

**2019 Municipal Budget Process – Town of Lincoln
Budget Committee Meeting Minutes – December 13, 2018
Lincoln Town Hall, Lincoln, NH
(To be approved)**

Attending: Larry Sweeney, Jack Daly, Cindy Lloyd, Dennis Ducharme, Vice-Chairman Herb Gardner, Selectperson Jayne Ludwig, Secretary Susan Chenard, Lutz Wallem, and Paul Beaudin
Excused: Chairman Mike Simons, Jim Spanos, Tracey Brumlik and Beverly Hall
Staff Present: Town Manager Butch Burbank, Finance Officer Johnna Hart, Cemetery Trustee Peter Govoni, Town Clerk/Tax Collector Lisa Philbrick, Town Planner Carole Bont
Audience: Tamra Ham

Call to order: Vice-Chairman Gardner called the meeting to order at 5:30pm.

Previous Meeting Minutes: Minutes of the previous meeting will be ready this coming Tuesday. A video of the meeting is available online.

Budgets Reviews

Cemetery - Paul will recuse himself for the discussion of the Cemetery budget. Peter Govoni said it was a carbon copy of last year's flat budget. Larry asked about reclassification of hand tools. Jack passed on 2 inquiries he had received. During 3 holidays in winter, Christmas, Valentine's Day and St. Patrick's Day, how could one add decorations on loved ones graves. The roads are not plowed due to frost heave prevention, which he understands, but could we snow blow a path in? Peter asked to where that path should reach. Jack felt it would be enough to go to the main entrance and people could traipse in from there. Peter will check, but said that we do need to keep a ridge to prevent cars from coming in and people horsing around.

Town Clerk/Tax Collector with Lisa Philbrick at 5:34pm - Herb welcomed Lisa, who was presenting for the first time, while Paul returned to his seat. Butch said that Lisa has been doing an awesome job, filling big shoes, and the others agreed. Vice Chairman Gardner asked how we'd like to review, line by line or questions to be answered, and the latter was the preferred system. Paul asked about the Deputy Town Clerk hours being up. A new clerk has been training who will work on Tuesdays. Last year Johnna only had coverage over vacations or seminars, while this person will be an assistant as well, as office gets busier. During training, hourly wage was \$12/hour, but once trained on motor vehicles; pay goes to \$15/hour.

Paul next asked about the Certified Computer State compliant router (Install and Configure). Jayne said it's a one-time fee, and we'll see it in other departments too. The State required these more secure devices, but did not fund them. Dennis asked how we're busier in that office this year. More taxpayers are generating more funds. Carole Bont explained the 20% increase in people living here, per Atty. Buckley's presentation yesterday to the Planning Board.

Elections and Registrations - Lisa Philbrick at 5:41pm - Jack mentioned that it was down 50%, due to fewer elections.

Planning with Carole Bont at 5:42pm

Engineering shows \$50,000 as a new cost recommended by the CIP (Capital Improvement Plan committee). This amount will most likely be dropped to \$20,000-25,000 when they go before the Selectboard on Monday. Paul explained that in Belmont, where his wife works, engineering money goes into an escrow account, which is funded by the applicant. The applicant can't start until the escrow account is funded. Butch said that we do that too, but separately. This line is for, for example, when the Town hired Ray Korber for the water flow assessment. It was a Town-wide deal, where he worked with Hoyle-Tanner, and that came to \$18,000. The

Selectboard felt that it should be held here in the planning budget. Butch went into detail. Ray only does work for the town of Lincoln, and won't work for others in our town, as he is looking out for the best interests of the Town. Another example would be the Hampton Inn project. Paul asked, "So, this is a whole new thing", and Butch confirmed that it was. Butch said that we used to take these funds from various other places, which were legal but less transparent. (5:49pm) Jack clarified the procedure. A private party signs a contract with the Town, Ray gives a quote, the private party puts funds of that amount into an escrow account via the Town, and Ray is paid from that. At the end, the balance is refunded or the private party replenishes the account as needed throughout the project. Butch talked about the Pines at Forest Ridge and the amount of engineering needed there. Paul mentioned Bob Perrault, who was an employee of the Town and was an engineer. When Bob left, we didn't have an engineer anymore, and for a while, questions were left unanswered, or projects perhaps less well-supervised.

(5:56pm) Paul asked about payroll. Brook (20 hrs/wk) is back as a planning assistant and Helen (8 hrs/wk) is here on Fridays. Her salary is higher than Mary Pelchat's was, but her experience is worth it, and the total time is less.

Pemi River Local advisory committee - FEMA and DES want to see us on this, and it will help get other funding, etc. A water meeting happened here in Lincoln just the other day, and many agencies sent someone to mark up new flood maps, etc. Carole said part of it is digitizing everything to go to 2 foot contours, include scouring of the river, bringing it accurate to current river route, etc. All around it will be more accurate and fair.

(6:00pm).

Paul asked about North Country Council, and if we're availing ourselves of any of their services. Yes, in the past 2 years, they've stepped up to the plate, and we've asked for several traffic studies, which they have done, and more.

Butch - Streetlights, TAN and Health Agencies (6:05pm)

Street Lights with Butch Burbank at 6:05pm

We got rid of some lights, so we see a small drop here. Lincoln should be soon going to LED's, which should cut electric costs. Paul mentioned that the crosswalk by Landry's is very dark and he almost hit someone, wondering if we can get a light and/or crosswalk sign there. Cindy also felt all crosswalks on Main Street should get cross-lights. Butch said that he was just informed by DOT that Routes 112, 3 and 3A sidewalks and crosswalks all will be re-evaluated. The State will re-evaluate these because we asked for lights at the crosswalks at Gordi's. We'll have to wait, as they will most likely ask us to light all or none of the cross-walks. They will add metal plates at crosswalks however.

TAN/Long Term Debt with Butch at 6:12pm

In the next few years, we'll be dropping some significant debt, though we have other loans on the horizon. We always have to have the \$1 in tax anticipation note as a place holder. Dennis confirmed that the top item, the 2014 River Intake, which will be paid off this coming August 2019.

Health agencies with Butch at 6:15pm

The booklet with letters from agencies is available for review. The ambulance still shows both lines, for the same amount as last year. Volunteers have been hard to come by all around. Paul felt that these 2 towns need to look at a long-term solution for fire and ambulance services. Herb asked that we speak about it during the fire department discussion, but Paul said the ambulance is on this budget, and he doesn't think that we can continue to pay \$75,000 annually to the ambulance. He understands that we cannot get financial information from them. (6:18pm). Butch corrected a reference to his comments during the meeting we held at the library this fall. Paul was saying that Butch said that we have at least 3 firefighters on staff that are EMT's, so we may as well have ambulance on staff too, but that's years' down the road. Butch clarified that he was asked if there was a less expensive way to provide ambulance service to the town of Lincoln, and he replied that the only

conceivable way to get ambulance service for less, was to put full time firefighters into the station, and if they were there, we might as well pay them to cover the town and have the ambulance there too. Paul wants us to look for a long-term solution and he doesn't think anyone's working on it. Jayne responded that last Monday, the Selectboard met with the Woodstock Selectboard, and presented the contract to Chief Tauber, for the ambulance service to review. We need ambulance service, and \$75,000/year is a good price, and we're only doing a 5-year contract for now. Cindy felt that holding to this figure for a period allows the time to do the research. Jayne said they do a fabulous job, but our attorney suggested a contract due to the amount. Tammy says we have been looking into combining services for many years. Relationships are getting better. We have been working on it.

Grafton County senior citizens request is up \$1000. (6:24pm) We're trying to update the annual contract at the child care center with a 2% increase. Their increased request to both towns wipes out that increase in their costs. 135 older Lincoln residents were served by programs like meals (community based and on wheels), transported to health care in lift-operated van, received assistance with problems and crisis, etc. They stated a cost of care at \$114,675. Our seniors are very active, and use less in the meals program. The lease is \$12,276/year. (See Tara's comments in the Community Building budget.)

Transport Central is up as they provided 300 rides to medical appointments to Lincoln residents.

Discussions of questions to administration with Jayne Ludwig at 6:36pm

West Street – We're in negotiations with Nielsen Communications to end their involvement with this project. Butch explained that the project proved to be more complicated than this company was prepared for. They've been paid from the Highway Block Grant, which we would have lost if we didn't spend it anyhow. We paid around \$74,000 for things that they will leave here for us to use to continue. It's a challenging project, but we're on budget so far. When we go out to rebid the contract, we'll need to explain that some of the piping was put in at the right elevations, but not per the plans. We'll need to redesign, rather than make them dig it all back up. Paul asked if we keep the bond until we're sure their work will work correctly, and Butch confirmed. Nelson will need to trust the new contractor, as they will need to wait until the project is finished. Butch believes we're in a good spot. Two thirds of our sewer comes through that pipe, down that street, 24 hours per day, seven days a week. Paul asked if we decide when the bond gets released, and Butch confirmed this. This contractor had great references.

Levee - (6:44pm) How much more money is needed for the levee, was another question that Jayne had. Butch said that insurance has been a problem. The contractor had a builder's risk policy, but it was more of a liability policy, we found when we called them on it a few months ago, due to damage. (FEMA had denied us from storm damage funds for fall of 2017, because we had requested insurance from the builder.) In the past few weeks, Coleman did try to get the insurance, but they were told that it was an uninsurable structure, per Lloyd's of London. The Town will be stuck with that fact forever. The Supreme Court has heard our case, but it will be 2-3 months before we will get that decision. The Town does not own the levee, but does have a contract to maintain it. FEMA will hopefully step in on the uninsurable structure. Jack said he was asking about Errors and Omissions insurance. Butch explained that we said that we'd go back to the 1960's standards, as agreed on with the Army Corps for them to reactivate, and we told them to use the 1960's plans. But the Old Hole got 8 feet deeper since the 1960's, which we didn't find out until the backhoe didn't touch bottom where it should have. They had to go deeper and put in a concrete wall, etc. but Butch thinks that we're still pretty close to bringing it in on budget. We will re-apply to FEMA to be reimbursed for that extra work.

Paul asked, and Butch confirmed, that we would establish a Levee Maintenance Fund into the CIP. The first few years, it will not have many costs, while later years will, and by then we should have a pool of money to draw from. That river continues to change, and the scour will drag away the boulders that hold up the blocks. We're requesting \$425,000 from FEMA to put blocks back, and it could take up to a year before we hear back. Cindy noted that we're panning on \$5,000 in 2019, \$5,000 in 2020 and \$10,000 each year thereafter in the CIP for levee maintenance.

Public Safety – The cruiser did not have a rear end collision, but rather the drive trains (rear ends) of two of the cruisers needed repairs/bearings.

Sewer - The dash was just an error in the program; simply an overage.

Lawsuits – There were two lawsuits in the past 5 years. Regarding Beaudin, \$110,000 was paid out of Lincoln town funds, \$5,000 by Woodstock, and the rest was from insurance. LSMP was all from the Town, about \$400,000. So about \$500,000 of settlement costs were paid by town in the past 5 years.

Jayne thanked the town employees for all their hard work and helping pull information together.

The Landing suit is very close. Jack said that they are due back in court in late January.

Other Business

(7:00pm) Butch said it was getting confusing as to whom to send what information. He had separate requests from Mike, Jayne and Paul. Butch and Johnna would prefer to send any information to the entire committee. Jayne and Herb noted that the Chair had requested that it all be sent to him. Paul explained that he uses his 91a rights to request information that he wants, which the whole committee doesn't necessarily want. Herb said that we'd talk to the Chairman.

Motion: To Adjourn at 7:05pm

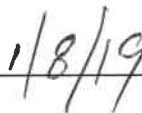
Motion: Paul Beaudin

Second: Herb Gardner

Motion carries unanimously



Chairman Mike Simons



Date