the town were reviewed. The 2018 Welfare budget is proposed to be the same as 2017.

Parks/Patriotic/Cultural:

These 2018 proposed budgets are projected to stay the same as 2017. As of this meeting we have not received the amount being requested from Wilton for Goss Park.

Heritage Historic and Tax Anticipation Notes:

These 2018 proposed budgets remained the same as 2017, with the exception of a \$1,500 reduction due to the completion of the display cases for Lyndeborough's artifacts, which are now available for viewing on the second floor of 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 2/15/2018 in the amount of \$31,180 and the second interest payment is due 8/15/2018 in the

amount of \$31,180. The principal payment is due 8/15/2018 in the amount of \$145,000. The true interest rate for this ten year bond is 1.73%.

These presentations concluded the preliminary review of the Selectmen's proposed 2018 departmental budgets. The modifications and clarifications discussed will be incorporated into the budget and submitted to the Budget Committee in late November 2017 for their review.

Vote: Motion made by Selectman Chamberlain, seconded by Chairman Douglas to adjourn the meeting at 2:55 p.m. Motion passed 2-0.

Next regular meeting: November 8, 2017, at Citizens' Hall at 6:00 p.m.

Russ Boland, Transcriber

Chairman Frederick Douglas

Selectman Mark Schultz

Selectman Mark Chamberlain