

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
December 27, 2023
Approved

I. Call to Order:

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

II. Introduction of Members Present:

Chairman Mark Chamberlain, and Selectman Robert Howe

Excused Selectman Fred Douglas

Town Administrator Russ Boland and minute taker Kathleen Humphreys

Public & Media Present: Finance Director Paul Hebert, Conservation Commission Chairperson John Palmer, and Jessie Salisbury

III. Appointments:

6:05 p.m.: Public Hearing Acceptance of \$10,886.76 in Unanticipated Funds from State of NH, per NH RSA 31:95-b III (a), for the purpose of Special One Time Payment for Maintenance, Construction, and Reconstruction of Municipally Owned Bridges

Opened hearing at 6:03 p.m.

This hearing is to discuss accepting of \$10,886.76 in bridge aid from the State. The money possibly could be used for culvert work since there is a big need in Town for culvert maintenance. Further research is needed.

Jessie Salisbury asked if culverts are considered a bridge and would it qualify. The office will research that question. Jonn Pomer is agreeable to the discussed use of the money.

It was noted that Herrick Road, from Center Road to Blueberry Lane, is closed because the road partially collapsed at the point of a 6 ft. culvert after a heavy rainstorm.

The Public Hearing closed at 6:07 p.m.

VOTE: Selectman Howe moved, Chairman Chamberlain seconded, that the Town accept \$10,886.76 in unanticipated funds from State of NH, per NH RSA 31:95-b III (a), for the purpose of special one-time payment for maintenance, construction, and reconstruction of municipally owned bridges. Motion passed 2-0.

IV. Community Forum and Public Comment:

John Pomer asked about appointing Margaret Hagen as a full member to the Conservation Commission. He was informed that her appointment is on the Consent Agenda.

V. Decision Making Actions:

a. Old/Tabled Business:

Citizens' Hall Engineering Structural Repair Design Proposal Review

The office will ask for clarification from John Turner. This will be a Warrant Article.

Land Use Change Tax Policy Review

The Board can review the updated policy at the next meeting.

American Rescue Plan Grant Discussion

Finance Director Paul Hebert was present.

\$56,000 of the American Rescue Plan (ARPA) funds are going to the Glass Factory Road engineering study and \$100,000 is slated for the fiber optic internet connectivity project, which leaves \$25,000-\$26,000 left to be obligated.

The Auditors expressed concern with the Town using QuickBooks, therefore F/D Hebert has been doing research for to upgrade the Town's accounting software. He is considering Edmonds, MRI, Gov Tech, and MIP. He has been provided a few quotes and demonstrations so far. F/D Hebert's experience will allow him to assist with the software conversion and select only the software options he wants from the estimates to help reduce costs. He provided examples of how the software can assist and rough cost.

QuickBooks is proprietary so it's hard to get data out of their software. The new company will have their specialist assisting and conversion could be a \$3,000 piece.

Currently the office is spending \$5,000 per year on ADP. They plan to bring payroll back to the office. Upgrades for QuickBooks is \$500-\$600 annually plus the cost for the cloud since QuickBooks is forcing customers to go on the cloud.

F/D Hebert has been communicating with Wilton since they are looking for new software also. He had conversations with towns using MRI.

Edmonds is \$14,000 per 3-years, after that cost goes up no more than 4%.

MIP is \$14,000 annually; their prices is based on the consumer price index, which is now at 8% and it can go up 8%.

The audits will be easier after the software update. F/D Hebert will rebuild some things instead of importing old accounts. He will provide updates as the process progresses.

2024 Warrant Articles Discussion

Nine zoning regulation changes will be proposed.

F/D Hebert provided documents for the totals on each Warrant Article for a total of \$196,975.

T/A Boland & F/D Hebert will present to the Budget Committee next Tuesday. They need two questions answered tonight; If the Board intends to fund any of these Warrants from the fund balance and the Board's stance on Agents to Expend for the Fire Department Equipment Capital Reserve Fund.

Currently there is a \$300,000 surplus in revenues and roughly \$105,000 in under-expenditure in expenses.

F/D Hebert said the last payroll of the year is done. Mostly the numbers are the same expect Highways & Streets went \$12,500 due to an invoice for sand and gravel. The

document list \$126,000 is under-expended. \$105,000 comes from the last page. We are looking at approximately \$405,000 in the fund balance. Currently there \$500,000 in there, roughly 8%, and will be adding \$405,000. There is \$196,976 in Warrants and \$400,000 in combined surplus. They discussed hypothetical scenarios.

The Town policy is a maximum of 12% in the Unreserved Fund Balance (UFB). That number would be \$720,000 or about \$200,000 more than in the fund now. T/A Boland said if we paid all the Warrant Articles it will end up at about 12%. Our fund balance typically run from high 6% to 9%. The tax rate would go up about 68 cents if the budget goes through as written.

F/D Hebert said to keep in mind it's nice to have something in the bank in case what is going on in nature continues. Insurance covers some unpenditures, but if a road washes out, you need to fix that now. We have a \$200,000 CD that has been rolling over since April.

The Town can't over expend the budget because it is required to go to the Budget Committee and the DRA process for approval, including up to a special town meeting.

The Town's unpaid taxes are around \$185,000. It was previously around \$300,000.

The cost of vehicles was discussed.

The Chair said that resident Art Napolitano asked if the Town could increase the Veteran Tax Exemption to \$750. Currently, there are 60 veterans approved to receive that exemption which equates to \$30,000. That would be an additional \$15,000 per year or 7 cents on the tax rate.

Chairman Chamberlain said there are three options for this request:

1. The Board of Selectmen add another warrant article to increase the exemption.
2. Write a warrant article and take it to Budget Committee next week for their opinion.
3. Request the resident write a petition warrant article to increase the exemption.

It was agreed to take the request to the Budget Committee and see what they think.

Recap:

- \$400,000 in revenue and expenses.
- \$200,000 in warrant articles costs.

Example: pay for warrant articles out of Unreserved Fund Balance (UFB) and add \$200,000 to UFB, bringing it to approximately 12%.

Selectman Howe suggested funding at \$70,000 that would add \$45,000 on the tax rate. F/D Hebert's opinion is to use \$100,000. Chairman Chamberlain suggested using \$170,375 to fund all the vehicles and not the remaining items. That would increase the overall budget by approximately \$185,000. This does not include the \$40,000 ambulance increase.

VOTE: Chairman Chamberlain made a motion, Selectman Howe seconded to fund \$170,375 from the Unreserved Fund Balance to fund Warrant Articles 12, 13, 15, 16, and 18. Motion passed 2-0.

Agents to Expend question:

After a discussion, the Board decided to deny the Fire Chief's request for the Board of Selectmen to be appointed as Agents to Expend for the Fire Department Equipment Capital Reserve Fund.

b. New Business

NRPC Nashua Regional Planning Agreement Review

It was noted the Town has an escape clause in the agreement if the funding is not approved at Town Meeting.

VOTE: Selectman Howe made a motion, Chairman Chamberlain seconded to allow T/A Boland to enter into the agreement with NRPC for 2024 on both contracts; Administrative Support, not to exceed \$12,480, and the Circuit Rider, not to exceed \$12,276, unless an amendment is made. Motion passed 2-0.

c. Items not on Agenda:

1. Chairman Chamberlain was listening to the December 18, 2023, meeting of Wilton Board of Selectmen, and it appears they decided the Wilton Recycling Center budget will be up 2.62%; overall a \$842,261 total. Lyndeborough's cost was not broken out.
2. The Wilton Selectmen will attend the January 9, 2024, Wilton-Lyndeborough School Board meeting to discuss the School Resource Officer (SRO). Our Board agreed that Selectmen Douglas would be the most knowledgeable and experienced Board member to attend and address this topic. That same night, the Wilton Budget Committee has a joint meeting for the Recycling Center and Ambulance, and it was agreed to send Selectman Howe. T/A Boland will try to get a copy of the budget.

VI. Town Administrator Report

On December 19, 2023 NRPC met with department heads to work on updating the Local Emergency Operational Plan relative to the \$4,000 matching grant. It was the first meeting of 4-5 meetings to produce a document which will be needed to apply for grants.

The Federal Government's Systems Awards Management (SAM) has been updated.

Former Lyndeborough Police Chief Michael French passed away. He was our chief here during a turbulent time. He retired as Goffstown's Police Chief.

Retired Wilton Fire Chief Ray Dick's memorial is on Friday.

The 2022 audit letters are available electronically and the Board will get a hard copy.

T/A Boland sent an email to Community Power Committee members Bob Hayden and Mike Kaply requesting the letter that was discussed at the last meeting relative to Community Power.

VII. Selectmen's Report

a. MACC Base Action & Agenda

The Fire Department has been integrated into MACC Base and it is going well.

b. Transportation Committee

The next meeting is on January 10, 2024.

c. Planning Board

The next Master Plan subcommittee meeting is January 11, 2024. The Public Hearing for proposed 2024 Zoning Amendments is scheduled during the regular Planning Board meeting on January 18, 2024.

d. Heritage Commission

Their next meeting will be in January 2024.

e. Conservation Commission

Meetings are on the second Thursday of the month. Earlier tonight, Margaret Hagen's appointment from an alternate member to a full member was discussed and is in the Consent Agenda.

f. Ambulance Advisory Committee

The office will remind the Committee to have quarterly meetings.

VIII. Consent Agenda:

VOTE: Selectman Howe made a motion, Chairman Chamberlain seconded to accept the Consent Agenda for December 27, 2023. Items 1-5, 7, 8, 9. Motion passed 2-0. (see below)

IX. Information Items Requiring No Discussion

None

X. Non-Public Session RSA 91-A:3 II

None

VOTE: Selectman Howe made a motion, Selectman Chamberlain seconded adjourn at 7:26 p.m. Motion passed 2-0.

XI. Adjournment:

All scheduled items having been addressed, the public meeting was adjourned at 7:26 p.m.

Next regular meeting: January 10, 2024 at Citizens' Hall at 6:00 p.m.

Kathleen Humphreys, Transcriber

Chairman Mark Chamberlain _____

Selectman Fred Douglas _____

Selectman Robert Howe _____

Consent Agenda – December 27, 2023		
Item #	Item Title	Approved
1	AP Warrants – December 28, 2023	Yes
2	Payroll Warrant – December 11, 2023, through December 24, 2023	Yes
3	VALIC ACH & ADP Processing Fee Payroll Warrant – December 11, 2023, through December 24, 2023	Yes
4	Request for Approval of Expenditure of \$3,000 as2ond Over – Northpoint Engineering – Glass Factory Road Engineering (\$3,782.50 – Inv# 7087)	Yes
5	Request to Appoint Margaret Hagen as A Full Member of the Conservation Commission, Term Ending 2026	Yes
6	Board of Selectmen’s Public Meeting Minutes – November 7, 2023	No
7	Board of Selectmen’s Public Meeting Minutes – December 13, 2023	Yes
8	Board of Selectmen’s Non-Public Meeting Minutes RSA 91-A:3 II (a, b & c) – December 13, 2023	Yes