

Lyndeborough Budget Committee

Meeting Minutes

January 21, 2020

Citizens' Hall, Lyndeborough, NH

Draft 2

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

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

Town Employees present: Fire Chief Brian Smith, Police Chief Rance Deware and Road Agent Mark Chase

T/A Boland handed out an updated version of the Capital Improvement Plan (CIP). This version has handwritten notes and has not been updated in the computer yet.

WARRANT ARTICLE REVIEW:

T/A Boland reviewed the Warrant Articles with the Board then opened it up for questions.
(see attached document for the complete list of Warrant Articles)

Fire Chief Brian Smith was present to answer questions regarding the Fire Department Warrant Articles.

Article 9: Purchase Vehicle Exhaust System for the Fire Station: To see if the Town of Lyndeborough will vote to raise and appropriate the sum of **Twenty One Thousand Dollars (\$21,000)** from the **Repair and Replacement of Lyndeborough Fire Department Equipment Capital Reserve Fund**, previously set up for this purpose...

Geoff Allen asked if there is an exhaust system and at the fire station and was informed there is currently no exhaust system in place. This is for the health and safety of the members.

Article 10: Purchase Washing Machine Extractor for the Fire Department: To see if the Town of Lyndeborough will vote to raise and appropriate the sum of **Five Thousand Dollars (\$5,000)** to purchase a Washing Machine Extractor System for cleaning fire department protective gear, this purchase shall include, but not limited to, set up costs. Further, to authorize the withdrawal of up to **Five Thousand Dollars (\$5,000)** from the **Repair and Replacement of Lyndeborough Fire Department Equipment Capital Reserve Fund**, previously set up for this purpose...

43
44
45 Sandy Schoen and Geoff Allen asked about the Extractor and if it is a washing machine.
46 Currently, two employees have been taking Lyndeborough's gear to clean in the
47 Extractor at their full-time jobs but that cannot continue long-term. It costs \$300.00 to
48 send one (1) set of gear out, including pick-up and delivery. T/A Boland explained the
49 Extractor will be a cost savings at about 10 months and it is a good investment.
50

51 Police Chief Rance Deware supports this purchase for the fire department. He passed
52 along information that five-times more people will pass away from cancer that were on
53 scene at ground zero than that were in the buildings on 9-11.
54

55 Geoff Allen looked at this as a "risk vs cost" situation.
56

57 **Article 11: Purchase Radios for the Fire Department:** To see if the Town of Lyndeborough will vote to
58 raise and appropriate the sum of **Fifty Three Thousand Dollars (\$53,000)** to purchase new portable
59 radios for the Fire Department. **The sum of Two Thousand Six Hundred and Fifty Dollars (\$2,650) to be**
60 **raised from general taxation and the balance in the sum of Fifty Thousand Three Hundred and Fifty**
61 **(\$50,350), to be received from a Federal Emergency Management Assistance to Firefighter Grant. In**
62 **the event that the Town of Lyndeborough does not receive the Assistance to Firefighters Grant this**
63 **warrant article will be deemed void...**
64

65 The Fire Department has 23 radios, which are about 15 years old.
66

67 Walter Holland asked if the radios frequencies will need to be updated. Chief Smith
68 said they are looking ahead so they are compatible. The LFD has been in
69 communication with MACC Base.
70

71 Sandy Schoen asked if it is likely that Lyndeborough will receive this grant. Chief Smith
72 said the big focus is on safety and communication. This grant is tough to get and there
73 is a lot of paperwork involved but it is worth it if the LFD receives this grant. T/A Boland
74 added if LFD does not receive the grant then this Warrant Article will be VOID. If not
75 successful, new portable radios could be a Warrant Article next year.
76

77 Chief Smith is working on the EPA Federal Clean Diesel Grant. If successful, this grant
78 could be around \$66,000.00 to help reduce the anticipated \$280,000.00 cost of the new
79 Fire Department Tanker in Article 7. Our tanker would need to be destroyed, by putting
80 a hole through the engine, but the vehicle can be sold for scrap metal.
81

82 *Fire Chief Smith left at 6:26 p.m. to attend another meeting.*
83

84 **POLICE DEPARTMENT WARRANTS**

85 Chief of Police Rance Deware was present.
86

87 **Article 12: Police Vehicle Purchase:** To see if the Town of Lyndeborough will vote to raise and
88 appropriate the sum of **Thirty Thousand Dollars (\$30,000)** to be combined with the **Twenty Three**

89 **Thousand Dollars (\$23,000)** raised in a 2019 non-lapsing warrant article #9 for a total of **Fifty Three**
90 **Thousand Dollars (\$53,000)** for the purchase of a new police vehicle, associated equipment and set up
91 costs

92 Chief Deware negotiated a trade-in of \$4,500.00. T/A Boland believes they can get
93 more for the vehicle on www.municibid.com. The Town had good luck selling a truck
94 here recently.

95
96 The cost is more than anticipated because Ford changed the size of the vehicle
97 therefore the equipment that was expected to be transferred to the new vehicle will not
98 fit and will need to be repurchased, which increases the cost by \$12,930.00.

99
100 *Chief Deware left at 6:56 p.m.*

101 **HIGHWAY DEPARTMENT WARRANT ARTICLES**

102 Road Agent Mark Chase was present.

103
104 **Article 13: Purchase a Highway Department Dump Truck:** to see if the Town of Lyndeborough will vote
105 to raise and appropriate the sum of **One Hundred and Seventy Thousand Dollars (\$170,000)** to
106 purchase a Highway Department dump truck, sanding unit, plow set up, other associated equipment
107 including, but not limited to, set up costs. Further, to authorize the withdrawal of up to **One Hundred**
108 **and Forty Thousand Dollars (\$140,000)** from the **Repair and Replacement of the 2008 Volvo Truck**
109 **Capital Reserve Fund**, previously set up for this purpose, **the remaining Thirty Thousand Dollars**
110 **(\$30,000) will be raised from general taxation**

111 This Warrant Article would replace the Volvo with a smaller Freightliner. The trade-in
112 value is not reflected in this warrant. The Volvo can be put on Municibid.com or sold at
113 the State auction. Currently the trade-in value is down to \$15,000.00.

114
115 T/A Boland reviewed the remainder of the Highway Department Warrant Articles.

116
117 Geoff Allen inquired how the money comes in for vehicles sold at outside actions. It
118 was explained that the money comes in as revenue, which offset the cost and goes out
119 as an expense that will be calculated when setting the tax rate.

120
121 *Road Agent Mark Chase left at 7:05 p.m.*

122
123 **Article 18: Establish a Capital Reserve and raise and appropriate \$10,000:** To see if the Town of
124 Lyndeborough, pursuant to RSA 35:1, will vote to establish a Capital Reserve Fund for the repair and/or
125 replacement of existing municipal building infrastructure, which fund shall be called the **Existing**
126 **Municipal Building Infrastructure Repair and Replacement Capital Reserve Fund**. Further, to raise and
127 appropriate the sum of **Ten Thousand Dollars (\$10,000)** to deposit in this Capital Reserve Fund and to
128 appoint the Board of Selectmen as Agents to Expend from this account.

129
130 T/A Boland felt this was "truth in budgeting". This is for unexpected maintenance. For
131 examples such as when Citizens' Hall lost the heater system last year and when the

132 Town Barn roof was leaking. In these situations, the emergency money had to come
133 from other cutbacks, for example the guardrail budget has been impacted in the past.
134

135
136 Walter Holland asked if this is for “repair and replace of infrastructure” and if it covers all
137 town buildings. The answer was, “Yes”. Geoff Allen wondered why insurance would
138 not cover these maintenance repairs.
139

140 There was a lengthy debate about this Warrant Article.
141

142 **Overall Budget:**

143 The overall operating budget (excluding Warrant Articles) is up \$14,000.00 or 6/10 of
144 1%.
145

146 T/A Boland reviewed the new figures and the document will be updated tomorrow.

147 **The new budget is \$2,154,125.00, up \$13,000-\$14,000.**
148

149 The Board discussed the recycling cost increase to \$94,000.00 from \$77,000.00. It was
150 discussed whether to conduct a second trash survey with residents. The results from
151 2016 did not encourage the Town to provide curbside trash removal for all homes.
152

153 The Public Hearing is scheduled^[HK1] for **Tuesday, February 4, 2020** and will be posted.
154

155 After it is approved, the DRA form MS-737 will be filled-out and the budget will be
156 posted at the Lyndeborough Village Store allowing the Budget Committee members to
157 go there and sign the budget.
158

159 **VOTE: Geoff Allen made a motion, Karen Grybko seconded to adjourn at 8:23**
160 **p.m. Motion passed unanimously.**
161

162 Respectfully Submitted,
163
164
165
166

167 Kathleen Humphreys
168
169
170
171
172
173
174
175
176