

## Selectmen's Minutes

### TOWN OF LYMAN 2014 BUDGET HEARING - FEBRUARY 4, 2014

#### Minutes prepared by Town Clerk Carol Messner

To the Inhabitants of the Town of Lyman, in the County of Grafton, and the State of New Hampshire, qualified to vote in the Town affairs:

You are hereby notified to meet at the Town Hall in said Town on TUESDAY, the ELEVENTH day of MARCH 2014; polls to open at EIGHT O'CLOCK in the morning and will not close before SEVEN O'CLOCK in the evening in said Town Hall, to act on Article 1 and vote on Articles 2 - 7, the remaining Articles to be considered at EIGHT O'CLOCK in the evening. (Note extended polling hours and later Town Meeting starting time to accommodate State election for Executive Councilor).

Article 1. To choose all necessary Town Officers for the ensuing year and to bring in your votes for Executive Councilor.

Article 2. Are you in favor of the adoption of Amendment No. 1 as proposed by the planning board for the town zoning ordinance as follows:

- Amendment No. 1 addresses several updates, technical corrections and clarifications; and reorganizes and renumbers certain sections.

Article 3. Are you in favor of the adoption of Amendment No. 2 as proposed by the planning board for the town zoning ordinance as follows:

- Amendment No. 2 adds a new section requiring damaged structures to be repaired or removed within two years.

Article 4. Are you in favor of the adoption of Amendment No. 3 as proposed by the planning board for the town zoning ordinance as follows:

- Amendment No. 3 adds "Presite Built Housing" as a permitted residential use and adds a definition for "Presite Built Housing" as follows: "Any structure designed primarily for residential occupancy which is wholly or in substantial part made, fabricated, formed or assembled in off-site manufacturing facilities in conformance with the United States Department of Housing and Urban Development minimum property standards and local building codes, for installation, or assembly and installation, on the building site. Owner must comply with all state and federal regulations regarding installation."

Article 5. Are you in favor of the adoption of Amendment No. 4 as proposed by the planning board for the town zoning ordinance as follows:

- Amendment No. 4 changes home occupations from a use permitted by special exception to a permitted use.

Article 6. Are you in favor of the adoption of Amendment No. 5 as proposed by the planning board for the town zoning ordinance as follows:

- Amendment No. 5 adds a new section providing that there shall be only one principal use and one principal building on each lot, and also allows "one

attached or detached dwelling in addition to a nonresidential use" as a use permitted by special exception.

Article 7. Are you in favor of the adoption of Amendment No. 6 as proposed by the planning board for the town zoning ordinance as follows:

- Amendment No. 6 adds more details to the criteria for a special exception to explain what is meant by the phrase "will not adversely affect the neighborhood" as follows: "The use will not adversely affect the neighborhood, including but not limited to such considerations as: the nature of the proposed use relative to surrounding properties; size and extent of structures and outdoor activities; the proposed operation; proposed lighting, screening, signs and outside storage; proposed hours of operation; amount of parking and other impervious surface; potential odor, fumes, vibration and noise; projected delivery and customer traffic; and number of employees."

*On Tuesday, the 4th of February 2014, there was a Budget Hearing held at the Lyman Town Hall. The meeting was called to order at 7:00 pm by Bruce Beane, Selectman Chairman. He thanked all for coming. Others in attendance were the other Selectmen, Jim Trudell and Steve Moscicki, as well as Administrative Assistant, Donna Clark, Town Clerk/Tax Collector, Carol Messner and Deputy Town Clerk/Tax Collector, Cindy Schieman.*

*The audience of 3 people viewed the "2013 Net Appropriation - Actual & 2014 Budget Summary - Proposed" form which was displayed on the overhead projector. Trudell noted that the 2014 proposed budget is \$18,841 more than the 2013 budget. This would mean approximately a \$.30 per \$1,000 increase in taxes however the School Budget taxes are projected to be reduced by \$53,000 partly due to a reduction in the number of attending Lyman children from 50 to 41. Combining the increase in taxes for the town with the reduction in taxes for the school would leave us with a net approximate decrease of \$30,000 in total money needing to be appropriated or about \$.50 less per \$1,000. He mentioned that they hope to put an addition on the back of the town hall this year to gain needed office space and a safety exit and to pay for it without borrowing and that they expect to return to their normal highway equipment schedule next year. There are several bridges that need attention. One bridge on Mountain Meadows Road needs probable replacement and two others in town need paperwork completed and verification by an engineering firm of their weight carrying capacity. It may take us 4 or 5 years to collect the funds necessary at \$25,000 per year to complete the first bridge. He then said that if one tries to predict future tax rates one needs to take into consideration such factors as the highway equipment, the quarry, the roads and their ledge-pack completion level, and the town hall building. All town roads will have been ledge-packed in 4 years. The good care that is taken of highway equipment is stretching out our equipment replacement schedule and saving us money. Selectmen also agree that one member should annually be on the School Budget committee. Trudell then displayed the "2014 Proposed Budget" totals. The operating budget of \$337,194, highway budget of \$270,460 plus the other warrant articles, total \$667,654 which is \$19,336 more than last year's proposed budget of \$648,318. Again, in combination with the school tax reduction we should have a net decrease.*

Article 8. To see if the Town will vote to raise and appropriate the sum of Three Hundred Thirty-Seven Thousand One Hundred Ninety-Four Dollars (\$337,194) to defray Town charges for the ensuing year. (Majority vote required) (Recommended by the Selectmen)

Executive - 47,180  
Election, Reg., Vital Statistics - 36,968  
Financial Administration - 34,700  
Legal Expenses - 3,000  
Personnel Administration - 52,740  
Planning - 5,755  
Zoning - 1,300  
General Government Buildings - 29,205  
Cemeteries - 7,000  
Insurance otherwise not allocated - 8,000  
Advertising & Regional Assoc - 1,400  
Other General Government - 700  
Ambulance - 7,862  
Fire - 18,450  
Emergency Management - 7,620  
Solid Waste Disposal - 45,920  
Health Officer - 1,180  
Animal Control - 1,265  
Health Agencies - 4,859  
Welfare Administration - 680  
Welfare Vendor Payments - 3,000  
Parks and Recreation - 110  
Library - 1,100  
Patriotic Purposes - 100  
Other Culture - 1,300  
Conservation - 200  
Principal on Long Term Notes - 8,275  
Interest on Long Term Notes - 3,825  
Interest on TAN - 3,500

*Trudell displayed the "2013 Actual & 2014 Proposed Budget" on the overhead projector showing the 2013 budget, 2013 expenses and proposed 2014 budget. He went line by line down through the figures. Any elaboration of importance is noted here. Selectmen propose to raise Selectmen annual salaries from \$1800 each to \$2400 each and \$2500 for the Chairman. A 3% increase is also proposed for the 4 employees (AA, TC/TX, Road Agent and Road Crew). Trudell said all do a great job. There will be four elections this year. Fairpoint is suing the Town, as well as many other towns in NH, hoping to not need to pay taxes for their telephone poles. That accounts for a new line item under legal expense. Health insurance premiums are higher but our total expense is lower due to less people covered. Article 11 regarding the proposed building addition was mentioned saying the estimate was given to us by builder, Charles Hochmuth, who did our building's siding, roof and our windows and also did the Church windows up the street. He has always treated us fairly and does a great job. We lost our cemetery mower to retirement but we fortunately found someone new for next year, Toby Knighton and his sons, and their rate is \$1500 higher. The firefighting rate was increased \$3000 but Selectmen negotiated a stepped increase so we will see only half this year or \$1500. The "Local Emergency Operations Plan" (LEOP) will need updating this year. Lisbon's recycling cost reductions benefits Lyman. We received \$24,762 as our share of recycling revenue in 2013. Littleton Regional Hospital did not ask for an appropriation this year. The 'Welfare Other Vendor Payments' is for oil or PSNH payments for welfare recipients. Our only debt is the dam and the principal balance will be \$90,000 after this year's payment.*

Article 9. To see if the Town will vote to raise and appropriate the sum of Two Hundred Seventy Thousand Four Hundred Sixty Dollars (\$270,460) for maintenance, expenses, salaries, supplies, equipment and street lighting for the Highway Department for the ensuing year. (Majority vote required) (Recommended by Selectmen)

Highway Administration - 107,160  
Highway Maintenance - 162,750  
Street Lighting - 550

*Trudell mentioned again the proposed 3% salary increase for the Road Agent and Crew and praised their work. Richard Hubbard is the highway temporary help and he also does a great job. They will continue to lay out ledge-pack this year on Ogontz, Skinny Ridge, and Quebec Roads. We have 2,000 yards of ledge-pack left from 2013 which will give us a \$16,000 head start on 2014 figured at \$8.00 per yard. In 2014 Chief Bogie will be paid the \$10,000 balance for the 2013 crushing of gravel plus crushing an additional 5,000 yards which accounts for the \$13,000 increase. We need to replenish our salt stockpile. After looking at having our own Town sand pit the Selectmen decided against it. Altogether Article 9 proposed budget shows an increase of \$15,520 over last year.*

Article 10. To see if the Town will vote to change the name and purpose of the existing Building Repair & Maintenance Capital Reserve Fund to the Building Capital Reserve Fund and to name the Board of Selectmen as Agents to Expend. (2/3 vote required) (Recommended by the Selectmen)

*Trudell explained that the name of this fund needs to be changed in order for the funds to be available to use for the building addition. There is a \$19,000 balance in this fund.*

Article 11. To see if the Town will vote to raise and appropriate the sum of Thirty Thousand Dollars (\$30,000) to be placed in the Building Capital Reserve Fund. (Majority vote required) (Recommended by the Selectmen)

*The proposed addition to the Town Hall would add needed space as well as give the offices a safety escape route. The Clerk's office would be able to handle two people working at the same time. With the enactment of Article 10 and 11 there would be \$49,000 in this fund which would more than cover paying for the addition and a few pieces of furniture. They were also thinking about updating the heating system which is fairly old. There would also be \$5,000 in Article 13 to cover any emergencies.*

Article 12. To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of Highway Bridge Replacement & Repair and to raise and appropriate the sum of Twenty-Five Thousand Dollars (\$25,000) to be placed in this fund and to name the Board of Selectmen as Agents to Expend. (Majority vote required) (Recommended by the Selectmen)

*The situation on the bridges in town was mentioned earlier in the meeting. The goal would be to collect \$25,000 per year for the next several years in order to be able to pay for repairing, replacing or obtaining the necessary documentation for our bridges.*

Article 13. To see if the Town will vote to establish a contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate

Five Thousand Dollars (\$5,000) to go into the fund. This sum to come from fund balance and no amount to be raised from taxation. Any appropriation left in the fund at the end of the year will lapse to the general fund. (Majority vote required)  
(Recommended by the Selectmen)

*New State legislative rules allow us to create a fund for unanticipated expenses. The goal of this fund is to allow towns to stop needing to pad the budget with a little extra in the case of emergencies or rising prices. This contingency fund, if not needed, would be returned to the general fund.*

Article 14. Polling hours in the Town of Lyman are now 8:00 am to 7:00 pm. Shall we place a question on the state election ballot to change polling hours so that polls shall open at 11:00 am and close at 7:00 pm for all regular state elections beginning November 4, 2014? (Majority vote required)

*The ballot clerks, moderator, town clerk and the Supervisors of the Checklist have found that the open hours between 8am and 11 am are quiet and generally without voters. It would be a savings to the town to not pay salaries for all the hours without any activity. This Article would need to pass in order to put the question on the State General Election ballot.*

Article 15. To transact any other business that may legally come before the Meeting.

*Trudell said we are in pretty good shape. Combining the school and the town budgets may decrease our tax rate by \$.50/\$1,000. He thanked audience member and resident, Jerry Landry, for his part in the recent pot luck dinner put on by the Lyman Community Group saying the 58 people who attended had fun, good food and good company. Cindy Schieman asked if there were any floor plans available for the building addition. There are none yet but there should be something to show by town meeting time. Beane explained it would be a 20' x 24', 2 story addition with a lower level. There would be a stairwell on the rear left with a crash fire-door. There would be a handicap ramp similar to the one at the front door. The lower level does not yet have a designated purpose, perhaps storage or future meetings. A bathroom could be included in the future. Cindy said she thinks the Selectmen do a great job and she loves living in our town. All agreed. The meeting was closed at 7:45 pm by Beane. Seconded by Trudell.*

Given under our hands and seal this 4th day of February, 2014.

The Lyman Board of Selectmen