

Lincoln Board of Selectmen - Meeting Minutes
November 26, 2008 - 5:00 pm

Present: Chairman Peter Moore, Selectman Deanna Huot, Town Manager Peter Joseph,
Administrative Assistant Susan Chenard
Audience Members: None

Chairman Moore called the meeting to order at 5:10 pm.

Routine Business

➤ **Town Manager's Report**

- Town Manager Joseph distributed an affidavit approved by the Planning Board for construction controls, explaining that it should be authorized by the Board of Selectmen as part of the Building Permit process. It requires that a professionally licensed person hired to do a job professionally is responsible for just that. The affidavit would be signed by any licensed professionals performing work on the job. A **motion** was made by Selectman Huot, seconded by Chairman Moore, to institute use of this affidavit per the Planning Board recommendation. The vote was unanimous.
1. We have received notification that the federal government will be sending us an additional \$68,000 from the PILT program. This is in addition to the usual \$100,000 we have already received and has already been deposited in our account. This unanticipated extra payment comes at a good time as there may be some non-payment of taxes due to the economy. There was no need to accept this as unanticipated revenues as it is just a higher amount than expected.
 2. We received notification that applications for a USDA grant for public buildings are due January 15th. The Library would like to apply for this for library construction costs, while the Recreation Department would like to apply for some of these funds for further upgrades at the Community Center. As long as the total for both is less than the \$50,000 cap, both departments should apply. The Town Manager pointed out that we do need to raise matching amounts, so that will have to be factored in to any grant assumptions.
 3. The Town Manager confirmed that Chairman Moore would like to appropriate \$3000 into the Library Technology Fund. The Chairman said that amount is usually requested every two years and there is used to maintain the library computers. There is \$79.98 in the fund at the moment. The Town Manager would include that amount in the capital budget that he and Selectman Huot would be preparing in the near future.
 4. Town Manager Joseph next distributed two sheets; the master capital list and a sample from one budget to demonstrate how they tie in with each other. This will help clarify capital expenditures in the future. Another bonus will be that it designates what fund specifically the money is coming from to accomplish certain projects. The Town Manager explained that the capital budget differs from the CIP (Capital Improvement Program). He said that one benefit to doing it this way is that the CIP will get tighter with more exact "as funded" amounts. There was some discussion of accounting for a buffer amount as some of the balances that may be left in the capital reserve funds seemed like small numbers to Selectman Huot. The Selectmen felt the master capital list is very good, easy to understand and useful.

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5. Next, Town Manager Joseph distributed budgeted costs for gas and diesel based on various factors. The September and November figures were based on estimates from the USEIA (US Energy Information Administration), and October's figures showed the Town's actual costs that month. This led to a discussion on which figure to use for budgeting fuel costs. For example, should gas be budgeted at \$3.52, \$2.83 or \$2.37? Diesel at \$3.84, \$3.13 or \$2.73? These numbers demonstrate a change of about a dollar per gallon from Sept to November EIA figures. The Selectmen decided to use the actual October 2008 costs for fuel for 2009 budget estimates, which was approximately half way between the high (September) and low (November) EIA numbers.

➤ **Budget Discussion**

1. Executive Budget had no changes from the initial budget discussed previously, and is down .15%.
2. Tax Collector/Town Clerk Budget now includes a 10/90 split for Stacey Boyce's time there. She typically covers that area as Deputy Tax Collector/Town Clerk for about 5 weeks while Susan Whitman takes vacation, personal days, etc. This results in a larger increase increase to the Town Clerk's budget, but a decrease to the Planning Budget.
3. Elections/Registrations had no changes from the previous week.
4. Legal Expenses had no changes from the previous week.
5. Personnel Administration had a slight reduction as we heard from the health insurance for our non-union employees, that we had a not to exceed figure of a 7.8% increase. All other increases are mandatory, including the 2 new employees going on Town insurance next year.
6. Planning & Zoning shows a decrease due to Ms. Boyce's 10% payroll move to the Tax Collector/Town Clerk budget.
7. General Government had no changes from the initial budget discussed previously.
8. Cemetery had no changes from the initial budget discussed previously.
9. Property and Liability Insurance had no changes from the initial budget discussed previously. We can look at quotes this spring from Local Government Center or at a multi-year discount from Primex, so this cost may be lower either way next year.
10. Police Department only showed minor fuel calculation changes, resulting in a \$4,000 reduction. There are personnel cost concerns due to additional workload and Howard Beaudry most likely retiring in December of next year. The Chief wants to hire a full-time police officer in November/December to start in the academy in time to finish when Officer Beaudry leaves. He is also looking at part-time help, but that is hard to find. However, costs would be considerably less as insurance wouldn't be included. There was discussion of how this would affect Officer DeLuca and his position at the school, if the position is funded by the school or not, etc. The Board decided to leave the part-time position 100% funded in the budget and not to budget for an additional full time officer. The Board would be willing to consider the issue further in next year's budget, when more will be known about the future of the SRO Officer's position. Another discussion was about cruiser replacement. We should be leasing at least 2 and maybe 3 new

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- ones next year. We could look to replace the third cruiser (and possibly the SUV) next year, evening out the budget somewhat by staggering replacement dates.
11. Fire Department also showed only fuel cost changes/reductions, resulting in a bottom line 1.8% overall increase. The department did receive and train with the thermal imaging camera last week.
 12. Emergency management had no changes from the initial budget discussed previously.
 13. The only changes to the initial Public Works budget were reductions in fuel costs. There was discussion of how to handle the highway block grant in relation to the budget. Our contact, Jamie Dow, at DRA (Department of Revenue) was not available this week, but the Selectmen directed the Town Manager to handle the block grant as she suggests. The final budget increase looks like a .45% increase without the block grant included in the budget, with the highway block grant, it looks like a 10.5% increase.
 14. Street Lights had no changes from the initial budget discussed previously.
 15. Solid Waste had no appreciable changes from the initial budget discussed previously. They only use #2 fuel, at the town rate lock. Offsetting revenues did change slightly.
 16. Sewer had no changes from the initial budget discussed previously.
 17. Water had some minor changes in chemical costs only.
 18. Community Building shows a change for the monthly cost for administrative time, as about \$40 of Helen Jones' cost goes to Woodstock. We will be putting plastic film on the windows next week and are looking at doing in-house insulation. For now, fuel and electric are the big expenses.
 19. Health agencies had no changes from the initial budget discussed previously.
 20. Welfare had no changes from the previous week's initial budget discussion.
 21. Parks and Recreation showed changes in gas and diesel costs, and Ms. Jones' administrative costs, which were moved out of the Executive Budget. Selectman Huot asked that Tara Tower have a packet explaining costs, similar to what Chief Smith did for the Police budget. The final increase here was about 3.7%.
 22. Library had no changes from the initial budget discussed previously .
 23. Patriotic Purposes showed a decrease, even though the electric cost for the gazebo has been moved to this category.
 24. Long term debt had no changes from the initial budget discussed previously.
 25. Contingency had no changes from the initial budget discussed previously.
- Based on this evening's figures, the operating budget total comes to \$4,014,603 A **motion** was made by Selectman Huot, seconded by Chairman Moore, to accept the operating budget for the Town of Lincoln and pass it on to the Budget Committee. The vote was unanimous. The Selectmen expressed their congratulations and appreciation to Finance Director Helen Jones and Town Manager Peter Joseph for their careful work preparing an accurate budget to be presented to the Budget Committee. The next step is putting together the capital budget. Selectman Huot will meet with Town Manager Joseph about this next week.

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- The next meeting was scheduled for December 8th, with plans for meetings on December 22nd and 29th with the full board.

As there was no public to make comments, the meeting adjourned at 7:08pm.

Date: _____

Approved by:

Chairman Peter Moore

Selectman Deanna Huot

Selectman Patricia McTeague