

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
October 29, 2021
Final

I. Call to Order:

The meeting was called to order at 1:04 p.m.

II. Introduction of Members Present:

Selectman Mark Chamberlain, Selectman Howe, Chairman Douglas is excused.
Town Administrator/Recorder Russ Boland

Public Present: none

Media Present: none

III. Department Budgets Review

Selectman Chamberlain opened the meeting by explaining the purpose of the meeting is to receive information from department heads regarding their proposed 2022 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 2022 budget, explaining there are three elections in 2022. TC/TC Schultz reported the office is being run by herself and one other clerk.

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 in 2022 that is very old. Selectman Chamberlain advised BAE is one example of companies that give office furniture to municipalities after they complete contracts and encouraged staff to explore these types of options.

No changes were made to the proposed budget.

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 the addition of two part time officers has resulted in most of the shifts being filled.

Chief Deware advised the Board given the increase in the cost of gasoline the fuel line needs to be increased from \$5,000 to \$5628, the Board agreed and the change was made. Chief Deware advised the Board the Cruiser Maintenance line needs to be increased from \$2,125 to \$4,485 given the repair needs of the current two cruisers, the Board agreed and the change was made.

Chief Deware advised the Board he believes the Police Chief wage line needs to be adjusted given his experience and education. The Board asked the Chief to explain his recommendation in more detail. Chief Deware stated he has recently become aware that three new police chiefs have been appointed in Bennington, Mont Vernon and New Ipswich, all those chiefs are making more than himself with less experience and less education. The Board and Chief Deware discussed moving his compensation from the proposed step 7 to step 8 and elevating his current salary to step 7 effective January 1, 2022. Selectman Chamberlain asked T/A Boland if he had anything to add. T/A Boland advised the Board this was the first he had heard of the concept. The Board was not opposed to the concept of modifying the Chief's compensation but decided to hold off on making a final decision until Chairman Douglas was present. T/A Boland advised he would place the topic on the next meeting's agenda.

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

Highway Department:

Selectman Chamberlain advised Road Agent Chase would not be able to attend today due to illness.

The Board and T/A Boland reviewed the budget submitted by Road Agent Chase, making minor changes to the narrative section of the budget to provide more detail.

Selectman Chamberlain stated the reduction of crack sealing from three days to two days was a concern. Selectman Chamberlain stated crack sealing of roads decreasing the deterioration of the road and is a good investment that pays for itself in the long run. The Board changed the Crack Sealing line from two days to four days and the amount in the line from \$7,600 to \$15,000.

The Board discussed the proposed paving of the 2nd NH Turnpike, New Road (paved section on the Turnpike side), Osgood Road and the Whittemore section of Mountain Road.

The Board reviewed all of the remaining line items, explaining the need for increases and decreases from previous years.

Conservation Commission:

Selectman Chamberlain thanked John Pomer for attending the meeting today to review the Conservation Commission's 2022 budget and advised John Pomer the purpose for the review is to build the best possible budget for the town.

John Pomer reviewed the activity of the Conservation Commission with the Board asking that the Conservation Commission's expense line be increased from \$100 to \$350. The reason for the requested increase is for dues for the NHACC, Fish and Game and the Forest Society. The Board agreed with the request and the change to the line item was made.

Heritage Commission and Historic District Commission:

TA Boland reviewed the Heritage Commission and Historic District Commission's budgets noting that there is no change from 2021.

Library:

Selectman 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 2022. Bob Rogers advised the Board there has been an increase in the wage line items to conform with the Town's wage plan. The fuel line was reduced from \$2,100 to \$1,749 as a result of less fuel being used. Several minor narrative changes were also made to provide more information about the line items.

Cemetery:

TA Boland advised the Board Ginny Chrisenton was unable to attend in person today due to illness concerns but that he would call her and ask her to join the meeting via speaker phone. Selectman Chamberlain thanked Ginny Chrisenton for attending the meeting today to review the Cemetery Department budget.

Ginny Chrisenton explained each line item affecting the 2022 cemetery budget. The Board and Ginny Chrisenton discussed the cost for burials and agreed the line could be reduced as it is a pass-through account. The burial line was reduced from \$3,000 to \$1,500.

The Equipment Repair line was discussed and all agreed this line could be reduced from \$600 to \$1, as the repairs are being conducted by the Highway Department.

Planning Board:

T/A Boland advised Planning Board Chairman Post was unable to attend due to travel commitments. The Board reviewed the budget and determined the Wage line needed to be increased from \$7,561 to \$12,601 to account for the Nashua Regional Planning Commission's Circuit Rider Program. The narrative was also updated to explain the expenses in more detail.

Zoning Board of Adjustment:

T/A Boland reviewed the Zoning Board of Adjustment 2022 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 2021 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 Health Officer and private charitable organizations that service Lyndeborough. The Board decided to keep all the charitable organization's line items the same as 2021.

Health Officer Donald Cole and 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. The Board asked Health Officer Cole if the allotted hours are correct. Health Officer Cole advised he has been committing many hours to monitoring the watershed surrounding an area where a failed septic system was discovered in 2021, but that the allotted hours seem to be working. The Board thanked Health Officer Cole for his good work throughout 2021.

Emergency Management:

Fire Chief Smith reviewed the line items contained within this budget and reported they remain the same as 2021.

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 operations are stable.

The need to change the lighting in the station to LED technology was discussed. Chief Smith reported the installation of LED lighting along with the installation of a new hot water heater will take place soon. It is hoped both the LED lighting and the new hot water heater will result in lower energy costs.

The Board thanked Chief Smith for all his good work in 2021 and for presenting a 2022 budget that is less than 2021.

Legal:

The Board discussed possible pending legal action and decided reducing the budget from the proposed \$25,000 to \$20,000 is prudent at this time. T/A Boland noted that legal services from New Hampshire Municipal Association and PRIMEX are used whenever possible to save money.

Revenues:

T/A Boland reviewed the projected revenues for 2022 and advised the numbers used in each category are conservative estimates.

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.

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.

Assessing:

T/A Boland and the Board reviewed the proposed property assessing costs for 2022. The Town is in the process of selecting a company to perform the contracted assessing requirements for the Town as a result of a Request for Proposals issued earlier in 2021. It has become apparent the proposed cost of \$23,850 needs to be adjusted to \$29,500, the Board agreed and the change was made.

TA Boland advised the Board since the proposed budget was constructed we have received solid numbers for the needed assessing software continuing maintenance cost. The cost of the line item can be reduced from the proposed \$9,600 to \$9,100. The Board agreed and the change was made. Additional clarity was added to the narrative explaining the expense.

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. Many of the expenses in this category will not become final until later in the budget process due to the provider not having reached a final cost for 2022 at the time the proposed budget was constructed.

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.

The Board asked for an update on the filling of the custodial position. TA Boland advised the position was advertised with a very limited response. Additionally, three cleaning companies responded to the request for proposal with only two submitting bids, the Board at the time felt the bids were too high. The Board instructed TA Boland to increase the wage to step 8, \$18.49 per hour and see if that results in the position being filled. The change to the budget was made.

The Board agreed with TA Boland to reduce the Building Safety line item by \$2,500, which is the amount needed to install security cameras at the EOC Garage and Highway Department Garage. The funding needed for the installation will be obtained by encumbering 2021 funds for that purpose. The change was made.

Property Liability Insurance, Ambulance, Recreation and Solid Waste:

T/A Boland explained the Property Liability Budget has increased by approximately a 13 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 a dramatic increase in activity, due to code enforcement issues and construction activity. The budgeted hours for this position have increased from 10 to 16 per week in an attempt to cover all the needed work.

Street Lighting:

T/A Boland advised the Board the street lighting project has resulted in dramatic savings to this line.

Welfare:

T/A Boland outlined the programs that staff have 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:

The Goss Park budget will stay the same as 2021. The Memorial Day and Community Day lines were reduced to reflect amounts expended over the last several years.

Tax Anticipation Notes, Long Term Bonds Notes Principal and Interest:

T/A Boland reviewed the bond payment for Mountain Road. The first interest payment is due 2/15/2022 in the amount of \$16,622 and the second interest payment is due 8/15/2022 in the amount of \$16,622. 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 2022 Department Budget Review. The modifications and clarifications discussed will be incorporated into the budget and submitted to the Board of Selectmen at their November 17, 2021, meeting. At the conclusion of the November 17, 2021, meeting it is anticipated the budget will then be referred to the Budget Committee for further review.

Vote: Motion made by Selectman Howe seconded by Selectman Chamberlain to adjourn the meeting at 6:30 p.m. passed 2-0

All scheduled items having been addressed, the public meeting was adjourned at 6:30 PM
Next regular meeting: November 3, 2021 at Citizens' Hall at 6:00 p.m.

Chairman Fred Douglas

Selectman Mark Chamberlain

Selectman Robert Howe