

Lyndeborough Budget Committee

Meeting Minutes

November 24, 2020

Citizens' Hall & via Zoom

Draft 2 (MC & BR Changes)

Chairman Burton Reynolds called the meeting to order at 6:36 p.m.

Members present in-person at Citizens' Hall: Chairman Burton Reynolds, Selectmen's Rep. Mark Chamberlain, Walter Holland, John Pomer, and Karen Grybko. Arnold Byam was at the Fire Department Annual meeting and arrived in progress.

Members attending the meeting remotely via Zoom: Peter Dallas, Sandy Schoen and Geoff Allen.
Not present: Stan Green

Also present: T/A Russell Boland, Road Agent Mark Chase and minute taker Kathleen Humphreys

4311 & 4312: HIGHWAY DEPARTMENT

Road Agent Mark Chase was present

4311-01-111

Full time wages are \$180,024, which accounts for an additional fourth full-time employee. The department did test out the schedule with part-time employees but that was not working as well as expected. The budget reflect 3 months at the current pay then a 2% COLA.

Mr. Chamberlain added the 2% COLA for one employee and the other increases are step raises.

4311-01-111: Wages: Part-Time

Summer part-time wages equal \$7,904 while winter part-time wages for one position equals \$7,680 for a total of \$15,584. Mr. Chase's research concluded that Lyndeborough was on the low side of the pay scale as opposed to neighboring towns.

The summer part-time position will be working on the road, hauling, cemeteries, and directing traffic.

4311-01-112: Wages Overtime

Mr. Chase said they have done a good leaving money in there did their best due. They work four 10-hour days.

4311-01-290: Training & Miles Reimbursement

Right now, because of COVID-19, the department cannot go to training but have Zoom options or situations where only one member can go because of social distance regulations. There is a balance in this line.

4311-01-560: Dues & Associations

Remains the same at \$60.

4311-01-610: Uniforms/Safety

This line increased a bit because of an additional employee. Steel toe boots are required but employees can't buy them for \$150 therefore that line increased a bit. Outdated vests were replaced.

4311-01-620: Office Expenses

The office needed a new printer. Road Agent Chase felt this line could go down to \$500 from \$750.

4311-01-680: Radios

The department purchased a new radio, antennas and tuners. The oldest radio is 8 years old. This line is \$600.

BUILDING EXPENSES

4311-02-341: Telephone/Internet

This increased slightly from \$1,608 to \$1,620.

4311-01-112: Electricity

The department tries to keep the electric bill low. The highest bill was \$35 until November. T/A Boland reported the Highway Department worked hard for a dramatic reduction. The monthly bills used to be \$700-\$800/month but now they are about \$100 and even lower in the summer. Conservation efforts included putting the block heaters on timers so they are not running 24/7, fixed the air leak in compressor, and updated the lights to LED lights.

4311-02-411: Heating Fuel

T/A Boland reported this line went down 2 cents per gallon from last year. The line was reduced to \$2,936 from \$3,000. Mark Chamberlain explained the Highway Department installed new garage doors as well as other efforts to help keep the fuel cost down.

4311-02-430: Building Maintenance & Supplies

T/A Boland reported a change to the dumpster cost. The price increased from \$105 per month to \$135 per month. After research, this price is still lower than competitor's prices. The total line increased from \$4,500 to \$4,800.

Total building expenses requested for 2021 is \$11,056.

HIGHWAY & STREETS VEHICLES/EQUIPMENT COSTS

4312-01-630: Chains, Blades and Edges

This line was reduced to \$4,000 from \$8,000.

Arnold Byam arrived at 6:54 p.m.

4312-01-635: Fuel

Most of the vehicles run on diesel. The line requested is \$24,000.

4312-01-660: Vehicle Costs - Vendor

All the vehicles go out for service, due to new technology on the backhoe, grader and so forth, the department cannot do the service in-house. This line is not updated yet.

Road Agent Chase explained this is working out good. The new Freightliner company has relocated closer so they do not have to bring the vehicle to Londonderry anymore, only to Manchester, so they do not have to waste a whole day with service. The company that services the grader comes to the highway garage and the department pays miles.

4312-01-661: Equipment Costs – In-House Repair/Maintenance

In-house repairs consists of maintenance such as grease and oil changes. Small equipment and chains for small equipment comes out of this line. The department bought enough back-up spare chains that Mr. Chase feels this line can be reduced from \$15,000 to \$12,500. Road Agent Chase said everything is on a schedule to be greased and oil changes plus the rear ends sprayed in the fall. There are less breakdowns therefore the highway staff is spending more time out on the road doing work and not working in the garage.

4312-01-662: Tires

This line will be reduced from \$5,000 to \$2,925. They needed new tires for the grader. There is an extra one for the grader and Dodge. They have been diligent on the tires and felt this line can come down. They have a few spare sets for a number of vehicles.

SUPPLIES

4312-02-445: Bridge Maintenance

There is \$1.00 to keep this line opened. Last year the Town received 150 gallons of spray from a State program for bridge maintenance. It was used on the Gulf Road and Old Temple Road bridges.

4312-02-631: Welding Supplies

This line is used to purchase welding rods and steel rods as well as filling bottles for oxygen and gas. This line remains at \$750.

4312-02-634: Tools

Hand tools include shovels, rakes, picks etc. come from this line. This line remains at \$1,000.

4312-02-682: Culvert/Grates

The department have a supply of culverts therefore feel comfortable reducing this line to \$2,500.

T/A Boland handed out an up-to-date expenditures.

4312-02-683: Signs

Unfortunately, Lyndeborough road signs were still popular; 10 street signs and 23 road signs have been stolen along with one of our electronic speed limit signs from the police department, which cost the town a lot of money. The Town did receive a partial reimbursement but this line still went up \$500 to \$3,000.

4312-02-685: Sand

This line remains the same at \$10,000. We now haul in sand using the 10-Wheeler. Road Agent Chase explained that sand is getting harder to find, resulting in a price increase. They still use their pit in North Lyndeborough and leave a backhoe there to load trucks. They put 1,200 yards at the Highway Garage and have some leftover.

4312-02-685: Salt

This line came down a bit from \$33,750 to \$33,390. The department uses an average of 600 tons per year.

4312-02-687: Gravel/Other/Aggregates

Instead of trying to build up the gravel roads up, old asphalt was used on top of the roads, which the department had good luck with that. They roll and pack the road plus use winter calcium. New this year they had a tank donated allowing the department to keep 500 gallons on the truck.

This line is \$40,000 down from \$50,000.

The department saved \$11,000 this year due to an asphalt reclaiming process. There was over 2,500 yards of material that was processed. It took about 4-days to process it. There is about a third of the material left. The department uses 1.5 inch stones in places that have mud/water issues. Road Agent Chase address some of the road projects, ditching, knotweed project and so forth.

4312-02-688: Crack Seal

An additional day was added, increasing the line from \$7,500 to \$11,400.

4312-03-394: Equipment Rental/Contracted Services

This line is \$22,561. North Point Engineering will be assisting in redesigning the entrance to Glass Factory Road off Rt. 31. They will take the balance of \$18,000 out of the Paving project to fund the engineering project. The Glass Factory Road bridge trestle project was pushed back to 2026.

4312-03-625: Guardrail

The \$14,000 encumbered funds will be combined with the \$14,000 for the Cemetery Road guardrails for a total of \$28,000. The guardrail over Cider Mill by Furnace Road is in poor shape.

4312-03-688: Paving

The line item is \$160,000.

Mark Chamberlain explained Phase 2 of the engineering work that will help to straighten both Brackets Cross Road and Curtis Brook Road to a "T" and help with the sight distance. This is a two-year project. He discussed improving the Glass Factory Road intersection onto Rt. 31. It will require engineering and DOT permits.

T/A Boland clarified the police and fire expenses that are over expended and discussed the State reimbursement from the COVID funds. The Fire Department is over by \$11,000, which equals the State reimbursement.

Chairman

VOTE: Walter Holland made a motion that Burton Reynolds remain as Chairman for 2020-2021 seasons. John Pomer seconded the motion.

Roll call: S. Schoen, yes; G. Allen, yes; P. Dallas, yes; J. Pomer, yes; K. Grybko, yes; W. Holland, yes; M. Chamberlain, yes; A. Byam, yes and B. Reynolds, yes.

Motion passed unanimously.

The Committee discussed a Vice-Chair position.

VOTE: John Pomer made a motion, Mark Chamberlain seconded to name Karen Grybko as Vice Chairman of the Budget Committee for the 2020-2021 season.

Roll call: S. Schoen, yes; G. Allen, yes; P. Dallas, yes; J. Pomer, yes; W. Holland, yes; M. Chamberlain, yes; A. Byam, yes and B. Reynolds, yes. Motion passed unanimously.

Adjournment:

VOTE: Mark Chamberlain made a motion, Karen Grybko seconded to adjourn at 7:35 p.m. Roll Call: W. Holland, yes; P. Dallas, yes; K. Grybko, yes; J. Pomer, yes; S. Schoen, yes; G. Allen, yes; A. Byam, yes; B. Reynolds, yes; M. Chamberlain, yes. Motion passed unanimously.

The next meeting will be December 1, 2020.

Respectfully Submitted,

Kathleen Humphreys – signed electronically

Kathleen Humphreys
Minutetaker