

LYNDEBOROUGH BOARD OF SELECTMEN

MEETING MINUTES

November 1, 2019

Final

I. Call to Order:

The meeting was called to order at 1:00 p.m.

II. Introduction of Members Present:

Chairman Mark Chamberlain, Selectman Douglas, Selectman McQuade (Arrived at 6:05 pm)

Town Administrator/Recorder Russ Boland

Public Present: none

Media Present: none

III. Department Budgets Review

Chairman Chamberlain opened the meeting by explaining the purpose of the meeting is to receive information from department heads regarding their proposed 2020 budgets, in order to construct the best budget possible for the town.

Town Clerk Tax Collector:

Chairman 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 2020 budget, explaining there are four elections in 2020. TC/TC Schultz reported the two part time employees hired in 2018 are online, working regular shifts resulting in a more efficient operation.

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 2020 that are very old. The desk will be replaced with a smaller desk resulting in more space within the office. Chairman Chamberlain advised BAE is one example of companies that sell office furniture to municipalities after they complete contracts and encouraged staff to explore these types of options.

Police:

Chairman 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 but filling all the shifts, in the absence of the full time patrolman, is challenging. A lengthy discussion between the Board and Chief Deware regarding the filling of the full time patrolman's position vs. filling the shifts with part time officers took place. At the conclusion of the discussion it was

determined to leave the full time patrolman's position vacant and reallocate money to the part time officer's line item to assist in filling the open shifts with part time patrolman.

Chief Deware discussed the need to replace two shot guns and two rifles that are approximately fifteen years old. Selectman Douglas suggested the two shot guns be bought out of the 2019 budget with the remaining money encumbered to 2020 to be added to the weapon replacement line item to purchase the rifles in 2020. The Board and Chief Deware agreed this was a good plan.

Selectman Douglas asked Chief Deware, as the President of the Hillsborough County Chiefs of Police Association, to set up an appointment with the State Police Troop B Commander to discuss State Police coverage. Chief Deware will set up the meeting.

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

Highway Department:

Chairman Chamberlain thanked Road Agent 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.

Road Agent Chase began his explanation of the 2020 Highway Department budget by reviewing the current staffing of three fulltime employees and advising two part time employees will be on staff for the winter season. Road Agent Chase advised the Board the budget includes keeping one part time person throughout the year to assist the fulltime staff and in addition there is another part time employee that will be used to assist in the maintenance of the cemeteries for 16 weeks during the summer months.

T/A Boland advised the Board the part time employees have been paid at the rate of \$17 per hour for the past four years and in order to remain competitive the rate should be raised to \$19 per hour effective January 1, 2020.

Vote: Motion by Selectman Douglas seconded by Chairman Chamberlain to increase the part time Heavy Equipment Operator's wages from \$17 per hour to \$19 per hour effective January 1, 2020. Passed 2-0

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 proposed 2020 road construction plans including paving and gravel roads.

Road Agent Chase reviewed all the remaining line items explaining the need to increase or decrease each line item. The Board directed the laptop computer contained in the 2019 budget be purchased in 2019 and removed from the 2020 budget. The Board acknowledged the conservation efforts by the staff at the Highway Department, in the areas of electricity and fuel usage.

The Board and Road Agent Chase discussed the security and fire alarm concerns raised by PRIMEX. The Board agreed the need to install a security / fire alarm system is paramount and should be done in 2019.

Vote: Motion by Selectman Douglas seconded by Chairman Chamberlain to install the Security / Fire alarm system proposed by Monadnock Security for the Highway Department Garage in 2019 and to authorize T/A Boland to execute the contract with Monadnock Security to accomplish the installation. Passed 2-0

Road Agent Chase reviewed all of the remaining line items, explaining the need for increases and decreases.

Cemetery:

Chairman Chamberlain thanked 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 2020 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 burial expense line.

The Board, Ginny Chrisenton and Bob Rogers discussed the repair to the wall at the South Cemetery along Cemetery Road that took place in 2019. All parties agreed the workmanship was good and the price was fair and under budget.

Ginny Chrisenton and Bob Rogers advised the Board the current zero turn mower is approximately 9 years old and will be replaced this year with a new zero turn mower. The older mower will become the spare.

The Board advised Ginny Chrisenton and Bob Rogers the Highway Department has a line item for part time help to assist Greg with maintenance of the cemeteries.

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. All agreed the addition of the part time position will make a big difference in the appearance of the cemeteries for Memorial Day.

Library:

Chairman Chamberlain 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 2020. The new agreement with TDS Telecom will result in the need to increase the phone line item by approximately \$275 dollars but will result in much better internet services for the Library's patrons.

Conservation Commission:

Chairman Chamberlain thanked Sharon Akers for attending the meeting today to review the Conservation Commission's 2020 budget and advised Sharon Akers the purpose for the review is to build the best possible budget for the town. Chairman Chamberlain also thanked Sharon for representing the Town of Lyndeborough at the Wilton ZBA public hearing dealing with the height requirement for a proposed asphalt plant.

Sharon Akers advised the Board progress is being made to complete the easement approved by the 2019 Town Meeting. It is projected an additional \$2,000 is needed in the 2020 budget to complete the work. There are also several classes members of the Commission would like to attend that cost \$200 dollars in total. The Board agreed to raise the Conservation Commission's budget from \$100 to \$2,200 for 2020.

The Board and Sharon Akers reviewed the cleanup project on Scout Road that was completed in 2019 and all agreed the area is much better now.

Planning Board:

T/A Boland reviewed the Planning Board 2020 budget. T/A Boland explained the increase in the budget is because of recent activity. The clerical line item was increased to meet the increased amount of time the secretary is using to meet the needs of the Board. Much of this activity is driven by ongoing code enforcement issues and increased building activity in town.

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 this is the budget that covers the private charitable organizations that service 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.

Emergency Management:

Fire Chief Smith reviewed the line items contained within this budget and reported they remain the same as 2020.

Fire Department:

Chairman 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 operations are stable.

Selectman Douglas inquired why the gas and diesel line item is showing a low 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

201 directed T/A Boland to have the fuel expense updated on a more regular basis. It was agreed to by
202 all parties to reduce the fuel line by \$250 dollars for 2020.

203
204 The need to change the lighting in the station to LED technology was discussed. Chief Smith
205 reported the rebates he was hoping for the installation of LED lighting has not come to pass and
206 that the upgrading of the lighting to LED technology will take place over the next several years.

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208 Chief Smith advised the Board the Tanker Truck Committee is gathering information and bids for
209 the replacement of the 1984 tanker and will be making a presentation to the Board at a later date.
210 Additionally, the department is exploring the purchase of a station exhaust system for the vehicles
211 and will report on that project at a later date.

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213 **Legal:**

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215 The Board discussed possible pending legal action and decided reducing the budget is not prudent
216 at this time. The budget will remain at \$20,000 for 2020. T/A Boland noted that legal services
217 from New Hampshire Municipal Association and PRIMEX are used whenever possible to save
218 money.

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220 **Revenues:**

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222 T/A Boland reviewed the projected revenues for 2020 and advised the numbers used in each
223 category are conservative estimates.

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225 **Executive:**

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227 T/A Boland reviewed the line items contained in the executive account which includes all the
228 administrative staff, copiers, telephone/fax/internet, postage and office equipment.

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

232
233 T/A Boland and the Board discussed the TDS Telecom proposal to provide fiber to the town
234 buildings. T/A Boland advised this upgrade would increase the town's internet capability and
235 reduce telephone expenses.

236
237 **Vote: Motion by Selectman McQuade seconded by Selectman Douglas to authorize T/A**
238 **Boland to execute the agreement with TDS Telecom to provide fiber to town buildings.**
239 **Passed 3-0**

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241 **Financial Administration:**

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

245
246 The Board discussed the ongoing research into computer technology companies conducted by
247 Lyndeborough Information Technology Advisory Committee, Staff and the Board of Selectmen.

248
249 **Vote: Motion by Selectman McQuade seconded by Selectman Douglas to retain the**
250 **services of Twin Bridge Services of Washington NH to provide contracted Information**

Technology services to the Town of Lyndeborough and to terminate the contract with RMON services. Passed 3-0

Assessing:

T/A Boland explained 2020 is a statistical update year and the cost for accomplishing this will be \$25,000. Additionally, the town decided earlier in 2019 to transition from Vision assessing software to Avitar assessing software at a cost of \$15,650. This transition will result in more efficient software and reduce future costs. This transition will mean running both Vision and Avitar software in 2020 while the transition takes place.

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 the Property Liability Budget has approximately a 10 percent increase due to activity in the insurance pool. 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.

Street Lighting:

T/A Boland advised the Board the street lighting project is expected to be completed in December of 2019. After the installation is complete a monthly cost savings will be realized.

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.

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.

Heritage Historic and Tax Anticipation Notes:

The Heritage budget is up \$1,000 to cover the expense of mapping cellar holes and culverts throughout town..

Long Term Bonds Notes Principal and Interest:

T/A Boland reviewed the bond payment for Mountain Road. The first interest payment is due 2/15/2020 in the amount of \$23,901 and the second interest payment is due 8/15/2020 in the amount of \$23,901. The principal payment is due 8/15/2020 in the amount of \$145,000. The true interest rate for this ten year bond is 1.73%.

These presentations conclude the preliminary review of the Selectmen's 2020 Department Budget Review. The modifications and clarifications discussed will be incorporated into the budget and submitted to the Board of Selectmen at their November 6, 2019, meeting. At the conclusion of the November 6, 2019, 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 Selectman Douglas to adjourn the meeting at 7:05 p.m. passed 3-0

All scheduled items having been addressed, the public meeting was adjourned at 7:05 PM

Next regular meeting: November 6, 2019 at Citizens' Hall at 6:00 p.m.

Chairman Mark Chamberlain

Selectman Fred Douglas

Selectman Richard McQuade