

Town of Lincoln
Board of Selectmen Meeting Minutes
Thursday, December 1, 2011 - 6PM
Town Hall Meeting Room

Board of Selectmen Present: Chairman Peter Moore, Selectman Patricia McTeague, Selectman O. J. Robinson

Staff Present: Town Manager Peter Joseph, Finance Director Helen Jones

I. CALL TO ORDER

Chairman Peter Moore called the meeting to order at 6:00PM.

II. BUDGET WORKSESSION

The Board of Selectmen met to review and finalize the proposed 2012 budget as presented by the Town Manager.. The following departmental budgets were reviewed in depth: Personnel Administration, Police Department, Water, Sewer, Public Works, Recreation, Community Building, Solid Waste, and Contingency.

Peter Joseph explained that much of the cost increases in the Police Department wage item are due to the fact that last year's wage increases of approximately \$13,000 for this department were contained in a separate warrant article, as collective bargaining agreement cost items. Therefore, \$13,000 of the wage increases shown in this years budget were actually approved at Town Meeting last year, but are not shown in the 2011 budgeted amount in this year's budget because they were approved separately.

There was an extended discussion regarding potential changes to the contingency budget. Last year the Budget Committee had suggested that the Town Manager and Board of Selectmen examine the repairs and maintenance items that were funded out of the contingency, and if possible, move these expenses to separate line items inside the individual department budgets. Peter Joseph explained that the Budget Committee's suggestion would produce a more accurate budget, but leaving things the way they were would make for more flexibility in the event of unanticipated events. If expenses were to be moved from the contingency budget into the respective departments, Peter Joseph suggested that the contingency budget be reduced proportionally so that there was a zero-net effect on the budget. He felt there were pros and cons to both ways of budgeting for contingency. It was noted that the Board of Selectmen would have the authority to move expenditures from other budgets anyways in case of emergencies, so the only real benefit to changing the contingency budget as suggested would be that the expenditures would be reflected in the budgets of the departments actually responsible for them.

OJ Robinson asked that the Town Manager and Finance Officer present a list of departmental expenditures out of contingency to the Budget Committee, and let them discuss whether or not to shift budgeted funds out of contingency and into the respective departments.

The Capital Reserve / Trust Fund budget was reviewed. It was agreed that the Board of Selectmen would propose the full recommended amount from this year's Capital Improvement Plan. Peter Joseph noted that several special warrant articles would not have recommended budget figures until closer to budget hearing time. This was due to the fact that projects were undergoing engineering and did not have estimates ready at this time. The Board agreed to approve the Operating and Capital Reserve/Trust Fund portions of the budget and to revisit any remaining special warrant articles once numbers became available.

Motion: “To approve an Operating Budget and Capital Budget proposal as follows:

Department	2012 Proposed
Executive	\$237,668.00
Tax Collector/Town Clerk	56,886.00
Elections	3,990.00
Legal	33,000.00
Personnel Administration	653,041.00
Planning & Zoning	51,925.00
Town Hall Building	51,075.00
Cemetery	12,325.00
Insurance	32,509.00
Police	920,515.00
Fire	82,306.00
Emergency Management	19,600.00
Public Works	250,990.00
Street Lights	44,000.00
Solid Waste	323,732.00
Sewage Disposal	204,295.00
Water	282,450.00
Community Building	80,336.00
Health Appropriations	50,465.00
Welfare	30,000.00
Recreation	191,487.00
Library	92,857.00
Patriotic Purposes	8,630.00
Long Term & Tan Interest	646,377.00
Contingency	75,000.00
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Operating Total	\$4,435,459.00
Reserve / Trust Articles	\$859,100.00
Grand Total	\$5,294,559.00

With the operating budget total representing a 3.20% increase over the 2011 budget and the Capital Reserve/Trust Articles representing a 38.62% increase over the 2011 budget. Special Warrant Articles, including matching appropriations for Tropical Storm Irene repairs, are to be reviewed and approved at a later date.”

Motion: O.J. Robinson **Second:** Patricia McTeague

Vote: Unanimous in favor of the motion.

VI. ADJOURNMENT

At 8:15m the following motion was made:

MOTION: “To adjourn.”

Motion: P. McTeague Seconded: O.J. Robinson All in favor.

Respectfully Submitted,
Peter Joseph, Town Manager

Approval Date ____/____/____

Chairman Peter Moore

Selectman Patricia McTeague

Selectman O. J. Robinson