

LINCOLN BOARD OF SELECTMEN

**DRAFT**

MEETING MINUTES

MARCH 23, 2015

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

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**Present:** O.J. Robinson, Patricia McTeague, and Jayne Ludwig.

**Staff Present:** Town Manager Alfred Burbank, Fire Chief Ron Beard, Recreation Director Tara Tower, Solid Waste Facility Manager Paul Beaudin, Police Chief Smith, Recording Secretary Brook Rose, Public Works Director William Willey, Dispatcher J.J. Bujeaud, Finance Officer Helen Jones, and Trustees of the Trust Fund Lutz Wallem and Lori Wiggett.

**Public Present:** See attached sign in sheet.

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**I. CALL TO ORDER**

O.J. Robinson called the meeting to order at 5:00pm.

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**II. REVIEW AND APPROVAL- MINUTES OF THE PREVIOUS MEETING**

**MOTION: “To approve the minutes of the March 16, 2015 Board of Selectmen’s meeting as amended.”**

**Motion:** McTeague                      **Second:** Ludwig                      **All in favor.**

**MOTION: “To approve the non-public minutes of the March 16, 2015 Board of Selectmen’s meeting as presented.”**

**Motion:** McTeague                      **Second:** Robinson                      **All in favor.**

**MOTION: “To approve the minutes of the joint work session of the Board of Selectmen and Planning Board on March 9, 2015 Board of Selectmen’s meeting .”**

**Motion:** McTeague                      **Second:** Robinson                      **Motion carries with Ludwig abstaining.**

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**III. OPERATING BUDGET DISCUSSION**

O.J. Robinson explained that his intention is to once again review each department budget. He addressed the audience and explained that he believes most of them are in attendance because of the discussion about moving the Town’s dispatch services to Grafton County dispatch. He explained that per the union contract, the Town is unable to move the services to the County without facing potential litigation. Town Manager Burbank added that the Board does have the option not to fill a vacant position if one were to become available but recommended the Town keep dispatch services within the Police Department.

O.J. Robinson read the attached letter from Mr. & Mrs. D’Amante. The Board and Town Manager agreed that they do not want to pursue moving the Town’s dispatch services. Union Representative Kevin Foley stated that he agreed with the Board’s decision 100%.

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53 Town Manager Burbank stated that Town staff and department heads have gone through the budget and  
54 have recommended as many cuts as possible.

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56 He suggested that the Town not renew the Town's contract with North Country Council (saving \$3,700)  
57 and to cut the Town's support to the Scottish Clan (\$1,500 savings). O.J. stated that he is not in favor of  
58 cutting support to the Scottish Clan as they bring a lot to the Town. Jayne Ludwig suggested cutting  
59 office supplies down to \$5,000 and cutting out the ICMA National Conference to save an additional  
60 \$2,000. O.J. stated that \$4,000 was cut by removing the Town's Christmas party. There were no cuts  
61 made to the Town Clerk and Tax Collector's budget.

62  
63 The Board discussed the fact that according to state statute, the Town can go over the legal and welfare  
64 budgets without affecting their standing with NHDRA. However, the money does have to come from  
65 the bottom line (i.e. be pulled from other budgets.) Town Manager Burbank added that the Town's legal  
66 expenses were \$192,000 last year and only \$180,000 was budgeted for this year.

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68 The Board discussed the personnel administration budget, workers compensation, pension contributions  
69 and the increase to the social security line item due to wage increases. Jayne questioned why the  
70 mileage reimbursement was increased in the planning budget. Town Manager Burbank stated that both  
71 the Planning and Zoning Boards have registered for more classes. Three members have enrolled in a six  
72 week course in Manchester. They use the town car whenever possible but often times the vehicle is  
73 being used by another employee. Mr. Burbank added that the mileage budget could be cut but it would  
74 still have to be paid to employees/board members. Taylor Beaudin recommended that town staff utilize  
75 the town vans. Helen Jones replied that the vans are used if there is a larger group. Mr. Burbank added  
76 that it is not fuel efficient to use the vans for one or two staff persons.

77  
78 The town hall budget was cut by \$14,200. The floor waxing, general maintenance and stairs project line  
79 items were all cut. O.J. Robinson stated that the Cemetery Trustees met and agreed to cut \$3,000 from  
80 their budget by removing the surveying and mapping project. Town Manager Burbank stated that the  
81 insurance budget is based on the not to exceed numbers from HealthTrust and Primex. He added that  
82 HealthTrust may be in the market to offer property liability insurance this year and if they do, he will  
83 look into whether the Town could get a better plan with them. Currently, Primex is the only company  
84 offering that coverage.

85  
86 The Police Department budget was reduced by \$2,000 by cutting out ammunition purchases. Uniforms  
87 were reduced by \$2,000 and \$24,050 was cut by eliminating the new officer position. As a result, social  
88 security, NHRS and insurances can also be reduced.

89  
90 The Fire Department budget was cut by \$750 by handling the cleaning of the station in house. Truck  
91 repairs were cut by \$3,000 and the washing system apparatus was reduced by \$1,400. Forest fire details  
92 were cut with a savings of \$2,000. Jayne Ludwig stated that there are some towns that charge for  
93 inspections. She would like to consider this at a later date. Patricia McTeague stated that the Town does  
94 charge for false alarm calls.

95  
96 The emergency management budget was cut by \$1,000 by eliminating the emergency preparedness  
97 exercise. The public works budget was reduced by \$3,400 by eliminating the additional furnace  
98 replacements. O.J. Robinson also removed \$4,000 from the total wages for the time spent on burials as  
99 it's already accounted for in the cemetery budget.

The Board reviewed the street lights budget. A significant amount of lights in Town would have to be shut off to make any difference. Tamra Ham commented that she thought the Board should consider this. The Board informed the public that if there are streetlights out to please make the Town aware of this as the Town pays the same amount for streetlights whether they are on or off.

The Board reviewed the solid waste budget. The budget was cut by \$2,100 for the skid steer tires and the household hazardous waste collection day was cut for a savings of \$11,000. Building maintenance and property maintenance was zeroed out with a savings of \$2,000. After a brief discussion, the Board decided to keep the tub grinder in the budget but remove the compost screen for a savings of \$2,000. Jayne Ludwig clarified that personally, it does not matter to her whether or not the Town burns brush. Paul Beaudin stated that he will research charging for brush. Materials and supplies were cut by \$500 and equipment rental and repairs was cut by \$2,000. Uniforms were reduced by \$500. O.J. stated that the Board is considering reducing the amount of hours the facility is open. Town Manager Burbank stated that he spoke with several homeowners and the consensus is that most would like to see the facility open two to three days per week. The businesses he interviewed would like to see it open at least four days per week. At this time O.J. read the attached e-mail from Paul Beaudin. Mike Simonds questioned what the savings would be to close the facility an extra day. J.J. Bujeaud stated that he did the calculations and if the facility were to close for one nine hour day, it would save the Town \$21,000 annually. Tony Drapeau suggested reducing the days of operation during the shoulder seasons. Tamra Ham commented that any changes should be discussed with Woodstock. She added that as the solid waste budget was underspent the past two years there should be more to trim from it. Paul Beaudin stated that he has reviewed the traffic pattern of the facility and it is a very busy facility just about every day. The numbers are in line with the town of Littleton's facility. He stated that if the staff was reduced to two full time employees, it would not be possible to cover PTO.

The Board reviewed the waste management budget. Mary Conn questioned whether the operation of the facility could be managed in house. O.J. replied that the Town is in a contract so it is not possible at this time. The Board cut \$5,000 from the sewer lagoon levee maintenance line item. Town Manager Burbank made it clear that this is just being put off until next year. Nothing was cut from the water treatment budget. A brief discussion about contracting this service out was held.

The Board eliminated one part time afterschool counselor position from the community building budget. The heating fuel budget was cut by \$800, cellphone budget by \$300, telephone and internet by \$100. Necessary building maintenance will be done in house which will save \$2,600.

At this time O.J. read off the names of all of the health and human services agencies that the Town supports financially. Ivan Strickon stated that he is the president of the Linwood Ambulance Trustees. He strongly advised that for the safety of the citizens, the contribution to the organization not be cut. All agreed that contributions to the ambulance would remain as this is a vital service to the Town. The Board agreed to put off further cuts to these agencies until later in the budget discussions.

The Board decided that based on the economy and the amount expended in the past few years on welfare that the budget could be cut by \$15,000. The part time winter recreation staff line item was cut as was the amount of weeks that the Kanc Camp and Adventure Camp run. The July 4<sup>th</sup> activities were also cut out of the budget.

Helen Jones stated that thus far, approximately \$130,000 has been cut from the overall operating budget.

153  
154 The library budget was reduced by 6% as recommended by the Library Trustees. Library Trustee J.J.  
155 Bujeaud stated that with his amendment to the warrant article at Town Meeting, there is a total of  
156 \$30,000 in capital reserves to repair the building. All agreed that the \$20,000 for building repairs in the  
157 operating budget could be cut. The Board agreed to cut the library budget bottom line by \$20,000.  
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159 The Board asked that Town staff look into cancelling the landscape contract for the Town. Thus no  
160 plantings at the Town Hall or the gazebo will be done or maintained. This will save \$2,000.  
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162 The Board discussed the \$4,000 allocated for the summer events. Tamra Ham stated that she could  
163 guarantee \$4,000 in donations so that the Town would not have to expend any of this money. She would  
164 like to see this kept in the budget so that the events would still be under the Town's liability insurance.  
165 Tamra added that she believes they could run two successful events for a total of \$2,800. I van Strickon  
166 stated that he has seen such strides made in bringing the towns of Lincoln and Woodstock together. He  
167 believes having joint summer events is a tremendous asset to both towns and should be continued for  
168 years to come. He added that he is certain \$4,000 in sponsorships would be easy to raise. He added that  
169 the 250<sup>th</sup> Committee took in more revenue than what was spent because of the excess of donations.  
170 Patricia McTeague and O.J. Robinson would like to see this kept in the budget. Jayne Ludwig would  
171 like to wait to decide until further along in the budget cuts.  
172  
173 O.J. read the attached emails from Jeanne Beaudin and Bill Conn. In response to Jeanne's email, O.J.  
174 explained that the Town is part of a group of seventeen municipalities that are working together on a  
175 appeal lawsuit of the utility assessments (NHEC, PSNH, and Fairpoint.) If the Town were to use  
176 NHDRA's assessment as Mrs. Beaudin recommended, there would be an enormous reduction in tax  
177 revenue to the Town as NHDRA's utility assessments are 24 million dollars lower than what the Town  
178 has had them assessed at. The Town is the lead applicant in the lawsuit against NHEC. Town Manager  
179 Burbank added that this case is set to be heard in the spring of 2016. The Town has already paid for all  
180 of the utility assessing that needed to be done as part of these cases. The current bills are only \$200-  
181 \$300 per month.  
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183 O.J. Robinson had no comment on Bill Conn's letter. Jayne Ludwig thanked Bill and Jeanne for their  
184 letters.  
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186 Taylor Beaudin questioned whether any of the employees have been asked to forego their raises. O.J.  
187 replied that they have not as of yet but nothing is beyond consideration. Jayne Ludwig stated that she  
188 did the calculations and if the 3% raise was eliminated, the Town could save \$25,000. Town Manager  
189 Burbank stated that no one has received a raise yet for this year. However, the Union will get their  
190 raises per the contract.  
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192 Dave Beaudin questioned why the Town couldn't just go back to last year's budget figures. He  
193 questioned where all of the increase is coming from. Town Manager Burbank stated that it is not  
194 possible to just use last year's budget figures as the cost of doing business has gone up. The Town  
195 cannot control the cost of utilities etc. He added that the Budget Committee spent months trimming any  
196 fat from the budget. It seems like the budget is going up significantly however it is the cost of doing  
197 business. O.J. gave some examples of cost of doing business increases from the executive budget. For  
198 instance, VISION Appraisal (the Town's tax mapping software program) went up by 30%. It would not  
199 make sense for the Town to go out to bid on this at this time because the Town would have to purchase a  
200 new software system which would be more expensive. The Town's contract for IT with Certified  
201 Computer Consultants went up by 12.8%. The Town's contract with BMSI (the taxes/billing/payroll)  
202 went up 22.7%.  
203

The copier lease contract went up 23%. The Town cannot control these costs this year without it costing the taxpayers more. Jayne Ludwig reiterated that the Town cannot control cost of doing business increases. She also commended department heads for the excellent job they did revising their budgets to cut costs.

O.J. added that while the cost of doing business is going up so is revenue. The revenue from motor vehicles has gone up 10% however there are costs associated with that revenue (printing, paperwork etc.) Also, the total number of taxpayers is ever increasing and that revenue is significant. The other side of that is that the Town has to pay more money to have more tax bills printed. All of these are reasons why you cannot just go back to last year's budget.

Budgeted overtime, compensation time and the NHDOL regulations were also discussed. Town Manager Burbank explained that over the past year, the additional part time staff has made significant strides in organizing the files at the town hall. With so many former staff changes over the past five years at the town hall, files were misplaced, lost etc. Current town staff have been working to organize projects randomly placed in boxes. Public Works Director Bill Willey added that with the more stringent requirements on the Town's Operation and Management Plan required by the EPA, he frequently needs files from the town office. In the past he would spend an entire day searching for files. However with the Planning Assistant Wendy Tanner's organizing of the files, she is locating plans that he needs without him having to spend any time researching. It is saving him huge amounts of time.

At this time J.J. Bujeaud suggested many practical budget cuts. The Board noted his suggestions and acted upon several of them. The Board thanked him for his valuable input.

Lutz Wallem stated that he was very surprised that by one vote the Town agreed to reduce the budget. However he was amazed that at Town Meeting the next 20 articles passed without hardly any discussion. Those articles total 1.4 million dollars. He questioned whether the Town could reduce spending for these articles in place of all of these operational budget cuts. O.J. Robinson replied that the Board is bound by Town Meeting. A special Town Meeting to make changes is not legally permitted unless the NHDRA and Superior Court deem it necessary to do so. There is a zero percent chance that approval would be granted for a special town meeting just for a \$300,000 budget reduction.

At one of Mr. Bujeaud and Jayne Ludwig's suggestions, the Board and Public Works Director agreed to only use white paint on the crosswalks rather than white and green as it will save the Town about \$1,000.

Tamra Ham stated that not taking care of and maintaining the Town's current infrastructure and pushing off necessary maintenance to a future year is irresponsible. Public Works Director Bill Willey stated that he hopes the Town does not end up in this same situation next year. Those that pushed through this large cut to the budget could have gone after CIP items but cutting an already trim operating budget is not a smart approach. He questioned what this Town was coming to that they couldn't even plant flowers nor have July 4<sup>th</sup> activities any more. He stated that more people need to show up at Town Meeting. Jayne Ludwig replied that what is voted on is democracy in action. Helen Jones stated that in the nine years she has worked for the Town, she can count three town managers, four administrative assistants and three planning assistants. The files are in bad shape and there has not been enough town staff to correct years and years of misplaced files and various filing systems. Now that town staffing has increased a bit and the files are starting to be sorted through and corrected, cutting staffing will only hurt the Town in the future. Current staff is working to correct decades of errors. She does not know how the work will get done if there are staff cuts.

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256  
257 She stated that the Planning Department has been in bad shape for a long time as the files have been let  
258 go for years. If this continues, she hates to see where the Town will be in ten years. She added that she  
259 could only count five people in the entire Town that asked to see the budget. She questioned how people  
260 could decide to make such a significant cut to the budget when they haven't even reviewed the budget.  
261 There was also very low citizen attendance at Budget Committee meetings. O.J. stated that there were  
262 65 people at Town Meeting and the budget amendment passed by only one vote.  
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#### 264 265 266 **IV. OLD/NEW BUSINESS**

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268 The Board decided to reschedule discussions on the levee and Board appointments until the next  
269 meeting.  
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#### 271 **Seasonal Roadway Weight Limits**

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273 **MOTION: "To post seasonal weight limits on the following roads for the duration of the spring**  
274 **thaw effective immediately: Beechnut Drive, Brookway Street, Conant Road, Coolidge Street,**  
275 **Eagle Cliff Road, East Branch Drive, Edgewood Street, Black Mountain Road, Hanson Farm**  
276 **Road, Riverside Cemetery Road, and West Street."**

277 **Motion: McTeague                      Second: Ludwig                      All in favor.**  
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#### 279 **Pump Station and Water Line Relocation Projects**

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281 The Board approved Town Manager Burbank's recommendation to move funds from the CIP to do the  
282 work necessary to relocate the Loon booster pump station as well as to relocate the sewer line  
283 underneath K&M Market. O.J. Robinson stated that the sewer line relocation is the perfect example of  
284 how the Town is working to fix a fifty year old mistake. The Town is spending \$150,000 to relocate a  
285 line that had no business being on private property. The job was done on a handshake decades ago and  
286 now the Town has no easements to the water line. Current property owners have no desire to grant  
287 easements to the Town. The property owners want the line moved off of their properties.  
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#### 289 290 291 **V. NON-PUBLIC WORK SESSION *Pursuant to RSA 91-A:3II(legal, personnel)***

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293 **MOTION: To go into Non-Public Work Session at 9:00pm.**

294 **Motion: McTeague                      Seconded: Ludwig                      Roll call vote all in favor.**  
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296 **MOTION: To go back into public session at 10:20pm.**

297 **Motion: McTeague                      Seconded: Ludwig                      Roll call vote all in favor.**  
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**VII. ADJOURNMENT**

After reviewing the weekly accounts payables, the Board made the following motion.

**MOTION: “To adjourn.”**

**Motion: McTeague    Second: Ludwig    All in favor.**

The meeting was adjourned at 10:30pm.

Respectfully Submitted,

Brook Rose

Approval Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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Chairman O.J. Robinson

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Patricia McTeague

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Jayne Ludwig