

# LYNDEBOROUGH BOARD OF SELECTMEN

## MEETING MINUTES

November 4, 2015

**Members Present:** Chairman Fred Douglas, Selectman Lee Mayhew and Selectman Mark Schultz.

**Staff Present:** Town Administrator Russ Boland

**Public Present:** NONE

**Media Present:** NONE

**Recorder:** Russ Boland

The meeting was called to order at 9:07 a.m.

Chairman Douglas opened the meeting by explaining the purpose of the meeting is to receive information from department heads regarding their proposed 2016 budgets.

### **Highway Department:**

Road Agent Kent Perry began his explanation of the 2016 Highway Department budget by reviewing the current staffing of four fulltime employees and sighting the need to increase the current part time position to full time. The effects of increasing the hours of the part time position to full time will increase the operational ability of the Highway Department in the areas of plowing and summer time road maintenance. Additionally, this position will continue to perform all of its previous functions including grounds maintenance and cemetery up keep. The town will be able to reduce costs by eliminating the part time line items in the Highway, Cemetery, and Library Departments and will also realize savings in the reduction of hiring contractors to perform minor repairs to all the municipal buildings.

R/A Perry reviewed all the remaining line items explaining the need to increase or decrease each line item. The overall increase in the department for 2016 is projected to be just over four percent.

### **Cemetery:**

Bob Rogers and Ginny Chrisenton explained each line item affecting the 2016 cemetery budget with the biggest change being the elimination of the part time employee due to the increase in hours of the Highway Department position. The Cemetery budget is projected to decrease just over fifty six percent for 2016.

### **Library:**

Bob Rogers reviewed the Library budget proposed for 2016 by the Library Trustees. Some of the changes noted in the 2016 budget were the decrease in the cost of propane and the elimination of the grounds maintenance due to the increased hours of the Highway Department position. The Library budget is flat for 2016. Bob Rogers requested a copy of the newly adopted pay step system for town employees along

with an employee evaluation form being used in rating job performance. T/A Boland supplied the pay plan and will forward the evaluation paperwork electronically. A discussion regarding the step system and the proper placement of employees within the plan was reviewed. Mr. Rogers further outlined the job titles of the three library personnel; Librarian, Library Clerk and, Programme Coordinator.

**Vote: Motion by Chairman Douglas seconded by Selectman Mayhew that employees should be placed into the Town of Lyndeborough Compensation Pay Plan based on years of service and experience they bring to the position. Motion passed 2-0-1 Selectman Schultz abstained.**

**Vote: Motion by Selectman Mayhew seconded by Chairman Douglas to institute the longevity program outlined in the 10 step pay plan adopted on 9-23-2015, payable this December 1, 2015. Motion passed 2-0-1 Selectman Schultz abstained.**

**Planning Board:**

Bob Rogers reviewed the 2016 Planning Board budget. The only change to this budget is the addition of hours for the clerk and the addition of mileage for the clerk when plans need to be recorded in Nashua. The budget is up four hundred and forty five dollars (\$445) from 2015.

**Police:**

Chief Deware reviewed each line item of the Police Department budget identifying areas that have changed and why. The Chief reported that the department operation is stable and he foresees no major changes in the near future. Chief Deware stated the current two all-terrain vehicles and their trailer, are no longer needed by the department due to inactivity and maintenance costs and recommended returning them to the citizens who donated them. Both the Highway Department and the Fire Department were asked if the ATV's were needed and both departments reported they are not. The budget is up 1.4 percent from 2015.

**Vote: Motion by Selectman Mayhew seconded by Selectman Schultz to return the ATVs/Trailer to the residents who donated them with an explanation why they are no longer needed and sincere appreciation for their many years of service. Motion passed 3-0**

**Town Clerk Tax Collector:**

TC/TC Schultz went over the 2016 budget explaining the increase in this year's budget is directly attributable to the increase from one election in 2015 to four elections in 2016. The overall budget is up approximately seven percent.

**Revenues:**

T/A Boland reviewed the projected revenues for 2016. The numbers used in each category are conservative estimates as to how much money the town can anticipate receiving from various sources. The total estimated revenue for 2016 is \$556,540, approximately the same amount as 2015.

**Executive:**

T/A Boland reviewed the line items contained in the executive account which includes all the administrative staff, copiers, telephone/fax/internet, postage and office equipment. The budget is up approximately six percent.

**Financial Administration:**

T/A Boland reviewed the line items which included town audit, town forester; payroll services bank fees, treasurer mileage, treasurer wages, computer technical support and computer expense and upgrades. The budget is up approximately three and a half percent.

**Assessing:**

T/A Boland explained to the Board the main reason for the decrease in this budget is in 2015 we conducted a full statistical revaluation of the town and in 2016 we will return to examining twenty percent of the town. The budget is down twenty nine percent.

**Personnel Administration:**

T/A Boland reviewed each category in this budget which contains all the employee benefits such as health care, dental life insurance, short and long term disability, social security, Medicare, retirement, workers' compensation etc. This budget is up eighteen percent but this should decrease when we receive final numbers for the health insurance.

**Government Buildings:**

T/A Boland reviewed the items contained in the government buildings budget which include; custodial services, building safety such as alarms, fire extinguishers, sprinkler system maintenance, general supplies, electricity, heating fuel, general repair, and grounds maintenance. This budget is decreasing twenty seven percent mainly due to the increase in hours for the Highway Department position that will assume many of the maintenance duties.

**Property Liability Insurance, Ambulance, Recreation and Solid Waste:**

T/A Boland explained these budgets have been assigned a place holder amount with last year's figures until we receive solid numbers from Wilton, Property Liability Trust, and PRIMEX.

**Emergency Management:**

T/A Boland reported this budget is the same as last year.

**Building Inspection:**

T/A Boland explained due to increased activity and the need to retain the current inspector the budget was raised by six thousand five hundred dollars to cover additional compensation and supplies.

**Street Lighting:**

T/A Boland reported the street lighting account will remain the same as 2015. One light was removed in front of Citizens Hall in an attempt to offset the addition of the village outlet that powers the outlet used for Christmas lights in the village previously paid for by the fire department. Further analysis of what street lights are really needed will be conducted in 2016.

**Health Agencies:**

T/A Boland advised this is the budget that covers the private charitable organizations that service Lyndeborough. This budget remains the same as 2015.

**Welfare:**

T/A Boland outlined the programs that staff has been able to refer citizens in need to. Additionally, the criteria people need to meet in order to receive direct help from the town were reviewed. This budget is down twenty eight percent.

**Parks/Patriotic/Cultural:**

These budgets only showed an increase in the Memorial Day Parade of two hundred and fifty dollars. The budgets combined are up less than two percent.

**Heritage Historic Conservation and Tax Anticipation Notes:**

These budgets have very little change from 2015.

These presentations concluded the preliminary review of the Selectmen's 2016 Department Budget Review. The modifications and clarification discussed will be incorporated into the budget and presented to the Selectmen for final review prior to being submitted to the Budget Committee in late November.

Discussion regarding the preliminary tax rate received from New Hampshire Department of Revenue Administration was discussed and the Board was asked to determine if funds from the unreserved fund balance should be applied to the tax rate calculation and if so, how much. The Board reviewed the status of the unreserved fund balance in relationship to Lyndeborough and DRA guidelines.

**Vote: Motion made by Selectman Mayhew seconded by Selectman Schultz to apply one hundred and twenty five thousand dollars (\$125,000) towards the calculation of the tax rate from the unreserved fund balance. Motion passed 3-0**

**Vote: Motion made by Selectman Mayhew seconded by Selectman Schultz to increase the Chairman of the Board of Selectman's stipend by three hundred dollars (\$300). Passed 2-0-1 Chairman Douglas abstained.**

**Vote: Motion made by Selectman Mayhew seconded by Selectman Schultz to adjourn the meeting at 4:04 p.m. passed 3-0**

Fred Douglas  
Chairman

Selectman Mayhew

Selectman Mark Schultz

**APPROVED BY THE BOARD OF SELECTMEN ON NOVEMBER 24, 2015**