

2016 Municipal Budget Process 2015 – Town of Lincoln
Budget Committee Meeting Minutes – December 15, 2015
Lincoln Town Hall, 148 Main Street, Lincoln, NH

Attendance:

Budget Committee Members: Marty Nastasia, Bev Hall, Mike Simons, Herb Gardner, Selectperson Jayne Ludwig, Susan Chenard, Lutz Wallem. (Ivan Strickon and Cindy Lloyd Absent)
Staff: Town Manager Butch Burbank, Finance Director Helen Jones, Town Clerk/Tax Collector Susan Whitman, Fire Chief Ron Beard
Public: Deanna Huot, Tamra Ham, Dennis Ducharme, Clark Wrye, Roy Whitaker, Paul Beaudin, Ryan Fairbrother, Steven Bomba, David Beaudin, Mary Conn, Cindy Rineer, Patricia McTeague

Call to Order: Mike Simons called the meeting to order at 5:00pm.

Election of Chairperson, Vice-Chair and Secretary

Motion: "To Nominate Mike Simons as Chairman of the Budget Committee"

Motion: Bev Hall Second: Herb Gardner Unanimous Motion Carries

Motion: "To Nominate Herb Gardner as Vice Chair of the Budget Committee"

Motion: Lutz Wallem Second: Marty Nastasia Unanimous Motion Carries

Motion: "To Nominate Susan Chenard as Secretary of the Budget Committee"

Motion: Bev Hall Second: Herb Gardner Unanimous Motion Carries

Fill Vacancies on Board

Chairman Mike Simons explained that he had received 5 letters of interest to fill the 4 vacant seats on the Budget Committee. Therefore, we would speak with each candidate, in order of the date of submission of their letters, then vote on each in turn.

- Tamra Ham – 11/17/15 – Lived in Lincoln 35 years, has previously served on Lincoln Budget Committee 5 years, as member and as Board of Selectmen's Representative. Herb was very happy with her contributions last year.
- Deanna Huot – 11/19/15 – Has served on Lincoln Budget Committee for 25 years in past, many as Board of Selectmen's Representative. Team player and long-serving member of CIP Committee. She is looking forward to serving the town again after having to take a step back for a few years.
- Dennis Ducharme – 11/23/15 – Local developer since 1991, has interacted with many departments already, has strong knowledge of budgeting from business standpoint, with various entities, each with their own set of rules. He can be available every week, as he has others to do the work necessary at his businesses.
- Clark Wrye – 12/6/15 – Past member of Budget Committee, started as second home owner on Loon, now living there full-time since 1998.
- Roy Whitaker – 12/14/15 – Background and degree in finance, local small business owner, involved with Chamber of Commerce.
- Paul Beaudin – From audience – Past member of Budget Committee, as well as Zoning, Planning and School Boards, also past employee/department head and long-time local looking to preserve heritage of town.

49 **Fill Vacancies on Board, continued**

50 There was some discussion about balancing each member's personal interests with focus of board,
51 being "to assist its voters in the prudent appropriation of public funds".

52
53 Mike explained that we would now vote on each applicant in the order that we spoke with them.

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55 Motion: "To Nominate Tamra Ham as a Member of the Budget Committee"

56 Motion: Herb Gardner Second: Marty Nastasia Motion carries with one opposed

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58 Motion: "To Nominate Deanna Huot as a Member of the Budget Committee"

59 Motion: Bev Hall Second: Herb Gardner Motion carries unanimously

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61 Motion: "To Nominate Dennis Ducharme as a Member of the Budget Committee"

62 Motion: Jayne Ludwig Second: Herb Gardner Motion carries unanimously

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64 Motion: "To Nominate Clark Wrye as a Member of the Budget Committee"

65 Motion: Lutz Wallem Second: Herb Gardner Motion carries with one opposed

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67 At this point, all the seats were filled and voting was halted. Jayne and Bev were concerned that we did
68 not vote on the last 2 applicants. Mike said he wondered why almost everyone had voted for these first
69 4 applicants, rather than waiting to vote for someone they may have wanted who was further down the
70 list. He thought that he had explained the nomination process clearly. There was some discussion in
71 particular about Paul Beaudin's application. He had brought it to a Board of Selectman's meeting in
72 April, but the Board had not accepted it at that time, saying that it needed to be delivered to Mike
73 Simons of the Budget Committee, via Town Hall. Mike said he never received it, but was happy to let
74 Paul give verbal interest from the audience and state his case, as he had done, but that put him in last
75 place in order of notification. Jayne asked that when the positions are next posted, it be clear that
76 applicants would be voted on in order of their letter of application to the Budget Committee.

77
78 At 5:55pm, the 4 new committee members were sworn in by Susan Whitman, Town Clerk and Tax
79 Collector.

80
81 **Review of Budgets for Town Clerk/Tax Collector and Elections with Susan Whitman**

82 At 6:01pm, the committee started the review of the budgets with department head, Susan Whitman.
83 Chairman Simons explained that we would review and discuss the budgets today, and vote on them at
84 our next meeting. Tamra Ham asked for the revenue and expense sheets typically found in the budget
85 packet, and Helen Jones replied that she would have them for us at our next meeting. Mike also
86 explained that the column labeled 2015 funded was based on the reworked figures after the reduction
87 made after the Town Meeting. These would not match the figures from our packets of last year.

- 88 • #2 – Tax Collector/Town Clerk – This budget is down 18% overall, mainly due to wage
89 decreases, such as Susan's retirement and cutting the deputy town clerk position. Toner costs
90 have increased, but envelopes are less expensive, as we now purchase these from the jail.
91 Johnna Hart, the new town clerk/tax collector will use the town car for any travel needed.
- 92 • #3 – Elections – This budget had a large percentage increase, as we have 4 elections in 2016, as
93 opposed to just one in 2015. Total difference is \$2200.

94 Susan Whitman will be greatly missed and we wish her well in her retirement.

Review of Budget for Fire Department with Ron Beard

Town Manager Butch Burbank explained that the Board of Selectmen had just worked out a plan the previous night for Ron Beard to become a full-time town employee, by splitting his time between Fire Chief obligations at 24 hours per week, and being available to the Public Works department for the other 16. (Each position will be at a different rate of pay.) Ron explained that this will allow him time to concentrate more on all of his duties, as he finds himself involved in engineering meetings at developments like the Riverwalk, finding past issues in need of correction, keeping up with technological changes and generally dealing with life/safety issues, etc. He has grown the department from 9 to 20 people with the help of his volunteer staff, and with all of the training they have been doing, will be able to improve the ISO rating for the Town, thereby reducing insurance costs for all. When asked if he could handle all buildings in Lincoln with his present equipment, he explained that the ladder truck has an 85' aerial platform, which would not reach the top of one large building, but that other safety measures are being taken there to make that building as fire retardant as possible. Training and equipment will allow firefighters to bring equipment to the top floors. The truck, however, is 38 years old and the ladder barely passed inspection this year. So he hopes to order a new one next year, which will take another year to deliver. That is in the CIP plan already.

In regards to budget figures, the major increase is wages, mainly due to 6 months of the 3 days a week of Ron's time, and the purchase of 4 sets of bunker gear. There is also a need to purchase high rise back setups to facilitate reaching those higher floors mentioned above, as well as replacing search lights, air quality meters and SCBA bottles. Reductions were seen in the categories of radios, building maintenance, equipment maintenance, propane and gasoline. After receiving thanks for his good work to date, Ron left at 6:55pm.

Paul Beaudin asked if the audience would be allowed to ask questions throughout the budget process and Chairman Simons agreed that was permitted. Paul noticed that as of November, the fire department had underspent their 2015 budget by 42%. Perhaps some items from next year's budget could be paid with those excess funds? After clarifying his question, Paul left. Town Manager Burbank explained that he had asked departments to hold off making expenditures till the last month of the year to ensure there was still room in the general budget after unforeseen expenses, and Helen remarked that December bills had not yet been paid either. The Committee agreed with what the Town Manager had said and the concept that -Paul had brought up said, as a concept.

Helen will bring updated expenditures list to next meeting. Deanna Huot clarified procedures, asking if a budget could be reviewed after being voted on. Mike explained that the committee usually votes preliminarily on a budget at the session following the presentation, and then reviews all budgets in the final sessions. There was a brief discussion that department heads be available for the meeting after their budget was presented, in case new questions came up prior to voting. Although they are paid to do so, they are also salaried, so this would not make an impact on wages. Jayne asked again that next year, possible applicants should be able to understand that voting for members is by order of submission date.

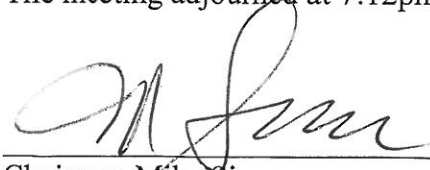
Motion: "To Adjourn"

Motion: Herb Gardner

Second: Tamra Ham

Motion carries unanimously

The meeting adjourned at 7:12pm.



Chairman Mike Simons

1/26/16

Date