

1 **2017 Municipal Budget Process – Town of Lincoln**
2 **Budget Committee Meeting Minutes – November 14, 2017**
3 **Father Roger Bilodeau Community Center, Lincoln, NH**
4

5 Attending: Denis Ducharme, Larry Sweeney, Cindy Rineer, Selectperson Jayne Ludwig, Lutz
6 Wallem, Secretary Susan Chenard, Chairman Mike Simons, Jack Daly, Beverly Hall, Patricia
7 McTeague, Cindy Lloyd

8 Excused: Paul Beaudin and Herb Gardner

9 Audience: None
10

11 **Call to Order:** Chairman Simons called the meeting to order at 5:32pm.
12

13 **Welcome New Committee Member**

14 Mike welcomed Jack Daly to the committee, who responded that he is looking forward to
15 working with us to protect the town's funds.
16

17 **Review of meeting minutes of September 12, 2017**

18 **Motion:** To accept the September 12, 2017 meeting minutes, as amended.

19 Motion: Denis Ducharme Second: Larry Sweeney Motion carries with Jack abstaining
20

21 **Discussion of the September NHMA Training Session**

22 Mike, Helen, and Cindy Lloyd attended the NHMA training session in September. They found
23 that similar topics were discussed as when Terry was here in July. Mike finds the books have
24 almost all of the information, so Cindy L gave her book to Denis and Bev will give her spare to
25 Jack.
26

27 **Sub-committee Report and Discussion**

28 **Bylaws.** Cindy L explained that the subcommittee had a posted meeting between this
29 and the last Budget Committee meeting. In reviewing the MS 37 form, she found that so much
30 more was included there, that they decided to remove extraneous or redundant text from the
31 Bylaws, just saying that we approve to recommend the final budget. Mike felt that the last
32 sentence of the preceding paragraph should read that no *additions* can be made without
33 additional public hearing(s), rather than the word *changes*. A Motion to approve the changes as
34 written was withdrawn so Cindy L can check which way that sentence should read.

35 **Filling vacancies.** Paragraph 3 was revised to add, should be within 45 days of receipt
36 of first letter of qualified candidate. Mike and Cindy L will confirm the language. The Chairman
37 tells applicants date and time of the next meeting. Being qualified includes that applicants must
38 be a Lincoln resident and not a member of town government, as described in the RSA.
39 However, we would not be using the word qualified but rather go into details of what it means for
40 this committee. Paragraph 7 serves as a reminder to be sworn in by the town clerk.

41 Paragraph 6 led to a lengthy discussion as to whether a chairman can vote or not,
42 especially to break or make a tie. On any vote, the chair votes last. Cindy L suggested removing
43 the sentence about the chair's vote. They'll run this by the town attorney next.

44 **Calling the Question.** The sub-committee removed the unclear portion of Paragraph 5.
45 Paragraph 4 was clarified to include that a simple majority of members present and voting is
46 required to end debate.

47 **Next subjects.** The subcommittee will work on protocol next, now that public
48 participation, vacancy, and calling the question are under control.
49

50 **Review financial statements**

51 Statements were distributed today at the start of the meeting. There was a big number under
52 legal fees; does it include a settlement? These statements were until 11/14/17, but bills will be
53 coming in and paid till early January.
54

55 **List of topics for 2018 budget season.** Cindy R emailed the list she and Paul Beaudin had
56 compiled. Jayne reviewed some items: A person was hired part-time at town hall, but not the
57 deputy finance officer, planning digitizing is in progress by town staff, the water meter was not
58 replaced at the Kanc, but others at homes were. Some items are more Board of Selectmen or
59 management decision vs. budget committee items, said Larry. Jayne and Beverly agreed. There
60 was a short discussion on transfer station stickers and charging for them, as a revenue source.
61 Jayne said that they'll be meeting with the Woodstock Board of Selectmen shortly, and always
62 ask about increasing revenues from the recreation department, but it is never well-received nor
63 approved.
64

65 **Calendar of meetings.** Helen had sent over 2 schedules for us to choose from. Last year, our
66 first meeting with department heads was December 15. Helen had told Denis she'd prefer
67 starting in January, and after some discussion, the committee agreed.

68 **Motion:** To approve the Option 2 Meeting Schedule, starting in January.

69 Motion: Jack Daly Second: Jayne Ludwig Motion carries unanimously
70

71 **Additional Business**

72 There should be no need for extra meetings between now and Jan 2 for the subcommittee.
73 Beverly would have liked one more, but Cindy L and Cindy R felt that there would not be any
74 major changes, just review by attorneys.
75

76 Jayne said that Mary Conn had asked the Board of Selectmen for detailed expenditures of 2017
77 in conjunction with the 2018 proposed budget. The Selectmen agreed to supply the info in the
78 same form as we do for the BOS and department heads, on separate sheets, due to the time it
79 would take to modify our established practice.
80

81 **Motion:** To adjourn at 7:17pm.

82 Motion: Larry Sweeney Second: Jack Daly Motion carries unanimously
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84
85 
86 _____
Chairman Mike Simons

1/19/18

Date