

Lyndeborough Budget Committee

Meeting Minutes

January 19, 2021

Citizens' Hall & via Zoom

Draft 1

Chairman Burton Reynolds called the meeting to order at 6:30 p.m.

Members present in-person at Citizens' Hall: Chairman Burton Reynolds and Selectmen's Rep. Mark Chamberlain

Members attending the meeting remotely via Zoom: Peter Dallas, Sandy Schoen, Geoff Allen, John Pomer, and Town Administrator Russ Boland.

Not present: Walter Holland, Arnold Byam, and Karen Grybko.

Minutetaker Kathleen Humphreys took notes via Zoom

Minutes:

VOTE: Mark Chamberlain made a motion to approve the December 8, 2020 minutes as amended. Burton Reynolds seconded the motion.

Roll Call: P. Dallas, yes; J. Pomer, yes; S. Schoen, yes; G. Allen, yes; B. Reynolds, yes; M. Chamberlain, yes. Motion passed unanimously.

Tonight's meeting is for the Operating Budget, Warrants Articles - CIPs, and Revenues

Revenues: 3000s

T/A Russ Boland presented the information.

3120-01: Land Use Change Tax

Decreased to \$5,000 from \$2,500. The Town has not collected anything this year yet.

3185-01: Timber Tax

Remains at \$20,000

3187-01: Excavation Taxes

Increased excavation by \$500 to \$1,000

3190-01: Interest/Cost on Late Taxes

Interest on late taxes were decreased to \$20,000 from \$30,000.

Pole Petitions and UCC Filings remain the same

3220-01: Motor Vehicle Permits (Decals)

This remains the same at \$6,000. The Town is within a couple hundred dollars of this year's prediction.

3220-01: Motor Vehicle Title Fees

This line remains the same.

3230-01: Building Permits

This was increased to \$8,000 from \$7,000.

So far they collected \$14,000 this year but don't know if the trend will stay the same

3290-01: Dog Licenses & 3290-02 Dog Penalties/Summons

These lines remains the same.

3290-03: Licenses/Certified Copies

This line will go down to \$100 from \$300.

3290-04: Misc. TC Fees/Revenues

This line remains the same at \$100.

3290-06: Pistol Permits

This line was decreased. Permits are no longer required for a concealed weapon therefore resulting in a reduction in permit applications.

3290-01: Planning Board/ZBA Fees

Reduced to \$500 from \$1,000.

3319-01: FEMA Grants & 3319-02 Other Grants

A \$1.00 placeholder is in these lines.

3353-01: Rooms & Meals

This line was decreased by 20%. Because of the current COVID-19 situations, predicts are uncertain. YTD was \$87,390.87 (*update document*). This line was reduced to \$70,000 and T/A Boland said anything over that would be a pleasant surprise. There is legislation being introduced regarding this.

3290-01: Highway Block Grant

This line is \$70,000.

3359-02: Other Grants

The reflects the tanker's Diesel Remission Reduction Act Grant award of \$66,000. When the new truck arrives, the department has 15-days to destroy the old engine.

3401-01-200: Police Special Detail

The line was reduced to \$7,500 from \$15,000 due to the current trend.

3401-03: HWY Dept. Revenue remains at \$1.00.

3401-04: Police Department Income

This line will be \$5,000. The bulk of this is from parking tickets at Purgatory Falls. It is uncertain how long that situation will remain.

Burton Reynolds asked when the police cruiser is sold, where will that income go? T/A Boland said under "Sale of Municipal Property".

3401-05: Cemetery Burial & Lot Income remains at \$1.00.

3501-01: Sale of Municipal Property

This was increased due to the sale of the police cruiser and the selling of the Volvo dump truck with the sander.

3501-02: Sale of Tax Deeded Properties

Remains at \$1.00. T/A Boland said that thankfully there are no properties right now.

3502-01: Interest on Bank Deposits

Increased to \$2,000 from \$1,909.

3503-01: Rental Income

Raised to \$15,000 from \$14,205.

T/A Boland listed a few lines that are at \$1.00. (3506-01, 3506-02, and 3509-01)

Mr. Chamberlain asked to go back to sale of deeded property and asked if we had one a few years ago. T/A Boland said they did and he will look at it. It was discussed if the number is right. The number is correct for the property sold on Grove Avenue but T/A Boland will confirm if it's in the right line. He recalls that he might have had to move it upon DRA's request.

3915-01: From Capital Reserve Fund

This will be \$35,000 due to the Fire Department Portable Radios instead of \$1.00. It is on a Warrant Article

The total revenue raised will be \$663,457 plus add \$35,000. This is compared to a little over \$1 million last year. Essential you have to low it by about \$420,000 because of the transfer from the CIP last year. The Room & Meals and Highway Block Grants have been reduced from last year but in reality, this is not that much off from last year's revenue.

EXECUTIVE – 4130s

4130-01-30: Wages - Selectmen

This remains the same at \$6,245 because they elected not to adjust this and declined a COLA.

Public Notices, Town Reports, and Dues & Subscriptions remain the same.

4130-02-110: Wages Office Staff – Full Time

This line is \$75,988.00.

4130-02-112: Wages Office Staff – Part Time

This line is \$87,688.00. These positions encompasses the Finance/Human Resources, Administrative Assistant, File Clerk and Selectmen's Minutetaker. There is a slight increase here because the office reinstituted the four-hours per week for the Human Resources officer.

4130-02-290: Miles/Training & Conferences

This has been reduced by \$500 to \$500.

4130-02-341: Telephone/Internet

This increased a bit to \$6,000.

4130-02-341: Copier Expenses

This line was increased by \$100 to \$850. The town-owned copier is getting old. It is working fine for now. It won't be replaced until it has to.

4130-02-622 Office Equipment and Postage 4130-02-625

Remain the same

The 2021 Request of this section is \$190.046, down -0.22%

Financial Administration (4150's)

4150-02-301: Town Audit

This line remains the same as the previous two-years at \$13,450. A lot of that credit goes to the previous office staff who had the documents in-order, which resulted in a \$150 discount.

4150-05-130: Wages: Treasurer

The line is \$3,268.

4150-05-390: Payroll Services

This was reduced to \$5,020 from \$5,190 because there is one less pay period in 2021.

4150-05-391: Bank Fees

Increased by \$100 to \$250 to reflect historical expenses.

4150-05-610: Treasurer Supplies & Miles

This went up slight due to mileages.

4150-06-392: Computer Tech Support

The new company, Twin Bridge Services, costs are \$19,057. Their service has been outstanding and the savings are approximately \$26,000 per year with this new company.

4150-06-393: Computer Expenses & Upgrades

This line is \$5,000 in case there are any computer issues. The Town is on a rolling replacement plan to replace one or two desktops per year, which reflects \$15,000.

Assessing (4152's)

4152-03-312: Town Assessor

Last year, all the homes in town were re-assessed to take them up to current levels. This year the workload will be 25% of the homes.

The contract with the current assessor is up this year. It is the Intention to go out for RFPs

4152-03-393: Assessing Software Support

The software has transitioned from Vision to Advitar, which resulted in substantial savings, est. 50% for software support.

4152-03-610: Assessing Supplies/Deed

This line was reduced to \$100 from \$800.

198 **Legal (4153)**

199 Legal has been reduced from \$20,000 to \$15,000. T/A Boland said the Town tries hard not to
200 expend this. Last year \$16,000 was spent. The Town still has the code enforcement issue with
201 Feel Good Farm, which has been ongoing for many years.
202

203 **Personnel Administration (4155)**

204 **4155-02-210: Health Insurance**

205 This has gone up approx. 5.1% from \$99,119 to \$114,579. Reflective of reinstituting the highway
206 department position. The Town does not have anyone on the family plan but according to the
207 employee demographics, they kept an extra single plan instead of a family plan. If an employee
208 on the single plan to the family plan they should be able to do that.
209

210 **4155-02-211: Dental Insurance**

211 This increased slightly to \$4,401 from \$3,990.
212

213 Life Insurance, Long Term, and Short Term Disability remain the same.
214

215 **4155-02-218: Hartford Life & Accidental Insurance**

216 This is insurance for the firefighters. This line remains the same. Projected expenses are close.
217

218 **4155-02-225: Town Share Medicare**

219 This went up \$421 to \$10,621.
220

221 **4155-02-230: Town Share Retirement-Police (vacant)**

222 This will remain opened with a \$1. Currently, there are no full-time police officers.
223

224 **4155-02-231: Town Share-Valic Retirement**

225 This covers six employees for a total of \$18,093.
226

227 **4155-02-250: Unemployment Compensation**

228 This line changed to \$700.
229

230 **4155-02-260: Worker's Compensation**

231 This line changed to \$17,500 from \$20,393.
232

233 **4155-02-290: Human Resources Administration**

234 This line is for \$500 to cover advertisement, CPR training and other items.
235

236 **4155-02-291: Tuition Reimbursement**

237 This line will be held open with \$1.00.
238

239 **4155-02-292: Longevity**

240 This line is \$2,850, unchanged.
241

242 **4155-4155-02-350: Med, Health & Safety Require**

243 Unchanged at \$980.
244

245 **Government Buildings (4194)**

246 **4194-01-112: Wages: Citizens' Hall Custodial**

This position has been unfilled since last July. Only one person applied who might start in March. The office obtained quotes from two cleaning companies. One quote was for \$70/week. To date staff has been taking turns cleaning the building. T/A Boland expressed his gratitude for the staff who have gone above and beyond their duties.

4194-01-112: Building Safety

This line is \$7,825. The sprinkler heads require replacement. The fire department connection will be hydro-statically tested this year, which added to the slight increase this year.

There was a discussion about security cameras. The rough numbers is \$1,000 per camera and \$1,200 for the VNN. Since they are public buildings the systems would be different and come with watermarks that could be easily be introduced as untampered court evidence if necessary. It could be \$5,000 for Citizens' Hall, \$2,500 for the EOC Garage on Center Road and \$2,500-\$5,000 for the Highway Garage.

Geoff Allen asked if this is mostly for security at the Highway Garage and safety at Citizens' Hall and the EOC Garage. T/A Boland explained that there are times that only one employee is alone at the Highway Garage and if someone has a concern they can use their cell phone to see if there is any activity at the garage but he is correct that a big concern is theft at the Highway Garage. The office and police staff have taken safety measures when they leave the building such as leaving together, contacting MACC Base and so forth. This would be another layer of security and safety. This topic will be revisited.

4194-01-360: Citizens' Hall Maintenance Supplies

The line increased to \$2,000 due to a slight increase in trash removal.

4194-01-410: Citizens' Hall Electricity

A slight increase of \$600 to \$4,800 due to usage.

4194-01-211: Citizens' Hall Heating Fuel

A slight decrease to \$2,500 from \$2,982 due to usage.

4194-01-430: Citizens' Hall General Repairs

An increase of \$5,000 for carpet replacement which includes moving all the furniture and cabinets in the office spaces and police department. The carpets have not been replaced since the 1990s.

4194-02-112: Wages: Center Hall Custodial

A slight increase to \$400.

4194-02-411: Center Hall Fuel

Decreased to \$600 from \$750.

Center Hall supplies, general repairs and electricity remain the same as well as Town Commons and Center Hall, EOC Garage Electricity and Tax Deeded Property Expenses while the EOC Propane was reduced by \$10.

Insurance and Regional Planning (4196 and 4197)

4196-01-250: Property Liability Insurance is \$44,250

4196-01-521: Insurance Deductible was increased to a \$2,000 from \$1,000.

297 **4197-01-560: NRPC Annual Dues** increased slightly to \$1,268.

298 **Solid Waste (4324)**

299 The new Solid Waste figure is \$102,032.

300

301 **Health Agencies: (4411 & 4415)**

302 Everything here remained the same.

303

304 T/A Boland said this would be a good place to discuss if the Health Officer's stipend of \$1,273 is
305 sufficient for his time.

306

307 T/A Boland met with the Health Office who supplied his hours and activities over the past year.
308 The Health Office is currently working on a case that is consuming a lot of time; up at least 10
309 hours which is expected to continue for a while.

310

311 Mark Chamberlain commented that the Health Office is doing more than anyone else previously
312 in that position. He saved the Town a lot of money by doing fire inspection in town buildings that
313 the Town would have paid someone else to do. He felt an increase is a good investment to reflect
314 the amount of work he is putting in. The fire extinguisher inspections alone saved the Town at
315 least \$1,000 per year.

316 T/A Boland suggested \$2,500. G. Allen asked if the Health Officer asked for a raise or a certain
317 amount and T/A Boland responded "No". If he was to vacate that position, it would be hard to fill
318 it for this stipend.

319 Burton Reynolds said he [the Health Officer] has done a wonderful job. He has no problem paying
320 him for the hours he is putting in. Even if we increase this, it still won't be increased to the level
321 he should be reimbursed for the number of hours he is really putting in. T/A Boland added, "Or
322 the responsibilities that comes with it".

323 The Health Officer is doing health inspections, foster care, septic inspections, the fire prevention
324 program in school, fire inspections, and municipal building fire extinguisher inspections.

325 This line was increased to \$2,500.

326 **Health Agencies & Hospitals**

327 T/A Boland reviewed the Health Agencies & Hospitals lines. The majority remain the same. They
328 provide valuable services, for example, the Meals on Wheels program currently helps one
329 resident all year long. The Town's donation is \$85. There is one addition, which is the Wilton
330 Open Cupboard. This organization has helped 76 Lyndeborough families. T/A Boland felt it is
331 important for the town to represent themselves through this donation of \$500.

332 **Welfare (4442)**

333 **4442-01-390: Direct Assistance**

334 This line double to \$15,000 from \$7,500, given the current situation. This is the first time the Town
335 expended in excess of the budget. The expenditure is \$7,700 to date.

336

337 **Cultural, Recreation, Patriotic Purposes (4520, 4583, 4589)**

338 **4520-01-390: Wilton Youth Center** remains the same at \$8,750

339 **4583-01-610: Memorial Day Observance** remains the same at \$1,500

340 **4589-02-391: Community Day** remains the same at \$750

341 **Conservation (4611) and Tax Anticipated Notes (4712)**

342 **4590-01-100 Heritage Commission Expenses**

343 The line for mapping of cellar holes & culverts has been changed to zero (0). The total is \$1,050.
344 Everything else on this page remains the same.

345 **Debt Services (4700)**

346 Reduced by \$7,000 every year because the interest goes down. Principal remains the same.

347
348 T/A Boland said the budget is \$2,159,345 but after all the changes, it is more like \$2,172,000.
349 They won't have the actual figure until after it is adjusted for all the changes. It is about a \$13,000
350 difference.

351
352 The Committee revisited the security cameras and had a lengthy discussion. They discussed
353 safety and monitoring. There has already been theft at the Highway Garage and other situations
354 in town. It was agreed to consult Chief Deware about monitoring and equipment.

355 The Committee agreed to add \$15,000 to the building maintenance line.

356 **CIP**

357 Burton Reynolds discussed the 2021-2025 CIP. The amount was increased to reflect what is in
358 the Trustees of the Trust Fund's report, such as updating the interest.

359
360 The CIP is up from \$142,500 to \$171,500. It will be adjusted because the Mountain Road Bond,
361 will be reduced by \$7,000.

362 The CIP is up because of three items: added money for the new loader, added money to the
363 bridge line by looking ahead to replacing culverts on Cemetery Road, and starting to add money
364 for a dump truck.

365 T/A Boland discussed that from a cost saving's perspective, to replace the police cruiser every
366 three years, instead of every two years. The replacement of a cruiser will now go out to six years.
367 The reason is the trade-in value is not as good as it used to be on a vehicle below 90,000 mileages
368 and they feel the cruisers can stay in service longer for a greater savings.

369 **WARRANT ARTICLES**

370 The Warrant Articles has been pre-approved by the DRA. Attorney Drescher also reviewed the
371 Warrants. It is good except a typo in Article 15. (correct "Marriage")

372 Article 1 is to elect officers.

373 Article 2 is to approve the operating budget.

374 Article 3 is to replace the pumper

375 Article 4 is to replace the 2005 pumper for \$35,000.

376 Article 5 is to request \$10,000 for the Fire Department CIP.

377 Article 6 is to request \$35,000 to replace 25 portable radios, which are 17-years old. The funds
378 will be taken from the above Fire Department Warrant.

379 Article 7 is to request \$19,000 towards the replacement of the police cruiser.

380 Article 8 is to request \$8,000 for the backhoe replacement.

381 Article 9 is to request \$8,000 to save for the replacement of one-ton dump
382 Article 10 is to request \$12,000 to save for the midsize Freightliner replacement.
383 Article 11 is to request \$12,000 towards the loader.
384 Articles 12 is to request \$21,000 to replace 10-wheeler dump.
385 Article 13 is to request \$10,000 for bridge replacement.
386 Article 14 is a housekeeping item. In 2017, when the Town purchased the rescue truck they did
387 not rename the fund. It currently is name "2002 Replacement". The article will rename the CIP,
388 "Repair and Replacement of the Fire Department Rescue Truck" without a year on it.
389 Article 15 is to approve the elderly exception. This request occurs on a reevaluation year, in which
390 the Town just had. The average assessment went up about 25%. T/A Boland reviewed the
391 details. There is a typo in this article in the word "married" which was spelled "marred".
392 Article 16 is to raise the Disabled Exemption from \$30,000 to \$40,000. The income requirements
393 were adjusted to mirror the elderly exemption. T/A Boland explained the exemption process.
394 It was noted that any exemption only redistribute the liability. The more you can keep elderly in
395 the house, the less you put pressure on the school.
396 Article 17 is to address any other business.

397 **Town Meeting:**

398 John Pomer asked what the plans are for an in-person Town Meeting in March. T/A Boland
399 reviewed the options for a socially distanced and safe meeting as well as location options.
400
401 The Committee was in agreement to only update the one page summary and the multiple page.
402 They will be posted on the Town's website.

403 The Committee may need to make decisions later, after it is determined that Greenfield leaves
404 the ambulance service.

405 **The Public Budget Hearing will be on February 2, 2021 at 7:00 p.m.**

406 The public notice has been posted on Town's website, Citizens' Hall, Post Office, Center Hall,
407 printed in the paper. These exceeded the RSA requirements.

408 **Adjournment:**

409 **VOTE: Mark Chamberlain made a motion, John Pomer seconded to adjourn at 7:48**
410 **p.m.**

411 **Roll Call: P. Dallas, yes; J. Pomer, yes; S. Schoen, yes; G. Allen, no; B. Reynolds,**
412 **yes; M. Chamberlain, yes. Motion passed.**

413

414 **The next Budget Committee meeting will be January 26, 2021.**

415

416 Respectfully Submitted,

417

418 *Kathleen Humphreys* – Electronically signed

419

420 Kathleen Humphreys