

BUDGET COMMITTEE MEETING MINUTES – January 14, 2020

Joint meeting with Woodstock

Lincoln Town Hall, Lincoln, NH

(approved as amended)

Attending: Chairman Mike Simons, Vice-Chairman Herb Gardner, Jack Daly, Cindy Lloyd, Tracey Brumlik, Susan Chenard, Jim Spanos, Paul Beaudin, Dennis Ducharme, Ray D'Amante, Jayne Ludwig, Lutz Wallem

Absent: none

Audience: Town Manager Butch Burbank, Fire Chief Ron Beard, Tamra Ham, Tara Tower, Public Works Director Nate Hadaway,

Call to order: 5:32

Mike states we will have a brief meeting and then meet with Woodstock at 6:00 pm. Meeting schedule is updated to reflect Trustees of the Trust Funds will present on January 21st.

Review and Approval of Minutes: January 7th minutes

Motion to approve: Herb Second: Dennis

Discussion: Susan states that on line 6, her name is spelled incorrectly, that on line 37 "and" should be "an," and on line 39 "positons" should be "positions." Paul asks that the minutes reflect that Butch asked Carole to leave the table. Jayne states that on line 56 it should read "...that is a lot." Lutz states that on line 20 "James" was used instead of "Jim." Tracey states that on line 134 "James" was used again instead of "Jim." Lutz requests that more subparagraphs be used. Lutz states that this is a serious matter and the minutes need to be read and attended to carefully.

Motion to approve minutes as amended: Yes: 11 No: 0 Abstain: Lutz

Other Business:

Paul asks if we will be going back through all the budgets and can then ask questions at that time, since we just received the Detailed Statement of Payments, and Mike states, "yes."

Mike asks Butch about a sheet he has from January 8, 2019 that shows the percentage of benefits for a nonunion employee as: Social Security/Medicare 7.65% and Retirement 11.255 which equals 18.9%. Life Insurance \$250 per person, Short Term/Long Term Disability \$450 per person on average, Health Insurance \$9554 per person for a single, and Dental \$564 per person, as a single person. Mike asks if out of their salary, they are paying \$10,882 for their benefits. Butch states that is what the Town pays for a single person in compensation, plus their salary. They show the employee the total compensation package for a single person. The employee pays the difference in health benefits when they add a

spouse or a family. The town pays 100% for a single person. Jayne says everyone has the option for the family plan. Paul asks if there are people that are grandfathered in for the family plan. Butch states yes. Paul asks how many and Butch says he'll have to get that.

Mike says we requested the count of permits. Butch states he emailed that to Mike today. Mike states that information is to come to him first, and then it is disseminated, so that emails aren't going back and forth. He is responsible for getting it out.

Paul asks if we will get the special warrant articles before the next meeting on Thursday. Butch states we won't have them by Thursday because the BOS have to meet on them still. Discussion on changing dates because of holiday on Monday. Special Warrant Articles moved to January 23rd and Fire Department will present on January 16th.

Motion to Adjourn at 5:53

Motion: Jack Second: Herb Motion carries unanimously

OPENING OF MEETING WITH WOODSTOCK

Motion to open joint meeting at 5:55

Motion: Herb Second: Susan Motion carries unanimously

Attending: Chairman Mike Simons, Vice-Chairman Herb Gardner, Jack Daly, Cindy Lloyd, Tracey Brumlik, Susan Chenard, Jim Spanos, Paul Beaudin, Dennis Ducharme, Ray D'Amante, Jayne Ludwig, Lutz Wallem

Absent: none

Attending from Woodstock: Chad Morris, Gil Rand, Roberta Vignealt, Scott Rice, Emily Clark, Steve Tower, Charyl Reardon

Audience: Town Manager Butch Burbank, Fire Chief Ron Beard, Tamra Ham, Recreation Director Tara Tower, Public Works Director Nate Hadaway, OJ Robinson

Review of shared budgets from administration:

Recreation: Tara Towers states that there is a spike in wages due to an extra week this year plus the 3%. The Part-Time Programmer has more hours, so that went up also. Roberta asks how they will get someone to work for \$10/hr. when McDonalds offers \$12/hr. Tara states that they like working together/positivity of work environment, the activities, working with kids and the job experience. Most high school and college age kids look forward to returning every year. Mike states that it's good that they aren't just there for the check and they like the positive atmosphere. Tara states that they can help the workers then get jobs at college, since they know the local youth/rec. directors. She states that the biggest competition for workers is from Clark's and we pay more than Clark's. They are looking at replacing both youth directors this year and they supervise the younger staff.

84 Jack asks if there is a way to work with Plymouth State to give credits for an internship and
85 therefore reduce wages, since they are getting credits toward college. Tara said they have
86 tried, but the turnover with employees at Plymouth State has prevented it. They have
87 asked for some time at the Kanc for their ski team, so may try to make some inroads using
88 that. Tara says there is more interest with UNH.
89
90 Butch says he'll be looking at the wage disparity with McDonald's paying \$12 and the Town
91 has some very valuable people at only \$10 or less that we don't want to lose.
92 Paul asks if there is money in this for the public works person that goes up there and
93 works. Tara said it's not in the shared budget, but they break down the hours. It's a
94 separate column that is charged directly to the Rec. Department.
95
96 Paul asks why the director's job went to 40 hours a week? Tara states the line "Director
97 Increase to 40 hours per week," is a note that didn't change from last year's budget. Tara
98 says she's been 40-hours week and the line needs to be taken out. Mike asks if Tara has an
99 hourly position? Tara states that she is salary, not hourly.
100
101 Paul asks about the % change in overtime. Tara states that it used to be in regular wages
102 and they broke it out. Butch states that if the person is out plowing sidewalks and then
103 goes in to work at recreation, it could incur overtime.
104
105 Jack asks Tara if the lighting is what made her budget go over. Tara states that they
106 decided not to take it out of CIP but to take it out of budget instead.
107
108 Tara states newspaper ads were not used this year. Propane is based on current rate per
109 gallon and usage. Paul asks who gets their mileage reimbursed. Tara states that it's anyone
110 who drives their personal vehicles for town business. It's mostly she, Ryan and Dan.
111
112 Paul asks why "other contracted services" went up. Tara states that it's because they have
113 to background check ALL their employees (seasonal, volunteers, couches etc.) once a year.
114 Paul asks if the number of employees went up or it's the cost of the service. Tara says a
115 little of both. They had the service through the state and they switched to an online
116 service because it was taking till the end of summer camp to get back the information and
117 some searches weren't checking vehicles or the sexual predator registry.
118
119 Paul asks about the increase in uniforms. Tara states that in the past it was for the logo
120 shirts for the seasonal employees and this year they needed reflective gear for the snow
121 making crew. It used to be under materials and supplies.
122
123 Paul asks about the increase under replace roof on the concession stand, and if there is
124 revenue from that. Tara states there is no revenue from the stand as it's not used as a

concession stand, but is used as storage and bathrooms. Replace rope tow and replace lighting is gone this year since they replaced them last year.

Tara states a line item for the River Front Park was put in as a place holder as they are anticipating starting the park. That will be required as that is started. Tara states that for Kanc, we don't split revenues and operating area expenses.

Mike asks about the maintenance amount for Ladies Bathtub. Tara says it's a place holder for potential future work. Butch states that it's for the stairs, railing and signage.

Mike states that this is the beginning for the River Front Park. Butch states that maintenance has been assigned to the Rec. Department by the BOS. There are some holdups with DES with design. There need to be rain gardens and since water is retained down there. We are going to put it out to bid and hopefully, before the snow leaves, we will be starting phase 1: cutting trees, roughing out trails and starting parking area.

Mike states that there is a page of Offsetting Revenue and a page where it is broken down further as to what comes from the ski area, the summer camps and rental fees. In 2019 Woodstock contributed \$151,562 and as of 11/6/19, they used \$127,023.40. Proposed for 2020 is \$159,005. Mike asks what the amount is as of December 31st. Tara states Johnna hasn't billed for December. Butch states things are a little behind since Johnna has been really sick.

Paul asks if Tara has any plans to increase the cost of the programs. Tara says they haven't but they are on a five-year review cycle. Butch states that three years ago, there were some adjustments. Paul says with increases to the budget every year, it doesn't seem prudent to wait 5 years. Paul says, "If the increase to the budget is 5% a year and you wait 5 years that would equal 25%, and I don't think you're going to increase costs 25% in one year." Jayne says we discussed it 4 years ago and the BOS decided not to increase the rates. Tara states that if we changed them often, then we would have to pay to have the signs at the Kanc changed too. Jack states that the parents pick up extra costs when they go to different venues, like Whale's Tale. Jack states that it's not all about money and the town's people appreciate that the costs are kept low, so they can afford it. Tara states there are additional fieldtrip fees that parents pay.

Tara states that Friends of Rec contributes money to help with costs. Paul asks how much the Friends of Rec contributes a year. Tamra states that Friends of Rec contributes \$4000-\$5000 a year to the Kanc. Tara states that it's not in this budget because it's a separate nonprofit organization.

Ray asks Tara if liability insurance for activities is on here somewhere. Tara states it's carried under the town's general liability. The ski area is an additional policy under section

390, "ski tow liability insurance." Ray asks about other coverage for other activities. Tara states that our general risk is under the NH risk insurance we carry. Butch states that general liability is through State Farm, which covers all departments. The ski tow liability is special, as only a couple companies will cover it. Tara states the worker's compensation is on the Town of Woodstock 2020 Anticipated Reimbursement page. Butch corrected himself, stating we actually have Traveler's for our General Liability carrier.

Paul states, "You basically took all the money you didn't spend in payroll and spent it on the lights." Paul asks, "If you spent less last year, why are you requesting more for this year?" Tara says that there were a lot of times that she and Dan had to cover for seasonal staff (college kids) that were out due to other obligations. We don't know how many days that will be this year. Additionally, we didn't know how much we would have our part-time maintenance person. Butch states that not all the light budget came from salaries. Herb congratulates Tara on the great job she is doing for this town. Mike states that this is a wonderful shared program that we have with Woodstock. Thank you, Woodstock for working with us on this.

Ray asks, "By combining our efforts this way, do we bring, possibly, a better level of service to the two communities and save money in the process?" Scott responds, "In this case, yes." Jayne says the parents appreciate how affordable it is. Tara says the kids don't know which town they are from and parents are very impressed by the service that is offered. Tracey states skiing after school every day is wonderful. Tara states skiing after school motivates a lot of kids to get their homework done. Butch says there are a lot of success stories that come out of our school because of The Kanc. Chad states that people ask his child what club he skis for and he tells them The Kanc.

Jack asks Roberta if their budget committee bought the laptops they are using. Roberta says, yes. Jack asks Butch if we could get these too. Butch states that he proposed it, but it didn't happen. Roberta states it makes things so much easier. Jack states it would save paper and the hourly wage to compile all the packets. Butch states that there are some people that aren't interested in having one and that's ok too. Tracey states that it would make taking minutes so much easier. Cindy states you could then pass the laptop with the historical data on to the next person that joins the committee.

Community Building: Tara states that wages increased due to an extra week this year plus the 3%. The overtime was pulled out of wages. Telephone went up and cell phone went down. The alarm service went up slightly, but it is only \$36 a month. Certified Computer maintenance agreement went down. Copier went up too.

All staff trains with the ambulance service for CPR and First Aid training. Electricity went down and heating stayed the same. There was a slight increase in cleaning supplies and paper products.

209 The stove is the original one to the center and we are saving for a new one. This is the 2nd
210 phase of the flooring, where they will do the gym, hall and bathrooms. A group from the
211 BOS from both towns decide what the next project will be.

212
213 Mike asks about the usage of the building. Tara states we rent to a local church group, a
214 women's group, scouting programs, birthday parties, reunions, WIC once a month, senior
215 meals are held 4 days a week and food pantry on Tuesdays. Both leases with the child care
216 center and the seniors have increased 2% and each have signed another year lease.

217
218 Jack says you underspent your budget by 7%. Tara states the flooring company gives a
219 discount if we pay within so many days, so we did that and saved a little money. We didn't
220 know they were going to do that. With an older building, we have some maintenance that
221 we have to plan for in case something goes wrong.

222
223 Paul asks if the revenues and costs are shared between the two towns. Tara says, yes. Paul
224 asks if the building is owned by Lincoln and Woodstock. OJ says the deed for the building
225 and land are owned by Lincoln, but it's a shared resource and both towns take
226 responsibility for the costs.

227
228 **Solid Waste:** Mike asks Nate to go over the budget. Nate states that wages reflect the 3%
229 cost of living increase and the 53 weeks in the year. Paul asks, "Why do you need overtime
230 if you have full time employees and part-time help that covers days off and sick time?"
231 Nate states that if the guys come in early or stay late to switch out containers, then the
232 overtime accrues. Paul says he didn't know they came in early to do that. Mike states a
233 few minutes here or there adds up over the course of a week. Butch states we were \$680
234 under budget in overtime last year. Paul states they spent \$1300 in overtime. Butch says
235 we carry \$2000 just in case.

236
237 Mike asks if hazardous waste collection has gone up. Nate says we do this every two years
238 and this is the year and that's what they spent last time. Paul asks about the increase on
239 dues, travel and conferences. Nate says he increased that because he overspent the line
240 last year and he has been encouraging the guys to do more training.

241
242 Jack say, "Last year, under contracted services, you over spent by \$16,000. So why aren't
243 you budgeting more?" Nate says he is hoping the scale will offset that, but it depends on
244 the usage. Jack says a lot of communities are doing away with recycling because of the
245 huge cost. He asks if BOS and Town Manager are looking at the cost. Paul says there is a
246 huge deferred cost by not adding it to regular trash. You may not be making money on it,
247 but it's better than just throwing it away. Butch says the labor costs to recycle is up. There
248 are states that have huge landfills that won't take any more. It needs to be trucked
249 somewhere, but not sure where. Hopefully, the scales will cut it down. Getting money in
250 still doesn't solve where to take it. Jack says Bethlehem may be full in another 3-5 years.

251 Butch says the permitting for Dalton site is hitting resistance. Nate says there is no market
252 for paperboard. Nate says that 99% of trash goes to Bethlehem.

253

254 Nate says he did increase electricity to reflect the current rate, but he anticipates this
255 going down due to working with The Co-op and they are putting in LED lights. Butch says
256 they qualify for a program through The Co-op to upgrade lighting. There is a rush on that.
257 Jayne states it's a hazard and BOS ok'd it. Paul asks when the security cameras are going to
258 get fixed and it was to run to the PD. Butch says it was discussed, but they haven't put it
259 back in yet. Paul says at a BOS meeting, OJ said it was to be done. Butch states that they
260 were going to look into it, but it hasn't been done yet. Paul says it was to run to the PD. OJ
261 says they will add that to the agenda.

262

263 Nate says uniforms increased to reflect the increases from the uniform company, but that
264 should decrease as the company is working on new numbers. Nate states he increased
265 general repairs since he did overspend because of issues with a skid steer and a backhoe.

266

267 Paul asked if, with the installation of the scales, the offsetting revenue should be
268 increased. Nate says he can increase that, but he doesn't know, as the scale was just put it.
269 Revenues have doubled, comparing December of last year to this year. Paul states that if
270 you take the cost of C&D hauls, and the cost to get rid of it, and say we are at least going
271 to get 75% of that, that would be a good number to start with. Nate says he doesn't know
272 if usage would decrease.

273

274 Jayne asks about the process with the drive-up scale. Nate says the traffic pattern stays the
275 same. If you have materials for the C&D scale, you drive up and get a weight. Go around
276 and dump, and get on the scale again. Then they print a ticket and you pay a fee. Paul says
277 that he was told you only go on the scale if over a certain weight. That there is base
278 charge, but not everyone goes on the scale. Nate says there is a \$10 minimum and
279 everyone goes on the scale. Paul says you might want to check on that since it's not what
280 he was told by the operators. Butch says they will check into that and be sure it is being
281 done right, because guessing by eye was not working.

282

283 Jack asks what the revenues from the scale are. Nate says since the scale was installed last
284 year up to December 20,th we have taken in \$4449, compared to that same time the
285 previous year, when \$2815 was taken in, which is roughly a month. Butch says it's just
286 about doubled.

287 Mike asks what the process is to mulch the compost. Nate says a company comes in with a
288 large mobile grinder and they feed it with an excavator.

289

290 Paul states that something for solid waste to look at for the future is using the railroad
291 system. If interstate hauling trash with trucks is prohibitive, maybe look at using the

292 railroad to haul it to different states. Nate asks what about the months the railroad is
293 closed. Paul says it doesn't necessarily have to be. Out west they use it a lot.

294
295 Motion to Adjourn at: 7:05

296 Motion: Herb Second: Gil Motion carries unanimously

297
298 **RECESS**

299 **RECONVENE LINCOLN BUDGET MEETING:**

300
301 **Call to order: 7:12**

302
303 Mike states that last week, Carole seemed to step into personnel matters with the whole
304 town, instead of just the wages for the planning budget. It was redirected back to Butch.
305 Herb states that it was uncomfortable. Butch states she was asked to leave the room. He
306 says it was a personnel issue, he apologizes and it was dealt with. Paul states Carole makes
307 the planning budget and she should present the planning budget. Mike states that she did.
308 Paul states that she only presented part of it and then she was asked to leave. Butch states
309 he thinks the budge was presented in full. She puts it together, but as town manager he
310 approves it. He states further that if you would like Carole to come back, he can arrange
311 that. Paul says that if there are further questions on the next round, maybe she could
312 come back.

313
314 Paul asks if we have any information on legal: how much was spent, what cases there are,
315 without details. Cindy states that we got that breakdown about a month ago in response
316 to the questions. Paul says he doesn't have it. Tamra gives Paul a copy. Paul wants the one
317 for 2020. OJ asks what kind of further breakdown he wants. Jayne asks if he wants
318 anticipated expenditures for 2020. Paul states he doesn't want to discuss legal now and
319 will review what Tamra gave him.

320
321 Tamra says there will be a special BOS meeting Tuesday at 4:30 to discuss warrant articles
322 and then the Budget Committee can have them.

323
324 Tracey asks if on Thursday we are just discussing Capital Reserve and Fire. Mike says yes.
325 Mike asks if we all have a copy of CIP, as we will discuss it on Thursday too.

326
327 Motion to Adjourn at: 7:17

328
329 Motion: Herb Second: Paul Motion carries unanimously

330
331 
332 Chairman Mike Simons


Date: