

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
November 6, 2020
Final

I. Call to Order:

The meeting was called to order at 1:06 p.m.

II. Introduction of Members Present:

Chairman Mark Chamberlain, (via phone) Selectman Douglas, Selectman McQuade

Town Administrator/Recorder Russ Boland

Public Present: none

Media Present: none

III. Department Budgets Review

Chairman Chamberlain called in to the meeting and it was agreed for logistical purposes Selectman Douglas would conduct the meeting. All votes will be done by roll call vote. Selectman Douglas opened the meeting by explaining the purpose of the meeting is to receive information from department heads regarding their proposed 2021 budgets, in order to construct the best budget possible for the town.

Town Clerk Tax Collector:

Selectman Douglas 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 2021 budget, explaining there is only one election in 2021.

The Board asked if there is any additional equipment needed in the TC/TC office. TC/TC Schultz reported she will be replacing a desk and chair in 2021 that are very old. The desk will be replaced with a smaller desk resulting in more space within the office. The Board believes given the current expenditures out of the 2020 budget, the desk and chair can be purchased in 2020. T/C T/C Schultz noted the 2021 budget includes a printer that was purchased in 2020 and thus the printer can be removed from the 2021 budget. Removing the printer, desk and chair reduced the 2021 budget by \$1,450.

Selectman Douglas requested a report be submitted to the Board at the end of 2020, stating the status of unpaid taxes. Selectman Douglas and the Board believe given the current health and economic crisis the residents ability to pay needs to be strongly considered.

The Board thanked TC/TC Schultz for attending and presenting her budget.

Revenues:

T/A Boland reviewed the projected revenues for 2021 and advised the numbers used in each category are conservative estimates. Selectman Douglas noted that the rental revenue should be increased to \$15,000, up from \$12,500 to reflect a more accurate accounting.

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 \$123, which represents the cost of living adjustment for the Selectmen.

The Board directed T/A Boland to review the postage line and explore if there is a more efficient way of accounting for postage.

Financial Administration:

T/A Boland reviewed the line items which included town audit, payroll services, bank fees, Treasurer's mileage, Treasurer wages, computer technical support and computer expense and upgrades.

The Board directed T/A Boland to increase the bank fees from \$150 to \$250 to reflect the amount spent of the last several years.

Assessing:

T/A Boland explained 2020 statistical update has been completed and all new assessments are in place. Additionally, the town decided in 2019 to transition from Vision assessing software to Avitar assessing software. The transition is complete and the tax bills will be issued using AVITAR software from this point forward. This will result in more efficient process and reduce future costs.

The Board directed T/A Boland to contact DRA to set up an appointment for DRA representatives to meet with the Board to discuss future options for conducting assessing functions.

Legal:

The Board discussed possible pending legal action and decided reducing the budget is possible due to the increased use of New Hampshire Municipal Association and PRIMEX. The proposed budget was reduced from \$20,000 to \$15,000.

Personnel Administration:

T/A Boland reviewed each category in this budget which contains all the employee benefits including health care, dental, life insurance, short- and long-term disability, social security, Medicare, retirement, workers' compensation and longevity.

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.

T/A Boland advised the Board the custodian resigned in July and that employees have been completing the required cleaning since. Attempts to replace the custodian has resulted in no applications. Three cleaning companies were contacted for bids, with two responding. The Board directed T/A Boland to conduct further research into options for cleaning the buildings and thanked all the employees who have stepped up to fill the need.

The Board directed T/A Boland to review the heating fuel cost at Citizens Hall and to make the necessary adjustment. It appears the amount of fuel being used to heat Citizens Hall has been reduced since installing the new heating system at Citizens Hall.

Property Liability Insurance, Ambulance, Recreation and Solid Waste:

T/A Boland explained the Property Liability Budget is the same as 2020. The remaining budgets in this category have been assigned a place holder until we receive solid numbers from Wilton.

Building Inspection:

T/A Boland explained the building department has continued to notice increased activity, due to code enforcement issues and construction activity.

The Board directed T/A Boland to instruct the Building Inspector to provide the Board with a quarterly report of activity, both building inspections and code enforcement.

Street Lighting:

T/A Boland advised the Board the street lighting project was completed in December of 2019. The return on investment predicted by the Street Lighting Committee has been proven to be accurate and the reduction in the budget is \$2,000 when compared to previous years.

Welfare:

T/A Boland outlined the programs staff have referred citizens in need of assistance to. Additionally, the criteria people need to meet in order to receive direct help from the town were reviewed.

Given the current health and economic crisis the budget has been increased to \$15,000 to anticipate additional need.

Parks/Patriotic/Cultural:

These budgets are projected to stay the same as 2020. As of this meeting we have not received the amount being requested from Wilton for Goss Park.

The Board stated they want to see the number of Lyndeborough residents who used Goss Park in 2020.

The Town Communication line was discussed and it was decided given the Lyndeborough Views was no longer in existence, the line should be removed. It was

stated communication costs would be taken from the Selectman Expenses, if needed. The current communications line was established by a vote of town meeting specifically for the "Views".

Vote: Motion by Selectman Douglas seconded by Selectman McQuade to remove the Town Communication line from the budget. Chairman Chamberlain = yes, Selectman Douglas = yes, Selectman McQuade = yes.

Heritage Historic and Tax Anticipation Notes:

The Heritage budget was reduced by \$1,000 because the mapping of cellar holes and culverts throughout town has been deferred to a later date.

Long Term Bonds Notes Principal and Interest:

T/A Boland reviewed the bond payment for Mountain Road. The first interest payment is due 2/15/2021 in the amount of \$20,261.50 and the second interest payment is due 8/15/2021 in the amount of \$20,261.50. The principal payment is due 8/15/2021 in the amount of \$145,000. The true interest rate for this ten-year bond is 1.73%.

Police:

Selectman Douglas 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.

Chief Deware advised the cost of MACC Base has been finalized at \$23,378 for 2021.

The telephone expense line was reduced by \$100 to \$2,000, to reflect current usage.

Selectman Douglas and the Board questioned the uniform line item. Given, all positions are currently filled with no new hires projected, it was agreed to reduce this line by \$1,600 to \$2,400.

The Board thanked Chief Deware for his attendance and presentation of his budget.

Highway Department:

Selectman Douglas thanked Road Agent Chase for attending the meeting 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.

Road Agent Chase reviewed the current staffing which includes, four fulltime employees and one part time employee. The Board inquired if the Road Agent will be recommending additional part time positions for the winter season. Road Agent Chase said he is anticipating bringing two candidates forward for consideration as part time employees.

Road Agent Chase identified the Office Expenses line was increased because of the need to replace the computer printer. The Telephone line was increased by twelve

dollars to reflect a more accurate cost. Building Maintenance and Supplies was reduced by \$500 to \$4,500 as a result of the Highway Department employees repairing the septic system, which eliminates the need to pump the septic tank from twice a year to once every other year. The Equipment Cost – In House Repairs was reduced by \$2,500 to \$12,500, to reflect reduced costs. The Tire line item was reduced by \$2,075, to \$2,925, to reflect an accurate replacement of tires for Highway Department vehicles. The Culverts/Grates line item was reduced by \$2,500 to \$2,500. Road Agent Chase stated the Signs line item increased by \$500 to \$3,000 as a result of an increased theft of signs.

T/A Boland and Road Agent Chase will examine the Chains/Blades/Edges cost to see if there is a way to reduce this line by purchasing supplies in 2020.

The Board and Road Agent Chase reviewed the Gravel/Other/Aggregates line and determined given the need to increase the amount of gravel used to maintain dirt roads, the suggested reduction presented by Road Agent Chase should be cut in half, resulting in a total line of \$40,000.

The Board and Road Agent Chase discussed the possibility of encumbering money from the 2020 budget to complete the guardrail project on Cemetery Road. Road Agent Chase will conduct additional research.

The Paving Line was discussed and further explanation was added stating the roads anticipated to be worked on in 2021 are; Glass Factory (engineering in 2021 and reconstruction in 2022) Fay Road, Gulf Road and the class 5 section of Brandy Brook Road..

Road Agent Chase reviewed the operational status of the fleet and the improved maintenance program that has been put in place. The Board and Road Agent Chase reviewed the investment made in the 2002 Mack Dump Truck and all agreed it has provided a good return on investment to the taxpayers.

The Board thanked Road Agent Chase for attending and presenting his budget.

Conservation Commission:

No representative of the Conservation Commission was present. The Board directed T/A Boland to contact the Conservation Commission and ask them to submit justification for their budget by the next Selectmen's meeting on November 18, 2020.

Cemetery:

Selectman Douglas thanked Ginny Chrisenton, Bob Rogers and Bob Howe for attending the meeting today to review the Cemetery Department budget and advised both Ginny, Bob 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 2021 cemetery budget. The Board and Ginny Chrisenton discussed the cost of burials for 2020.

The Board, Ginny Chrisenton, Bob Rogers and Bob Howe discussed the repair to the wall at the South Cemetery along Cemetery Road that took place in 2019. All agreed

the explanation of the wall repair could be removed from the explanation section of the 2021 budget.

The Board discussed the possibility of encumbering money from the 2020 budget for processing loam stored at the Goding property.

Both Ginny Chrisenton, Bob Howe 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. Additionally, the option of using the entire Highway Department, if necessary, to complete projects at the Cemeteries has proven to be a positive development.

The Board thanked the representatives of the Cemetery for attending and presenting the 2021 budget.

Library:

Selectman Douglas thanked Bob Rogers for attending the meeting today to review the Library budget and advised Bob Rogers 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 2021. The Board requested an update regarding expenses to date.

The Board thanked Bob for presenting the Budget.

Planning Board:

Selectman Douglas thanked Chairman Chrisenton for attending to present the budget and advised Tom the purpose for the review is to build the best possible budget for the town.

Chairman Chrisenton reviewed the Planning Board 2021 budget. Chairman Chrisenton explained the increase in the budget is because of the adjustment to the clerk's wages. Much of this activity is driven by ongoing code enforcement issues and increased building activity in town.

The Board and Chairman Chrisenton agreed a better job needs to be done in submitting minutes in a timely manner and filing activity needs to improve. T/A Boland will look into improving the situation.

The Board thanked Chairman Chrisenton for attending and presenting the budget.

Zoning Board of Adjustment:

T/A Boland reviewed the Zoning Board of Adjustment 2020 budget. T/A Boland explained there is a slight increase in the budget because of a wage increase for the secretary. Much of the activity for the Zoning Board of Adjustment in 2019 was driven by ongoing code enforcement issues and increased building activity in town.

Health Agencies:

T/A Boland advised the Board Health Officer Cole had a previous commitment and is not able to attend. T/A Boland advised the Board this budget covers the charitable organizations that service Lyndeborough. Additionally, this budget covers the expenses and stipend for the Health Officer.

T/A Boland advised the Board he added \$500 for the Wilton Open Cupboard. This was done because of the good work this organization has done for the residents of Lyndeborough. The Board advised T/A Boland if this is to be approved, a yearly report from the organization will be required to report how many Lyndeborough residents have been assisted.

Selectman McQuade asked if the Health Officer Stipend covers his time and responsibility. T/A Boland will develop a report and present it to the Board.

While waiting for Chief Smith to arrive the Board addressed setting the 2020 property tax rate as presented by the New Hampshire Department of Revenue.

T/A Boland presented the Board with four scenarios regarding the application of unreserved fund balance to reduce the municipal tax rate. The Board agreed applying \$205,000 of unreserved fund balance was the most prudent action. This will result in an unreserved fund balance of 7.99% and will produce the same municipal tax rate impact as 2020.

Vote: Motion by Chairman Chamberlain seconded by Selectman McQuade to direct T/A Boland to notify New Hampshire Department of Revenue the Board has voted to apply \$205,000 of unreserved fund balance towards reducing the municipal tax rate, resulting in an overall property tax rate for 2020 of \$21.34. Chairman Chamberlain = yes, Selectman McQuade = yes Selectman Douglas = yes.

Emergency Management:

Fire Chief Smith reviewed the line items contained within this budget and reported they remain the same as 2020. Added to the explanation section of the budget was that the \$1,500 expended in 2020 was reimbursed by the State of NH.

Fire Department:

Selectman Douglas 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 operations are stable.

Several additions were made to the explanation section of the budget to provide additional clarification of the expenses.

The equipment line was reduced by \$300 as a result of the Chief buying additional batteries in 2020.

Selectman Douglas inquired why the gas and diesel line item is showing no expenditure to date. T/A Boland advised the fuel expense is updated on a quarterly basis and has

not been updated recently. Chief Smith reported fuel slips are turned in on a monthly basis. The Board directed T/A Boland to have the fuel expense updated on a more regular basis. It was agreed to by all parties to reduce the fuel line by \$250 dollars for 2021.

The Truck Maintenance line was reduced by \$350 as a result of the anticipated delivery of the new tanker and the lower costs associated with the new truck.

The need to change the lighting in the station to LED technology was discussed. Chief Smith reported the rebates he was hoping for the installation of LED lighting have not come to pass and that the upgrading of the lighting to LED technology will take place over the next year. Also, in 2021 a replacement hot water heater will be installed in the garage section of the building.

The Board thanked Chief Smith for his attendance and presentation of his budget.

These presentations conclude the preliminary review of the Selectmen's 2021, Department Budget Review. The modifications and clarifications discussed will be incorporated into the budget and submitted to the Board of Selectmen at their November 18, 2020, meeting. At the conclusion of the November 18, 2020, meeting it is anticipated the budget will then be referred to the Budget Committee for further review.

Vote: Motion made by Selectman McQuade seconded by Chairman Chamberlain to adjourn the meeting at 6:46 p.m. Chairman Chamberlain = yes, Selectman McQuade = yes, Selectman Douglas = yes

All scheduled items having been addressed, the public meeting was adjourned at 6:46 PM

Next regular meeting: November 18, 2020 at Citizens' Hall at 6:00 p.m.

Chairman Mark Chamberlain _____

Selectman Fred Douglas _____

Selectman Richard McQuade _____