

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
October 26, 2018
Final

Members Present: Selectman Mark Chamberlain, Selectman McQuade (Chairman Douglas Excused)

Staff Present: Town Administrator Russ Boland

Public Present: NONE

Media Present: NONE

Recorder: Russ Boland

The meeting was called to order at 1:10 p.m.

Selectman Chamberlain opened the meeting by explaining the purpose of the meeting is to receive information from department heads regarding their proposed 2019 budgets, in order to construct the best budget possible for the town.

Town Clerk Tax Collector:

Selectman Chamberlain thanked TC/TC Shultz for attending the meeting today 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 2019 budget, explaining there is only one election in 2019. TC/TC Schultz reported the two part time employees hired in 2018 are continuing their orientation and will be online shortly.

The Board asked if there is any additional equipment needed in the TC/TC office. TC/TC Schultz reported she will be replacing a chair in 2019 that is very old.

Police:

Selectman Chamberlain thanked Police Chief Deware for attending the meeting today to review the Police Department 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 why. The Chief reported that the department operation is stable and he foresees no major changes in the near future.

Chief Deware reviewed all of the remaining line items, explaining the need for increases and decreases.

Highway Department:

Selectman Chamberlain thanked Interim Highway Department Supervisor Chase for attending the meeting today to review the Highway Department budget and advised Road Agent Chase the purpose for the review is to build the best possible budget for the town.

Supervisor Chase began his explanation of the 2019 Highway Department budget by reviewing the current staffing of three fulltime employees and advising two part time employees have been hired for the winter season, with one of the employees staying on for the remaining part of 2019, to assist with cemeteries and road work. Supervisor Chase reviewed the operational status of the fleet and the improved maintenance program that has been put in place. The Board and Supervisor Chase reviewed the proposed 2019 road construction plans including paving and gravel roads.

Supervisor Chase reviewed all the remaining line items explaining the need to increase or decrease each line item. The Board directed the budget for the laptop should be increased by \$500. The Board directed a reduction in; heating fuel for the building by \$500, diesel and gasoline for the vehicles by \$4,375, road salt by \$4,050 and tool replacement by \$700. These reductions are possible because of conservation efforts by the staff at the Highway Department. The Board directed the paving line be increased by \$2,500 and the equipment and lease line be reduced by \$2,500.

Conservation Commission:

T/A Boland reviewed the Conservation Commission's budget with the Board advising it is the intention of the Conservation Commission to retain a contractor within the next several weeks to clean the camp site on Scout Road. T/A Boland advised the completion of the Scout Road cleanup will allow the 2019 budget to be reduced by \$1,200. The Board directed T/A Boland to reduce the budget by \$1,200.

Cemetery:

Selectman Chamberlain thanked Cemetery Trustees Ginny Chrisenton and Bob Rogers for attending the meeting today to review the Cemetery Department budget and advised both Ginny and Bob the purpose for the review is to build the best possible budget for the town.

Ginny Chrisenton explained each line item affecting the 2019 cemetery budget. The Board and Ginny Chrisenton discussed the cost for burials and agreed the payment of wages incurred for burials will be taken from the wage line.

The Board, Ginny and Bob discussed the repair needed to the wall at the South Cemetery along Cemetery Road. The Board agreed the \$13,000 needed to complete the repair shall be added to the special projects line.

Both Ginny Chrisenton and Bob Rogers wanted the Board to be aware of the exceptional work conducted by Greg Porter in keeping the Cemeteries looking good. The Board agreed and stated Greg is a tremendous asset to the town.

Library:

Selectman Chamberlain thanked Library Trustee Bob Rogers for attending the meeting today to review the Library budget and advised Bob the purpose for the review is to build the best possible budget for the town.

The Board and Bob Rogers reviewed the submitted budget for 2019. A typo was found in the Building Maintenance line which will be corrected by staff.

Planning Board:

Selectman Chamberlain thanked Planning Board Chair Tom Chrisenton for attending the meeting today to review the Planning Board budget and advised Tom the purpose for the review is to build the best possible budget for the town.

Tom Chrisenton and the Board reviewed the budget submitted. Tom recommended a reduction in the expense line item of \$970 to a total of \$500. This recommendation is based on past history and the attempt to stabilize the entire budget. The Board agreed and directed T/A Boland to make the adjustment.

Zoning Board of Adjustment:

Selectman Chamberlain thanked ZBA Chair Karen Grybko for attending the meeting today to review the Zoning Board of Adjustment budget and advised Karen the purpose for the review is to build the best possible budget for the town.

Karen Grybko and the Board reviewed the budget submitted. Activity in 2018 and possibly 2019 requires the increase of the ZBA Secretary's hours from 40 to 80 per year.

Health Agencies:

T/A Boland advised this is the budget that covers the private charitable organizations that provide services Lyndeborough.

T/A Boland 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.

Legal:

T/A Boland advised the legal budget is down \$5,000 from 2018. The Board discussed possible pending legal action and decided reducing the budget is prudent.

Revenues:

T/A Boland reviewed the projected revenues for 2019. The numbers used in each category are conservative estimates as to how much money the town can anticipate receiving from various sources.

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 Board directed T/A Boland to reduce the budget by \$124, which represents the cost of living adjustment for the Selectmen.

Financial Administration:

T/A Boland reviewed the line items which included town audit, investment management fees, Trustees of the Trust Funds, Town Forester, payroll services, bank fees, Treasurer's mileage, Treasurer wages, computer technical support and computer expense and upgrades.

The Board acknowledged the increase due to a need to enhance the informational technology at Citizens Hall for Administrative Staff, Town Clerk Tax Collector and the Police Departments.

Assessing:

T/A Boland explained this budget is up \$140 compared to 2018 because of an increase in assessing software. 2020 is a statistical update and increased cost in the 2020 budget should be anticipated.

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.

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.

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.

Building Inspection:

T/A Boland explained the Building Department has continued to notice increased activity, mostly due to code enforcement issues. The Building Inspector currently has 23 open cases both code enforcement and construction projects. The budget reflects an increase in hours for the Building Inspector from 8 hours per week to 10 hours per week.

Street Lighting:

T/A Boland advised the Street Lighting Committee will be completing their work shortly and plan on making a report to the 2019 Town Meeting. This budget will remain the same as 2018 and may change in 2020 depending on the findings of the Street Lighting Committee and actions taken at Town Meeting.

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. The Board directed T/A Boland to reduce this budget by \$2,500 to \$7,500

Parks/Patriotic/Cultural:

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

Heritage Historic and Tax Anticipation Notes:

These budgets remained the same as 2018.

Long Term Bonds Notes Principal and Interest:

T/A Boland reviewed the bond payment for Mountain Road. The first interest payment is due 2/15/2019 in the amount of \$27,541 and the second interest payment is due 8/15/2019 in the amount of \$27,540. The principal payment is due 8/15/2019 in the amount of \$145,000. The true interest rate for this ten year bond is 1.73%.

Emergency Management:

Fire Chief Smith reviewed the line items contained within this budget and reported they remain the same as 2018.

Fire Department:

Selectman Chamberlain thanked Chief Smith for attending the meeting today to review the Fire Department budget and advised Chief Smith the purpose for the review is to build the best possible budget for the town.

Chief Smith reviewed each line item of the Fire 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 Smith and the Board agreed to reduce the gas and diesel line by \$650 to \$1,500, propane used for heating by \$795 to \$3,000 and electricity for the Fire Station by \$1,000 to \$3,000. These reductions are made possible by conservation efforts being made by department staff.

The need to change the lighting in the station to LED technology was discussed. The Board directed that the station maintenance line be increased by \$1,400 to allow for the installation of cost effective LED lighting.

These presentations conclude the preliminary review of the Selectmen's 2019 Department Budgets. The modifications and clarifications discussed will be incorporated into the budget and submitted to the Board of Selectmen at their November 7, 2018, meeting. At the conclusion of the November 7, 2018, meeting it is anticipated the budget will then be referred to the Budget Committee for further review.

Vote: Motion made by Selectman Chamberlain seconded by Selectman McQuade to adjourn the meeting at 6:28 p.m. passed 2-0

Chairman Fred Douglas

Selectman Mark Chamberlain

Selectman Richard McQuade