

1 **Lyndeborough Budget Committee**
2 **PUBLIC HEARING**
3 **Meeting Minutes**
4 **February 3, 2021**
5 **Citizens' Hall & via Zoom**

6 *Draft 1*

7
8 Chairman Burton Reynolds called the meeting to order at 7:00 p.m.

9
10 Members present in-person at Citizens' Hall: Chairman Burton Reynolds, Selectmen's
11 Rep. Mark Chamberlain, Walter Holland, and Town Administrator Russell Boland.

12
13 Members attending the meeting remotely via Zoom: Peter Dallas, John Pomer, Karen
14 Grybko, Sandy Schoen, and Geoffrey Allen.

15
16 Not present: Arnold Byam and Stan Green.

17
18 The Public Hearing tonight is to inform the public what to expect at Town Meeting in
19 March. It is also an opportunity for the public to questions the budgets and to suggest
20 changes to consider and ask questions. After closing the Public Hearing, the Budget
21 Committee will continue their meeting to approve any changes. A budget is approved,
22 Town Administrator Russ Boland will format the budget, as the State requires. The form
23 will be posted at the Village Store where Committee members can go to sign it.

24
25 The Town Budget, important as it is, is only 35% of the taxes. The County is 5%, the
26 School District Budget is 60% and the Town budget is 35%. Mr. Reynolds mentioned it
27 is important to pay attention to the Town Budget but also important to pay attention to
28 the School District Budget.

29
30 Chair Reynolds said that COVID-19 has affected how the Board held meetings and
31 deliberated, by holding hybrid meetings, but had very little influence on the Budget. The
32 department heads met with the Selectmen and Town Administrator to discuss their
33 budgets before they came to the Budget Committee. There were some Federal COVID
34 funds received early in the year that primarily affected the Police and Fire Departments
35 expenses. That was offset on the revenue side.

36
37 The Operating Budget is up \$7,590 to \$2,172,660.

38
39 The Warrant Articles are up by \$30,000 with three different amounts for the CIP.
40 Revenues are expected up more. During the budget process, those numbers are
41 always extremely conservative. It is expected to take in more than \$30,000 in
42 revenues, which will make up for the \$7,590 increase in the Operating Budget.

43 The CIP is not purchasing anything out of taxation. The Fire Department's portable
44 radios will be purchased from a Fire Department CIP fund set-up a few years ago.

45 46 **Operating Budget**

47 The Executive Budget covers the town office employees and is driven by payroll. There
48 were either a step increase or a 2% increase in pay but the increases did not affect the
49 budget that much. There is one less payroll period this year than last year. Every
50 seven years there is an extra payroll period, which occurred in 2020. The Town held
51 four elections, which added an increased cost there.

52
53 The audit figures are static. The office staff have done a wonderful job with the pre-
54 work preparations, which resulted in a three-year reduction.

55
56 Tech support was getting very high. The previous company was more focused on a
57 larger municipality and the company we have now is more focused on smaller
58 communities. They are doing a wonderful job and offer a good price.

59
60 4152: Assessing is coming down because last year was the town-wide evaluations.
61 That process takes about a whole year and a lot of money to do which doubles the
62 expenses. Last year the Town moved to Advitar resulting in purchase their software and
63 fees. This year the Town only has to pay the annual fees, which are much cheaper
64 than the previous software company resulting in savings. The line is \$18,401.

65
66 4153: Legal is always a challenge. The Town has taken advantage of support from the
67 Municipal Association and PRIMEX. The annual fee covers the assistance from the
68 Municipal Association. This line is \$15,000.

69
70 4155: The Personnel line has a 5.1% increase for health insurance. The Highway
71 Department experiment with staffing resulted in moving from a part-time to full-time
72 employee. There is not much change to what is paid for retirement or workmen's
73 compensation.

74
75 4194: Government Buildings has a sizeable increase. The Citizens' Hall carpets and
76 the sprinkler heads need to be replaced for about \$3,000. The Town will be putting
77 money aside to improve security. The total is \$40,906.

78
79 Planning, Zoning are steady while no changes to Cemeteries (4195) and Property
80 Liability Insurances (4196). There is \$2,000 in the "Insurance Deductible" because there
81 is \$1,000 deductible.

82
83 4197: Regional Planning went up slightly to \$1,269.

84
85 4210: The Police budget is down about \$30 to \$265,403.

87 Currently, there is no full-time police officer. Most of the staff is from the N.H.
88 Retirement System, which limits the number of hours they can work, and bring a lot of
89 experience to the department. Wages have a big impact on this budget line.

90
91 4215 Ambulance: Lyndeborough shares the ambulance service with Wilton and
92 Greenfield. Temple left the service. This line was a sizeable increase from \$57,800 to
93 \$80,521. It is unclear if this number will hold.

94
95 4220: The Fire Department is up just a few thousand dollars. The Command Staff
96 stipend from 2020 were over budget but that was due to COVID-19 funding. The total is
97 \$126,287.

98
99 Mr. Reynolds said this was an unusual year because many budgets had minor
100 movements but did not have major changes in terms of the amount of money needed.
101 There is a line available to look out for grants.

102
103 4240: Buildings Inspections are basically the same at \$17,315.

104
105 4311: Highway Department

106 The wages are up because of the change from the part-time to full-time employee's
107 wages and benefits in addition. Other increases include fuel and radio costs. A day's
108 work was added to the Crack Seal Program. This line went up from \$7,400 to \$11,400
109 to reflect the one additional extra day. This program has been very effective to allow
110 the paved roads to go a bit longer before repaving.

111
112 4316: Street Lighting is \$1,320.

113 The Town will not see the full benefit until the installations are paid off. Chair Reynolds
114 said the Street Lighting Advisory Board did a great job improving the lights.

115
116 4324: Solid Waste Disposal is \$102,032. This line is up slightly, mainly because of
117 health insurance costs.

118
119 4415: Health Agencies & Hospitals total is \$3,635. The criteria to consider donating to
120 local agencies is if the agency can provide a service to the community. The Wilton
121 Open Cupboard was added this year.

122
123 4442, Direct Assistance: Welfare Assistance was increased this year to \$15,000 from
124 \$7,500. It is evident that COVID is causing difficulties for people.

125
126 4520: Parks & Recreation is \$8,750.

127
128 4700: Debt Serviced decreased by \$7,000. The Mountain Road Bond decreases a bit
129 every year as the principal is paid down.

134 **WARRANT ARTICLES**

135 The Warrant Articles primarily help to put money away in the Capital Improvement Plan
136 (CIP). There are no purchases this year, except the Fire Department's portable radios
137 but the money is already in a specific CIP to fund the purchase.

138 There is one housekeeping Warrant Article which asks to rename one of the CIP fund.
139 Two other Warrant Articles include an Elderly Tax Exemption and a Veterans Tax
140 Exemption due to the town-wide reevaluation. Petition Article #17 requests a Solar
141 Exemption.
142

143 Mr. Reynolds explained, in terms of the Warrant Articles, they are putting money into
144 three new funds: the dump truck, loader and \$10,000 for the culverts on Cemetery
145 Road. There is \$81,000 already in the CIP for Bridges & Culverts.
146

147 Bottom line is the budget is up about \$17,000 when you take the expenditure and put
148 the revenues towards it.
149

150 *Chairman Reynolds closed the Public Hearing at 7:31 p.m.*
151

152 **VOTE: Burton Reynolds made a motion to approve the budget as proposed and**
153 **prepared. Walter Holland seconded the motion.**

154 **Roll Call: M. Chamberlain, yes; W. Holland, yes; B. Reynolds, yes; K. Grybko, yes;**
155 **P. Dallas, yes; S. Schoen, yes; J. Pomer, yes; and G. Allen, yes.**

156 **Motion passed unanimously.**
157

158 **Minutes:**

159 **November 24, 2020, December 1, 2020, January 19, 2021 and January 26, 2021.**
160

161 **VOTE: Burton Reynolds made a motion, Walter Holland seconded to approve**
162 **amended minutes of November 24, 2020, December 1, 2020, January 19, 2021 and**
163 **January 26, 2021.**

164 **Roll Call: M. Chamberlain, yes; W. Holland, yes; B. Reynolds, yes; P. Dallas, yes;**
165 **S. Schoen, yes; J. Pomer, yes; G. Allen, yes; and K. Grybko, yes but abstained**
166 **from the meeting she did not attend. Motion passed.**
167

168 Chairman Reynolds thanked the Budget Committee members for their time and said
169 they did an excellent job.
170

171 **Adjournment:**

172 **VOTE: Walter Holland made a motion, Mark Chamberlain seconded to adjourn at**
173 **7:41 p.m.**

174 **Roll Call: M. Chamberlain, yes; W. Holland, yes; B. Reynolds, yes; K. Grybko, yes;**
175 **P. Dallas, yes; S. Schoen, yes; J. Pomer, yes; and G. Allen, yes.**

176 **Motion passed unanimously.**
177

178 Respectfully Submitted,
179

180 *Kathleen Humphreys* – signed electronically

181 Kathleen Humphreys