

Lyndeborough Budget Committee

Meeting Minutes

December 19, 2023

Citizens' Hall

Approved

Vice Chair Kevin Boette called the meeting to order at 6:04 p.m.

Members present: Chairman Vice Chair Kevin Boette (KB), Geoff Allen(GA), John Pomer (JP), Alyssa Lavoie(AL), Arnie Byam(AB), Fran Bujak(FB), and Selectmen's Rep. Bob Howe(BH).

Members Not present: Walter Holland, Stanley Greene, and Karen Grybko.

Present: Town Administrator Russ Boland(RB) and Finance Director Paul Hebert(PH).

The committee agreed to adjust the agenda and vote of previous meeting minutes first.

VOTE: AL made a motion, GA seconded to accept the minutes of the December 5th as written. Motion passed 7-0.

Rainsford Deware(RD), Police Chief answered outstanding committee members questions on the police budget. Tactical vests were last purchased in 2017 and last for 10 years. These vests cost \$500 each. Daily vests last for five (5) years and average \$1,500 each. Matching fund of 50% from the Dept. of Justice are available when these vests are purchased. The vest line is funded because they were not purchased in 2023. A question was asked about line 05-682 Vests being increased. RD indicated that it should not have been and the amount was amended to \$3,000.

RD discussed the staffing situation and explained how the part-time hours are distributed. The total for 01-112 Part-time Wages was adjusted down to \$152,356 from \$156,272. The group discussion part-time officers' wages. RD shared the wages for part-time officers at surrounding departments. He believes our current wage is competitive. The issue with hiring officers is people not wanting to work in the current environment nationwide and not the money paid. There was a discussion about the cost of hiring a full-time officer since part time positions are open.

The Committee discussed mutual aid with RD. Most mutual aid calls are for alarms or medical issues. We aid Wilton about as much as they aid Lyndeborough. There is a monthly report provided to the Selectmen if the Committee wants additional information. RD receives a fax if some other department responses in Lyndeborough.

Conservation (4611) and Historical (4595)

Doug Powers (DP) explained \$250 in line 4611-02-610 goes to dues and the remaining \$100 is used for supplies. The most expensive item is printing a map when needed.

Jessie Salsbury (JS) discussed the Heritage budget request. The major item will be a safety fence being installed on the common. JS stated that the area on the common currently fenced represents the foundation of the 1910 train station. Line 01-100 is used for public communications and notices.

JS provided a briefing on the status of the Old Temple Road Stone Arch bridge. The initial review was done with money donated at the 2023 Town Meeting. Additional engineering is needed to look at the base on the upstream side.

Goss Park Budget presented by Shannon Silva (SS) and Sarah Chadzynski (SC).

SS provided everyone with a handout of the budget (attachment #1). SC discussed how the team is diversifying the Goss Park income streams. They have worked to increase business donations through letters to corporations and grants. The 2024 budget contains a 10% increase for both Lyndeborough (\$1,000) and Wilton (\$3,000).

AL asked about the difference between budgeted revenues verses and actual revenues. SC explained swim team had to cancel because of the issues caused by all of the rain; refunds issued. Members fees will be increased in 2024. The swim team fundraiser is not in the 2023 actuals yet. The revenue is estimated at \$4,000-\$5,000. There were numerous closed days do of the weather.

KB. Do we have to limited out of town memberships? SS. We have never had to limit out of town memberships or turn away out-of-town daily visitors.

JP asked about day passes. SS stated that they occur frequently except this year not as much, again because of the number of rainy days. The daily rate for out-of-town users will increase from \$5 to \$10 in 2024. The membership rate for residents is currently \$5 so the change will be similar to what surrounding towns do. The original fee for residents was instituted in 1984 at \$3. The fee was increased to \$5 two (2) years ago.

AL asked is a membership breakdown could be provided next year. SC said that can be done.

Health Administration 4411 Russ Boland(RB)

RB presented the budget. The town saves over \$1,000 on the fire extinguisher program.

Planning 4191 Mark Chamberlain (MC)

MC noted that line 01-112 Minutes Taker has been reduced.

BH noted the clerical line for ZBA 02-112 is still the same as 2023. RB indicated that activities are getting more active. AL stated that the ZBA is now scheduling monthly meetings. If the meeting is not needed, it is cancelled. KB requested any other questions be sent to KG.

Old Business. The approval of outstanding minutes from 2021, 2022 and November 7, 2023 was rescheduled for the next meeting.

The next meeting is **January 2, 2024 at 6:30pm** at the **Citizen's Hall**.

VOTE: GA made a motion, FB seconded to adjourn the meeting at 7:07 p.m. Motion passed unanimously 7-0.

Respectfully Submitted,

Fran Bujak.

			Budget 2023	Actual Jan 1 - Aug 31, 23	Budget 2024	Actual Jan 1 - Aug 31, 24
Income						
Appropriation Income						
	Town Lyndeborough		\$ 10,000.00	\$ 10,000.00	\$ 11,000.00	
	Town of Wilton		\$ 30,000.00	\$ 30,000.00	\$ 33,000.00	
Total Appropriation Income			\$ 40,000.00	\$ 40,000.00	\$ 44,000.00	
Bank Interest Income			\$ 2.00	\$ 2.07	\$ 2.00	
Daily Fees Income			\$ 2,000.00	\$ 460.00	\$ 2,000.00	
Dividends & Capital Gains						
	Securities Income		\$ -	\$ -	\$ -	
Total Dividends & Capital Gains			\$ -	\$ -	\$ -	
Donation Income						
	Corporate Donations		\$ 4,000.00	\$ 5,800.00	\$ 5,000.00	
	Private Donations Inco		\$ -	\$ -	\$ -	
	Grant Income		\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	
Total Donation Income			\$ 4,000.00	\$ 7,800.00	\$ 7,000.00	
Event Income			\$ 500.00	\$ 9,685.98	\$ 10,000.00	
Other Income			\$ 500.00	\$ -	\$ 500.00	
Registration Income						
	Memberships		\$ 10,000.00	\$ 9,255.00	\$ 12,000.00	
	Swim Lesson Income		\$ 5,000.00	\$ 3,790.00	\$ 5,000.00	
	Swim Team Income		\$ 1,000.00	\$ 1,050.00	\$ 1,000.00	
Total Registration Income			\$ 16,000.00	\$ 14,095.00	\$ 18,000.00	
Snack Bar Income						
	Snack Card		\$ 1,000.00	\$ 340.00	\$ 1,000.00	
	Snack Bar Income - Sr		\$ 8,000.00	\$ 3,012.00	\$ 8,000.00	
	Snack Bar Income - Me		\$ 700.00	\$ 367.50	\$ 700.00	
	Snack Bar Income - Pi		\$ 500.00	\$ 200.00	\$ 500.00	
Total Snack Bar Income			\$ 10,200.00	\$ 3,919.50	\$ 10,200.00	
Swimteam Fundraiser			\$ 4,000.00	\$ -	\$ 4,500.00	
Total Income			\$ 77,202.00	\$ 75,962.55	\$ 96,202.00	
Expense						
Accounting Expense			\$ 1,030.00	\$ 1,030.00	\$ 1,030.00	
Administrative Expense			\$ 100.00	\$ 411.30	\$ 400.00	
Arts & Crafts/Activities Expense			\$ 100.00	\$ 659.44	\$ 700.00	
Summerfest Registration			\$ 15.00		\$ 15.00	
	Events			\$ 6,115.82	\$ 7,000.00	
Bank Charges Expense			\$ 50.00	\$ -	\$ 83.00	

	Fund Investment Account		\$	-	\$	-	\$	-
	Insurance Expense							
		Commercial Property Insurance	\$	3,750.00	\$	3,835.48		\$ 4,000.00
		Liability Insurance	\$	5,725.00	\$	5,591.36		\$ 5,725.00
		Workmans Comp Insurance	\$	825.00	\$	770.00		\$ 800.00
	Total Insurance Expense		\$	10,300.00	\$	10,196.84		\$ 10,525.00
	Maintenance & Repairs Expense							
		Buildings Maintenance	\$	100.00	\$	2,932.50		\$ 2,500.00
		Equipment Replacement	\$	100.00	\$	3,326.77		\$ 500.00
		Grounds Maintenance	\$	1,000.00	\$	-		\$ 1,000.00
		Painting	\$	1,000.00	\$	1,520.00		\$ 200.00
		Other	\$	-	\$	441.43		\$ 500.00
	Total Maintenance & Repairs Expense		\$	2,200.00	\$	8,220.70		\$ 4,700.00
	Park Supplies Expense							
		Medical Supplies Expense	\$	350.00	\$	325.07		\$ 350.00
		Office Expenses	\$	500.00	\$	612.40		\$ 500.00
		Park supplies	\$	1,200.00	\$	478.80		\$ 1,200.00
	Total Park Supplies Expense		\$	2,050.00	\$	1,416.27		\$ 2,050.00
	Playground Expenses		\$	300.00	\$	480.92		\$ 300.00
	Postage/Copying Expense							
		Mailings Expense	\$	350.00	\$	185.25		\$ 200.00
	Total Postage/Copying Expense		\$	350.00	\$	185.25		\$ 200.00
	Swim Team Expenses							
		Registrations	\$	700.00	\$	950.00		\$ 1,000.00
		Swim Team Supplies	\$	100.00	\$	2,751.78		\$ 1,000.00
		Swim Team Shirts & C	\$	1,700.00	\$	1,629.85		\$ 1,700.00
		Other Swimteam Expense	\$	-	\$	-		\$ -
	Total Swim Team Expenses		\$	2,500.00	\$	5,331.63		\$ 3,700.00
	Snack Bar Expenses							
		Grocery Orders	\$	3,500.00	\$	4,301.55		\$ 4,000.00
		Ice Cream Orders	\$	2,500.00	\$	2,190.06		\$ 3,000.00
		Merchandise Orders	\$	2,000.00	\$	1,697.17		\$ 2,000.00
		Pizza Account	\$	1,000.00	\$	1,056.50		\$ 1,000.00
	Total Snack Bar Expenses		\$	9,000.00	\$	9,245.28		\$ 10,000.00
	Staff Expenses							
		Employees Expenses	\$	1,500.00	\$	1,264.15		\$ 1,500.00
		Payroll Expense	\$	41,000.00	\$	28,852.18		\$ 54,000.00

		Payroll Service Expenses	\$ 900.00	\$ 1,177.20	\$ 1,000.00	
		Payroll Tax Expenses				
		Federal Tax	\$ -	1,044.88	\$ -	
		Medicare Tax	\$ -	881.74	\$ -	
		SS Tax Expense	\$ -	3,770.31	\$ -	
		Total Payroll Tax Expense	\$ -	5,696.94	\$ -	
	Total Staff Expenses		\$43,400.00	\$ 36,990.47	\$ 56,500.00	
	Swimteam Fundraiser Expense		\$ -	\$ -	\$ -	
	Utilities Expense					
		Electric Expense	\$ 1,000.00	1,076.66	\$ 1,500.00	
		Pest Control	\$ 205.00	320.00	\$ 300.00	
		Rubbish Removal	\$ 500.00	477.50	\$ 700.00	
		Telephone/Internet Expense	\$ 750.00	761.73	\$ 800.00	
		Website	\$ 160.00	168.00	\$ 200.00	
	Total Utilities Expense		\$ 2,615.00	2,803.89	\$ 3,500.00	
	Total Expense		\$74,010.00	83,087.81	\$100,703.00	
	Net Income		\$ 3,192.00	(7,125.26)	\$ (4,501.00)	