

BUDGET COMMITTEE MEETING MINUTES – January 9, 2020

Lincoln Town Hall, Lincoln, NH

(approved as amended)

ATTENDING: Vice-Chairman Herb Gardner, Jack Daly, Lutz Wallem, Tracey Brumlik, Susan Chenard, Paul Beaudin, Dennis Ducharme, Ray D'Amante, Jayne Ludwig
Absent: Chairman Mike Simons (excused), Cindy Lloyd (excused), Jim Spanos (excused),
Audience: Town Manager Butch Burbank, Town Clerk Lisa Philbrick, Public Works Director Nate Hadaway, Fire Chief Ron Beard, Tamra Ham,

Call to order: 5:30

Butch states that the BOARD OR SELECTMEN (BOS) have adopted a CODE OF ETHICS for the town and we are signing to indicate that we have received the information.

Review of Budgets from Administration:

Town Clerk/Tax Collector – Lisa states that there is an increase in the Deputy TC/TC wages line, since it's for a year, where in 2019 it was for 8 months. There's also a 10% increase in dog tags. Paul asks for an explanation on the 600 hours. Lisa explains that the deputy will be used when she takes vacation days, sick time, attends a conference or during elections. Paul asks about the increases under Contracted Services. Lisa explains that they are using two different companies under Computer Support Contract, with two different programs to be used this year. Municipal Resources will be used for taxes and BMSI will be used for clerk works. Motor Vehicle Bond is new this year due to the new insurance carrier with the town. The old insurance carrier didn't charge this. Butch states that they have to be bonded to handle money for the town.

Elections – Lisa states that the 300% increase is due to the fact that we have 4 elections this year (Primary in February, Town Meeting, Primary in September and General Election). Coding and Printing is up mostly due to the number of elections. Paul asks what the new laptop was for. Lisa states that it's for the supervisors of the checklist. There are a lot of people to enter and they were using their own personal computers. They no longer want to, so the Town needed to provide one for them. There was a lap top but the new secretary needed one, so it was given to her. Butch states that all election data will be kept secure on it.

Public Works – Butch states that the wages are based on 53 weeks and there was an additional person added. There was a 3% increase in salaries across the board. Paul asks why if there was a 3% raise did the regular time wages go down? Nate Hadaway states this happened because a full-time employee was moved to the water department. There is one

employee that splits his time: 6 months with Parks and Rec and 6 months with Public Works.

Paul asks why there was an increase in overtime. Nate states that last year he went over in overtime, due to snow removal. Butch states the mile and a half of sidewalk added a lot of time to snow removal. Paul asks about the expense report, which he requested last meeting and Butch states that Johnna is out sick and he will get it printed soon.

Jack asks who is responsible for the levee maintenance and who has ownership under contracted services. Nate says the maintenance is the Town's responsibility. Butch says per the Army Corp of Engineers, we are responsible for maintenance in perpetuity. Jack asks if we are responsible if there is another storm that damages it. Butch states that we are hoping in the next few weeks to get the levee reactivated under the Army Corps, so that if there is catastrophic damage, within 11 months, they would have to get it rebuilt. Over years and years of no maintenance, they deactivated it. The Town was initially thought to be the owner. We filed suit and we won in the NH Supreme Court, who confirmed that and we are not the owner of the levee. We don't know who owns the levee. Jack asks why we have to maintain it, if we are not the owners. Butch states that it's the agreement with the Army Corp of Engineers. It's the granite block portion and down to the tree line, indicated with signs, that we have to maintain. Butch states that there is about 800 feet of levee farther down from levee that was built by someone else, we don't know who, but we do not own it. Jayne states that the Army Corp of engineers hadn't inspected it in some years. The mill, in 1960, asked the town to maintain it forever and the town agreed, but we do not own it. Paul asks about a manual of maintenance. Butch states the manual is being rewritten and will be presented and approved by the Army Corp of Engineers. Paul asks the difference between the \$5000 in CIP for levee maintenance and \$5000 here for levee maintenance. Butch states that the CIP amount is for immediate things like to subcontract out a backhoe. Nate states that this amount is for the items mentioned in the maintenance manual that have to be done, such as herbicide and for fixing of chinking. Paul asks if grouting would be better. Butch states the Town will probably eventually do that, but there is a large cost for grouting. FEMA is finishing the mapping and it affects our flood insurance. We are hoping this shows FEMA that the levee affords protection to the town. The current mapping doesn't show the levee, but shows everything in the flood plain. Paul asks if we have information on what a "qualifying event" is. Butch states that the manual will state that. The key will be consistent maintenance on weeds. It fell off the radar when the mill went away. That river can be dangerous and unpredictable. Paul asks if we have any liability for the undeveloped land behind the levee? Butch says, to the best of his knowledge, no. We also need an emergency plan (firetrucks, reverse 911, etc.) to get people out of there in case there is a breach. There is Main Street and a lot of property to protect. Jack asks Nate if he will be keeping a log of maintenance. Nate says he is required to inspect it biannually, including the foundations of the Fairways Condos. Butch states the condos were built into the levee and the Army Corp calls that an encroachment. They now

84 consider the foundations as part of the levee. We have to keep an eye on it and fix
85 anything that is on our side.

86

87 Ray congratulates Nate and his crew on all he is doing. Nate states that electricity and
88 heating oil remained the same. Paul asks why, in other departments, when it went up, that
89 he was able to keep it the same. Nate states that he did not overspend. Butch states the
90 LED lights help a lot. They shut down when not in use. Nate states that they will be going in
91 at Solid Waste too. In the office/break room, they heat with electricity and they keep the
92 door shut, which helps a lot. Diesel fuel went up due to an extra diesel vehicle. They now
93 have two, 550's, where before they only had 1 diesel and 1 gas. Paul asks if gas should go
94 down since diesel went up. Nate states it could, but not sure. Uniforms went up due to the
95 other employee. The contract they have with this present company is almost up and Nate
96 will renegotiate to save money. They have doubled their cleaning fees, since the company
97 was bought out. Paul asks that if we are providing uniforms, that they need to wear them.
98 Nate asks his employees to turn them in if they will not be wearing them. Butch wants the
99 reflective shirt/vest be worn for safety.

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101 **Water** – Nate states that wages show 2 people in the water department. Paul asks if we
102 need two people in the water department, since when the water plant was built, it was
103 stated that the plant was not to be manned very much. Nate states that there are a few
104 things that have added to the duties: (1) our disinfecting bio-product issue requires double
105 the testing, (2) who recently completed the asset management program, where both
106 operators are using GPS to locate every utility and putting everything into paper, Google
107 Docs and putting it into spread sheets, (3) the principal operator will be retiring in a couple
108 years and they are succession planning. Butch says the plant was designed for a consistent
109 quality water source, like a pond or river that doesn't change, but with the change in
110 climate, this river goes from crystal clear to dark, and the plant was not designed to treat
111 water with that much of a change. It takes constant monitoring. Nate states that the
112 person that was moved from public works has received his grade 1 and grade 2, and he's
113 certified on backflow, which has saved us money so we don't have to subcontract it out.
114 Butch states that he can't have Nate doing the water department job when he needs him
115 in public works. It takes 10 years to get to grade 3 and we need that for a primary
116 operator. Paul asks if the SCADA SYSTEM can be used. Nate states that it is used when no
117 one is there. Paul asks why we need a part-time weekender, when we could use one of the
118 full-time people and rotate them, instead of having 4 people. Butch says you can't run
119 something 7 days a week with just 2 operators. Butch states they're on a pager and the
120 plant is run 24/7 and if there is a problem, you need more people to handle that. The town
121 is getting bigger. We need humans in the plant and there is greater complexity. Jack states
122 that he was impressed with the system that can be remotely controlled, but you need a
123 person to make adjustments if the quality of the water changes. Jayne asks what year the
124 plant was built. Nate says it was built in 1992. Paul states it was state of the art then, all
125 automated and wasn't going to require a lot of manpower. He doesn't think it's effective

126 to have 2 full-timers, a part-timer and Nate. Butch states the regulations are stricter and it
127 requires testing for plastic contamination, and lab time will be added. Nate states that the
128 Hach Co increased due to chemicals, calibrations and lab equipment. We do not have to
129 pay for the Backflow program, since we have a certified Backflow inspector, and this will
130 save us money in all other departments that need this too.

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132 Paul asked about the \$500 new for dam maintenance. Nate said this is the dam at Boyce
133 Brook above Indian Head. The Forest Service wants to see that gone and replaced with a
134 tank. Dennis asks about the Forest Ridge tank circulator. Nate explains that this did make
135 the electricity go up, since it runs 24/7. Nate wants to put one in the Village of Loon tank,
136 as well as, to help with disinfection. We only use the top 4 feet in the water tanks. Jack
137 asks if we have remote alarms with those tanks. Nate says he still needs the IT person to
138 go up to the water treatment plant to put in a card. They inspect the tank once a month.
139 Town pays \$1.30 per unit for propane. Paul asks if we used more or if the price went up.
140 Nate states it's due to the year we had last year. Uniform increase is due to the other
141 person in that department. Paul asks if they have looked at employees washing their own
142 uniforms. Nate states some chemicals are very harsh. Butch states that they discourage
143 that due to potential risk on family's health.

144
145 **Sewer** – Nate states the contracted services increased due to our utility partners. Paul asks
146 why electricity is staying the same. Butch states that the \$12,000 is a contracted amount.
147 Jack asks how long the contract is for. Butch states it's a 5-year contract and we have 2
148 years left. Nate states he's done a lot of mechanical improvements. We get a monthly
149 report about issues that Nate can address. Paul asks what the general repairs and
150 equipment row represents. Nate states this would be used for something like a drive or lab
151 equipment, and CIP money would be used for a new aerator motor. Jack asks what was
152 spent in that area last year. Nate states most of the work was done through CIP, but he
153 spent \$7,873. Butch states an aerator could cost \$10,000. Nate says as soon as the ice is
154 out we will float out aerators, which are different than the ones that are used in the
155 winter. Jayne states she appreciates all of Nate's hard work.

156
157 RECESS
158

159 **Welfare** – Butch states he's very proud of the hard work that Jane Leslie does with this
160 budget. Electricity and fuel has gone up given the state of world. The NHGAP is the
161 computer program that tracks the requests for aide between towns. Herb states that she
162 does a terrific job. Paul ask how many requests do we get for aide a year. Butch states he
163 can get us this number. Jack states people have been referred to the Bridge Project, which
164 helps a lot. Paul says she does a very good job. Jayne will ask Jane for the number.

165
166 **Executive** – Butch states that the wages are based on 53 weeks. Out of the increase, \$5000
167 per year is for Butch negotiating another 2-year contract with the BOS. There is an increase

168 *for the Code Enforcement person (Ron Beard) because of the amount of work and
169 research associated with the short-term rentals that will be coming up. Paul asked what
170 the total increase in Ron's pay is. Ron states that it's \$6614. Elected officials got a 3% raise.
171 The NHMA dues, printing and newspaper ads went up.

172
173 Paul asks what Civic Streaming is. Butch states it's the live coverage of the meetings. Jack
174 asks if there is software that can be bought to prevent hacking. Dennis says you have to
175 have back-ups and fire walls. Butch says you have to work daily to prevent the hits. Jack
176 asks if you can buy insurance. Dennis says you can have hacking insurance. Paul asks if you
177 have it backed up, why pay the ransom. Dennis says you have to compare the ransom to
178 the cost of rebuilding your systems and shutting down operations. Paul asks why the
179 finance coverage for sick/vacation is new. Butch states that we don't have anyone in house
180 with the financial background, if Johnna were out long term, to run the critical items. Paul
181 asks if it's advantageous to do a 5-year contract with Certified Computer. Butch says yes,
182 because the computers are on auto replacement and the price is locked in for 5 years.
183 Chief Beard says that Certified Computer monitors the servers 24 hours a day and if there
184 are any issues, they contact us and come in to fix it.

185
186 **Town Hall** – Butch states that there is an increase of \$500 under clean conference room
187 rug/replace kitchen flooring, because we've decided to wait a little longer on the
188 conference room carpet replacement, but we are replacing the carpet with tile in the
189 kitchen.

190
191 Jayne said Chief Beard went around with a sensor throughout the building to see where
192 we are losing heat. Chief Beard said that we lose a lot of heat around the windows,
193 between the floors, at the entries and through the brick wall. Paul says this was the old
194 town garage. Chief says the Coop will do an energy assessment of the building to give us
195 an estimate to use to apply for grants. Butch states that in the summer, the electrical bill is
196 up because we are losing the cooling out in the same places. Paul says the heating system
197 is not state of the art, but was cost effective at the time it was put in. Butch says it's
198 heated by 6 furnaces. Butch wants to wait till after the assessment to decide if replacing
199 the furnaces is best or if something more modern would be best.

200
201 Chief says there is an AC unit in the PD that has to be fixed. Paul says that in the CIP, there
202 is \$12,000 budgeted under maintenance of town building. He asks if the \$20,000 under AC
203 & Heating Units is different. Butch says we've budgeted to replace one furnace. The CIP
204 will be used if other furnaces have to be replaced. Paul is asking where the money should
205 be placed to be used best. Butch says that we know we have to replace at least one and
206 that is \$10,000, and the other \$10,000 is to be used for whatever else we need to do, like
207 insulating windows or replacing windows etc.

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209 * **Other Business:** The next meeting will be Tuesday, January 14th at 6 p.m. here with
210 Woodstock on Recreation, Community Building and Solid Waste.

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212 **Motion to Adjourn:** 7:07 p.m.

213 **Motion:** Jack **Second:** Paul

Motion carries unanimously

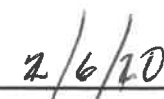
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Chairman Mike Simons



Date: