

# Lyndeborough Budget Committee

## Meeting Minutes

January 7, 2019

Citizens' Hall, Lyndeborough, NH

*Draft 2*

Members present: Chairman Burton Reynolds, John Pomer, Karen Grybko, Sandy Schoen, Fran Bujak, Walter Holland, Selectman Mark Chamberlain, and Town Administrator Russell Boland

Members not present: Geoff Allen, and Peter Dallas

Chairman Burton Reynolds called the meeting to order at 6:39 p.m.

Department Heads present: Town Clerk/Tax Collector Trish Schultz and Fire Chief Brian Smith

### **4140 – Election, Registration & Vital Statistics**

The biggest increase in this budget is the cost for additional elections. There will be four elections. This budget is up 15.01%.

4140-01-130 - There is an increase in the Town Clerk/Tax Collector wages to \$46,380.

4140-01-131 - The Deputy Clerk line proposed to increase to \$18,952.

4140-01-132 - Town Moderator line increases to \$500 to cover the additional elections as well as wages for the Supervisor of the Checklist (\$1,391) and Ballot Clerks (\$1,610).

4140-01-393 – Software Support (Interware) is up slightly to \$3,842.

### **4140-01-610 – TC/TC Expense**

On line 2, added \$1,000 for a new printer. The Committee was asked to write-in \$2,200 for this line. The new total is \$4,305. TC/TC Schultz explained the State of NH stopped supporting that printer because they cannot get service for it. The printer was turned over to the town. Karen Grybko asked if the funds go back to general fund

### **4140-01-621 – Records Preservation**

This line will remain open with \$1.00. Chairman Reynolds, Russ Boland and Trish Schultz provided background information on past record clean-up and a shredding project as well as record/book preservation. Some very old books are kept in the fireproof safe and it is acceptable by the State to ask residents to visit the Registry of Deeds for the information instead of looking through the old books because they can find the same information at the registry. Another reason is an employee would be

required to remain with the book in the lobby. Mark Chamberlain commented data destruction company can destroy CDs.

Walter Holland requested that the handicap porta -potties arrive before Election Day.

#### **4220- FIRE DEPARTMENT**

Fire Chief Brian Smith was present. This budget review started at 6:58 p.m.

The Fire Department budget is up 9.88%

##### **4220-01-341 - Phone**

As of today, the Town Office cancelled all long distance phone service. All buildings have high-speed internet and fiber installed. Chief Smith asked why there is not the second phone line reinstalled at the Fire Station because there was a second line before. T/A Boland will inquire.

##### **4220-01-390 - Fire Dispatch.**

This line is going up less than \$500 from 2019.

The Fire Department did a radio testing with Base 100 out of Goffstown to test coverage. If they go this route, there could be potential savings. It was noted that comparing KMB to Base 100 is not comparing “apples to apples”. KMB offers Fire House Software and they have an association that LFD is part of, which offers the service to bring out trucks if a big call is dispatched in Lyndeborough. Base 100 is not a fire orientated dispatch service but a police dispatch.

##### **4220-01-391 - Fire grants.**

This line will remain open with \$1.00.

##### **4220-01-393 - Software Support**

The NFPA software codes went up. This line increased to \$3,025 from \$2,785.

The I Am Responding Software goes over the fire fighter’s phone, similar to a pager system. It lets the staff know where and when the call is plus who is responding. The department can do other things with the software such as input local resource such as dry hydrants, water sources and businesses. This is \$800.

##### **4220-01-560 - Dues and Association is same.**

HAZMAT dues are the same. This service has been used a few times over the past few years such as during the propane truck rollover. The Foam Bank is part of this. Equipment is kept at Federal Hill in Milford and if there is a big forestry fire they have specialized big equipment, which can be deployed with a phone call.

##### **4220-01-620 - Office Supplies is the same.**

4220-02-112 - Stipends

This line is \$29,775. An increase is due to a 2% COLA increase in which stipends went up. Chief Smith explained the point system for stipends.

The Part-Time Fire Chief line when up. Chief Smith explained he did an evaluation of his time over the past few years and came up with about \$16,000 in hours. He felt that at this time, he was not comfortable with that cost increase. His stipend is \$12,000, an increase from \$6,000.00.

Chairman Reynolds asked how many hours the chief puts in. T/A Boland explained that the fire chief spends time on a few committees and does inspections, adoption inspections, foster care inspections, station maintenance, and meets frequently with the Town Administrator. T/A Boland stated this cost is a lot lower than the other towns.

It was discussed that over the next few years there could be less volunteering. There is a concern about retention. T/A Boland said this is a different society and people don't want to get into the hazards of this line of volunteering. He added, "In our lifetime will have to see regionalization". The assistant chief went to a seminar on this topic.

Walter Holland said that a committee looked at new equipment and a new station but now he is hearing that there may not be volunteers to man the truck? Chief Smith explained his staff work further out of Lyndeborough and people cannot respond to calls because their employers do not allow them to leave the office. He added that daytime calls are automatic second alarms. It is sometimes quicker to get a truck from another town to the scene.

T/A Boland said that he talks often to Chief Smith. He expects this line to go up again next year. The rates for local fire chiefs are: Greenfield at \$18,000, New Boston is \$38,000 and Wilton is \$15,000.

Karen Grybko inquired about the average stipend per person. Chief Smith broke it down to \$8 per point this year. Ms. Grybko noted it is a dangerous volunteer job. Job hazards were discussed.

The year-to-date numbers will change but are not updated on the attached budget.

4220-02-611 - Medical Supplies are the same. The year-to-date should be closer to \$900. This will be updated. Chief Smith explained that medical calls were down and the department didn't have to over-expend their supplies. Some supplies were ordered at the end of 2019.

4220-02-630 - Equipment Repair.

This number will change because the air compressor recently broke.

4220-02-680 - Scheduled Equipment Replacement.

This line increased by about \$10,000 to \$21,025 because they plan to order five (5) full sets. The turnout gear expires every 10-years and unfortunately, they have 15 sets that

will expire between 2019-2021. The plan is to replace five sets per year. They found a company that will accept donated expired gear.

4220-02-681 -Turnout Gear Cleaning & Repair

This line is for \$1,000. There was no funds expended in this line last year due to the good fortune that the department has two volunteers who are able to clean the gear at other stations. It is only a matter of time until that option becomes unavailable. The department is considering going for a grant for an extractor so they can do the cleaning in-house. Due to space and septic they may consider placing it at the Highway Garage.

4220-02-682 - New Equipment

The department hopes to purchase a portable light, chain saw, and hand rescue tools. The line is \$2,000. The year-to-date for this line will change.

4220-02-684 - Equipment Lease

The line will remain open with \$1.00. Future air packs might be able to come out of the special fund set-up a few years ago. Portable radios were discussed.

4220-04-290 - Training & Mileage

This line is \$4,020. It is set-up for fire fighter I and II classes, out-sourcing training, conferences and miles.

4220-06-635 - Gas & Diesel

This line went down to \$1,250.

4220-06-660 - Truck Maintenance

This line is \$7,800 YTD will go up a bit but according to Chief Smith the LFD had a good year. They lost the pump on tanker, which was anticipated, but they did the repair work in-house. The new rescue truck decreased anticipated maintenance expenses.

4220-06-680 – Radio Maintenance

A correction is needed on this line because a grant was approved earlier today. The Homeland Security Grant allocated funds for the State to reprogram the radios at \$50 per radio. The LFD has 27 radios. The grant covers all portables, radios and base stations. The new total will be \$2,075 because they need to request an additional \$1,350. This grant if full reimbursement and will get back in as a revenue. Beltronics will do the work in a few weeks.

4220-08-410 - Electrical Service

Conservation efforts have been successful. This line is \$2,500.

4220-08-411 - Heating Fuel: Propane

To keep cost low, the thermostat is set to 48 degrees when the building is not in use. The stand-by generator goes on weekly. The building is not used that much.

161  
162 4220-08-630 - Building Maintenance  
163 The septic is pumped four times per year. A recent development could change the  
164 budget. The Town was informed that Merrimack Waste Treatment will not take waste  
165 from fire stations and schools due to PFOAs. As a result, our waste will go to  
166 Peterborough. Chief Smith said the LFD does not use foam that has PFOAs.  
167  
168 This is the end of the discussion on the Fire Department Budget. The total proposed  
169 budget is \$123,114, up by 9.33%.  
170  
171 Conversations continued about replacing the 1984 Tanker Truck. They are consider  
172 Midwest Truck out of the three companies they have looked at. Since it is still a custom  
173 truck they might have to sacrifice about 100 gallons to get the truck into the current  
174 station. Costs have come down for custom trucks.  
175  
176 The LFD applied for a DES Grant that is trying to remove older diesel trucks from the  
177 carbon footprint. It would be a 25% match of the final cost of the truck and could equate  
178 to a \$60,000 to \$70,000 savings. One issue Chief Smith sees with the grant is the cut-  
179 off is 1986 model trucks but our truck is a 1984 model. Chief Smith applied for a waiver.  
180  
181 There was a lengthy discussion regarding an exhaust system for the Fire Station. The  
182 Chief has been doing research and talking to other departments.  
183  
184 Chairman Reynolds requested that Chief Smith put together a new listing of items that  
185 need to be updated, and that would come out of the Fire Department Equipment CIP.  
186  
187 Chief Smith said it could cost \$60,000 to replace all the radios at once. Most of the  
188 radios are over 15-years old. Chief Smith plans to apply for a Federal grant in 2020.  
189 Karen Grybko asked if Chief Smith writes the grants and about how much time it takes.  
190  
191 **4290 - EMERGENCY MANAGEMENT**  
192 Chief Smith was present for this budget.  
193 *(Secretary will need to update this section once she gets a copy of the budget)*  
194  
195 Line 4290-01-390, the numbers stay the same.  
196  
197 The generator at the school was filled with propane.  
198  
199 The Committee discussed the cell tower contract. The Town can put a radio on the  
200 antenna, which would allow them to dispatch in an emergency. There was a discussion  
201 about communication options. The tower is behind the Highway Garage. The lease  
202 agreement allows the town to use it as long as it does interfere with their coverage.  
203  
204 \$1 for grants to keep that line opened a few grants in 2020 he may consider.  
205  
206 The EOC Garage was discussed. The roof may need future work. The sandbags are  
207 now stored in plastic containers because mice have destroyed some.

198 The propane and electric come out of the Government Buildings budget for the OEO  
199 garage.

200

201 **Minutes:**

202 **Nov 26 Budget Committee meetings:**

203 **Vote: Karen Grybko moved, John Pomer seconded to accept the minutes as**  
204 **amended. Five members voted yes, two abstained. Motion passed 5-0-2.**

205

206 **Adjournment:**

207 **VOTE: Mark Chamberlain made a motion, Walter Holland seconded to adjourn at**  
208 **8:10 p.m. Motion passed unanimously.**

209

210 Respectfully Submitted,

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212

213

214 Kathleen Humphreys

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