

2016 Municipal Budget Process 2015 – Town of Lincoln
Budget Committee Meeting Minutes – December 17, 2015
Lincoln Town Hall, 148 Main Street, Lincoln, NH

Budget Committee Members: Marty Nastasia, Ivan Strickon, Cindy Lloyd, Bev Hall, Tamra Ham, Mike Simons, Herb Gardner, Selectperson Jayne Ludwig, Deanna Huot, Susan Chenard, Lutz Wallem, Clark Wrye. (Dennis Ducharme excused.)
Staff: Town Manager Butch Burbank, Finance Director Helen Jones, Public Works Director (outgoing) Bill Willey, Public Works Director (incoming) Nate Hadaway, Fire Chief Ron Beard
Public: Cemetery Trustees Peter Govoni and Katie Mack, Paul Beaudin, David Beaudin, Mary Conn, Cindy Rineer

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

Discussion regarding Appointment Procedure

Jayne Ludwig started a discussion to clarify the voting process at the last meeting. Per her understanding, Paul Beaudin had attempted to apply via the Board of Selectmen, on April 13th, but they didn't accept it at that time, saying that the Budget Committee would make appointments at their first meeting. Chairman Mike Simons was in the audience at that time, but never received the letter from Paul, at that time nor later, when the ad for new committee members went out in August. Jayne wondered if we might be able to hold another election. Mike explained that we had just voted to appoint people for this season, and Paul was welcome to run for an official spot for the upcoming season(s). He apologized again for any lack of clarity, saying that he had no ulterior motive, and no specific people that he had wanted to see on or off the committee. He felt that now, since the newly appointed members had been sworn in, that they could not be removed unless the appointment process violated the law.

At this time, Paul Beaudin submitted a letter of complaint to the committee about Chairman Mike Simons and asked that it be read into and attached to the minutes. (See attached.)

Jayne asked if we could check into the legality of a re-election/re-vote before continuing. It may be legal to have appointed the members as was done, but she felt the right thing to do would be to hold a re-vote. Bev Hall commented that she had also been confused, but understood now that the current positions were appointments, not elections. Mary Conn asked if we could pool the committee. Town Manager Butch Burbank suggested that we continue the voting portion of this meeting to the next meeting, and get a legal opinion in the meantime.

Motion: "To not vote on any of last meeting's budget proposals"

Motion: Deanna Huot Second: Marty Nastasia Motion carries with one abstained

Paul Beaudin remarked that he had no intention of challenging anything that the committee would or would not vote on at this meeting. He just asked that the rules of order be clarified for the future. He did feel it was fair to discuss the budgets of the department heads that were present this evening. Chairman Simons responded that the problem is that anyone can challenge the vote, if there has been an illegal appointment.

46
47 **Review of Budgets for Cemetery Trustees with Peter Govoni and Katrina Mack**

48 At 5:30pm, the committee shifted to budget review, starting with the cemetery trustees. Peter
49 Govoni reported that nothing had changed and the budget is flat. (Wages went up \$300 and lime
50 went down by the same amount.)
51

52 Paul Beaudin asked if the public could participate in the review. Tamra suggested questions be
53 addressed to the board, not to department heads. This was agreeable to all. The statement of
54 payments was distributed, and Deanna noted that expenses were 23.6% over budget. Peter
55 explained that this was for Sabourn to plot the new section at \$3,000. This will be saved for next
56 year.
57

58 **Review of Budgets for Public Works, Water and Sewer with Bill Willey and Nate Hadaway**

59 Bill Willey introduced Nate Hadaway as the incoming Director of Public Works. He continued
60 that no further expenses were planned. There was a small increase in wages due to the new part-
61 time employee (Ron Beard). Paul Beaudin asked about the rate of his wages, and was told that it
62 would be the lowest rate in that department, for the time that Ron spent in that position. Cindy
63 Rineer asked about a full-time position. Town Manager Burbank explained that he had been
64 hoping to have 2 full-time positions funded, but instead had one full-time position between 2
65 departments. Discussion continued about part-time and full-time positions, revealing that Bill
66 Willey would be allotted for only \$10,000 worth of time, as he has the other class 3 license
67 needed for the water plant, and could be used as a knowledge base as the new director gets up to
68 speed. Ron's part time position would not start until June.
69

70 Bill continued with his explanation of differences in the Public Works (#13) budget:

- 71 • Many line items remained same.
- 72 • Highway Garage Door Maintenance was allotted \$800
- 73 • GIS support had an \$800 increase we had no control over
- 74 • A \$1500 Dam Fee is now due to the levee decisions
- 75 • Sweeping had a small increase, but will now hold for 2 years
- 76 • Basin cleaning also had a small increase as we have added basins
- 77 • Tree removal – needed professional last year, but none budgeted for this year
- 78 • Furnace replacement has come off the budget, but maintenance will be an annual
79 expense.
 - 80 ○ Paul Beaudin asked if we could utilize the state basin cleaning clamshell. Bill
81 explained that it does damage to basins, and even the state barely uses it anymore.
- 82 • Electricity dropped slightly
- 83 • Heat fuel also dropped to \$1.29 for gas and \$1.99 for oil.
- 84 • Cold patch budget remained the same and is good for winter.
- 85 • Basin repair materials budget has increased as Bill noticed that Maple Street needed more
86 repairs.
- 87 • Street painting increase, as Bill is hoping to add green back into the crosswalks.
 - 88 ○ Paul wondered about Concrete Sidewalk sealer. Bill said that it was not completed
89 yet, but we have the materials.
- 90 • Fuel costs for equipment have remained the same.
 - 91 ○ Mike wondered why. Bill and Butch explained that the State had locked in for 2

more years at \$2.76 for gasoline prices. The Town is looking at going to a private card company to be able to use local fuel. So we're hoping to be able to reduce that cost. But due to the inconsistent amount of driving, due to plowing, etc., the budget remained the same.

- Sand and Salt budget went up slightly, as we went over last year.
 - The Sidewalk Sweeper needs to be replaced, and at the estimated \$6500, it would be too low for CIP.
- Vehicle repairs went up, as we're trying to keep vehicles a little longer.
- Uniform for the new staff member and new safety boots at \$150 contribution increased that budget item.
- General repairs and equipment budget has been reduced as the current focus is at the water plant now. The Pump Station was rebuilt, and the department is finding other issues. Bill is moving part of this line item from Public Works to the Water Department.
- Tamra noticed that there was \$5000 in the CIP for general crack sealing and the same amount in this budget. This was an oversight and the amount will be removed from operating.
- Deanna wondered where the \$11,000 removed from last year's budget came from. Bill reported that it came from items including green paint, wages and furnace replacement.

Water – #17

- Wages – the part time wages went up \$3700 for the every-other-weekend part-timer.
 - Paul wondered why we would have another part time person when we have the retiring public works director who has license. It takes about 10 years to get a class 3 license. Nate will start work on acquiring his Level 1 water license. Bill is to be used sparingly as a consultant; less as an employee. David Beaudin and David Dovholuk already work 5 days a week between Public Works and the Water Department.
- Loon Pond Reservoir Cleaning is done every 2 years, so budgeted again.
- Valve Calibration was increased due to the #3 filter, as were fees from HACH
- Backflow program costs are reducing as almost everyone is now compliant
- Consumer Confidence Report cost increase is due mailing. We're hoping not to have to send out water notices this year, especially with cleaning water intake in the river.
 - Paul wondered why we don't clean Loon Pond ourselves. Bill explained that it is better and faster to hire someone who can reach across the reservoir.

(At this point it was decided that the Committee will ask questions first, and then take audience questions.)

- Electricity costs should be similar to last year, including an Electric Upgrade Loan for LED conversion.
- Propane cost is budgeted to be lower this year.
- Chemical costs will be up, due to the 3rd filter.
- Uniforms increased as safety equipment.
- General repairs increased by the same amount as was removed from Public Works.
- USGS costs remained level, with Loon reimbursing half.

There was some discussion about the Ice Castle water usage. Ice Castle pays \$5000 for the first million gallons, then additional amounts based on use, so it averages at \$2,000 per million

gallons. This income goes towards water tap fees, and covers twice the cost.

Sewer – #16

- Most of the budget is for contracted services, the main one, Utility Partners, had a CPI index increase of 1.1%.
- No other changes except Electric for the 3 pump stations, which decreased, so the total budget increase for this department is only 0.8%.
- On target on the expense sheet.
- Deanna asked who Utility Partners was. Bill explained that they used to be Aquarion and had just changed names. The contract runs for another 2 years.
 - Mary Conn wondered if the contract could be terminated. Bill and Butch said yes, it could. Mary then commented that we could bring the sewer department back in-house if it became less expensive to do so.

Solid Waste – #15

Bill was about to start on the Solid Waste Department Budget when Paul Beaudin noted that it was not on this evening's agenda. We will discuss it on January 14th, with the Town of Woodstock. Bill just pointed out that they will trade a York rake in for a self-contained sweeper, so shingles with nails can be avoided outside of the dumpster area. Otherwise, that budget looks to be nice and level.

We'll miss Bill and all wish him well. He's looking forward to being somewhat retired and having more time to have fun. He finds Nate to be good guy, knowledgeable and with good temperament.

Other business:

Butch and Helen headed out at 6:40pm.

Paul Beaudin made a general comment. As the budget committee discussions sometimes mentioned the warm weather and lack of snow keeping costs low, he asked that we keep in mind that this also leads to lack of work and decreased business, etc. He asked that we therefore consider reducing budgets for the sake of those that aren't making what they normally would make at this time, due to this lack of snow. Chairman Simons and Deanna Huot responded that these budgets are for the future and a large mistake is to grossly under-budget based on current conditions.

Motion: "To Adjourn"

Motion: Herb Gardner

Second: Tamra Ham

Motion carries unanimously

The meeting adjourned at 6:44pm.


Chairman Mike Simons


Date