

1 Dec 5, 2023 | [Budget meeting](#)

2 Members Present: Chairperson Karen Grybko (KG), Alyssa Lavoie (AL), Selectmen's Rep. Bob
3 Howe (BH), John Pomer (JP), Geoffrey Allen (GA), Walter Holland (WH) and Arnie Byam (AB).

4
5 Present: Town Administrator Russ Boland (RB), Finance Administrator/HR Paul Hebert (PH)

6
7 Chairperson Karen Grybko called the meeting to order at 6:35pm

8
9 **Minutes Review**

- 10 ● November 21, 2023
- 11 ○ Line 22: correct Ersula to Ursula
 - 12 ○ Correct Ersula's initials from ES" to "US"
 - 13 ○ Add Stanley Greene to members present
 - 14 ○ Change IOU to "I owe you"

15
16 **VOTE: Bob Howe made a motion, Geoffrey Allen seconded to approve the November 21,**
17 **2023 minutes as revised. Motion passed 7-0**

18
19 **4140 Elections, Registration, Vital Statistics**

20 *Presented by Trish Shultz (TS) & Russ Boland (RB)*

21
22 Increases due to COLA and increase in hours to Deputy Clerk to an average of 20 hours/wk.
23 Town Clerk/Tax Collector position line description was adjusted by PH from 66 to 33 hrs/wk
24 (entry error). GA asked why -01-133 Wages: Ballot Clerks was \$1,662 for BOS vs \$356
25 presented by the dept. It was determined that there will be an increase in elections next year
26 and the BOS adjusted for that.

27 In the beginning of January, the town will change from a "Browser Town" with the state to a
28 "Vendor" and will use Clerk Works software to be able to do registrations with online payments.
29 There is a one-time initial cost for setting it up and then ongoing cost for support. AB asked if
30 that will reduce cost in wage hours in the future. Trish does not believe it will reduce any hours
31 because they will need to still process the transactions and also support any in-person
32 registrations. Office supplies went down slightly due to the new printer/toner contract. The tax
33 collection rate was high for 2023 compared to past years.

34 KG asked if the election advertising should be increased with the increase in elections. Trish
35 said the cost will not increase for that line item as it only needs to be in two places: online and in
36 the town offices.

37
38 **4220 Fire Department**

39 *Presented by Chief Brian Smith (BS)*

40
41 The department will be leaving Keene and switching back over to MACC Base tomorrow, 8/6/23
42 which will result in a cost savings of approx. \$10,000. There are additional savings as a result of

43 switching to MACC Base. We are currently using “Spotted Dog” for text notifications, but it is not
44 supported by MACC Base. Will be replacing with “I Am Responding”. Will switch to utilize a
45 state Fire House software which currently has no cost associated with that.

46
47 New line item added for PT wages to track cleaning personnel separate from maintenance
48 expenses where it was previously.

49
50 Only increase for stipends and command staff was 3% COLA. Amount paid out is based on a
51 points system and distributed amongst the volunteers based on # of points.

52
53 Currently at a crew of 16 and looking to get to 20.

54
55 Gear is in good shape. The industrial washing machine has helped keep the gear lubricated and
56 last longer with less rips and tears. A couple of volunteers in the department are certified to
57 inspect the gear in-house.

58
59 Looking to purchase a couple of battery operated pieces of small equipment such as lights and
60 hand saw.

61
62 Training & Mileage is down because there is no EMS training conference in 2024. Unsure if it
63 will return in future years. Also, the state has established online classes to help decrease the
64 cost of classes.

65
66 Trucks are in good shape. No major breaks in 2023. The trucks were just undercoated with a
67 new vendor in town last week.

68
69 Electricity is up. One component to the increase is a dehumidifier that is run 24/7 to prevent
70 humidity and mold on gear and equipment.

71
72 Building maintenance is up due to the 2nd floor outside stair egress needing to be replaced.
73 Looking to replace pressure treated wood to save money. Would replace it with metal stairs if
74 there was a better idea of long term goals of the location of the fire department.

75
76 **4290 Emergency Management**
77 *Presented by Fire Chief Brian Smith*

78
79 Have not had to use much from these funds over the years, but supplies needed to replenish
80 cones that are put out and then taken before they can be collected again.

81
82 4210 Police Department
83 Presented by Russ Boland. Chief Rance Deware absent

84

85 Wages increase reflects 3% COLA increase. Budgeted/Authorized for 1 FT Chief, 1 PT
86 Sergeant, and 7 PT Patrolmen. Currently have on staff: 1 FT Chief, 1 PT Sergeant, 2 PT
87 Patrolmen. Recently lost a couple of PT patrolmen for various reasons.
88 Wilton installed a new cell tower and Lyndeborough has agreed to an annual \$3,000/year lease
89 to use the cell tower. The cost is split between the Fire and Police departments.
90
91 Fuel for the vehicles was a slight reduction by the BOS due to the decrease in usage with less
92 patrolmen than anticipated.
93
94 AL asked how many Tactical vests the department has and how many are replaced each year
95 and why there is an average of \$2600/yr the past 3 years, but the budget increased to \$4000 for
96 2024. RB will get back to the committee with further details.
97
98 RB will be providing a full IT lifecycle to the committee at a future meeting.
99
100 Overall Police Department is up 7.25%
101
102 Adjust December 19, 2023 meeting to start at 6:00pm to have Police Chief Deware review
103 budget questions.
104
105 AL requested that all "Still in Draft" minutes are printed and ready for voting for the next
106 meeting. The meeting dates include: 2/2/21, 11/30/21, 12/7/21, 1/18/22 and 1/25/22.
107
108 **VOTE: John Pomer made a motion, Arnie Byam seconded to adjourn. Motion passed 7-0**
109
110 Meeting adjourned at 8:17pm
111
112
113 Respectfully Submitted,
114 Alyssa Lavoie