

LYNDEBOROUGH BOARD of SELECTMEN  
TOWN HALL, 9 CITIZENS HALL ROAD  
LYNDEBOROUGH, NEW HAMPSHIRE  
03082

Work Session Meeting Date: October, 19, 2011

Time:6:30PM

Meeting Attendees: Selectmen Arnie Byam, Donnie Sawin, Kevin Boette; Burton Reynolds, T.A.

Agenda Item: Employee Evaluation Forms & Process

Action Taken:

- Continue on BOS Work Session Agenda
- No further action necessary on BOS Work Session Agenda
- Action by Town Administrator and report back for next \_\_\_\_\_ BOS Work Session Agenda
- Add to next BOS regular meeting agenda \_\_\_\_\_w/ \_\_\_\_\_w/o Town Administrator activity

BOS Comments: This was all reviewed previously but the guidance form had not been completed. Everything is ready to go for the reviews to be done. It was agreed the Selectmen office staff review would consist of input from the Board and Town Administrator. Kent would receive assistance from Burton for his Highway evaluations.

Agenda Item: Safety Program

Action Taken:

- Continue on BOS Work Session Agenda
- No further action necessary on BOS Work Session Agenda
- Action by Town Administrator and report back for next \_\_\_\_\_ BOS Work Session Agenda
- Add to next BOS regular meeting agenda \_\_\_\_\_w/ \_\_\_\_\_w/o Town Administrator activity

BOS Comments: These materials were not ready. The program will be reviewed at either a work session or regular meeting (as soon as they are ready).

Agenda Item: Tax Rate

Action Taken:

- Continue on BOS Work Session Agenda
- No further action necessary on BOS Work Session Agenda
- Action by Town Administrator and report back for next \_\_\_\_\_ BOS Work Session Agenda
- Add to next BOS regular meeting agenda \_\_\_\_\_ w/ \_\_\_\_\_ w/o Town Administrator activity

BOS Comments: Burton explained that the school portion of the rate had been found to be improperly calculated but it was now corrected which reduced the 2011 rate by \$1.25. Despite this, the rate is up \$3.38. The board voted (motion by Donnie and 2<sup>nd</sup> by Kevin, all in a favor) to use \$179,000 from the fund balance account to reduce the rate by a little over \$1.00 to \$23.60 up from \$21.30 in 2010. With the exception of 37 cents, the increase was due to the school with half being due to spending (operating budget plus the addition) and half due to one time credits related to the closing of the LCS as an independent entity and the inclusion of the school into the co-op.

Agenda Item: Selectmen Institute

Action Taken:

- Continue on BOS Work Session Agenda
- No further action necessary on BOS Work Session Agenda
- Action by Town Administrator and report back for next \_\_\_\_\_ BOS Work Session Agenda
- Add to next BOS regular meeting agenda \_\_\_\_\_ w/ \_\_\_\_\_ w/o Town Administrator activity

BOS Comments: Kevin attended the Selectmen Institute this year and the last session was this past weekend. He touched upon several topics he thought would be of interest and we talked about working on some official policies plus reviewing our internal financial controls.

Agenda Item: Emergency Operations Plan

Comment: Kate has begun preparing the plan from a template provided by the Emergency Management team in Concord. The Board wanted to be sure she had researched what had been done previously and will wait until it is further along before reviewing.

Agenda Item: Johnson Corner Bridge

Comment: we received a memo advising our grant submission was fine and ready for the November 1 round.

ADJOURNMENT: Motion: Arnie 2<sup>nd</sup>: Kevin All in favor.

TIME: 8:55PM

Prepared By: Burton Reynolds

Approved By:

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Arnie Byam

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Donnie Sawin

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Kevin Boette

APPROVED BY THE BOARD OF SELECTMEN ON NOVEMBER 02, 2011