

Lincoln Board of Selectmen - Meeting Minutes
November 17, 2008 - 5:00 pm

Present: Chairman Peter Moore, Selectman Deanna Huot, Selectman Patricia McTeague,
Town Manager Peter Joseph, Administrative Assistant Susan Chenard
Audience Members: WT Bishop, Steve Loynd, and Connor Loynd

Chairman Moore called the meeting to order at 5:05 pm.

Routine Business

- **Approval of the Public Meeting Minutes of November 10, 2008** - A motion was made by Selectman Huot, seconded by Selectman McTeague, to approve the public meeting minutes of November 10, 2008, as amended. The vote was unanimous.
- **Consideration of the conveyance of two parcels of land in the Lincoln Business Park, per NH RSA 41:14-a** – The Selectmen considered the conveyance of two parcels of land in the Lincoln Business Park. This transfer would be from the Town of Lincoln to J&M Donahue, consisting of the parcels numbered 1 and 3 of the Business Park, in exchange for the work performed to create the Business Park, as outlined in that agreement. Technically, this is a sale of Town property, so the Selectmen must follow NH RSA 41:14-a. The Selectmen confirmed that funds for lighting will be escrowed, as-built plans are necessary within 1 year of deed transfer, and construction must be completed within 18 months of site plan approval. The Donahue's are fully aware of these requirements. A **motion** was made by Selectman Huot, seconded by Selectman McTeague, to open the meeting to public comment. The vote was unanimous. There were no comments. A **motion** was made by Selectman McTeague, seconded by Selectman Huot, to close the meeting to public comment. The vote was unanimous.
- **Budget Review** – Town Manager Joseph distributed a copy of the draft budget for the Selectmen to review. Chairman Moore explained the budgeting process to the audience: First the Town Manager has meetings with each of the department heads, usually with the Budget Committee delegate from the Selectmen's Board, Selectman Huot. The CIP (Capital Improvement Program) is discussed at the same time and sent to the Planning Board for approval. Once the CIP is approved, that is sent to the Selectmen, along with the draft budgets. Once the Selectmen have reviewed the draft budgets, they are sent to the Budget Committee, a group of local citizens who review the budgets from December to early February, again discussing any changes they feel may be necessary. Finally, the budget is presented at Town Meeting, for the citizens of Lincoln to approve. Steve Loynd commented that perhaps the school portion and the County portion of the real estate tax bill should be billed separately, to highlight the percentage that goes to each of these entities versus to the Town itself.

The Selectmen then turned to the budgets, as the Town Manager described some basic premises, such as that energy costs for oil and propane are based on the locked in price, and volumes of fuels and electric are based on the volumes used this year, at current prices, plus 10%. The budget is based on the \$392,240 mentioned in the CIP. Regarding payroll, Town Manager Joseph explained that increases reflected the customary "5%" increase, based on a 2.5% merit increase

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compounded by a 2.5% COLA (cost of living adjustment) increase. He also explained that there are 53 pay periods in 2009, which would look like a 1.9% increase for personnel costs. Besides noting the increase in electric, fuel and payroll costs, the Selectmen discussed the following:

- Under the Executive budget, the auditing costs have risen significantly, so the Selectmen asked the Town Manager to put this out to bid. They also discussed reductions in contributions to various organizations (UPHS, NCCA and Highland Games).
- Savings were shown in the Executive budget for office machine maintenance, the holiday party, and salaries and wages, due to the transition of Town Managers.
- The Town Clerk/Tax Collector budget showed reductions in dues and conferences and elections, but an increase in toner costs due to a new printer required by the State.
- The Personnel Administration budget showed increases mainly due to health insurance and retirement costs paid by the Town.
- The Cemetery Budget increased slightly due a small raise and increased materials costs.
- The Town Building Maintenance Fund was discussed throughout the evening, as the Selectmen worked to move related costs that do not recur annually from any department into this newer fund.
- Property and Liability insurance is up about 2.4%, and the Selectmen discussed replacement cost versus appraised value. They also debated whether the solid waste facility should be included here at 100% or 50%, as it is shared with Woodstock.
- The Police Budget shows a removal of “outside special details” as this is based on the addition of a revolving fund that must be approved at Town Meeting. That department also entered into a lease arrangement for a copier/fax machine, which will save them in ink, toner, etc as they will be using less equipment. Selectman Huot confirmed that the SRO position was still being paid by a grant, but that the school would need to start budgeting for 2/3 of his salary.
- The Fire Department budget shows increases in electric and fuel, as well as the Chief’s salary as he takes on more responsibilities. Equipment purchases include bunker gear among other things.
- The Public Works budget showed the usual increases in energy, fuel and wages. Salt has been pre-purchased for this year with highway block grant funds, and lets us buy next year’s salt on a new schedule, thereby letting the Director of Public Works take advantage of summer savings. Planned purchases include a new trailer, as the current one is no longer repairable, and carpentry tools for Mr. Dovholuk, as he has been using his own since joining the department this year. More pedestrian street signs will also be purchased, at a cost of \$250 each. There was some discussion as to how to show the offsetting revenues from the highway block grant fund.
- The Solid Waste budget reflected an increase in fuel, but decrease in personnel costs due to a retirement. Contracted services are up as recycling income comes down. We will store cardboard, cans, etc. in the former incinerator location to

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maximize income when the prices come up. Some equipment will need to be purchased next year as well.

- The Sewer budget went up due to the ECI (commercial index). The Selectmen discussed the emissions fees line, which showed that we paid several years of these fees as the generator there had not been registered by the contractor, United Water. Selectman Huot feels we should explore having them repay us for any penalty as it was their error. United Water is paying for an energy savings pilot program.

- In the Water budget, about \$130,000 of the roughly \$300,000 budget went to electricity costs. There was discussion of tank cleaning costs budgeted for next year, as this could be spread over several years or done at one time. As this is not an annual occurrence, it should be moved to the Maintenance fund, but Chairman Moore cautioned that we not forget these expense when charging developers.

- The Community Building budget showed a transfer of costs from part-time after school coverage to Teneil Rineer's position, as she takes on more responsibilities at that location. We are hoping to reduce propane costs by way of the new energy efficient heaters and plastic film over the windows. Lease revenues will remain the same.

- The Selectmen discussed donations to Health Agencies for some time as it was difficult to decide which of these essential community services deserved the most. It was decided to fund smaller, more local organizations more, as they have less opportunity to fundraise.

- The Welfare budget increased mainly due to the rise in heating costs.

- The Recreation Department budget shows a big change in snowmaking, reducing the hours from 300 to 200 in regards to electric estimates, and cutting snowmaking labor costs in half. Snowmaking will be directed at coverage for the mountain first and additional features only if natural snow conditions permit. Summer help costs are also reduced, as the department uses fewer, older people rather than more young ones, as the older ones are able to care for more children at a time. Both the Adventure and Kanc camp programs have been using the bus more, which has also led to increased participation. Conference costs went down, and gazebo lighting costs will be moved to Patriotic Purposes.

- The Library budget shows a \$2500 expenditure for a new version of an electronic database, similar to an electronic card catalog. This will also allow anyone to see what's available via the web. This item usually costs \$5000 but we are able to purchase it for half price this coming year. This cost would typically come from the Technology Capital Reserve Fund.

- Finally, the Long Term Debt budget shows a decrease of 1.9%.

➤ **Town Manager's Weekly Report** – The Town Manager had nothing else to report besides the budget.

Other Business

- The Selectmen reviewed a draft letter from the Town Manager to Grafton County Executive Director Julie Clough. Chairman Moore would like to include language regarding pursuing the legal battle. He will provide suggested language to Town Manager Joseph.

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- Chairman Moore gave a brief update of Planning Board activities and mentioned a proposed letter to the Rapids development regarding a right-of-way easement.
- A **motion** was made by Selectman Huot, seconded by Selectman McTeague, to provide a 2.5% pay increase for COLA. The vote was unanimous.
- Selectman Huot asked for a review of the upcoming meeting schedule. Chairman Moore will be unavailable for the next four meetings. Selectman McTeague will be unavailable for the next two. Therefore there will be no meeting on November 24th. On December 1st, Selectman Huot will be present to announce that we have no quorum to anyone coming due to the noticed meeting regarding the Business Park lots. This meeting will be rescheduled until Wednesday, December 3rd, when Selectman McTeague will be available again. December 8th should be a normal Selectmen's meeting, and December 15th will be the date for a decision on the Business Park lots, per NH RSA 41:14-a.

Public Comment

WT Bishop asked when we would be installing more bike path signs, particularly at the corner of Pollard Road and Main Street. Town Manager Joseph said staff would work on this before next spring.

Peter Moore wanted to thank Loon Mountain for moving the bushes back on their property at the corner of Pollard Road and Maple Street. It has been an unbelievable difference in visibility!

At 8:22 pm, the meeting was adjourned and the Board of Selectmen reviewed payroll and accounts payable check registers for the week ending November 16, 2008.

Date: _____

Approved by:

Chairman Peter Moore

Selectman Deanna Huot

Selectman Patricia McTeague