

**2016 Municipal Budget Process 2015 – Town of Lincoln**  
**Budget Committee Meeting Minutes – January 12, 2016**  
**Lincoln Town Hall, 148 Main Street, Lincoln, NH**

**Attendance:**

Budget Committee Members: Marty Nastasia, Ivan Strickon, Cindy Lloyd, Bev Hall, Dennis Ducharme, Mike Simons, Herb Gardner, Selectperson Jayne Ludwig, Deanna Huot, Susan Chenard, Lutz Wallem, and Paul Beaudin. (Tamra Ham excused)  
Staff: Town Manager Butch Burbank, Finance Director Helen Jones, Selectman OJ Robinson, Recreation Director Tara Tower, Recreation Program Coordinator Justin Chaffee  
Public: Daveda Coburn, Nancy Riley, Patricia McTeague, David Beaudin

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

Motion: "To Limit the Length of this Meeting to no longer than 2 hours, if at all possible, and if not in the middle of a particular discussion."

Motion: Ivan Strickon                      Second: Herb Gardner                      Motion carries unanimously

Motion: "To Approve the Meeting Minutes of January 5, 2016, as amended"

Motion: Dennis Ducharme                      Second: Deanna Huot                      Motion carries unanimously

Helen distributed updated budgets for the committee to review. She also noted that since there was a secretary taking minutes and emailing them out, she would be happy to print them for anyone that needed a hard copy.

**#13 – Public Works**

Of the 4 proposed changes discussed for the Public Works department at the previous meeting, Helen explained that 3 had been adjusted, but the sweeper would remain. She cut back fuel costs, after speaking with other towns to get an idea on usage. Paul felt that the gallons used should remain the same, but just the price reduced to current local levels. (For example, K&S Market was at \$2.19/gallon this day.) Deanna would rather err on the safe side, as prices could go up, and Paul wondered if the Selectmen would be ok with an underage. Lutz also preferred that we keep a buffer in the fuel amount, due to political issues that might change the cost. The sweeper attachment would be purchased to attach to the back hoe, rather than using the public works one and running it back and forth. Chairman Mike Simons noted that he had been uncomfortable with the process of the motion at the last meeting, and asked if there was a motion for the now more concrete figure.

Motion: "To Approve the Public Works Budget, with total expenses of \$322,044"

Motion: Paul Beaudin                      Second: Herb Gardner                      Motion carries unanimously

**#17 – Water**

The adjustment was made in wages, as discussed earlier.

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

Motion: Ivan Strickon                      Second: Paul Beaudin                      Motion carries unanimously

#16 – Sewage Disposal

Deanna asked about the sludge study, budgeted at \$10,000. The CIP has a reserve for dredging lagoons and sludge, so wouldn't this fall under that? This budget item was a bi-annual event, not the larger process that the CIP is for. Ivan explained that it was in the budget last year, but we didn't do it then. The current budgeted total for this department is \$247,750.

#11 – Fire

Helen took out the overtime and adjusted for the fuel cost reduction.

Motion: "To Approve the Fire Department Budget, with total expenses of \$113,825"

Motion: Ivan Strickon                      Second: Herb Gardener                      Motion carries with one opposed

Capital reserve & trust funds – review presented by Board of Selectmen Chair OJ Robinson

- Solid waste – This fund has an increased annual proposal of \$5,000. Paul thought that there had been a recommendation to limit this fund balance to \$100,000. He felt that Lincoln had satisfied their side, with \$54,296. OJ was not sure about that, and said he would check. He described that a truck scale was proposed to be installed, as construction waste has been adding up. The scales should pay for themselves by either encouraging contractors to bring their construction debris elsewhere or be properly charged for it. (The fund balance was actually estimated at \$49,016, not \$54,296.) The \$80,000 for the scales is a separate line item, scheduled for 2021. Selectperson Jayne Ludwig pointed out that the extra \$5,000 this year is actually going towards re-paving Recycle Road, and those allotments increase to \$10,000 and then \$15,000 for the coming several years.
- Fire department – We have been saving for a new tower truck and continuing at a \$100,000 allotment for a few years, then \$200,000 for some upcoming years. We may need to accelerate this or look into a bond issue. (The purchase had been planned for 2022, but we are unsure if our 1978 truck can last that long.) Ivan asked if the new building would be able to get a Certificate of Occupancy if our current fire truck can't reach. This had been discussed in a previous meeting and yes, it would, due to how it was built.
- Revaluation – We have been saving \$20,000 annually for the past several years, and this is due in 2016. The priced for the revaluation has increased, so this year we need to do save \$33,000, and then, in future, we will be at \$25,000 per year.
- Public Works Vehicles & Equipment – We are looking to set aside \$96,000 this year: \$20,000 towards replacing the International 7400 Dump Truck in 2019, \$10,000 towards replacing the Chevy 2500 in 2020, \$16,000 for replacing the 2011 Ford 550 Dump Truck in 2018, \$25,000 towards replacing the 2008 Chevy 2500 4WD in 2017 and finally \$25,000 towards replacing the front end loader in 2019. These are estimates, and if the trucks last longer, they won't be replaced. Actually, one scheduled for replacement last year is still running and has not yet been re-placed.
- Police Department Equipment – We continue to allocate \$20,000 annually towards dispatch communications improvements.
- Sewer System Rehabilitation – A large increase is planned this year, mainly due to plans for dredging and sludge removal. In detail; \$20,000 for sewer maintenance and replacement, \$7,000 for Town-wide jetting and camera inspection, \$4,000 for sewage treatment aerator replacement and upgrades, \$10,000 for motor control center and

variable frequency drives, \$40,000 for town-wide manhole inspection/repair/engineering (This should complete repairs required through DES, so going forward, this will be \$5,000 annually), \$180,000 to dredge lagoons and sludge removal (estimated at \$750,000 total, we have \$200,000 and plan to do this in 2019), \$25,000 for sewer inflow study, finally, \$10,000 for laboratory and office repairs & maintenance. That little building is falling apart, outside and the instruments inside, so we'll budget \$10,000 for that, every year, until we're caught up. However, we should keep in mind that at some point we may no longer be able to have open air lagoon. Replacing the lagoon system could be \$8,000,000, but we don't know if that will be in 5 or 20 years. Paul had wondered how many aerators would be replaced, as he thought they all had been replaced. The replacements are now wearing out or motors need replacing due to flipping over, so this will be on-going. Mike noted that the sludge removal says 2018 in the CIP, and OJ explained that we are waiting for the mandate. Paul wondered why there was \$10,000 for repairs in the regular budget if all of these items are in the CIP. Butch explained that the so-called contingency fund had been distributed amongst various departments, with a small amount in each.

- Water System Rehabilitation – a large decrease is seen in this area this year. Plans include \$5,000 for ongoing items related to Pumps, Controls, Valves and Monitors. \$25,000 is to upgrade the communication system for the radio system at the plant and behind Pollard Brook. The telephone lines are unreliable and have been going down. We're looking to put radios between all the wells, including Cold Spring, Indian Head, and Clearbrook. The Pollard Brook one was resolved last year. (The same amount is planned for next year, as is the project.) \$20,000 is scheduled for the Loon Pond dam replacement. We had gotten held up by a new study by the federal government, resulting in a year's delay and \$20,000 extra cost. \$5,000 is to replace finish water pumps and 6 VFD's. Cleaning the Cold Spring well is scheduled at \$12,500 for this and the next 3 years. There is a river crossing at Cold Spring well. Behind the campground, under the river, there is a tunnel of pipe under that river, encased in concrete for electric, telephone and water lines. It's wearing away. The electric company has pulled their lines out and put overhead. We need to dig down to put it back under the river bed, not at river level. Replacing 10 torque valves is set for \$10,000 annually. Finally, moving the Loon booster pump station was underfunded last year by \$15,000. This was spent but replenishing this will allow us to catch up and put funds back towards other items.
- Road and Street Reconstruction – This saw a slight decrease, and we are saving for the following:
  - \$70,000 for Beechwood 1 Paving & Drainage Repairs scheduled for 2023
  - \$75,000 for Hanson Farm Road reconstruction scheduled for 2016/17
  - \$25,000 for Burndy/Old Airport/Conant Rd for 2016 or 2019
  - \$30,000 for Riverside Cemetery Road in 2018
  - \$60,000 to Reclaim Edgewood & Coolidge Roads in 2018
  - \$10,000 for ongoing culverts and drainage repairs
  - \$12,000 for ongoing sidewalk maintenance
  - \$5,000 for general crack sealing and
  - \$5,000 for railings/paving bike path along Route 112

This brought us to a total of \$292,000 approved by the CIP and Planning Board. The Board of Selectmen changed this to \$372,000 however. This new figure includes \$80,000

for West Street, as opposed to a bond issue. This project will be shovel ready next year.

- Engineering & Planning – Typically, this is \$5,000 annually. However, \$10,000 is proposed to update the town master plan, which was actually due in 2015. \$3,000 per year will be saved in the future.
- Roland Dubois Settlement – Last year was the final year for this fund.
- Kanc Rec Area Equipment – This includes \$15,000 to replace the groomer in 2018 and \$12,000 towards replacing the 2008 van in 2017.
- Community Center – The CIP appropriated \$4,000 for ongoing community center building infrastructure. The evening before this meeting, the Board of Selectmen added \$10,000 to that, due to a proposed special warrant article to renovate the office/storage space across from kitchen. Estimates had come in at \$25,000-\$35,000, so the Selectboard wanted to start with \$10,000 this year, and work towards that. Recreation Director Tara Tower was here tonight to talk about those renovation plans. Selectperson Jayne Ludwig said that the Board of Selectmen saw no plans or contract, so that's why they sent it to the CIP.
  - Tara and Justin explained that last March they had started talking about plans to somehow renovate the space. She was surprised that it came up last night. She and Teasha Camargo, who manages the Senior Center, had concerns, as the meeting room is in front of their desks. It's hard to have private meetings this way. The Community Building bond was paid off this year, but other bigger ticket items came up in past years, like the kitchen renovation. They had gotten estimates after a local architect said it would cost \$70,000 to build to his donated plan. On trying the local contractor who did the kitchen, they got a quote of roughly \$25,000. An RFP was going to go out tomorrow. Tara feels that putting off this renovation for 3 years is challenging. The architect donated his plans, but the Town would pay to set up the RFP. Jayne said that any work done would be paid directly from Lincoln, with no Woodstock funds, as the Town owns the building. Mike recapped – Tara was planning to have a special warrant article for larger funds and transparency, but last night the Board of Selectmen suggested a different path. Tara would like to see the whole item funded in one year, not 3 years, whether through the CIP or a warrant article. In 3 years, the project would cost more. Deanna explained that Justin would be able to communicate with Tara and keep his information and computers more private, as these are currently located in the main room. Personnel or personal issues that need to be handled with confidentiality require either Teasha or Tara to leave the room hosting their desks and senior meeting space. Paul asked if there was a way to find the extra \$15,000 among unexpended funds, this year or next. OJ said that whether you appropriate the money or use unexpected funds, it was the same math, but appropriating lets you offset the tax rate. As you use your unexpected funds down, there's less to offset in the next year. Paul would love to give this to Tara this year, but so many other departments have to hold things back and plan ahead. Mike asked Jayne about how the community center was not able to take part of CIP. Jayne explained that since there was no contract, there wasn't a CIP plan. CIP was for longer-term planning; while this seemed last minute, and she would rather it was done right. \$25,000 seemed too low, but Tara said it was a legitimate quote that she has, for \$24,800. Ivan said he understood that the CIP is for identifying needs, but



sometimes, projects creep up and need to be done expeditiously. He and his wife work there and see how busy it is midweek. OJ, speaking as an audience member, said that the community center covers a vast group – children, seniors, and many other townspeople, mostly local townspeople. The town gets a good deal, and the center provides a lot of services. There is a ton of activity there. He thinks it is important, but worries that having the request for funds as a special warrant article could be dangerous, as they could get nothing. It would be better to fund this through capital reserve. Bev asked why Woodstock was not involved, and was told that the building is owned by Lincoln only. Woodstock shares in the operating budget only. Jayne mentioned that we still have the levee and Beechwood roads to think of. David Beaudin felt that it is an operational function and Woodstock should be involved. Butch suggested mentioning that on Thursday when we meet with Woodstock. It is pretty much a 50/50 split by usage between the towns. OJ explained to Mike that spending of unexpended funds usually didn't happen till tax rate setting time, in late October, which would be too late for this project. Also, DRA does have regulations that require towns to save at least 7-8%, and we usually are at 10%. Mike understood that this meant unexpected funds were more likely to be used for items that we had already budgeted for, not spending for new projects. Paul thought that if we're already looking at \$10,000, and we can split this with Woodstock, it would only be at most another \$5,000. Bev said she had seen that Woodstock had been very invested in the community center already. Church runs free there every Sunday, and the office is open to the public. Paul wanted to make a motion to table the discussion until we meet with Woodstock on Thursday, to see if they are willing to kick it into the operational budget. Helen offered to redo the budget so that they could see the differences, and we could redo our budget afterwards. We would assume a total cost of \$30,000, to be split between the towns.

- Motion: "To Hold off further discussion regarding the community center CRF until after we meet with Woodstock on Thursday "

Motion: Paul Beaudin                      Second: Bev Hall                      Motion carries unanimously.

- Cemetery Maintenance Exp. Trust – This year, \$30,000 will be set aside to add on cemetery space. There was also discussion that it was a public road to the gate. There are 2 parts of Cemetery Road – before and after the Old Airport Road section. Riverside Cemetery Road, Connector Road to Cemetery Road and state barn.
- Property and Building Maintenance – \$44,000 is scheduled to be set aside this year. Of that, \$3,000 is to replace the roof of the recycle center building, \$12,000 is for the garage/maintenance shed at the Kanc Rec area, for groomer storage (or to fix the manure barn) for offseason storage, \$3,000 for town building infrastructure, \$15,000 for replacing the town owned salt shed (as it is too low and sloped incorrectly), \$1,000 for Kanc Rec infrastructure, \$5,000 for fire department building infrastructure and \$5,000 for Kanc Rec parking lot reclamation in 2019.
- Employee Separation Fund – This is level funded at \$35,000.
- Library Technology – This is down slightly to \$2,000.
- Library building – \$26,000 is planned this year, as follows: \$2,500 to paint exterior, \$2,500 to replace the wheelchair ramp, \$8,000 to replace interior flooring, \$4,000 to replace foyer tile, \$5,000 towards reroofing, and \$4,000 towards replacing HVAC

231 systems. Mike remembered that at last year's town meeting, the library had moved some  
232 items into the CIP for repairs to the building. Yes, they raised \$18,000 off the floor, so  
233 they transferred \$11,000 and had \$7,000 in CIP.  
234 Most of audience left at 6:40pm, except Patricia.

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236 Other special warrant articles

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- 238 • New police vehicle is scheduled again at \$39,000
- 239 • Highway block grant is scheduled at \$28,000
- 240 • Loon Mountain Bridge, non-lapsing, is at \$25,000
- 241 • Traffic sign for ice castle was at \$10,000. Loon Mountain and Ice Castles paid the Town
- 242 for this already, and the town paid for the sign. This would be to clean up the accounting.
- 243 • Community Building Office Space is potentially at \$24,870, as discussed above.
- 244

245 Bond issues

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- 247 • Beechwood 1 Roads – a \$1,200,000 bond is proposed. OJ explained that in 1976, the
- 248 Town accepted the Beechwood 1 roads as town roads, with conditions regarding
- 249 engineering. In November, 1976, those roads were deed to the town per Grafton County
- 250 Registry of Deeds. The Town was noticed and didn't object. There is no proof that the
- 251 roads were ever checked to meet the engineering items. Now, 40 years later, it is too late
- 252 to check if those standards were met. In the early 1990's, there was also a letter from the
- 253 Town to Loon to assure them that these were town roads. A lingering question is as to if
- 254 we own the utilities under the roads. Loon has the right to dig up and repair, but the
- 255 documents are vague as to whose responsibility it is to fix them afterwards? Loon
- 256 suggested an agreement where Loon will participate up to \$600,000 towards the cost of
- 257 repairing the roads and utilities of the upper loop roads and Brookway Street. Savings of
- 258 that \$600,000 (plus \$100,000?) is better than gambling on the slim chance of a better
- 259 deal. OJ thought that there were no town utilities under Brookway, but Paul thought
- 260 possibly water and sewer. \$11,250 is scheduled for bond legal fees and \$1,200,000 for
- 261 the bond, with Loon paying the Town back half of it. Paul worried about Loon being sold,
- 262 but OJ explained that the deal runs with the land, not the owner. Paul asked why this
- 263 would not be in the CIP. We can commit Loon now, but maybe not later. Jayne said that
- 264 people that own off those roads do pay taxes too. This bond would free up funds for the
- 265 West Street project to move ahead more quickly. The Town would be responsible for
- 266 plowing and maintenance of these roads. Loon has been plowing Beechwood because we
- 267 allowed them the pump station at Route 3A corner, but that will switch to the town once
- 268 the roads are fixed. The agreement is for all of the roads of Beechwood 1, including the
- 269 first 1000 feet of Black Mountain Road, up to the first complex. Nothing that says that
- 270 Beechwood 2 is Town responsibility.
- 271 • Levee Bond – A \$1,400,000 bond is proposed for the levee. Dubois & King gave a firm
- 272 estimate, at \$1,385,000 to bring the levee along Bunker Lane to 1960 condition, plus the
- 273 extra 300' downstream that DES is requiring us to fix. And to meet the timeframe, it must
- 274 be voted in this year. They have the right to fine us, and to build it themselves and bill us
- 275 for it. That could be to any standards, and either be 3 feet taller or not met ACOE (Army
- 276 Corps of Engineers) specs. The extra 300' takes us to roughly behind the second house

277 past the Links. Beyond the blocks, there is enough wall to hold the river in. If it's not  
278 manmade, it's not a dam. Paul was in favor of rebuilding to 1960 standards, but not sure  
279 about the extra 300'. The Town has no assurances from ACOE regarding what will  
280 happen if we have a big flood event; that they will help us rebuild. Mike thought that the  
281 basic standards ok by the state, could be \$8,000,000. Cindy said that if we don't do it,  
282 homeowners could sue the town for not doing anything to protect them. Mike gathered  
283 that lawyers say that it is still better to do it than not. Bev commented that it has gone up  
284 from last year. Paul felt that the goal was to get it recertified, so that the ACOE would  
285 help in the future. Herb noted that we went through heck last year on this issue. We have  
286 to do this, we talked about loss of life, and it was an emotional issue for the committee.  
287 Paul said the he will support it, but just felt it was a hard sales job to the tax payers. OJ  
288 explained that we will have the same assurances as the hundreds of other dams across  
289 country. They are unclear though. In 2006, a letter from the ACOE defended why they  
290 did not participate then, because multiple items caused the issue (some in 1995, some in  
291 2005, before the last big event). That levee did its job during Irene. It got real beat up in  
292 doing it, but did it in its weakened condition. It was made to weep. Jayne said that there is  
293 still some opposition, as a heads up. Butch felt that we have the answers to all of the  
294 questions that were raised last year.

- 295 • Cemetery expendable trust fund and Cemetery trust fund – These amounts equal  
296 cemetery lot sales. We are working on correcting the accounting systems for this, so is  
297 purely bookkeeping.

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299 Mike asked about the questions that Paul had at the last meeting. These had related to fees being  
300 approved per the Board of Selectmen for inspections and breakdown of legal expenses. We don't  
301 have that information yet. However, Mike explained that in reviewing the RSA's, he felt that  
302 separate members of the budget committee cannot ask for more information, but rather the  
303 request has to come from the committee to the town.

304 The next meeting, on Thursday, was scheduled to be at 6pm here in Lincoln, with Woodstock.  
305 Suggestions were made to come at 5pm, as we were running behind slightly. The committee was  
306 in agreement.

307 Butch explained that the legal breakdown wouldn't be available until the 28th, as the Board of  
308 Selectmen doesn't meet this Monday, due to the holiday. Helen and Butch could have a  
309 guesstimate, which would not have been approved by the Board of Selectmen. The committee  
310 would like to see that.

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312 At 7:20pm:

313 Motion: "To Adjourn"

314 Motion: Herb Gardner      Second: Marty Nastasia

Motion carries unanimously.

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Chairman Mike Simons

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Date 1/26/16