

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
December 30, 2020
Final

I. Call to Order:

Chairman Chamberlain called the meeting to order at 6:00 p.m.

II. Introduction of Members Present:

Chairman Mark Chamberlain was at Citizens' Hall along with Town Administrator Russ Boland
Via Phone: Selectman Fred Douglas, Selectman Richard McQuade, and Transcriptionist Kathleen Humphreys

Public Present: Fire Chief Brian Smith, Wilton Town Administrator Paul Branscombe, Wilton Ambulance Director Terry Miller, and Wilton Selectwoman Kellie-Sue Boissonnault.

A Moment of Silence was held for Town Attorney Bill Drescher who passed away.

III. Appointments:

6:05pm: Wilton Representatives Re: Ambulance Agreement

(Wilton Town Administrator Paul Branscombe, Wilton Ambulance Director Sherry Miller, Wilton Selectwoman Kellie-Sue Boissonnault, and Lyndeborough Fire Chief Brian Smith)

Anticipated cash receipts through November 2020 is \$250,566.00.

The budget for revenues is \$265,000.00.

Wilton Selectwoman Kellie-Sue Boissonnault reviewed the draft ambulance budget showing some differences this year. One big change from page one, is the ambulance anticipated cash receipts, in the past they were using the billing amount. She discussed the previous billing system and the changes being made to reflect any receipts in real-time providing a more realistic calculation. The overall operating budget came in at 2% less than the previous year.

The ambulance service will begin working with a new collection agency in Peterborough starting on February 1, 2021.

It was stated that the previous collection agency was not aggressive with collections. The hope is the new agency will improve the cash receipts because they can provide more local hands-on service, can better work out payment plans with patients, and work with hospitals to see about receiving grants.

From page 3: The capital expenses are now included in the capital budget calculations. Due to Temple leaving the ambulance service, remaining expenses were added to the remaining town's portions.

Selectman McQuade asked for the amount in the revolving account. Wilton Selectwoman Boissonnault said she does not have that figure, but can get it and forward it to T/A Boland. Selectman McQuade asked if there is a budget spent to date. The figures available are only through the end of November.

Selectman Douglas asked relative to revenue that was under-estimated, how does that compare to the last few years. Wilton Selectwoman Boissonnault explained that the past few years that they had the billing revenue in there. It is lower than the past. She provided information how the former collection agency had not been aggressive in pursuing payments and wrote off debts without the Ambulance Director or Wilton Selectmen's knowledge. The new agency is looking into proper coding for bills.

Selectman Douglas has a concern with recent history. He asked for final budget numbers with sufficient time to discuss them. Wilton T/A Branscomb said to expect the final numbers about January 7, 2021.

Future meetings:

January 12, 2021: Joint meeting

January 26, 2021: Lyndeborough Budget Review

February 2, 2021: Lyndeborough Public Hearing

Chairman Chamberlain asked about this year's ambulance runs compared to last year's numbers. Ambulance Director Miller replied that the service is down about 100 calls from 2019, which is impacting the revenue for this year.

A discussion occurred regarding staffing the station 24/7 instead of medics taking the fly car home and then responding to calls from there. It is preferred the staff stay at the station. There is a lower rate of pay if staff is not at the station, but are on-call instead, it also increases the response time. Various scenarios for staffing the fly car were discussed. The allowable radius from the station to the homes of on-call staff is six miles, though the policy is transitioning to have staff on-duty at the station.

Chairman Chamberlain asked if the Town is getting the level of quality of staff as expected. It was explained that truck #2 could be "up in the air" and depends on who is available.

The staff consists of 24 people on the roster; 9 medics, 6 EMT's, 2 drivers, and 7 advanced EMT's.

Selectman McQuade asked how many staff members live close enough to operate the flight car and the answer was three (3).

The Labor Line was increased by \$25,000.00 to help provide 24/7 coverage and allow personnel to stay at the station on both day and evening shifts. Advanced EMT's and EMT's were getting a lower rate.

Selectman Douglas asked how much did Lyndeborough's rates go up when Temple left the association and the costs became shared between Greenfield, Wilton and Lyndeborough. Wilton T/A Branscombe explained that Wilton absorbed the balance. Selectman Douglas also questioned that for the seconded ambulance not being staffed as originally requested, it appears Lyndeborough is paying more money, but getting less coverage. It was explained that the second ambulance was never staffed as expected, but they are working to remedy the situation.

Selectman Douglas asked if the budget accounts for the second ambulance coverage and the answer was no. \$360,000.00 is for the EMT's and Advanced Paramedics for an average at \$23 per hour. It would cost \$345,000.00 to staff the second ambulance.

T/A Boland explained it would be double to staff the second ambulance. He clarified the difference between staffing and covering. Staffing is when the people stay at the station on assigned shifts. Covering is by bringing two people back in for an ambulance that is committed. Ambulance #2 was never staffed, but we all assumed it would be covered when Ambulance #1 was committed.

Addendum C was discussed. The proposed new language is "to tone out and call mutual aid in 3 minutes", not 6 minutes.

The Board was okay with the new language, but would like the Fire Chief Smith to review the entire document first. The document will be signed at a later date.

There was a discussion regarding staffing. Fire Chief Smith said he has 6 EMT's and 2 Advanced Paramedics on staff. It was discussed when Lyndeborough's staff goes in an ambulance, and if Wilton is paying for the service and provides the insurance, that they be fairly compensated. The Ambulance Director and Fire Chief can work together on this. The Lyndeborough staff would probably need to be on Wilton's roster.

There was support for Chief Smith, and the chiefs from the other towns, to be more involved with the administrative process to help better the agency.

Ambulance Service discussion ended at 6:54 p.m., at which time Wilton representatives and Lyndeborough Fire Chief Brian Smith departed from the meeting.

IV. Community Forum and Public Comment:

None

V. Decision Making Actions:

a. Old/Tabled Business:

Guardrails: The document was updated. It is \$30 per linear feet. They would need to extend the rail length in order to accommodate the headwall on the Cemetery Road project.

VOTE: Chairman Chamberlain made a motion, Selectman McQuade seconded to approve \$10,700.00 to CWS for Cemetery Road crossing guardrails and to authorize T/A Boland to sign this agreement. Roll call: Selectman McQuade, yes; Selectman Douglas, yes; and Chairman Chamberlain, yes. Motion passed 3-0.

b. New Business:

2021 Warrant Article Review: The fourth draft was reviewed. Changes include removing the CIP for the ambulance and adding Article 15 (Elderly Exemption). Article 2 was removed because there were no Planning Board items articles to add this year. All other articles and the operating budget are the same as previously reviewed.

Article 15 was discussed. T/A Boland explained it is the Town's practices to review the elderly exemption after the re-evaluation process and adjust propose adjustments if they are appropriate. On average, property values went up 26-30%. Selectman Douglas and Selectman McQuade had no comments.

Selectman Douglas questioned Article 6 for the portable radios and wanted to know if the number was for 25 or 26 radios. He plans to research costs and will present his findings to the Board. He does not feel the department needs a 10-bank radio.

Town Meeting concerns

T/A Boland said that residents Sally Curran and Bob Rogers have a concern regarding an in-person Town Meeting and shared that a virtual meeting could be challenging to the elderly population. T/A Boland sent them the NH Municipal Association (NHMA) to handout. Florence Rideout Elementary School can accommodate 200 socially-distanced people. There are many factors to consider for a drive-by meeting, virtual, or an in-person meeting. Town Moderator Walter Holland is expected to be at the next meeting to continue this conversation.

c. Items not on Agenda:

Selectman Douglas inquired about the total amount of unpaid taxes to date. T/A Boland said he can get that exact amount but said it does not appear to be a reduction.

Selectman Douglas mentioned road damage on Center Road, after four corners eastbound on the south side of Center Road going towards Pead Hill Road as well as concerns from resident George Ayers regarding the Gulf Road bridge platform. Chairman Chamberlain mentioned that Richardson Road was washed out during the last big rainstorm. Transcriber Humphreys mentioned the upper portion of Crooked S Road was washed out and the road is in very poor condition.

VI. Town Administrator Report

T/A Boland said the old police cruiser was listed on www.municibid.com and the current bid was for \$5,500.00. The bidding will conclude the end of January. The Selectmen will have the opportunity to discuss the sale at the January 27, 2021 meeting, and award the sale to the top bidder, if appropriate.

VII. Selectmen's Report

a. MACC Base Action & Agenda

The next meeting is January 5, 2021. The agenda includes the signed contract for the Board of Governors.

b. Transportation Committee

No meeting this month.

c. Planning Board

The next agenda includes updating the Rules of Procedures.

d. Heritage Commission

No meeting this month.

e. Safety Complex

No items to discuss.

VIII. Consent Agenda:

VOTE: Chairman Chamberlain made a motion, Selectman Douglas seconded to approve the Consent Agenda with the Exception of Item #4, which shall be tabled to the next meeting. Roll call: Selectman McQuade, yes; Selectman Douglas, yes; and Chairman Chamberlain, yes. Motion passed 3-0.

IX. Information Items Requiring No Discussion

No items to discuss.

X. Non-Public Session RSA 91-A:3 II (a & c)

VOTE: Chairman Chamberlain moved, Selectman McQuade seconded to enter a Non-Public Session at 7:32 p.m. Roll call: Selectman McQuade, yes; Selectman Douglas, yes; and Chairman Chamberlain, yes. Motion passed 3-0.

VOTE: Chairman Chamberlain moved, Selectman McQuade seconded to exit the Non-Public Session at 7:47 p.m. Roll call: Selectman McQuade, yes; Selectman Douglas, yes; and Chairman Chamberlain, yes. Motion passed 3-0.

XI. Adjournment:

VOTE: Selectman Douglas moved, Chairman Chamberlain seconded to adjourn at 7:48 p.m. Roll call: Selectman McQuade, yes; Selectman Douglas, yes; and Chairman Chamberlain, yes. Motion passed 3-0.

All scheduled items having been addressed, the public meeting was adjourned at 7:48 p.m.

Next regular meeting: January 13, 2021 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Mark Chamberlain _____

Selectman Fred Douglas _____

Selectman Richard McQuade _____

See below for Consent Agenda

December 30, 2020 Consent Agenda		
Item #	Item Title	Approved
1	AP Warrants – December 22 & December 29, 2020	Yes
2	Payroll Warrant – December 14 through December 27, 2020	Yes
3	Request for Approval of Purchase Order # 2457 – J.C. Madigan, Inc. – Conveyor Chain for 6-Wheeler & 10-Wheeler (\$3,574.11, Inv. # 302903)	Yes
4	Request to Approve Timber Tax Abatement (Operation 19-279-11T, M-L 226-016-000) (\$2,551.37) – Administrative Assistant Dawn Griska Memo, Logger Dave Buxton Memo, TC/TC Trish Schultz Documentation	Tabled
5	Request to Endorse Administrative Property Tax Abatement - Moreau (M-L 231-016-000) – Assessor Todd Haywood Memo, TC/TC Trish Schultz Documentation	Yes
6	Request to Approve Issuance of Timber Yield Tax Levy & Warrant, Salisbury (20-279-08T, Map-Lot 238-004-000), Accessed Via Cram Hill Road	Yes
7	Request for Approval of Annual Blanket Purchase Orders: Dugout Gravel, LLC (PO# 2296), Maine Oxy (PO# 2297), Leighton White (PO# 2298), JP Pest Services(PO# 2299), Granite State Minerals Co. (PO# 2300 - Gravel), Granite State Concrete Co. (PO# 2301 - Salt), NH Municipal Bond Bank (PO# 2501), Diesel Direct, Inc. (PO# 2502), Monadnock Disposal (PO# 21039), State of NH DOT – Fuel Distribution (PO# 60919), WEX Bank - PD Fuel (PO# 60920), MD's Trash Removal (PO# 21038), Unifirst Corp (PO# 2503), Pitney Bowes (PO# 21040), & Henley NE - Police Cruisers Car Washes (PO# 60922)	Yes
8	Board of Selectmen's Public Meeting Minutes – December 16, 2020	Yes
9	Board of Selectmen's Non Public Meeting Minutes – December 16, 2020	Yes