

**2017 Municipal Budget Process 2016 – Town of Lincoln  
Budget Committee Meeting Minutes – January 24, 2017  
Lincoln Town Hall, Lincoln, NH**

Attending: Marty Nastasia, Larry Sweeney, Cindy Lloyd, Chairman Mike Simons, Selectperson Jayne Ludwig, Deanna Huot, Secretary Susan Chenard, Lutz Wallem, Cindy Rineer  
Excused: Dennis Ducharme, Patricia McTeague, Herbert Gardner  
Unexcused: Beverly Hall  
Staff: Town Manager Butch Burbank, Finance Officer Helen Jones, Library Director Carol Riley and Police Chief Ted Smith  
Audience: Ivan Strickon, Gail Tremblay, Nancy Sweeney, Selectperson Tammy Ham, Mary Conn

**Call to Order:** Chairman Mike Simons called the meeting to order at 5:32pm.

**Review of meeting minutes of January 18, 2017**

**Motion:** To accept the January 18, 2017 meeting minutes, as written.

**Discussion:** This was the meeting in North Woodstock, noticed as a meeting of both the Lincoln and Woodstock Budget Committees.

Motion: Larry Sweeney                      Second: Deanna Huot                      Motion carries unanimously

**Review of meeting minutes of January 12, 2017**

**Motion:** To accept the January 12, 2017 meeting minutes, as written.

Motion: Larry Sweeney                      Second: Cindy Lloyd                      Motion carries with 1 abstention

**#22 – Library - Carol Riley**

Carol explained that it has been busy at the library. Regular wages increased by 3.49%. Carol felt that the majority of the staff is still underpaid, but getting closer to the standard amounts. Employee training was down, as the conference in Denver is every second year, so not this year. Also, the training for AED was done. Many line items remained the same, including print materials, telephone, building maintenance and speakers and programs. Contracted services were up, in large part due to a new contract with Certified Computers, who also maintains the town hall's computers. Last year, the library had many computer problems, so the Town Manager had suggested getting a contracted service. \$2855 is the quote for annual service. The Alexandria annual maintenance fee also increased. That software needs to be replaced, but rather than replace the server, the library will go with a cloud service, resulting in an increase of only a few hundred versus few thousand. Electric upgrades like LED's, etc. have reduced that utility cost. Propane was also down, due to lesser rate and usage. Carol had seen that DVD's get a lot of use, so she's increased that budget to upgrade and increase offerings. The Board of Selectmen adjusted off \$379 from the bottom line at their review of this budget. Offsetting revenues at the library amount to \$500 for copies and faxes. Our library is once again a 5-star library, still the only one in NH, while the one in Bath has 3 stars. The survey ranks libraries based on outputs such as circulation and program attendance in regards to the population it serves.

46 As we heard during the CIP discussion, plans are in place to paint the interior of the library, and  
47 replace carpet and tiles in the spring. It's been 20 years. The recent rot repair seems to be  
48 holding up nicely.

49 There was no public input.

50 **Motion:** To close discussion on the Library budget until the meeting prior to the Public Hearing.

51 Motion: Deanna Huot Second: Jayne Ludwig Motion carries unanimously

52 Carol and much of the audience departed.

53

54 #10 – Police Department - Chief Smith

55 Butch, the Town Manager, explained that wages were listed as a best guess at this time, as  
56 there was not yet a new contract. So, we're carrying on with a default budget for now.

57 Telephone costs are up slightly. Training and hiring costs are also up, as the department is  
58 down 2 officers at the moment. Ammunition has become expensive, and 1000 rounds are  
59 required per new employee to the academy, and these are a different kind than duty ammo.

60 Larry asked about the amount and type of ammunition needed. The Chief said that shotgun use  
61 is rare, so the most used is 9mm. Training supplies are down though.

62 Contracted services saw a variety of movement in budgeting. The share for Plymouth Area  
63 Jurisdictional Association went down a little. Software updates for dispatch is up slightly. Special  
64 operations unit also increased. The unit covers from Hookset to here, and we have one member  
65 on that team. It's good to have their immediate response with special equipment. Computer  
66 replacement doubled, as 1-2 are replaced per year. Guardian tracker was up slightly, and is  
67 used for personnel files.

68 Larry asked about using the CIP for computers, but was told that it was better able to sort these  
69 costs by department, by keeping them as annual line items. Larry then asked about laptops vs  
70 desktops. Townhall employees prefer the towers and desktops, while the police officers use  
71 tablets, and other departments use some of each. He suggested they possibly look at hybrid  
72 options, with additional monitors, docking stations, access to server, etc. Helen and Butch will  
73 look into it.

74 The nearest Humane Society is in Meredith, but sharing lost and found dogs, etc. on the  
75 department's Facebook page resolves most of these very quickly. The materials and supplies  
76 section remains even with last year, just broken down into sections. Vehicle maintenance is  
77 down slightly and the new vehicles use less fuel too. The SUV's are more comfortable with  
78 bulky gear, and allows us to carry everything, including water rescue supplies.

79 Protective armor will be covered through a grant. Safety items need to be replaced to be kept up  
80 to date. Accident and parking enforcement items show an increase as the officers are working  
81 on more tickets and more traffic stops. We're reminded that the town receives parking ticket  
82 income, but speeding ticket fines go directly to the state. Butch said that he had mentioned to  
83 the chief about issues with distracted driving. We'll be taking advantage of grants for those, safe  
84 commute, DWI, etc. Tasers need to be updated, and officers be certified on them annually.

85 Vests are budgeted for \$3,000, with a grant expected too. Highway safety cruiser equipment is  
86 another matching fund grant.

87 Offsetting revenues showed December 9, 2016 figures, so we'll receive an updated one at our  
88 next meeting. As of December 9<sup>th</sup>, expected revenues were shown at \$56,500. The SRO  
89 (school resource officer) line was increased by \$15,000. This year, after a year without one, the

90 school wanted an SRO back. The cost for an SRO is about \$78,000/year, depending on their  
91 experience. They'd work at the school for about 180 days, and when school is closed, they'd be  
92 work patrol for the town. Reimbursement from the school district of \$35,000 would help with  
93 training, as well as wages. Jayne said that there had been no final vote on that yet, at the school  
94 board level, on which she also serves. The SRO would start mid-year most likely. If this were  
95 not funded, the police would be available as needed to assist the school. The Chief said it takes  
96 about a year before a new officer is out on their own. Officer Wood is organizing an anti-bullying  
97 class. The loss of some of our officers was due mainly to being homesick and affairs of the  
98 heart. They were great officers and will be missed.

99 Helen explained that offsetting revenues are updated again before tax rate setting time.

100 The police department has gotten more expensive over time, and complying with state and  
101 federal requirements is a big part of that. Deanna and the Chief started a conversation about  
102 communication skills that have been deteriorating. Sometimes texts work better than phone  
103 calls. Community policing, like last summer's neighborhood night out, are really helping.

104 There was no public input.

105 **Motion:** To close discussion on the Police Department budget until the meeting prior to the  
106 Public Hearing.

107 Motion: Larry Sweeney                      Second: Cindy Lloyd                      Motion carries unanimously

108  
109 #12 - Emergency Management - Chief Smith

110 This department does not have payroll currently. We hope to do a large training exercise this  
111 year. Global (reverse 911) and App, and school alert saw an increase, as well as materials and  
112 supplies. The department currently has an intern updating and integrating social media. He will  
113 also be doing a business survey. A local student also doing ride-alongs, as they are thinking of  
114 going into law enforcement. Interns are limited due to confidentiality. There was a discussion  
115 about the usefulness of various types of social media for various age groups. The 911 calling  
116 system may require signing up, which can be done online or at town meeting.

117 There was no public input.

118 **Motion:** To close discussion on the Emergency Management budget until the meeting prior to  
119 the Public Hearing.

120 Motion: Jayne Ludwig                      Second: Larry Sweeney                      Motion carries unanimously

121 The Chief left at 6:55pm

122  
123 #1 - Executive – Butch Burbank

124 Wages are up 2.59%. Telephone and cell phone costs are up slightly, and the telephone line for  
125 the server needed upgrading. Audit costs are slightly up, while Vision appraisal is down.

126 Computers and equipment show an increase, as 2-3 computers need to be replaced, but he will  
127 look at laptops and docking stations now. GASB45 only needs to be done every few years, so  
128 we will see it in 2018 again. Website conversion is in process, so that cost is down. The Town  
129 Car is out to bid, so we may not need maintenance funds. These funds will go towards  
130 employee mileage instead. We will not be buying fire proof file cabinets, as we are now making  
131 space elsewhere. The grand total for this budget is up only 0.94%. We will still be receiving a  
132 little bit of offsetting revenue from FEMA for administration of the bridge replacement project.

133 The town manager provided a levee update. We're going out to bid, as we received the final  
134 permits 2 weeks ago. In 2013, we estimated \$1.4 million for this project, but that is now between  
135 \$1.6 and \$1.9 million due to additional damage in the meantime (past 2-3 years), and the dam  
136 bureau requiring additional items, which we're under a court order to perform. Therefore, we will  
137 propose a bond article for \$500,000. Bid opening is scheduled for February 23, 2017, but bond  
138 articles need to be in and noticed by February 7. We will also have a warrant article as another  
139 option, in case we don't get the needed 2/3 majority vote. This is less desirable due to the hike  
140 in tax costs in one year. We'll plan to amend the numbers at town meeting, based on the  
141 winning bid. Jayne said that they had discussed taking some part of that from unexpended fund  
142 balance to offset the tax rate. We don't have choice on getting the job done. We do have  
143 litigation that we have pending with Lincoln South Mountain Partners (LSMP or the Rapids),  
144 which may reach settlement after town meeting. Three buildings on Bunker Road will need to  
145 allow the town unfettered access to their basements. Really, all encroachments should be  
146 removed, so this is an improvement. Inspection trap doors will be needed under all riverside  
147 decks. There are many regulations we'll need to follow. We did the best we could last year, with  
148 the estimate, and hope the bids are closer to the \$1.6 million total than higher.

149 Cindy Rineer asked if any positions got more than a 3% increase. Yes, Butch said that he had  
150 renegotiated his contract, and his base went up from \$75,000 to \$85,000. He hadn't had a raise  
151 in 4 years. Cindy followed up with, "How did we show only a 2.12% increase?" Helen explained  
152 that we changed the office around. Wendy is now just with planning, the health officer position is  
153 now in with the fire chief's job and HR is in Jane's position as administrative assistant. We didn't  
154 spend various monies in these areas last year, and adjusted the amounts this year. The office  
155 portion of the assessing secretary income is just for Board of Selectmen minutes. An executive  
156 wages spreadsheet was distributed that showed how costs are shared. Butch's new contract  
157 stipulates another 3 years at this new rate, which works out to about 3% over the 3 years.  
158 Mary Conn asked about the finance director's wages increase? This was bumped up to bring it  
159 into the wage classification bracket for this position.

160 Mike asked about the 15/85 insurance split we had spoken about at a recent meeting. Butch  
161 said that this needs a lot more research in 2017. We'd probably need to move all employees, to  
162 keep it fair. We'll look at benefits in regards to salaries. Mike noticed that we added a number of  
163 positions this year, and said that this could happen because we didn't purchase much  
164 equipment this year. However, next year, we will see that staff cost plus equipment. Butch  
165 thinks that we might need to hire a deputy finance officer as we plan for Helen's eventual  
166 retirement. We also need more firefighters. Riverwalk phase 2 is coming up very soon, for  
167 example. We will need to get creative as the town grows. Salaries are competitive now, but the  
168 police department may eventually need to grow too. Lincoln is one of the fastest growing towns  
169 this year, and it is becoming a retirement community too. Butch felt that the fire department  
170 should grow sooner than anything else, and may need full-time daytime coverage. Tourism is  
171 growing, even hiker volume. Sewer and water will continue to need updates/upgrades. We'll  
172 need to stay on top of developers to get impact fees up front. Lincoln has beds enough for  
173 30,000 people, so we need to plan for that, even when we only have 6,000 people here in slow  
174 season.

175 Deanna Huot left at 7:30pm.

176

177 **Motion:** To close discussion on the Executive Budget until the meeting prior to the Public  
178 Hearing.

179 Motion: Jayne Ludwig                      Second: Larry Sweeney                      Motion carries unanimously  
180 Butch and the audience left at 7:40pm.

181  
182 On Thursday, January 26<sup>th</sup>, neither Mike nor Herb are able to attend. As we have reviewed all  
183 budgets so far, we will not hold a meeting this Thursday, but instead meet on Tuesday, the 31st.  
184 If another meeting is needed for review, we have time to do so.

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186 **Motion:** To adjourn at 7:45pm.

187 Motion: Cindy Lloyd                      Second: Larry Sweeney                      Motion carries unanimously

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Chairman Mike Simons

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1/31/17  
Date