

LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
October 28, 2022
Final

I. Call to Order:

The meeting was called to order at 1:07 p.m.

II. Introduction of Members Present:

Selectman Mark Chamberlain, Selectman Howe, Chairman Fred Douglas is excused.
Town Administrator Russ Boland, Finance / Human Resource Coordinator Paul Hebert.

Public Present: none

Media Present: none

III. Department Budgets Review

Selectman Mark Chamberlain opened the meeting by explaining the purpose of the meeting is to receive information from department heads regarding their proposed 2023 budgets, in order to construct the best budget possible for the town.

Town Clerk Tax Collector:

Selectman Chamberlain thanked Town Clerk / Tax Collector Trish 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 2023 budget, explaining there is one election in 2023. 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 2023 that is very old.

The draft budget was modified to reflect one election for 2023.

Police:

Selectman Chamberlain thanked Police Chief Rainsford 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's operation is stable.

Chief Deware advised the Board given the increase in the cost of gasoline the fuel line has been increased from \$5,628 for 2022 to \$7,116 for 2023. Chief Deware advised the Board the Cruiser Maintenance line has increased by \$515 from last year due to the policy of keeping the cars 6 years instead of 4 years.

Chief Deware, Town Administrator Russ Boland and the Board agreed building maintenance should come out of Government Buildings and not the Police budget for the Police Office. The Police budget was reduced by \$750.

Chief Deware advised the Board the tasers are coming to the end of their service life and should be considered for replacement. The topic will be addressed at a future meeting.

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

Highway Department:

Selectman Chamberlain thanked Road Agent Richard McQuade for attending the meeting today to review the Highway Department budget and advised R/A McQuade the purpose for the review is to build the best possible budget for the town.

Road Agent McQuade reviewed the budget submitted, making minor changes to the narrative section of the budget to provide more detail.

Selectman Chamberlain stated crack sealing of roads is decreasing their deterioration and is a good investment that pays for itself in the long run.

The Board discussed the proposed paving plan for 2023 and agreed determining what roads will receive paving in 2023 is premature. Further meetings will be needed to determine the final paving plan for 2023.

The Board and Road Agent McQuade discussed future sand and salt storage and the construction of a new salt shed.

The Board and Road Agent McQuade discussed the cutting of roadside brush and the possibility of equipping future backhoes with brush cutting capability.

The Board and Road Agent McQuade 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 2023 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 decreased from \$350 to \$100. The reason for the requested decrease is the need that resulted in the increase in 2022 has been met, resulting in the ability for the budget to return to \$100. The Board agreed with the request and the change to the line item was made.

Heritage Commission and Historic District Commission:

Selectman Chamberlain thanked Jessie Salisbury for attending the meeting today to review the Heritage Commission and Historic District 2023 budget and advised Jessie Salisbury the purpose for the review is to build the best possible budget for the town.

Jessie Salisbury explained to the Board the increase over last year's budget of six thousand dollars is for a study by a third-party professional to assess the Old Temple Road Bridge. There have been several stones noted on the ground below the bridge and the commission feels it is important to have the bridge looked at to see if repairs are needed.

Library:

Selectman Chamberlain thanked Brenda Cassidy, Bob Rogers, Sally Curran, Jennifer Howe and Ann Harkleroad for attending the meeting today to review the Library budget and advised the purpose for the review is to build the best possible budget for the town.

The Board and the Library Trustees reviewed the submitted budget for 2023. Bob Rogers and Brenda Cassidy advised the Board there has been an increase in the wage line items to conform with the Town's wage plan and to cover an increase in staff hours.

The Library Trustees presented the Board with the 2022, to date, expenses for the Library.

Selectman Chamberlain thanked the Library Trustees for participating in today's meeting.

Cemetery:

Selectman Chamberlain thanked Ginny Chrisenton and Doug Powers for attending the meeting today to review the Cemetery Department budget.

Ginny Chrisenton and Doug Powers explained each line item affecting the 2023 Cemetery budget. The Board, Doug Powers and Ginny Chrisenton discussed the cost for burials and maintenance of the cemeteries. The line covering new equipment was reduced from \$500 to \$1 because the cost is accounted for in the Highway Department budget.

Ginny Chrisenton, Doug Powers and the Board discussed screening loam located at the Goding property on Cemetery Road. Hopefully, the Highway Department will be able to complete the screening in 2023.

The condition of the flagpoles in the cemeteries was discussed with the suggestion of painting the flagpoles in South and Center Road cemeteries in the spring. The trustees will also look into installing solar lights on the flagpoles.

The installation of water tanks in the cemeteries for the watering of flowers was also discussed.

The Cemetery Trustees will be having a meeting on Wednesday November 2, 2022, with T/A Boland and Finance Human Resource Coordinator Paul Hebert to discuss the Town assuming accountability of funds received via the Cemetery Department. The Cemetery Trustees will then attend the Selectmen's meeting on November 2, 2022, to further discuss the concept with the Board of Selectmen.

Planning Board:

Selectman Chamberlain thanked Planning Board Chairman Charlie Post for attending the meeting today to review the budget.

The Board and Chairman Post reviewed the budget and determined the line for the Nashua Regional Planning Commission's Circuit Rider Program needed to be relocated to NRPC contracted services. The narrative was also updated to explain the expenses in more detail.

Chairman Post and the Board reviewed how the step and cost of living adjustment program are implemented in the wage line of the budget.

Zoning Board of Adjustment:

T/A Boland reviewed the Zoning Board of Adjustment 2023 budget. T/A Boland explained there is a slight increase in the budget because of a cost of living adjustment increase for the secretary. Much of the activity for the Zoning Board of Adjustment in 2022 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. T/A Boland advised the Board Health Officer Donald Cole was unable to make the meeting due to a previous commitment. The Board decided to keep all the charitable organization's line items the same as 2022, with the exception of the addition of Share for \$500, which is a charitable organization in Milford that has assisted the Town on several welfare cases at a great savings to the Town.

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 Brian Smith reviewed the line items contained within this budget and reported they remain the same as 2022.

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.

Chief Smith reported the installation of LED lighting along with the installation of a new hot water heater is almost complete. It is hoped both the LED lighting and the new hot water heater will result in lower energy costs.

Chief Smith advised the Board Lyndeborough Fire Department Representatives left for Armor NY this morning to inspect the used fire truck being considered for purchase. We should know this evening if the truck passed inspection.

The Board thanked Chief Smith for all his good work in 2022 and for presenting a 2023 budget that is less than 2021.

Legal:

The Board discussed possible pending legal action and decided to keep the budget for 2023 at \$20,000. 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 2023 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 2023.

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-term 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.

T/A Boland advised the Board the installation of security cameras for Citizens Hall and the DPW garage has been completed.

Property Liability Insurance, Ambulance, Recreation and Solid Waste:

T/A Boland explained the Property Liability Budget has increased by approximately a 9 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 an increase in activity, due to code enforcement issues and construction activity. The budgeted hours for this position will remain the same as 2022, at 16 per week.

Street Lighting:

T/A Boland advised the Board the completion of 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.

In 2022, the department realized an increase in activity resulting in the need to increase the budget for 2023 to \$20,000.

Parks/Patriotic/Cultural:

The Goss Park budget realized a slight increase from \$9,625 in 2022 to \$10,000 for 2023. 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 2/15/2023 in the amount of \$12,982.50 and the second interest payment is due 8/15/2023 in the amount of \$12,982.50. The principal payment is due 8/15/2023 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 2023 Department Budget. The modifications and clarifications discussed will be incorporated into the budget and submitted to the Board of Selectmen at their November 16, 2022, meeting. At the conclusion of the November 16, 2022, 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 6:55 p.m. passed 2-0

All scheduled items having been addressed, the public meeting was adjourned at 6:55 PM
Next regular meeting: November 2, 2022 at Citizens' Hall at 6:00 p.m.

Chairman Fred Douglas

Selectman Mark Chamberlain

Selectman Robert Howe