

1 **Lyndeborough Budget Committee**
2 **Meeting Minutes**
3 **January 18, 2022**
4 **Citizens' Hall**
5 *Draft 1*

6
7 Chairperson Karen Grybko called the meeting to order at 6:39 p.m.

8
9 Members present: Chairperson Karen Grybko, Arnie Byam, Walter Holland, Vice Chair
10 John Pomer, Allyssa Lavoie, Fran Bujak, Selectmen's Rep. Bob Howe, and Kevin Boette

11
12 Present: Town Administrator Russ Boland and Chief of Police Rance Deware

13
14 **Police Department (4210)**

15 The Committee reviewed the Police Budget with Chief of Police Rance Deware.

16
17 **4210-01-100 - Wages: Full Time Officer (Vacant)**

18 This position is vacant. The line is \$1.00 to keep the line opened.

19 They can carry this for 5-years, with 3-years to go.

20
21 **4210-01-111 - Wages: Clerical**

22 This is for a part-time administration assistance. The current clerk is retiring in March.

23
24 **4210-01-112 – Wages: Part Time**

25 This line will be reduced to \$131,127.00 because the hours went from 76 hours down to
26 68 hours.

27
28 **4210-01-116 – Wages: Chief of Police**

29 Chief Deware was promoted to full-time as of last week and will work an additional
30 8-hours per week. The new total is \$78,896.00.

31
32 **4210-01-140 – Wages: Over Time**

33 This line is \$7,385 which is for officers' 1.5 holiday pay. It is based off the highest pay
34 scale because the department would not know who will be working those shifts at this
35 time. The other half is Officer Hervieux's salary; he works 24-hours in one week then 8-
36 hours the next week, but this can change if he covers other shifts.

37
38 **4210-01-390 – Police Dispatch (MACC Base)**

39 This line will change to \$23,079.00.
40
41
42
43

44 **4210-04-290 – Firearms & Ammo Expense**

45 This line is the same, \$2,000. Prices have increased but the department has an inventory,
46 which is helping with the budget. Ammo is more difficult to get. Some items are
47 backordered 3 months, but it might be another 6 months before additional ammo arrives.

48
49 This year, half of their pistols are at the 10-year mark so they might have to replace those
50 pistols next year. The other half were purchased around 2016. Pistols cost between
51 \$450-\$500 each. Chief Deware said they would like change to 9 mm pistols. They are
52 considering if they should purchase all 8 pistols at once or upgrade half at a time.

53
54 **4210-04-291 – Training Expenses**

55 Due to COVID-19 some classes were cancelled. This year Officer Murphy, Officer
56 Hervieux and Chief Deware plan to renew their armor course.

57
58 The phone is for wireless communication while the office phone is covered by the Town.
59 The could be lowered by \$200. Dues and Associations went up due to renewals. Office
60 Expenses is the same at \$2,000.

61
62 **4210-05-630 - Police Office Maintenance**

63 This line is \$750. The building leans during the year and is affecting the door. Plans
64 included replacing the carpet. An asbestos problem was discovered. The Town had an
65 environmental inspection, which found the air quality was good. The problem exists in
66 these clerk's office. As of now, they will leave the carpet as-is and the door is the issue.

67
68 **4210-05-635 – Fuel for Vehicles**

69 This line increased to \$5,628 because fuel costs have increased. The department pays
70 40-50 cents less on the pump because they don't pay the associated taxes. The officers
71 compare prices at the different stations for the best price or can fill-up at the State pumps.

72
73 **4210-05-660 Cruiser Maintenance & Repairs**

74 The cost for vehicle parts and oil has increased. The vehicles are going on year 2 and
75 year 5. The biggest expense is the tires and brakes. Brakes are \$2,000 each.

76
77 **4210-05-680 - Radio Repairs Expense**

78 This line carries \$800 in case a radio needs to be repaired or replaced. They try to do
79 repairs and battery replacements prior to the warranties expiring.

80
81 **4210-05-681 – Uniform Expenses**

82 The line item of \$2,400 for uniforms and covers boots also. The department went over
83 their budget this year because three new officers were hired. They spent \$3605.09 which
84 was \$1,205 over budget. It was explained that each individual hire is different. Some
85 officers had most of their own uniforms resulting in only have to change out the patches.
86 Chief Deware has been doing a great job recruiting experienced officers but at some
87 point, there may be a new hire that has to attend the Police Academy and will need full
88 uniform expenses.

90 **4210-05-682 - Bullet Resistant Vests/Tactical Vests**

91 This line is \$2,882 and no expenses were incurred year-to-date. Vests are replaced every
92 5-years. There was a discussion about funds to help purchase vests.

93
94 **4210-05-682 - Computer Equipment/IT Support**

95 This line is \$8,180 and helps to replace any computers. The department is encumbering
96 funds for a tablet. They will be looking into a \$50,000 grant that just became available by
97 the State with a 10% match grant with the hope it can help with the cost of the portable
98 radios and possibly laptops. A requirement is to have a connection between equipment
99 and COVID.

100
101 **4210-05-685 – Equipment**

102 The line includes the last year of the taser agreement for \$3,348. The contract includes
103 three new batteries.

104
105 **4210-05-690 – Highway Safety**

106 Batteries for the speed signs are \$200 each.

107
108 **4210-06-683 - Animal Control Officer**

109 The annual fee for the Bedford Animal Rescue League who help with animal cases. Chief
110 Deware praised their assistance and said they have a good relationship.

111
112 **4210-06-685 – Evidence Recovery/Equipment**

113 Chief Deware said they keep \$500 in this line in case they have to tow a car out or
114 transcribe documents for a court case

115
116 **Total budget request is \$282,130. It went up \$4,000.**

117
118 The three salary positions are: Chief Deware, T/A Boland and Town Clerk Patricia
119 Schultz. They are based on 2,080 hours but will probably be more than that.

120
121 **Personnel Administration (4155)**

122 **4155-02-210 – Health Insurance**

123 Seven people on the insurance plan. There have been a few changes to the plan. The
124 budget does not have any “extra” in this line to factor in if someone gets married or
125 becomes a family requiring a more expensive plan. Last year it was \$114,576 and the
126 budget request is \$153,094.00.

127
128 **4155-02-210-1 – Dental Insurance**

129 A child is added to a plan when they become two-years old. The plan was increased to
130 \$4,710 due to family changes from \$4,401 budget last year.

131
132 See budget worksheet for additional Personnel Admin budget lines.

133
134 **Changes:**

135 3352-01 Rooms & Meals will be increase to **\$125,000.**

4155-02-230 Town Share of Retirement-Police, page 2, will be going to \$26,730.
This is 33.88% of chief's salary.

The Ambulance will be \$123,561 (64% increase)

4324-01-390 Solid Waste went down a bit, \$4,324, to \$96,090.

4723-01-981 – Tax Anticipated Notes will be \$1.00.

T/A Boland thanked residents who came in to pay their taxes early, which helped avoid the Town having to take out a bond, saving \$6,000 in fees.

The current rate is \$220/thousand. T/A Boland will find out the exact number. He mentioned the Town portion is 7.35% and again, will verify the figures.

The document will be updated then the Budget Committee can see those changes and take a preliminary vote at the next meeting and a final vote at the Public Hearing. The deadline is tight, and they need to have the 737 completed the following day.

It was noted there was an interesting article that said 80% of the town is in current use.

The Board had a conversation about overall compensation regarding all town employees and illustrated the 6% inflation and will be looking for possible compensation models.

VOTE: Fran Bujak made a motion to adjourn at 8:26pm. John Pomer seconded the motion. Motion passed unanimously.

Respectfully Submitted,

Kathleen Humphreys
Minute Taker