

**LYNDEBOROUGH BOARD OF SELECTMEN
MEETING MINUTES
January 4, 2012
7:30 P.M.**

Members Present: Chairman Arnie Byam, Donnie Sawin & Kevin Boette

Staff Present: Town Administrator Burton Reynolds, Fire Chief Rick McQuade and Road Agent Kent Perry

Public Present:

Media Present: Jessie Salisbury

Recorder: Pauline Ball

Appointments:

7:30 PM Rick McQuade – Fire Department

Chief McQuade gave an update on the information he has received concerning the proposed purchase of new airpicks. He said that there is no one offering a 0% interest rate. Three companies have submitted preliminary information on leasing programs:

Scott.....offers a 3 yr. plan with a yearly payment of \$28,000;
4 yr. plan with a yearly payment of \$21,000;
5 yr. plan with a yearly payment of \$17,000.
the down payment will be \$650

MSA.....will meet with representative and receive quote on Monday, 1-9-11

Chief McQuade said that he was not able to give any data on the third company because he was having problems with his computer.

Selectman Boette asked how many air packs were proposed for purchase. **Chief McQuade** replied that 14 air packs are needed. **Selectman Sawin** asked if he had a preference in companies. **Chief McQuade** answered that in his preliminary discussion with the MSA representative, it looks like they will come in \$2000 less than Scott. Besides the cost, the fire department members were impressed with the comfort of the packs; fewer batteries to operate which means less maintenance, visual read outs in the mask are much nicer plus it has some better safety options. He will know more after the presentation on Monday night. **Selectman Boette** asked about the maintenance fee and whether there was a buy out after the lease expires. **Chief McQuade** replied that first year maintenance is included and he believed there was a buyout at the end of the leasing period.

TA Reynolds asked if there was any flexibility in their leasing plans because funds from the encumbered account (\$19,000) will be used as a down payment, therefore reducing the amount of the lease payments. He asked if any of these companies would be willing to do that and would it influence the interest rate, as well. **Selectman Sawin** stated that the quote indicates a 3.92% interest rate for three years as well as a 3.99% rate for five years. **Selectman Boette** also said that there's \$6859 in a fire department trust fund that could be use. **Chief McQuade** said that the agent for MSA thought that the cost would be about \$5000 per pack; this would be a total cost of \$70,000, less than estimated. **Selectman Boette** thought that the lease should be spread out over a longer period of time because these air packs will be usable for many years and it would be easier on the budget. **Chief McQuade** added that the life expectancy is about 25 years. **Selectman Boette** asked whether the price included trading in the old air packs. **Chief McQuade** replied that there isn't any trade-in value but they could still be used for internal training purposes. **TA Reynolds** asked for an actual copy of the lease so that it can be reviewed by the town's attorney to see if there is a municipal clause which states that "any year that the lease is not funded, the company will take the product back." He informed the Board that if that clause is not present, the lease is binding to any future town meetings and requires a 2/3 vote instead of a simple majority vote.

Selectman Boette asked if this purchase request would be presented as a warrant article in March. **TA Reynolds** explained that this is not an operating budget item; it is a lease request that must be approved by town vote. This purchase is not coming from taxation and the voters must be informed that funds will be coming from encumbered funds or other revenue sources.

Referring to the fire chief's meeting with the Budget Committee, it was decided that he would meet with the committee next Tuesday, January 10th at 8:00 p.m.

Chief McQuade told the Board that there have been some changes in the organizational status of the fire department. M. Leavitt will no longer be Deputy Chief; T. Waterman will replace him. Mark Chase will replace T. Waterman as Lieutenant. **Chief McQuade** said that M. Leavitt will remain on the squad and help out where he can. As for the chief's replacement, it is still being mulled over by the prospective applicant. He said that if this applicant needs more time to make a decision, he would be willing to continue the chief's duties on a year to year basis but will not agree to a three year commitment. **TA Reynolds** asked if there were any available classes that could be offered to this individual to broaden his experiences and prepare him for this new role. **Chief McQuade** replied that there were fire officer's classes that can be taken. **Selectman Sawin** also recommended leadership development classes given at the Local Government Center. **Chief McQuade** agreed and asked that any information on that type of educational classes should be forwarded to him for review.

On another issue relating to the red house on town owned property located on Center Road, **RA Perry** asked the chief when a controlled burn was to be performed on the structure. **Chief McQuade** replied that he's been holding off because he is trying to obtain a quote on a team class for Rapid Intervention. This is an instructional class that teaches a rescue team technical ways to get in and out of a structure through walls and windows.

RA Perry asked the chief to watch the frost level because he must still dig a ditch across the back of the structure in preparation for the burn. **Chief McQuade** said that he did not think the burn will happen much before early spring, but it was suggested that **RA Perry** pre-dig the ditch so that it will be ready. **Chief McQuade** also mentioned that the stand alone garage on the property will be saved and it could be used to store fire department trailers or other equipment.

7:55 PM Kent Perry – Highway Department

Referring to the proposed purchase of a used sander, **Chairman Byam** voiced some concern about this purchase for a truck that was supposed to be kept on a temporary basis and only used during times when other trucks needed repairs. He added that, this year, the rear end had to be replaced. He did not think putting an \$8000 sander on a vehicle that was once valued as little as \$12,000 and not good enough for a trade-in was a good idea. When the vehicle is no longer functional, the town would be left with a spare sander. He added that the reasoning behind keeping the truck in the first place was to run it until it stopped functioning and then dispose of it.

TA Reynolds responded that this used sander could be placed on another dump truck. **Selectman Boette**, although he thought purchasing the sander made sense, reiterated his past opposition for purchasing the second 550 truck because it's not adequate enough for plowing and sanding the many miles of road in town; it can only hold a limited amount of sand. He preferred a larger capacity truck that holds much more and does not have to return to the town barn as often to be refilled. **RA Perry** defended the use of the smaller trucks because they are used all the time, especially for salting the narrower roads.

Chairman Byam was concerned that the number of trucks will increase and none will be eliminated. **TA Reynolds** did not agree; when one truck is replaced, the oldest vehicle in the fleet will be disposed, because only one backup is needed. **Selectman Sawin** clarified that this used sander could be placed on another dump truck once the Mack or the Volvo is replaced. **Chairman Byam** asked for more details. **RA Perry** responded that it was stainless steel & hydraulic and it will fit on any truck. He stated that this equipment is not a "have to have" item but with it, sanding time would be cut in half (usually it takes 8 hrs. to sand all the roads in town.) **Selectman Boette** said that he was all in favor of efficiency, cutting down trips as well as saving on wages and gasoline. He also asked for the number of sanding events last year. **RA Perry** thought that there were about 20

events. After doing some calculating, he estimated that they could save about \$1600 per year by buying this sander.

Selectman Boette questioned a recent road repair project on Center Road that he did not think was completed in a satisfactory manner. **RA Perry** explained that he repositioned a trench near the Rocca residence and extended it further down the road. He installed a gravel berm between the road edge and the trench to keep water from spilling over. It is his intention to watch it through the winter and in the summer, if successful, install fabric, and riprap. **Selectman Boette** voiced concern that the gravel was scattered across the road because it was not compacted sufficiently and was skeptical that the gravel berm would prevent water from flowing onto the roadway. **TA Reynolds** commented that he had visited the area and did not see **Selectman Boette's** concern. **Selectman Sawin** said that his car was peppered with gravel from another vehicle's tires because the gravel was not packed down enough. **RA Perry** said for the meantime that was the best job that he could do. **TA Reynolds** replied that it was important to do a job in a functional manner; it may not look pretty at the time but it is doing the intended job. **Selectman Boette** ended the conversation saying that he waited a few days to see if the highway department would be coming back to complete the project. **RA Perry** said that he did not want to spend a lot of money on cosmetics. He left the area compacted and raked; someone must have driven through it and scattered some of the gravel onto the roadway.

On the issue of narrow band radios, **RA Perry** told the Board that he must ask permission from the Police Department and Fire Department to share their frequency. Once he receives written letters of consent from both departments, the radios can be programmed.

Selectman Sawin commented that the highway department has a very good supply of sand this year. He suggested sending a letter of gratitude to the Snows for the amount of sand donated to the town. He also told **RA Perry** how pleased the Snows were with the work that was done and how the area was left once the sand was removed. **RA Perry** said that there is another esker of sand that may be removed some time next year.

On another issue, **TA Reynolds** asked **RA Perry** to discuss the proposed purchase of two wings for the trucks, but there isn't enough money in the fund balance to make that purchase. He thought that the funds could be taken out of the block grant next year instead of a warrant article. Because these items are not a "must have" purchase, **RA Perry** said that he decided to see how the paving goes before making a decision on the wings.

Citizens Forum

There were no discussions for the citizen's forum

Approval of Minutes, Manifests, and Items For Signature

The Board addressed all items that needed their signature.

Old Business:

- **Police Budget**

Selectman Boette, in reviewing the payroll report, questioned the number of hours submitted for the police captain. **TA Reynolds** replied that it may have been for his first day back after his surgery. Going over the payroll schedule again they determined that the captain worked one day before being told that he must have clearance from his doctor before returning to his duties.

Referring to the Police Budget, **Selectman Boette** said that the Board decided to review the schedule and the operating cost to see where it could be trimmed. He noted that 112 hours of coverage is budgeted for the police department but 136 hours are being paid out in payroll each week. It appears that there is only 98 hours of individual coverage.

Selectman Sawin added that he reviewed the police budget for the last two years and the average pay rate has increased. **Selectman Boette** said that the Board wanted 112 hours of coverage (police presence) in the town and 24 hours for the captain who should continue with the administration duties and supply overlaying coverage for the other officers. He gave a scenario for 112 hours of coverage in which 80 hours would be filled by one experienced full time officer plus a second less experienced full time officer; the additional 32 hours would be covered by part time officers.

The Board agreed that it would be an excellent idea to join Wilton Police in using an outside prosecutor. The cost of \$7000 for this service would be well spent, because the Wilton prosecutor, who is a lawyer, is well versed in the court system. The police department already uses their facility for bookings and storing evidence.

Selectman Boette said that the overall budget is down .14%. **TA Reynolds** responded that the Board should meet with Captain Burke and discuss these issues as well as hear his comments and concerns, before any decisions are made. The Board agreed.

After listening to additional concerns posed by the Selectmen, **TA Reynolds** said that he has asked town attorney Drescher to review the description of the Selectmen's responsibilities concerning the administration of the police department.

In the meantime, **TA Reynolds** suggested that the Board review all the other line items in the police budget to see if any of them are really necessary. **Selectman Boette** also suggested that the budget's bottom line should be kept in focus so that it remains stable.

Ending this conversation, the Board agreed that the Police Department’s meeting with the Budget Committee should be rescheduled for January 24th. This will give more time to meet with Captain Burke and discuss all these concerns.

- **Encumbered Funds (for 2011) Approvals**

TA Reynolds presented the following list of proposed items to be purchased with encumbered funds:

Swenson Stainless steel sander (fully functional).....	\$8000
Rebinding of old books.....	\$1000
Cemetery mapping.....	\$250
Repeaters.....	\$5600
IMC police records.....	\$16,000
Town admin. Computer.....	\$650
MicroSoft Office (4).....	\$850
Virtual Town Hall software.....	\$3500
Total	\$35, 880

New Business:

- **Benefits Options**

TA Reynolds said that in some incidences, part time personnel do get holidays, pro rated vacation time. He asked the Board to review a copy of the New Boston personnel manual for a discussion next week. **Selectman Boette** asked if the employees have been made aware that the earned time policy was to be eliminated. **Selectman Reynolds** said yes that a memo went out with the holiday calendar for the coming year. He also mentioned that there will be 11 holidays in 2012 instead of 10.

On another issue concerning disability, **TA Reynolds** said that the present short term disability policy begins after 8 consecutive days and it goes for six months; typically, it only goes on for three months. He would prefer more emphasis on long term disability and he has asked Kate Thorndike to look into it for a discussion next week. The Board agreed that that short term should be discussed in more detail before any decision is made. **TA Reynolds** also stated that part time personnel are not eligible for any type of insurance. At this time, **Selectman Boette** asked for the definition of “part time.” **TA Reynolds** replied that a part-time employee is one who works less than 40 hours per week.

- **Approve Department Overruns**

TA Reynolds gave the following department overruns for 2011:

Police Department.....\$5000 (\$2600 for the car)
Highway Department.....\$25,000.....block grant which is to be encumbered

TA Reynolds explained that these overruns of their budget must be made known and approved by the Board of Selectmen.

- **Town Report Ideas**

TA Reynolds distributed his ideas for the Selectmen's report to be in the 2011 Town Report. The Selectmen all agreed to meet and write up a draft that could be reviewed at the next meeting.

- **New Year's Resolutions**

TA Reynolds sent a reminder to the Board relative to the Right To Know law and asked that they refrain from using electronic devices during meetings unless it was to facilitate an ongoing discussion.

Items not included on Agenda:

TA Reynolds said that tomorrow was the first Safety Committee meeting. He was also meeting with the FEMA representative to discuss expenses resulting from the October snowstorm. He thought 75% reimbursement would be about \$3500-4000. **Selectman Sawin** asked if the funds would go into the General Fund. **TA Reynolds** replied because this reimbursement money may be used to purchase a used compactor, it should not be considered revenue; instead a new fund (Gift and Grants) should be started so that the highway department can go forward and make this purchase. He will work with the auditors to set up this fund.

Selectman Sawin mentioned that the Fire Department has such a fund which enables them to receive gifts/donations that are used to purchase needed equipment. The Police Department does not have this option.

Adjournment:

All scheduled items having been addressed. **Selectman Boette** moved to adjourn the meeting at 9:49 p.m.; **Chairman Byam** seconded the motion.

VOTE: Chairman Byam called for a verbal vote on the motion. All members voted in favor.

Chairman Byam then declared the meeting to be adjourned at 9:49 p.m.

Date: January 4, 2012
Pauline Ball, Recorder

Arnie A. Byam, III
Chairman

Donald R. Sawin

Kevin J. Boette

APPROVED BY BOARD OF SELECTMEN ON JANUARY 18, 2012