

**BUDGET COMMITTEE MEETING MINUTES**  
**January 6, 2022 – 5:30 PM**  
**Lincoln Town Hall, Lincoln, NH**  
**(Video on YouTube) (approved as amended)**

**ATTENDING:** Chairman Mike Simons, Vice-Chairman Herb Gardner, Town Manager Carina Park, Cindy Lloyd, Tracey Brumlik, Susan Chenard, Jim Spanos, Paul Beaudin, Dennis Ducharme, Al Poulin,

Zoom: Ray D'Amante, Finance Officer Johnna Hart, Selectperson Tammy Ham,

Absent: Brent Hansma (excused)

Audience: Fire Chief Ron Beard, Kristyn Brophy, Nate Hadaway

**Call to order: 5:30 pm**

**Review and Approval of Minutes from January 4<sup>th</sup>:** tabled until January 11<sup>th</sup>.

**REVIEW OF BUDGETS:** Cemetery will be moved to January 13<sup>th</sup>, pending Peter Govoni being able to attend. Tammy will check with him on the date.

**TOWN CLERK:** Kristyn Brophy states that TAX COLLECTOR (TXC) and all associated line items have been moved to a new budget. The TOWN CLERK (TC) wages increased due to more trainings. The Deputy TC was reduced to 10 hours a week. Some line items for TC have gone down due to TXC being moved to a new budget. Annual conferences and seminars costs have increased. Installation of online MV registration was removed because it was done last year. The TC will be purchasing a new credit card machine, but the maintenance cost will be split with TXC. A new monitor and speaker will also be purchased.

**ELECTIONS:** Kristyn states that ballot clerk wages and coding, printing ballots costs and meal costs are the same as last year, but there are three elections this year instead of one. The maintenance for the tabulator increased because they don't make our model anymore. Miscellaneous supplies went down because they didn't need the voter registration cards again. The total is incorrect. It should say \$300, not \$450. Susan asked how the advertising is the same when we have more elections this year. Kristyn explained that the only time it's used it is for declaration of candidacy. Tammy states that the new total is now \$6675 not \$6825.

**TAX COLLECTOR:** Carina Park states that TXC and the line items associated with it have been moved out of the TC budget and that the costs of many line items are split with the TC. TXC wages went up slightly and the Deputy TXC was reduced to 10 hours a week. Tax Billing Services went up slightly, due to it being a contracted service. The TC will buy the credit card machine, but the maintenance and the online service will be split with the TC.

**PUBLIC WORKS:** Nate Hadaway states that except for three of the four employees' wages increasing, the rest of the budget remained flat. Johnna states that in the last budget Ryan Fairbrother was going to be halftime in public works and halftime in the fire department. It was determined that he was not needed in public works, so he was moved to planning, where he was needed. By removing Ryan from this budget and giving them a 5% cost of living adjustment it actually came to a 3.24% increase to wages. Paul states that each employee received more than a 5% increase. Johnna states that is due to the Board of Selectmen (BOS) making an adjustment to their wages in the fall of 2021 and then from that number, they are getting a 5% increase for 2022.

Paul wants to know how these wages compare to what other towns pay their employees. He doesn't feel that the tax payers will like these raises. He feels that the budget that is approved should remain as is. Nate states that his budget only went up 1.87%. Ray states that the department head's budget reflects how they planned on spending the money, but that things changed as the year went on. Cindy states that, as the statute indicates, we **can review expenditures** and the department heads control how they use the total amount that is approved. Nate states that he is \$47,000 under budget. Tammy states that the Town Manager, at the time, suggested that a half-time employee was needed, but then the Town Manager and BOS decided that the position would be more useful in the understaffed Planning Department instead of Public Works. Some members feel the wage increase is too much and others feel that, as the Budget Committee, we have to trust how the department heads use the bottom line that is approved. Johnna states that Ryan was working more in code enforcement than in Public Works and she moved the wages to reflect that. Mike states that there are differing viewpoints on this and we have explained the changes out in the open. Tammy states that the BOS are not allowed, by law, to discuss personnel issues in a public forum.

Tammy asks about the electricity line item. Johnna states that there is one more bill for 2021 coming. Nate is comfortable with the amount listed. Johanna states that she increased the amount for electricity under streetlights because it had not been adjusted in years.

Jim asks why, if the cost of heating oil and materials etc. are all going up, that Nate's budget is staying the same. Nate states that he used his expenditure reports to determine the amounts for those items and he is comfortable keeping the amounts the same.

Al asks about the amount requested for uniforms. Nate states that he has \$1700 left over and can reduce that line. If they want them, they four employees can get boots, uniforms and safety vests. Johnna states that it also covers the weekly cleaning service for winter and summer uniforms. Paul asks if there is a policy on whether the town employees have

to wear their uniforms. Tammy states that the policy speaks to how you conduct yourself while wearing a uniform, not that you have to wear one. Carina will look into whether there is a policy or not. Paul states that if they are not using the uniforms then we shouldn't budget for them. Tammy states that we shouldn't take the money just because Nate didn't spend it this year. He may need to spend it next year.

**WATER TREATMENT:** Nate states that the BOS gave a wage adjustment to the employees. The amount under Water Testing is doubled because DES said that the service connections increasing (which is based on our service population being between 4,500 and 15,500, up from 3000), so double the number of tests are required. Mike asks if the number under electricity is ok. Nate states that he has \$16,000 left under that line item.

Paul asks why more money is being asked for under General Repairs when the CIP put \$30,000 aside for water treatment repairs. Nate says CIP is to be used for replacement not repairs. Johnna says that CIP is used for planned expenses and that this line item is for unexpected expenses. She states that this line went over last year by \$42,000 and that is why more is being asked for this year. Jim states that CIP is for capital expenses not ordinary maintenance. Carina states that there are \$4.6 million in projects coming up in the next five years and the money in the water CIP will be necessary to reach that amount, since we only have \$726,000 in there now.

Tammy states that last year Nate had \$40,000 in his general repairs budget, but due to the cut to the budget that was, made at Town Meeting, the BOS cut that line item by \$10,000. Johnna states that after Town Meeting in 2021, a revised budget was made with a new column showing where the cuts were made.

Nate states that instrument calibrations went up also.

**SEWER:** Nate states that he wants to keep this budget the same as last year. There has been \$6319 spent in electricity to date, but there are two more bills to be paid. Paul asks if the Sludge Study should be under CIP. Nate says he will check on that. The dumpster was able to be eliminated. Nothing was spent under General Repairs and Equipment, but that money is very necessary. Tammy states that the previous year it was overspent so that is why it was not cut this year. H2O Innovations is the same as Utility Partners. They just changed the name. Nate states that the DES Emissions Fee is charged because the generator is diesel. Tammy states that Nate underspent his budget by \$48,000.

#### **Other Business:**

Carina states that some departments have a surplus in the electricity line item and feel the buffer will be ok.

The \$70,200 in revenue in the Planning Board brakes down as follows: \$25,000 is application permits (the fee structure has changed), \$200 for sign permits, \$5,000 for cost reimbursements (postage and mailings) and \$40,000 for the short-term rental registration fees. Johnna states that the escrow accounts are handled and paid out by the town treasurer and has nothing to do with the finance department.

**MOTION: "To adjourn at 7:00 pm."**

Motion: Herb

Second: Al

Motion carries unanimously

  
Chairman Mike Simons

  
Date: