

1 **2017 Municipal Budget Process 2016 – Town of Lincoln**
2 **Budget Committee Meeting Minutes – November 17, 2016**
3 **Lincoln Town Hall, Lincoln, NH**
4

5 Attending: Marty Nastasia, Larry Sweeney, Cindy Lloyd, Dennis Ducharme, Mike
6 Simons, Jayne Ludwig, Deanna Huot, Susan Chenard, Lutz Wallem, Cindy Rineer and
7 Beverly Hall

8 Excused: Herbert Gardner and Patricia McTeague
9

10 No Staff or Public Present
11

12 **Call to Order:** Chairman Mike Simons called the meeting to order at 5:33pm.

13 **Review of meeting minutes of October 4, 2016**

14 Five of the seven people from the October 4th meeting were present today. A correction
15 in Herbert Gardner's name on line 12 was noted. Before approving the minutes, however,
16 Chairman Simons felt that a discussion of the spirit of the minutes was warranted.

17 Mike wanted to point out that he disagreed with some of what had happened at the
18 previous meeting. He felt that it moved a little too fast, and he felt that the minutes were
19 supportive of the decisions made, rather than an unbiased report. The discussion and decisions
20 were about Best Practices. There were only seven people there, and he would have rather that
21 a larger portion of the committee was present to make that decision. He felt that there were a lot
22 of good ideas and great discussion, but also some mistakes in remembering how things are
23 done, like decision-making on other boards. He felt that the minutes did not reflect his
24 disagreement with both some subject matter and the rush to make decisions/vote.

25 Jayne Ludwig said that according to RSA 32, the chairman should expedite and facilitate
26 the process. She mentioned that it was the facilitator's responsibility to recognize that people
27 process at different speeds.

28 Cindy L felt that she had tried not to make the minutes biased in any way. Perhaps we
29 could move to revote on the discussion about calling the question? However, we should try to
30 have bylaws and procedures set before the first meeting about the actual budget.

31 Mike felt that setting bylaws in 2 meetings was too fast though. He had never heard of
32 any committee setting procedures in that short a span. In thinking about Robert's Rules of
33 Order, for example, there are 4 times when a supermajority is required, as opposed to a simple
34 majority. Had there been time to review these, perhaps the decision would have been made
35 differently.

36 Beverly Hall wondered if those 4 items changed over time, but Mike felt that they had
37 not.

38 Mike appreciated that Cindy L had put together the draft by-laws, but was not ready to
39 adopt them yet. Cindy L replied that she just wanted to give us a template based on 2 other
40 towns, with the draft Bylaws she had provided for us. Mike does appreciate that, and wants to
41 study these.

42 Lutz asked that we vote on these October 4, 2016 minutes, with a notation that a larger
43 majority might make a new decision.
44

45 **Motion:** To accept the minutes of October 4, 2016, as amended

46 Motion: Cindy Rineer Second: Jayne Ludwig Motion carries with 5 in favor
47 (There was no opposition but 6 abstentions, from those not present at the October 4th meeting.)
48

49 **Agreement on timing of individual department budget's approval.**

50 Mike asked if everyone was in favor of approving a budget in the meeting after the
51 presentation. Or should we wait until the end of the season, so that we can have the most
52 information? Cindy R asked if we could discuss each budget first amongst the board, then open
53 for public discussion, then close discussion for everyone, but not vote on it until the public
54 hearing. Deanna felt that the vote needed to be before the public hearing. The meeting prior to
55 the public hearing, the same day as the capital budget, would be a good day to vote on all
56 budgets. Mike said that Helen had sent him 2 budget season schedules, which we can review
57 later, but we could plan a voting meeting therein. So, each budget would only be voted on at the
58 final meeting before the public meeting, and could be revisited then. In the meantime, we would
59 only close discussion after each budget.
60

61 **Motion:** To close the discussion after each department head presentation and public discussion
62 thereof, and to vote on each department request, warrant articles and CIP items at the last
63 meeting prior to the public hearing.

64 Motion: Beverly Hall Second: Jayne Ludwig

65 Discussion ensued. Mike would prefer not to vote on this procedure yet. We can make a
66 procedure and then the rule.

67 **Motion:** To table the previous motion until our next meeting

68 Motion: Jayne Ludwig Second: Dennis Ducharme Motion carries with 1 opposed
69

70 **Review of the 2 budget season proposals by Helen.**

71 Instead of December 13th and 15th (Option 2), Helen would prefer budget meetings on
72 December 15th and 20th (Option 1), as she won't have the insurance information for the 13th.
73 There was some discussion as to who would be available for which dates.

74 **Motion:** To accept the Option 1 budget process schedule

75 Motion: Deanna Huot Second: Cindy Lloyd Motion carries with 1 opposed
76

77 **Discussion on having another meeting**

78 **Motion:** To hold an additional procedure-related meeting on Tuesday, December 6th, at 5:30pm
79 at Lincoln Town Hall.

80 Motion: Bev Hall Second: Jayne Ludwig Motion carries unanimously
81

82 **2017 Meeting schedule for after town meeting**

83 The committee discussed whether we should schedule an additional meeting just after
84 the Town Meeting in March. Newly elected committee members should be sworn in, and
85 positions elected within the committee, within a short period after town meeting. Cindy Lloyd
86 said that the Town of Pelham's procedures required the organizational meeting to be held no
87 later than April 30, after town meeting, and suggested that we vote on what that date should be
88 at our last meeting before town meeting.

89 **Length and timing of public participation**

90 Jayne said that at as a guideline at the school committee she serves on, each person
91 has 3 minutes, at the end of the whole meeting, to speak, however there is flexibility with that
92 time. In our case, we could strive to limit public participation to 3 minutes for each person, after
93 each department head. The public would direct their questions to the Chairman, Mike, who
94 could then ask Town Manager Butch Burbank to research as needed, but the department head
95 could stay or leave after our discussion with them. Beverly felt that only Butch should be present
96 for public budget presentations. Mike remembered that we spoke about this at previous
97 meetings, and that the committee should maintain order and prevent personal attacks on
98 department heads. We should ask Butch for his opinion. Jayne felt that the department head
99 should be present. Larry felt that the department head would be at a loss to not hear what the
100 public has to say or ask. The consensus seemed to be to have a guideline of 3 minutes per
101 person at the end of the department presentation and committee discussion.

102
103 The committee confirmed that the committee will have its questions answered first,
104 followed by the public. Beverly asked that we remember to tell the audience that this is a budget
105 committee meeting, with public participation at our allowance, not a public hearing unless so
106 noticed. The 3 minutes would be based on actual talking by an audience member, so if they
107 have more than one question, they can do that. However, no person can speak a second time
108 until everyone has had a chance for their first comment. Jayne wanted the audience to be
109 reminded to speak to the chairman, not other audience members.

110
111 **Discussion of time limit of length of budget committee meeting**

112 The committee felt that a maximum of two hours would be a good length to strive for.

113
114 **RSA 32**

115 Chairman Simons asked that each member should review this RSA for our next meeting.
116 Many items there cover potential by-laws. Mike felt that there was no need for a bylaw that's
117 already a law. We should compare the handout from Cindy L, of draft bylaws, to RSA 32.
118 Beverly said this was what she meant - what we have to do vs. what we'd like to do. She'd like
119 to see the laws as bylaws, as well as a section on procedures, so that new members can have a
120 little packet of how we work.

121
122 **Discussion of parliamentary procedure and Robert's rules**

123 Most of the Town's committees and boards, and the school board, use these as a
124 guideline. We have no execution powers. The Board of Selectmen just received the proposed
125 budget, and will take 4-5 meetings to review this, prior to the budget committee receiving that
126 information. Cindy L asked if she and a few others should form a separate committee, and build
127 that procedure and bylaws binder of documents, based on what happens in budget meetings.
128 Mike said that he imagines it as a loose-leaf binder, which can be reviewed as needed. Cindy L
129 explained that we can modify procedures easily. Perhaps we can call them guidelines to relieve
130 the connotation of them being set in stone. Cindy R suggested calling them draft guidelines.

131 **Motion:** To create a subcommittee to investigate and generate guidelines for use this year.

132 Motion: Beverly Hall Second: Larry Sweeney Motion passes unanimously

Motion: To have Cindy Lloyd, Cindy Rineer and Beverly Hall serve on this subcommittee.

Motion: Deanna Huot Second: Larry Sweeney Motion passes unanimously

Other Business

Cindy R asked if a person wasn't present for a budget presentation, could they still vote on it. It was felt that if the minutes made the subject clear enough, it was fine to vote. Jayne said it was similar to recusing yourself based on if you felt uncomfortable, or felt there was a conflict of interest, about your knowledge of a topic.

Mike thanked the committee for letting him speak and for all of the work in starting the procedures.

At 7:48 pm:

Motion: To Continue the meeting to December 6, 2016

Motion: Jayne Ludwig Second: Cindy Lloyd Motion carries unanimously


Chairman Mike Simons


Date