

LINCOLN-WOODSTOCK JOINT
BOARD OF SELECTMEN'S
MEETING MINUTES

APPROVED

WEDNESDAY, JANUARY 19, 2022 – 4:30PM

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

Lincoln Board of Selectmen Present: Vice Chair, Tamra Ham and Selectman Jack Daly
Selectmen Present via Zoom: Chairman. OJ Robinson, Woodstock Selectmen, Gil Rand, Charyl Reardon, and Scott Rice

Staff Present: Town Manager, Carina Park, Executive Assistant, Jane Leslie and Fire Chief Ron Beard

Public Present via Zoom: Woodstock Town Administrator, Judy Welch and Paula Strickon

Public Present: Budget Chair, Mike Simons

I. CALL TO ORDER

Chairman Robinson called the meeting to order at 4:30 pm.

II. JOINT SHARED BUDGET DISCUSSION

Solid Waste Facility Budget:

Selectperson Reardon questioned whether or not the contracted services would increase again this year. Robinson explained that the volume of trash was higher in 2020/2021 in part due to COVID and stay at home orders, and questioned whether or not this would become the new normal, which in part is why the contracted services was up again. The Boards also discussed the Household Hazardous Waste (HHW) budget and questioned whether or not there was a matching grant available for this. Ham responded that there is a matching grant application that DPW Director Hadaway has already submitted. Selectman Rand questioned why the overtime wages appeared to have increased by 15%. Ham responded that this was done in part because of the possible expectation of short-staffing issues, and it being a small department (2 employees must be present at all times).

Community Center Budget:

The Boards reviewed the Community Building budget (*see attached*). There is an overall wage increase of \$331. There is also a \$12,484 decrease for a new cleaning contract (\$500 per week v. \$3,207 per month).

Parks & Recreation Budget:

The Boards reviewed the Recreation Budget (*see attached*) and questioned whether or not the summer wages would be sufficient in light of current competitive wages being offered these days. Selectman Rice feels they need to be realistic and see what Recreation Director Tower has to say so that there is adequate staffing for these very important positions.

III. OTHER SHARED BUSINESS (*if needed*)

The Boards discussed meeting quarterly as they have discussed during previous meetings. Robinson suggested they meet a week or two after Town Meeting (March 8th) in the event that there are any drastic cuts made to the budget. Ham suggested tentatively scheduling a joint meeting for Tuesday, March 22nd at 5pm, and as the date draws closer, they can revisit whether or not the meeting is necessary.

IV. ADJOURNMENT

With no further business to attend to, the Board made the following motion:

MOTION: "To adjourn."

Motion: Tamra Ham

Second: Scott Rice

All in favor.

The meeting adjourned at 5:02 p.m.


Respectfully Submitted,
Jane Leslie

Approval Date: February 14, 2022

Lincoln Board of Selectmen:


Chairman O.J. Robinson


Tamra Ham


Jack Daly

Woodstock Board of Selectmen:

Gil Rand

Charyl Reardon

Scott Rice

2022 Proposed Budget
#18 Community Building

3:53 PM
1/18/2022

	2021 FUNDED	2022 Dept Head Recommended	% Change 2022/2021	Budget Committee's RECOMMENDED	% Change 2022/2021
01-4526-100					
Wages - Program Coordinator	44,693.00	41,500.00	-7.14%		-100.00%
Wages - PT afterschool counselor	24,431.00	25,164.00	3.00%		-100.00%
Wages - Food Pantry	5,846.00	8,320.00	42.32%		NA
Wages - Administration	1,540.00	1,857.00	20.58%		-100.00%
TOTAL WAGES	\$ 76,510.00	\$ 76,841.00	0.43%	\$ -	-100.00%
01-4526-110					
Wages - Overtime	200.00	500.00	150.00%		-100.00%
TOTAL OVERTIME	\$ 200.00	\$ 500.00	150.00%	\$ -	-100.00%
01-4526-341					
Telephone & Internet (\$130/ month)	2,268.00	1,560.00	-31.22%		-100.00%
Cell phone for ASP & program coordinator (\$125/month)	1,608.00	1,500.00	-6.72%		-100.00%
TOTAL TELEPHONE	\$ 3,876.00	\$ 3,060.00	-21.05%	\$ -	-100.00%
01-4526-390					
Contracted Services					
Alarm Services (\$39/ month)	432.00	468.00	8.33%		-100.00%
Dumpster (\$150/ month)	1,680.00	1,800.00	7.14%		-100.00%
Certified Computer Maintenance (\$164.17/month & upgrades)	2,250.00	2,250.00	0.00%		-100.00%
Statewide Communications-annual maintenance contract for phones	-	1,140.00	100.00%		100.00%
Rec. Desk Online Software (\$245 per month)	2,940.00	2,940.00	0.00%		-100.00%
PayPal Pro Online & Credit Card Pymt (\$30 per month)	360.00	360.00	0.00%		-100.00%
Copier Lease (\$197 per month & \$265/quarter)	3,424.00	3,424.00	0.00%		-100.00%
Training for ASP & Ctr. Staff	2,000.00	2,000.00	0.00%		-100.00%
NEW Contracted Cleaning Services (\$500/ week)	38,484.00	26,000.00	-32.44%		-100.00%
TOTAL CONTRACTED SERVICES	\$ 51,570.00	\$ 40,382.00	-21.69%	\$ -	-100.00%
01-4526-410					
Electricity (\$650/ month avg.)	7,800.00	7,800.00	0.00%		-100.00%
Electric Upgrade Loan (70 payments started 3/11/16 pd off in 2022)	1,548.00	1,548.00	0.00%		-100.00%
TOTAL ELECTRICITY	\$ 9,348.00	\$ 9,348.00	0.00%	\$ -	-100.00%
01-4526-411					
Heating Fuel	9,000.00	9,000.00	0.00%		-100.00%
TOTAL HEATING FUEL	\$ 9,000.00	\$ 9,000.00	0.00%	\$ -	-100.00%

Page 2	2021 FUNDED	2022 Dept Head Recommended	% Change 2022/2021	Budget Committee's RECOMMENDED	% Change 2022/2021
01-4526-600					
Material & Supplies					
Cleaning Supplies	1,000.00	1,000.00	0.00%		-100.00%
Paper Supplies (towels, toilet tissue, trash bags, etc)	2,800.00	2,800.00	0.00%		-100.00%
Office Supplies	600.00	1,000.00	66.67%		-100.00%
Program Supplies & ASP (avg \$200/ month snacks & supplies)	1,700.00	2,300.00	35.29%		-100.00%
Uniforms	1,000.00	1,000.00	0.00%		
TOTAL MATERIAL & SUPPLIES	\$ 7,100.00	\$ 8,100.00	14.08%	\$ -	-100.00%
01-4526-645					
Propane (Stove) (\$68/ month avg.)	820.00	820.00	0.00%		-100.00%
TOTAL PROPANE	\$ 820.00	\$ 820.00	0.00%	\$ -	-100.00%
01-4526-700					
Building & Property Maintenance	10,000.00	10,000.00	0.00%		-100.00%
2021-Garage & windows 2022-LWCCCC airlock entryway	50,000.00	50,000.00	0.00%		-100.00%
TOTAL BUILDING & PROPERTY MAINT.	\$ 60,000.00	\$ 60,000.00	0.00%	\$ -	-100.00%
GRAND TOTAL EXPENSES	\$ 218,424.00	\$ 208,051.00	-4.75%	\$ -	-100.00%
OFFSETTING REVENUE (1/2)					
Programs (user fees for programs)	\$ 11,500.00	\$ 13,500.00	17.39%		-100.00%
Rental of Facility	-				
Leases of Facility	19,062.00	19,444.00	2.00%		-100.00%
Town of Woodstock	121,783.00	123,171.00	1.14%		-100.00%
TOTAL OFFSETTING REVENUE	\$ 152,345.00	\$ 156,115.00	2.47%	\$ -	-100.00%

2022 Proposed Budget
#21 Parks and Recreation - Expenses

3:54 PM
1/18/2022

	2021 FUNDED	2022 Dept Head RECOMMENDED	% Change 2022/2021	Budget Committee's RECOMMENDED	% Change 2022/2021
01-4520-100					
Wages:					
Regular Time	64,104.00	67,309.00	5.00%		-100.00%
Winter - Part Time	30,190.00	26,836.00	-11.11%		-100.00%
Summer - Part Time	-				
Kanc Camp Staff (8 weeks of Camp ages 5-9)	35,521.00	36,587.00	3.00%		-100.00%
Adventure Camp Staff (8 weeks of Camp ages 10-14)	26,394.00	27,186.00	3.00%		-100.00%
Part Time (Winter Maintenance) at 26 weeks	19,408.00	27,300.00	40.66%		-100.00%
Administration	1,540.00	1,857.00	20.58%		-100.00%
Part-Time Programmer (& w/e adult rec @ hs)	6,140.00	6,324.00	3.00%		-100.00%
TOTAL WAGES	\$ 183,297.00	\$ 193,399.00	5.51%	\$ -	-100.00%
01-4520-110					
Overtime (seasonal at for winter maintenance, 160 hrs)	3,000.00	3,500.00	16.67%		-100.00%
TOTAL OVERTIME	\$ 3,000.00	\$ 3,500.00	16.67%	\$ -	-100.00%
01-4520-341					
Kanc Telephone (\$240/ month avg)(internet)	2,460.00	2,880.00	17.07%		-100.00%
Cell Phone (with data plan \$42/month)	540.00	504.00	-6.67%		-100.00%
TOTAL TELEPHONE	\$ 3,000.00	\$ 3,384.00	12.80%	\$ -	-100.00%
01-4520-375					
Dues, Travel & Conferences:					
Mileage Reimbursement (avg \$89/ month)	1,068.00	1,068.00	0.00%		-100.00%
Trainings, Conferences, Memberships & Dues	3,000.00	3,000.00	0.00%		-100.00%
Slope Registration	325.00	325.00	0.00%		-100.00%
TOTAL DUES, TRAVEL & CONFERENCES	\$ 4,393.00	\$ 4,393.00	0.00%	\$ -	-100.00%
01-4520-390					
Contracted Services:					
Other contracted services (WMNF & State Parks permits, Background checks, music licensing fees & computer service contract)					
Ski Tow Liability Insurance	2,850.00	3,100.00	8.77%		-100.00%
Kanc Camp Bus	10,034.00	10,034.00	0.00%		-100.00%
Adventure Camp 2 van rental	6,000.00	6,000.00	0.00%		-100.00%
Newspaper Ads	10,000.00	10,000.00	0.00%		-100.00%
Umpires	1,260.00	600.00	-52.38%		-100.00%
TOTAL CONTRACTED SERVICES	\$ 30,144.00	\$ 29,734.00	-1.36%	\$ -	-100.00%
01-4520-410					
Electricity - Ballfield	468.00	650.00	38.89%		-100.00%
Electricity - Kanc Building	4,000.00	3,500.00	-12.50%		-100.00%
Electricity - Snowmaking	10,000.00	10,000.00	0.00%		-100.00%
TOTAL ELECTRICITY	\$ 14,468.00	\$ 14,150.00	-2.20%	\$ -	-100.00%

Page 2		2021 FUNDED	2022 Dept Head RECOMMENDED	% Change 2022/2021	Budget Committee's RECOMMENDED	% Change 2022/2021
01-4520-600						
Materials & Supplies:						
July 4 activities/ Community Fest Event		1,600.00	1,600.00	0.00%		100.00%
Cleaning, Office supplies		2,500.00	2,500.00	0.00%		-100.00%
Tow Hut - Maintenance Engine Repair		1,500.00	1,500.00	0.00%		-100.00%
Groomer & Tow Repairs		3,000.00	3,000.00	0.00%		-100.00%
Tickets and Wickets for Kanc Ski Area		1,200.00	1,200.00	0.00%		-100.00%
Ballfield Maint (Lime, Paint, Lawn Care)		2,700.00	2,700.00	0.00%		-100.00%
TOTAL MATERIALS & SUPPLIES		\$ 12,500.00	\$ 12,500.00	0.00%	\$ -	-100.00%
01-4520-635						
Fuel & Maintenance for Vehicles & Equipment						
Repairs		2,000.00	2,000.00	0.00%		-100.00%
Gasoline		2,400.00	2,400.00	0.00%		-100.00%
Diesel		4,000.00	4,200.00	5.00%		-100.00%
TOTAL FUEL EQUIPMENT & VEHICLES		\$ 8,400.00	\$ 8,600.00	2.38%	\$ -	-100.00%
01-4520-645						
Propane (garage, grill, top shed, baselodge)		2,000.00	2,000.00	0.00%		-100.00%
TOTAL PROPANE		\$ 2,000.00	\$ 2,000.00	0.00%	\$ -	-100.00%
01-4520-700						
Equipment:						
Safety & First Aid		150.00	150.00	0.00%		-100.00%
Program Equip. & Supplies		4,000.00	4,000.00	0.00%		-100.00%
Uniforms		2,000.00	2,000.00	0.00%		0.00%
TOTAL EQUIPMENT		\$ 6,150.00	\$ 6,150.00	0.00%	\$ -	-100.00%
01-4520-800						
TOL Parks & Patriotic						
Kanc Area Maintenance		5,000.00	5,000.00	0.00%		-100.00%
Repairs Snow Making Pumps Estimate 2 pumps		-	-	0.00%		-
Replace roofs CF dugouts (202 concession stand)		1,500.00	1,500.00	0.00%		-100.00%
Replace Kanc baseball field outfield fence		2,500.00	2,500.00	0.00%		-100.00%
Hardwire cameras for Kanc		2,500.00	-	-100.00%		-100.00%
Replenish Playground		-	-	100.00%		100.00%
Replace rope tow (completed in 2019)		-	-	100.00%		100.00%
Senior Citizens Pins & Cane		170.00	170.00	0.00%		-100.00%
Maintenance Ladies Bathtub		500.00	500.00	0.00%		-100.00%
Maintenance River Front Park		500.00	500.00	0.00%		-100.00%
TOTAL PARKS & PATRIOTIC		\$ 12,670.00	\$ 10,170.00	-19.73%	\$ -	-100.00%
01-4520-850						
General Repairs & Equipment		5,000.00	5,000.00	0.00%		-100.00%
TOTAL GENERAL REPAIRS & EQUIPMENT		\$ 5,000.00	\$ 5,000.00	0.00%	\$ -	-100.00%
GRAND TOTAL		\$ 285,022.00	\$ 292,980.00	2.79%	\$ -	-100.00%

Page 3	2021	2022 Dept Head	% Change	Budget Committee's	% Change
	FUNDED	RECOMMENDED	2022/2021	RECOMMENDED	2022/2021
OFFSETTING REVENUE					
Revenues	37,500.00	42,500.00	13.33%		-100.00%
Town of Woodstock	167,506.00	169,467.00	1.17%		-100.00%
TOTAL OFFSETTING REVENUE	\$ 205,006.00	\$ 211,967.00	3.40%	\$ -	-100.00%

Recreation Department Proposed Budget 2022

Wages: (4520-100)

Regular: Recreation Director with 5% increase

Winter – Part Time Staff for Kanc Ski Area: Down \$3,354 (with 3% increase and moved \$4,260 from part time snowmakers in this line item to “Part time winter supervisor” due to that staff person working most of those shifts).

Summer Part Time: Kanc Kamp and Adventure Camp seasonal part time staff with a 3% increase

Part Time winter supervisor – \$6,592 increase with \$4,260 coming from part time snowmaking wages. Increase includes a 5% increase, an increase from 21 to 26 weeks, and an increase of .74/ hour to bring employee’s hourly wage up to their skill set. This person is our groomer operator, snowmaking staff supervisor, and overall ski area maintenance person at the Kanc Ski Area for 26 weeks of the year.

Part Time Programmer – part time programmer staff with 3% increase

Overtime (4521-110) –

Seasonal overtime for staff increased by \$500 based on higher than normal 2021 need due to shortage of part time seasonal staff.

Telephone: (4520-341)

- \$35/ month (\$420/ year) increase for Telephone & Internet for the Kanc. Rec Center due to needed upgraded to higher speed in order to power security cameras for remote viewing.

Contracted Services: (4520-390)

- Other Contracted Services- Increased by \$250 due to an increase in the cost for background checks for staff and coaches, as well as for the State park passes for the summer camp programs. This includes: White Mountain National Forest guiders permit for the Adventure Camp to hike and bike in the WMNF; State Park Passes for the Kanc Kamp to go to Echo Lake state park on 8 Tuesdays, and the Adventure Camp to go to state parks in the summer; and background checks for employees and coaches.
- Umpires- Includes a \$660 decrease due to White Mountain League paying for soccer referees, basketball referees, and baseball & softball umpires.

Electricity: (4520-410) Total:

Slight decrease of \$318 due to actual 2021 costs. This is for the Community Ballfield, Kanc Building, and Ski Area Snowmaking

Fuel Equipment & Vehicles: (4520-635)

- Increase in \$200 for increase in diesel fuel costs. This is for gasoline and repairs for three 15-passenger vans, gasoline for the snowmobile, and diesel for the groomer & rope tow engine.

Town of Lincoln Parks & Patriotic: (4520-800)

Decrease of \$2500 due to hardwired cameras being installed in 2021. All other projects delayed until 2022 due to materials not being available.

Overall proposed budget increase of \$7,958 or a 2.79% increase.

	2021	Actual	2022
	Budgeted		Proposed
Revenue - Ski Area	15,000.00	16,560.00	20,000.00
Revenue - Summer Camp - Kanc	12,500.00	10,259.00	12,500.00
Revenue - Summer Camp - Adventure	10,000.00	9,945.00	10,000.00
Kanc. Facility Use Rental Fees	-		
Total Revenue	37,500.00	36,764.00	42,500.00
Town of Woodstock	167,506.00	167,506.00	169,467.00
TOTAL OFFSETTING REVENUES LINCOLN	\$ 205,006.00	\$ 204,270.00	\$211,967.00
		difference \$735.45	
Woodstock Billing	2021		2022
½ grand total of budget (less account numbers 4520-800 & 4520-850)	138,676.00		138,905.00
½ department benefits	28,830.00		30,562.00
Woodstock Total	\$ 167,506.00	\$ -	\$169,467.00

Overall proposed revenue increase of \$6,961 or a 3.40% increase.

	2021	2021	2022
	Budgeted	Actual	Proposed
Lease to Grafton County Seniors (2% increase, 2nd yr. of 3 year lease)	12,528.00	14,635.46	12,779.00
Lease to LW Child Care Ctr. (2% increase, 2nd yr. of 3 year lease)	25,596.00	25,596.00	26,108.00
After School Program (30 kids x \$100/month x 9 months)	23,000.00	24,092.26	27,000.00
Building Rentals	0.00	2,300.00	0.00
Total Program & Facility Rental Revenue:	61,124.00	66,623.72	65,887.00
Reimbursed Expenses from Town of Woodstock	121,783.00	121,783.00	123,171.00
Less Revenues to Woodstock	(30,562.00)	(25,345.25)	(32,943.00)
TOTAL OFFSETTING REVENUES TOWN OF LINCOLN	\$ 152,345.00	\$ 163,061.47	\$156,115.00

over amount was for late payment in 2020

parking lot rentals for fitness class

Woodstock Billing Calculations	2021	2022
½ Departmental wages and expenses (grand total, budget #18)	109,212.00	109,858.00
½ Departmental benefits	12,571.00	13,313.00
WOODSTOCK TOTAL EXPENSES	\$ 121,783.00	\$123,171.00

Woodstock Estimated Revenue Community Building

1/2 Grafton County Seniors	6,264.00	\$6,389.50
1/2 LW Child Care	12,798.00	\$13,054.00
1/2 After School Program	11,500.00	\$13,500.00
1/2 Building Rentals	-	\$0.00
WOODSTOCK TOTAL ESTIMATED REVENUE	\$ 30,562.00	\$32,943.50

Overall proposed program and facility rental revenue increase of \$3,770 or 2.47%

Community Building Proposed Budget 2022
Write up for increases or decreases

Wages: (4526-100) – overall increase of \$331

Program Coordinator: With a 5% increase. Overall decrease due to new person hired for position in August 2021

Part Time Afterschool Counselor: 3% wage increase for seasonal part time after school Program Staff

Food Pantry: \$2,474 increase includes a 2nd staff person and a 3% wage increase for 2 seasonal part time staff member.

Overtime (4526-110): increased by \$300 due to hourly staff needing to cover shifts at overtime rates.

Telephone: (4526-341)

Decreased by \$800 due to actual cost decreases for telephone & internet for community center landline, and for cell phones for ASP/ Adventure Camp phone, Program Coordinator, Kanc Kamp director.

Contracted Services: (4526-390)

Dumpster increased from \$140 to \$150 month

Decreased by \$12,484 for new cleaning contract of \$500 week vs \$3,207/ month.

Materials and Supplies: (4526-600)

Overall increase of \$1000, due to actual costs increase Office supplies by \$400 and increase Program Supplies & ASP by \$600

Building & Property Maintenance: (4526-700), (no increase but for explanation purposes):

- Includes repairing electrical, windows, doors, entryways, ice issues, salt for winter safety, heating repairs, Ansul system inspections, fire extinguisher inspections, alarm system repairs as needed, and all other "as needed" repairs to the community center building and grounds.
- 2021 – Garage was re-built when contractor was not able to obtain materials for air lock entry ways.
- 2022 – Air lock entryways and new combined ramp, windows for LWCCCC 3-4 year olds room.

Overall proposed budget decrease of \$10,373 or -4.75%