

# **Lyndeborough Budget Committee**

## **Meeting Minutes**

### **December 8, 2020**

#### **Citizens' Hall & via Zoom**

*Approved*

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

Members present in-person at Citizens' Hall: Chairman Burton Reynolds, Selectmen's Rep. Mark Chamberlain, Arnie Byam, Walter Holland as well as Fire Chief Brian Smith and minute taker Kathleen Humphreys

Members attending the meeting remotely via Zoom: Peter Dallas, John Pomer, Karen Grybko, as well as Town Administrator Russell Boland and Tax Collector Trish Schultz

#### **4140: EXECUTIVE**

T/A Russell Boland and Trish Schultz were present via Zoom

#### **4140-01-130 - Wages: Town Clerk/Tax Collector**

T/A Boland explained the wages for the first twelve weeks are at the current pay then after that the pay rate has a 2% COLA. This will be consistent for all employees.

The Town Clerk/Tax Collector's proposed total is \$45,543.

#### **4140-01-131 - Wages: Deputy Clerk**

There is only one active deputy clerk at this time due to COVID-19. There are two others on staff. Total is \$18,894

#### **4140-01-132 – Town Moderator**

There is only one election and one Town Meeting next year budgeted for \$100 each.

#### **4140-01-133 – Ballot Clerks**

Ballot clerk wages are \$411 for the one election.

#### **4140-01-134 – Supervisors of the Checklist**

Supervisor of the Checklist wages are \$494.

#### **4140-01-393 – Software Support**

This has not changed and the request is for \$3,842.

Mr. Chamberlain asked if there were any issues with the switch over between the Vision to Advitar interface. Ms. Schultz said that Gary ? from Interware worked especially hard in order to get it switched quicker in order to get the tax bills done. T/A Boland added it

was a lot of collaboration between Trisha Schultz, Dawn Griska, Advitar and Interware, it was not easy but everyone worked very hard.

**4140-01-610 – TC/TC Expense**

This went down because the printer was in late year's budget and they removed a chair and desk for the Supervisor of the Checklist. The line item is \$2,855.

**4140-01-611 – Tax Collector – Tax Lien & Deed Expenses**

Most of this line are for postage and registry research.

**4140-01-612 – Tax Bills & Warrants**

This proposed line increased slightly to \$1,980, up \$300, due to postage for tax bills.

**4140-01-613 – Registration Expenses**

This covers the costs to send out Motor Vehicles Renewal Notices to residents. This line increases to \$936.

**4140-01-620 – Election Expenses**

This line went down because there is only one election in 2021. The requested is \$925. The biggest expense here is the handicap porta-potty.

**4140-01-612 – Record Preservation**

A shredding company was hired to properly destroy records in 2021.

The Town Clerk proposed total is \$77,080.

**4220 – FIRE DEPARTMENT**

Fire Chief Brian Smith was present

**4220-01-341 Telephone/Internet Service**

These bills go to the Town Office and are on track.

**4220-01-390 Fire Dispatching (KMA)**

This went up slightly to \$22,300. They expect to get a more concrete number this week.

**4220-01-391 FIRE Grants**

This line will be kept open with a \$1 request.

**4220-01-393 Software Support**

This stayed the same at \$3,025. The year-to-date is not accurate because they are expecting a check to be cashed soon but it will change close to the proposed figure.

This covers the I Am Responding Software the department uses for in-house responding and the NFPA subscription (1-year).

**4220-01-560 Dues & Associations**

Chief Smith made inquiries earlier today. The Annual NFPA dues will not be charged this year in relation to the subscription so this line can be reduced by \$150.

**4220-01-561 Hazmat Annual Dues**

This covers the SMART Team and their percentage for the Souhegan Mutual Aid Response Team as well as contributing to the FOAM Bank. This will remain at \$700.

**4220-01-620 Office Supplies**

This line will increase due to a new computer, printer, and toner. This line will increase by \$25 to \$425.

**4220-01-112 Stipends/Command Staff**

The staff is paid at the end of the year. It is based on a point system for call participation. They will qualify for the 2% COLA. The proposed line item is \$30,370

**4220-02-113 Stipends/Part Time Chief**

The Chief will qualify for the 2% COLA.

**4220-02-610 Consumable Materials**

This line covers miscellaneous station kitchen type supplies. No change.

**4220-01-611 Medical Supplies/Equipment**

The year-to-date is down. There were less medical calls this year. This money will purchase items such as bandages and safety gloves, etc. Left at \$1,200.

**4220-01-630 Equipment Repair**

This line will go down a bit to \$2,500.

**4220-02-680 Scheduled Equipment Replacement**

The department is on schedule to replace four (4) sets of turnout gear to be compliant. There are 25 complete sets and two (2) extra sets. The extractor washing machine has been useful and they completed an annual washing on all sets of turnout gear so far. Outdated sets are donated. This line is \$21,025.

**4220-02-681 Turnout Gear Repair**

This line for an annual inspection of the turnout gear, \$500, down from \$1,000.

**4220-02-682 New Equipment**

For rescue and various hand tools. Remains at \$2,000.

**4220-02-690 Forest Fires**

New equipment was ordered last year. This line has not been spent much because the department did not have many forest fires calls.

**4220-04-290 Training & Mileage**

The year-to-date spending of \$1,218 is down from the \$4,020 budget because the conferences and classes were cancelled.

**4220-06-682 Gas & Diesel**

This line is down a bit because the call volume has been down.

**4220-06-660 Truck Maintenance**

Maintenance was down. Replace truck with tanker. Reducing to \$7,450 from \$7,800. The new truck will have a warranty.

**4220-06-680 Radio Maintenance**

This line is down a bit. Chief Smith explained that some radios were installed. They plan to not repair radios at this time because it is not cost effective anymore. Now \$1,700 vs. \$2,075 from last year.

**4220-08-410 Electrical Services & 4220-08-411 Heating Fuel: Propane**

These figures are generated from the Town Office. At this time, the propane tank is at 45% full.

**4220-06-680 Building Maintenance**

\$3,796 s/b \$3,802. LED lights to be installed.

The new budget number is \$126,278 s/b \$126,287 vs \$124,464 for 2020.

**4290 EMERGENCY MANAGEMENT**

**4290-01-390 Emergency Management Programs**

This year-to-date line is slightly over but they are making the same request as last year for \$1,500. The department could use more emergency cones. A donation was made to a shelter but it might be reimbursed through the CARES Act. The GOEPER Reimbursement program was discussed.

**4290-01-39 Emergency Management Grants**

This line will be kept open with a \$1 request.

**Adjournment:**

**VOTE:** Walter Holland made a motion, Mark Chamberlain seconded to adjourn at 7:17 p.m. Roll Call: W. Holland, yes; P. Dallas, yes; K. Grybko, yes; J. Pomer, yes; A. Byam, yes; B. Reynolds, yes; M. Chamberlain, yes. Motion passed unanimously.

**The next meeting will be January 5, 2021.**

Respectfully Submitted,

Kathleen Humphreys