

1 **2016 Municipal Budget Process 2015 – Town of Lincoln**
2 **Budget Committee Meeting Minutes – January 7, 2016**
3 **Lincoln Town Hall, 148 Main Street, Lincoln, NH**
4

5 **Attendance:**

6 Budget Committee Members: Marty Nastasia, Ivan Strickon, Cindy Lloyd, Bev Hall, Tamra
7 Ham, Dennis Ducharme, Mike Simons, Herb Gardner, Selectperson Jayne Ludwig, Deanna
8 Huot, Susan Chenard, Lutz Wallem, and Paul Beaudin. (None excused)
9 Staff: Town Manager Butch Burbank, Finance Director Helen Jones, Police Chief Ted Smith,
10 Fire Chief Ron Beard and Public Works Director Nate Hadaway
11 Public: David Beaudin, Mary Conn and Cindy Rineer
12

13 **Call to Order:** Mike Simons called the meeting to order at 5:00pm.
14

15 Helen confirmed that everyone had received the information which Paul had requested and she
16 had emailed to the committee members. Since then, she had also received an email from the
17 town attorney that the committee could adjust the bottom line of the cemetery trustees' budget.
18

19 There being no minutes to review, and having 2 employees whose budgets had been discussed
20 previously, it was decided to start with those before proceeding to Police and Emergency
21 Management.
22

23 **#13 - Public Works**
24

25 Deanna asked for clarification on Bill Willey's part-time pay. As he has a class 3 operator
26 license, should a portion of this show in water department budget? Town Manager Butch
27 Burbank clarified that part time wages would be for Bill or a similar employee, or a contracted
28 service like Penachuck, which serves Woodstock, but yes, a part could be moved to the water
29 budget. Paul noted that part time wages were for both Bill and for Ron Beard. He asked if any of
30 that should be for solid waste, but Butch explained that it is arbitrary, which public works
31 employees work there. Tamra asked about the sand and salt budget, and if any was left over to
32 use this year. Nate Hadaway replied that he had actually overspent a little bit. We had 30 ton in
33 the shed, where we usually use 300 ton per season, so he ordered 100 ton just now. Paul
34 confirmed that the \$5,000 for crack sealing would still be coming out. Helen confirmed this and
35 said that we would be receiving an updated version once we vote on the final number for the
36 budget. Paul then asked about the gas cards, and if the fuel budget would be reduced. We should
37 have a new figure before the public hearing. Currently, there is a 60 cent per gallon savings to
38 fuel up in town. Last year, \$6000 gallons were used by the Police Department alone, etc. but
39 estimating some of the other department's fuel budget would be a little more difficult. Deanna
40 wondered if more certifications were being worked on throughout the department. Nate replied
41 that yes, all of the Public Works department was signed up for the solid waste course. Dave
42 Dovholuk has his class 1 water and distribution license, so he's continuing training, as does Dave
43 Beaudin. \$300 are budgeted here, but more is budgeted under the water department. Nate has the
44 Master Roads Scholar 2 license. Public Works classes are relatively inexpensive though. Paul
45 next asked if, since the department was looking at getting a new sweeper, the old one could be
46 used at solid waste. Nate will check into this. Paul returned to the payroll subject, wondering if

another part time laborer was needed, or if it wouldn't be better to hold off for a year, to determine the exact needs. Nate explained that his department will plan to do more mechanical work in-house, so he can find productive things for the position. Butch clarified that we could make it work without that position, but we can see other savings with this proposed employee. Paul felt that Nate might need to build a history to see what he might really need as an employee. In Ron's case, maybe it made more sense to put more into his fire chief budget and less in public works, and see how much time he really spends at each. Butch agreed that these were all good points, but Ron currently works for NH DOT. Since finishing a full day there this day, he did two inspections and took part in several phone calls, etc. before tonight's meeting, as he has had to put these off until after his state job. This new plan lets Ron be physically in town to answer service calls and requests. His hours can be adjusted as needed. Tamra felt that Bill and Butch already used established history to put the budget together. Jayne confirmed that the Board of Selectmen supported Butch in this proposal, rather than a full-time fire chief, so that, down the road, when we have more roads, more sidewalks, levee maintenance, etc. the two positions could each be fleshed out. Paul asked Nate to verbally confirm that he was OK with Ron, the Fire Chief, in this position. Nate confirmed this. Nate has plans to do in-house repairs of sidewalks, as well, and the Board of Selectmen supported Butch in his request for that part time position. Paul asked if the side street sidewalks would also be cleared of snow. The Town is working on a plan for this, as many residents don't want to have snow in their yard. Deanna asked again about splitting costs with the water department. (Chairman Simons clarified that we're still discussing the budget before voting on it.) It was decided that we could divide the wages, putting \$4,000 into Public Works and \$5776 into Water. Nate will still look at the fuel and sweeper questions.

Motion: "To Approve the Public Works Department Budget, less items noted for further discussion"

Motion: Ivan Strickon Second: Herb Gardner Discussion Follows

Tamra, Paul and Deanna all preferred to wait to vote. Chairman Simons asked for public comment. Mary Conn felt that the fire chief should not be on public works, as Bill Willey had worried that he might have to leave to be at a fire. She agreed that a part timer might be needed in public works, but not someone who also fills that fire chief position. Nate shares Bill's concern, but the Board and Nate are willing to try it. Tamra said that she recalled that discussion too, but after much dialogue, Bill and Nate thought that it would work. Mary felt that Bill did not agree, but as Nate is now the director, it's his decision. Bev felt that we should get back on track, discussing budgets and not job descriptions and personnel decisions. At this point, a vote was held, with what seemed like 4 opposed, but as it was unclear, it was decided to hold a hand vote. Paul offered an amendment,

Motion to Amend "To Approve the Public Works Department Budget, with total expenses of \$335,208, but less \$5,000 for crack sealing, \$5776 from part time wages, and the reductions to be clarified for the fuel costs and sweeper. "

Motion to Amend: Paul Beaudin Second: Susan Chenard Motion passes with 3 opposed

Motion to Approve as Amended Motion Passes with 3 opposed

#17 - Water

Paul confirmed that the payroll would be revised, by adding in the \$5776 from above. There was no further discussion by board or public.

Motion: "To Approve the Water Budget, with total expenses of \$347,512"

Motion: Tamra Ham Second: Deanna Huot Motion carries unanimously

#16 – Sewer

Deanna asked about the levee maintenance, but it was clarified that this was the levee behind the sewer lagoons, not the one to be discussed later.

Motion: "To Approve the Sewer Budget, with total expenses of \$247,750"

Motion: Cindy Lloyd Second: Tamra Ham Motion carries unanimously

Nate Hadaway left at 6pm.

#11 – Fire

Paul Beaudin had more questions for Ron about wages. Although this budget was already approved at a previous meeting, it will be changed to reflect the removal of \$5,000 in overtime.

Motion: "To Approve the Fire Department Budget, with total expenses of \$114,025"

Motion: Bev Hall Second: Herb Gardner Motion carries unanimously

Motion: "To Discuss the Police and EMS Budgets prior to Street Lights, Legal, Executive, Long Term Debt/TAN interest"

Motion: Paul Beaudin Second: Jayne Ludwig Motion carries unanimously

#10 – Police

Motion: "To Approve the Police Department Budget, with total expenses of \$1,011,511 and offsetting revenue of \$26,500"

Motion: Herb Gardner Second: Deanna Huot Discussion Follows

Herb thanked the department for the many times that they have been compassionate, caring, etc. when responding to his calls, as have been the fire, ambulance, and other departments. Chief Ted Smith agreed that they all work well together. Ted reviewed his handout with the board. With the new microbrewery and a bar opening, he feels the department needs more staff. Two officers just gave their notice for personal reasons, but are asking their friends. There should be 12. The department is using in-house staff as much as possible to keep overtime down. Service/incidents are down because officers are filling in at dispatch and not out on the street. He did just hire a new dispatcher, but it will take a month before she can handle that position alone. Accidents have been increasing, and Paul asked where the accidents occur. Ted explained that the State collects this based on data from the police department. Our force does notify the state of local problem areas, but most accidents are on the highway or the Kanc. A new mobile app was deployed, as the last provider went bankrupt. The main issue is that equipment is wearing out though; technology, software and hardware. No radios were provided through the grant program, still. As

the vehicles are being switched from Crown Vic to Explorer models, we should have new spare parts, but not old ones are hard to get. Dispatch is being revamped. The E-ticket program, which allows the ticket to print in the cruiser, hasn't yet taken effect. We don't know when it will take effect, but are preparing for that cost slowly. Currently, we have tablets to put into docking stations, through Capital Reserve. There was a discussion of state police assistance, but the local barracks cover all of Grafton and Coos counties. Jayne asked about the \$20,000 matching fund grants. The Chief is hoping that it will come through and they would be used to replace equipment in cruisers, like cameras. It comes from the highway portion, so that line item will be renamed, removing the Police Standards & Training portion. He believed that \$10,000 of it would come from the town, but we need to gross budget. Paul asked that we review that \$20,000 and of we will receive it. We don't want to leave the \$20,000 in if we don't receive it, and should have that answer by the public hearing. Ted and Butch will research the amount for the next meeting though. Paul asked why dispatch radio repair & maintenance has grown over 60% in 2 years. The Chief explained that it is contracted, and they charge to come from seacoast to here. It includes portable radios, cruiser radios, as well as the systems downstairs; anything to do with communications. Paul wondered if buying new wouldn't make more sense. We do try to replace 1-2 every year. Paul thought that maybe it should come from the CIP. Ted said that we had already bought a bunch of computers this year. Butch commented that we had an opportunity to save \$200,000, but the town was against moving to Grafton County dispatch. We have a great dispatch center, but it costs money. Ted said that we're having a lot of brown outs and black outs too. Radios cost \$3500, which are more expensive, but don't interoperate. Motorola gave out radios to every department in state, fire and police, then stopped repairing and replacing them. The CIP has a \$20,000/year allotment, and it seemed that there was \$150,000 in place. Paul felt that we should therefore use that to buy new, as opposed to repairing and maintaining. Chief Smith noted that the computer lines also include video of the jail, as well as audio recording for everything at dispatch, and also come from CIP. Cindy clarified that actually, there is only \$25,000 in the CIP currently for those items, with the \$150,000 being the goal figure only. Ivan wondered if we need to check the computer maintenance contract to see if there is any competition. Paul asked how many vehicles there currently were. The chief replied that there were 5 and one as decoy or transport. Protective armor has a 5 year shelf life. Tasers also need replacing of the older models, 2 at a time, with new models. Then, hopefully, it would be 5-7 years until the next ones will be needed. Offsetting revenue from SRO shows as none this year. Should we put money in there, like \$12,000, as we will be hiring one in June? It would take up to 6 months before they start. There is \$35,000 in the school budget for that, per the public budget discussed at the recent school board which Jayne attended. Deanna asked if there were any other forms of revenue. Have we been discussing having other towns join our dispatch? The Chief replied that we would like to do so, but we don't have the technology at the moment, nor people beating down our doors. Paul would like to have Woodstock join us, as it would be a cost savings for both towns. Tamra had a question about vests, but those were just uniform-type ones. There was a reminder to adjust the fuel amount. There was no public input offered. There was a brief discussion about whether to have a motion before discussing a budget. Ivan said that the person that made the second and the motion could withdraw those and we could skip the voting. Herb and Deanna did withdraw the motion and second. Tamra felt that committee meetings didn't need motions to discuss budget.

#12 – Emergency Management

Bev asked about contracted services. These include Reverse911, the app, school alert; all sorts of communications. The school system was accidentally tested very recently. Tamra wondered if we were planning an emergency exercise. The Chief is hoping to do a full-scale one with neighboring towns. It has been 10 years since we did a full-scale one. Mary Conn noticed that an EMS director stipend is not in this budget. The Chief said that he was doing it for free as part of his regular police chief duties. The Committee thanked him for this. We will vote on this topic on Tuesday. The Chief left at 7:07pm.

#14 – Street Lights

In the interest of time, it was decided to review street lights first, of the remaining proposed subjects. Deanna said that it was a lease situation that hasn't changed in ages. Helen explained that the Town is back with the NH Electric Co-operative, who offers lower prices in the summer but higher in the winter. However, the Coop is not making money, while the brokers do. The cost was increased by \$3,000 a few years ago, but went over by a few hundred dollars this year. Paul asked if the town got rid of some street lights that they might want to put back on. The State did, but the Town added 2, near the business park and by the bridge. Tamra thought that 2 were taken away. Paul noted that Pollard Road has a lot of foot traffic and could possibly use some more lights there.

#24 – Long Term Debt

Deanna noted that this went down, but wondered if there were any offsetting revenues from water and tap fees. Those have been coming in but are being used to upgrade the system. She wondered if we were anticipating bonding in the near future, and Butch replied in the affirmative, for the levee and Beechwood roads. Paul wondered if, on Beechwood, there were any way to have Loon take the lead on that, and budget the whole amount. Butch would love that, and if Paul could help, that would be great, but the Town and Loon have been in intense negotiations, and hope to have a plan in the next few weeks. Tamra gave a reminder to adjust the \$1 in the TAN calculations. Paul asked about the Loon bridge, but that comes from a different fund. Butch noted that on Monday, the 11th, at 10:30am-11am, there would be a parade of 100+ foot beams down Main Street. The rest would come the week of the 18-20th. Exciting!

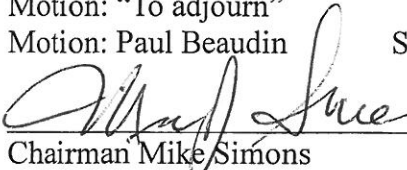
Deanna asked for a statement of Trustee of Trust Fund Balances, and at 7:24pm, the committee came to the general consensus to hold off on further budget discussions for this evening.

Motion: "To adjourn"

Motion: Paul Beaudin

Second: Herb Gardner

Motion carries unanimously


Chairman Mike Simons


Date