

**2017 Municipal Budget Process 2016 – Town of Lincoln
Budget Committee Meeting Minutes – December 20, 2016
Lincoln Town Hall, Lincoln, NH**

Attending: Marty Nastasia, Beverly Hall, Larry Sweeney, Cindy Lloyd, Dennis Ducharme, Patricia McTeague, Chairman Mike Simons, Vice-Chair Herbert Gardner, Selectperson Jayne Ludwig, Deanna Huot, Secretary Susan Chenard, Lutz Wallem, Cindy Rineer
Staff: Finance Officer Helen Jones, Town Manager Butch Burbank, Town Clerk/Tax Collector Johnna Hart and Public Works Director Nate Hadaway
Public: Tammy Ham and Mary Conn

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

Review of meeting minutes of December 15, 2016

The committee reviewed these minutes and made some corrections for clarification.

Motion: To accept the December 15, 2016 meeting minutes, as amended,

Motion: Herb Gardner Second: Patricia McTeague Motion carries unanimously

Herb asked that it be noted, when he leaves before the meeting is over, that this is for medical reasons, to take care of his wife.

#3 - Elections – Johnna Hart

Johnna noted that in 2016, we had 4 elections, while in 2017; we will have just the 1 Town Meeting. This reduced costs for ballot clerks, and their supplies and meals significantly.

On April 25, 2016, the Board of Selectmen approved the purchase of an AccuVote-OS tabulator, a precinct and central accumulation optical scan voting system, scheduled to cost \$3500. There was an overage taken from materials and supplies. Now, we only need 2 ballot clerks instead of 4, causing less wages and meals in general, but contracted services went up to cover ballot costs. This machine saved us a lot of time at the various elections.

Deanna asked for clarification on those material costs. The state pays for ballots for state and federal elections, while the town only pays for town meeting ballots. We also pay to program the encoding cards, per contest and per oval (candidate within each contest).

Bev asked about the \$550 cost for programming. This was based on the ballot for town meeting last year. So, the cost could be possibly \$550 per election, whether 1 or 4.

In opening for public discussion, Mike explained again our proposed guidelines of 3 minutes per person to discuss, and that we would not be voting until near the end of the budget season, etc.

Motion: To close discussion on the Elections budget until the meeting prior to the Public Hearing.

Motion: Herb Gardner Second: Deanna Huot Motion carries unanimously

#13 - Public Works - Nate Hadaway

Butch commented on the wages portion, saying that the payroll listed was as of today. We have 3.5% remaining from last year's budget, so are close to on track, with a week to go in the budget, assuming no big storms. Only half of the overtime has been spent, 16 hours per week of Ron Beard's salary was included and the budgeted figure includes the 3% pay raise.

Nate continued with the rest of the budget. Internet and phone remained the same, as did dues and conferences for the Roads Scholar program, and membership to NH Public Works mutual aid agreement.

Contracted services saw an increase as the levee/dam registration fee has increased by \$250 for DES. That fee will be there forever.

Street sweeping is up \$900 to include newly acquired roads up at Loon Mountain.

Basin cleaning is the same this year, but will increase as we add the Loon area next year.

Furnace maintenance is zeroed out this year. We now have 2 new ones, rather than the 4 old, so there's no need to maintain this year.

Electric went up but fuel went down, due to the more efficient new furnaces, and reduced fuel costs. LED lights on motion sensor will help to keep electric down in the future.

Materials and supplies shows an expense of \$2500 for a drum of sidewalk sealer for the annual sealing program, as they are now maintaining concrete sidewalks year-round, with sand and salt, etc. Nate explained that the logo at Loon's bridge, crosswalk, and directions, etc. were done using an expensive plastic, so he would try to use that as long as possible, till that wears out. It was included in project costs.

Fuel costs were cheaper in town this year, as opposed to at the state shed. The State is locked into a contract, so it is most expensive to buy there, though we do maintain that account in case there's a need or change in future pricing.

Sand and salt costs remained level. As this year was mild, Nate has been able to use leftover from savings for this tough month. By next year, he'll have an idea on how much the new Loon area roads will cost to maintain.

Repairs to vehicles also remained level. Butch commented that Nate and Ron have been able to save a lot of money with in-house repairs. They resurrected a plow truck for one last season, for example.

Pedestrian yield signs and other signs show as a \$500 projected expense. Nate noted that some street signs are showing their age, so they will be put on a replacement plan.

Uniforms cost was increased slightly. Safety boots and reflective vests must be replaced regularly.

The chairman confirmed that with the additional 16 hours increase in wages for Ron, at \$20,600, the budget only went up \$12,000 overall.

Cindy L and Larry asked about the difference between account 700, vehicle repairs, and account 850, general repairs. The latter is actually for the contingency fund. "If it's big and yellow, it's expensive." So if we lost a major part, it could eat that contingency up. Each major department will have some contingency funding. Beverly asked why the general repairs account was underspent, and if that would carry over. No, it would not carry over, but rather remain as budgeted.

Herb asked Nate, if, since he had been in this position, anything had surprised him. Nate said it had not, things were as expected.

Butch commented that water and sewer also came under Nate's department, as did solid waste. In about 1 year, he has gotten licensed as a level 2 water distribution tech, and every public works employee is basic level solid waste certified. David Beaudin is at level 3 water now. Cindy L also said that the general repairs fund went from \$40,000 here and none in water, to being evenly distributed between the 2 departments.

There was no public input.

Motion: To close discussion on the Public Works budget until the meeting prior to the Public Hearing.

Motion: Herbert Gardner

Second: Cindy Lloyd

Motion carries unanimously

#16 – Sewage Disposal – Nate Hadaway

This department is mainly contracted services, so there were no major changes there. Utility Partners –had a slight increase. We have 2-3 years left on a contract with them. The contract does stipulate an annual increase of the 1.29%, and they do a great job for us. Helen provided updated copies of expenditures, including this department's expenditures. The contingency fund was barely spent, though we did have to do some maintenance at the pump station and biannual head cleaning.

Cindy R asked if the Utility Partners contract made them responsible for maintenance and repairs. They do bring one of their maintenance people to help us, and we work with them. They lost their gear box at the headworks, so they brought the part to our shop. Their person helps us. We can tap their organization for no additional fee.

There was no public input.

Motion: To close discussion on the Sewage Disposal budget until the meeting prior to the Public Hearing.

Motion: Herb Gardner

Second: Dennis Ducharme

Motion carries unanimously

#17 – Water Treatment – Nate Hadaway

Butch noted again that wages reflect a 3% increase. Also, Dave Beaudin received his level 3 certificate, so there was an increase in his wages, and Dave Dovholuk was also full time there. We're using part time, every other weekend person less and less.

Telephone and alarms cost was down slightly.

There was an increase for certifications and licensing, due to a need to take courses for biannual certification.

Loon Pond reservoir dam cleaning will not happen this year. This is at the bottom, near the plant. We will be rebuilding the culvert this spring as part of a CIP project. LT&E got the best bid. Other contracted services remained same.

Propane was reduced 25% due to reduced pricing.

Chemicals was able to remain the same, even though the cost went up, because we were able to find savings by using a different level, which works as well, if not better.

Jayne asked what overtime covered. This is mainly for call-ins, like if we lose power, or have a problem anywhere in the system, including wells, during evenings and weekends. For example, if the power was lost between Indian Head and the Flume. Then the pumps will continue to pump at Boyce Brook, so we need 2 people at each end to prevent the well from running dry.

Also, with SCADA on cell phones, David monitors these regularly and may run out at any time to correct issues. Nate is on salary.

Cindy R asked if we would be adjusting revenue. Income goes into water tap fees for Ice Castles, since they are coming back. The new water main that Woodstock put in won't supply water at the moment. We had to shut off Recreation and Ice Castle water until Woodstock can fix their main. Ice Castles will have a delayed opening, as 72 hours are still needed. Woodstock committed to supply them with water, using a pipe under the Route 93 overpass. Lincoln townspeople come first with our water. Loon Pond dam is closed and not overflowing yet, so we're only getting water from Lower Loon Pond. But this is cloudy, etc. as ice let loose, and turbidity is high. Ice Castles uses 300,000 gallons in 24 hours, while the Town uses 600,000, so we had to shut down snowmaking at the Kanc and water to the Ice Castle, to maintain clean drinking water. Ice Castles used 7 million gallons last year. We will supply when we get comfortable again. They paid us \$14,000 last year. To Patricia's question, yes, this covers the cost. Deanna said that they like our clear water, but they were using a 45 year old unused line. Woodstock gets their water from wells.

For public input, Tammy Ham mentioned that Ice Castles is on a trickle so their pipes don't freeze up.

Mike asked about metering. Butch said that we have been doing research, but need to get Board of Selectmen approval. He'd like to see meters to monitor, without changing our fee system anytime soon. This would be useful for finding leaks and data collection. Once these meters were to go in, they can be read by radio by driving by. Homeowners can download an app and monitor their own water usage too. Tammy said owners could set alarms too.

Motion: To close discussion on the Water Treatment budget until the meeting prior to the Public Hearing.

Motion: Herb Gardner Second: Patricia McTeague Motion carries unanimously

Staff left at 7:01pm.

The committee is happy with the progress of these meetings.

There was no other business, and Cindy L had not heard back from the town attorney, so there was nothing further from her subcommittee.

Motion: To adjourn at 7:04pm.

Motion: Patricia McTeague Second: Herbert Gardner Motion carries unanimously


Chairman Mike Simons


Date 1/5/17