

BUDGET COMMITTEE MEETING MINUTES

January 17, 2019

Lincoln Town Hall, Lincoln, NH

(approved)

ATTENDING: Larry Sweeney, Jack Daly, Tracey Brumlik, Dennis Ducharme, Chairman
Mike Simons, Vice-Chairman Herb Gardner, Selectperson Jayne Ludwig, Susan Chenard,
Jim Spanos, Paul Beaudin

Excused: Beverly Hall, Lutz Wallem, Cindy Lloyd

Staff Present: Town Manager Butch Burbank, Finance Officer Johnna Hart, Ron Beard,
Chief Chad Morris, **Captain Burnham**, Carol Riley

Audience: Tamra Ham, **Joe Chenard**

Call to order: Herb Gardner calls the meeting to order at 5:35

Review and Approval of Minutes from Previous Meetings:

December 18th Minutes reviewed

Motion to approve: Herb Gardner Second: Dennis Ducharme

Motion carries unanimously

January 10th Minutes reviewed

Motion to approve: Herb Gardner Second: Jayne Ludwig

Motion carries unanimously

Review of Budgets from Administration:

Library – Carol Riley said wages up, but they are dictated by town. Employee training is down, but it's only every other year. Cleaners of library were changed and it went up. One extra printer cartridge is being added, but they are very expensive. No new awards this year. Hired a gardener to take out juniper bushes and redo the beds. The exterior of building will be painted this year (CIP). There have been staff changes. Programs offered are the same. The internet, WIFI, printer and fax are used a lot by the public. Certified Computers out of Tilton are very responsive when there is a problem. The air conditioner compressor, that was 22 years old, was replaced. Money came out of maintenance budget. The 10-year plan (CIP) is to do an addition that is needed. Jayne asked about the parking and Carol said there is plenty out back and out front. Carol asked about moving the snow out of the parking lot across from fire station. Butch said that would be done.

Police Department and Dispatch - (see handout from Chief Morris) Chief Chad Morris said wages are dictated by contract. Part time wages up due to adding extra help (5 shifts a month) and this was not in previous budget. Training went up due to an audit that was done that found that there were deficiencies. All members including dispatch

needed training. Training supplies went up due to needing more taser cartridges that are \$30-40 each. Policy was updated to shoot off Taser cartridge as part of the recertification process. Plymouth Area Prosecutor decreased due to number of cases, but this number will increase next year due to a jump in drug related arrests. Butch says he is very proud of the department. Chief said they had a drug-intel meeting with other communities and it was a packed house. Captain **Burnham** explained that The Special Operations Unit (SOU), similar to SWAT, contribution decreases by \$500 for a member to participate. We are Central Team and there are 12 trainings. There are emergency drills that they will guide us through. The cost increase is to cover the training and call out stipend of \$1000, in lieu of overtime for either event. Radio Repair and Maintenance had a big jump due to our radios needing an overhaul. They just shut down in the middle of a call. The antenna has outlived its lifespan. Working with Ossipee Mountain Electronics to make repairs. The radio room is in a garage that takes on water. This room and all aspects that go with it will be moved when they fix the antenna. This company will also do scheduled maintenance instead of catching things as they fall apart. These **dual** band radios help with our rural area. It's not safe to be in middle of call and have radios go out. They even had incident where they got a fire call in police station and Fire Chief's radio didn't go off and he was upstairs. Computer upgrade required for secure information for antivirus and remote monitoring. Subscription Cloud Based Software is needed to track policy/announcement/required legal updates on laws changes so you know officers have gotten the information and can hold them accountable for the new information. Information is front end heavy, but it's all chronological so officers aren't having to read old information. The CCTV is ½ the lease contract of the new digital surveillance system with the Town Building. Maintenance to vehicles is for repairs to the rear end of SUV. Rear end bearings wearing out. It costs \$1000 per vehicle and 2 more coming up this year. Uniforms and Personal Equipment is for the vests and carriers that are on a 5-year rotation. The uniforms and personal equipment for new officers is for the one that is in the academy and one officer who will be leaving. Equipment – general is for Project Life Saver. People with Alzheimers and dementia register and then have a wrist band that transmits to police. We have three people (2 alzheimers and 1 autism) on this program. We had a grant that covered first two years and now we have to cover it. Supplies and equipment have to be purchased as they are perishable each year. **SRO are working with the schools to work out a plan in case of a disaster/active shooter type scenario. School doesn't support spending funds for School Resource Office, but does support Civilian Response Training for active shooter training.** Jack asked about the VIAL LIFE program where seniors would have a list of medicine and emergency contacts in a special bottle in the refrigerator in case there was an emergency. Captain **Burnham** is familiar with it program. Jayne asked about radios working at the school. The disaster response would include a radio to dispatch from the school. The \$6000 in offsetting revenue is a Homeland Security Grant for medical equipment.

Emergency Management – Chief Chad Morris and Captain **Burnham** discussed this next. The amount to rent the space on the repeater from the Loon Mountain Antenna went up slightly.

Executive Budget – Butch explained that \$500 for contributions is for the **Senior Christmas Party** that they attended. Certified Computers was for replacement of old laptop. Wages increase was due to one person leaving and a new person coming in.

Other Business – OJ Robinson discussed reductions to budget to bring it down from a 7% increase to a 4% increase.

Suggestions:

Engineering reduce by \$5000 bringing \$20,000 down to \$15,000. Paul questioned whether this is enough. OJ said this would deal with sudden issues and the \$30,000 in capital reserve would be for long term items.

Additional Water Sources reduce by \$25,000 bringing the \$100,000 down to \$75,000. BOS wants to reduce here until they can say we want to specifically use this amount for this.

Raise tap/impact fees to help replace infrastructure. Developers should fund future expansion. Paul asked about how BOS feels about charging for water, but no for yet as they are waiting on information from Water Committee.

Jack asked if the \$1.5 million was just for water meters. OJ said yes. Over a 20-year span. Increase the fee to hook up to our sewer as a septic is very costly.

Reduce the sewer treatment plant plan by \$40,000 from \$90,000 to \$50,000 as it's not in 2019 anyway.

Take \$30,000 off Pollard Road Project and fund in 2 years after more money in CIP.

Take \$5,000 out of **crack sealing**. There is already \$30,000 in this.

Take \$5000 off feasibility study for a new town building

That's a total reduction of \$105,000

Butch also said could take \$49,000 out of the Fire Department budget by buying equipment (hoses, portable radios, search lights and bottles) out of CIP.

Butch says this is a very lean budget and there has been a lot of paring down already. Paul says 11.55% increase in budget is a lot and how will this affect taxes? Jack says it will be .40 cents per \$1000. Paul says that .40 cents will hit locals hard and the bottom line is still too big. Paul says we need to look at cutting more. Jayne asks what % does he want to cut by. What is the total increase you would be comfortable with? Jack's two suggestions are to cut in the area of the water meters and cut the fire department from 3 per diems to 1. Paul still wants to look at further down the road on other ways to save money. An independent study needs to be done. Jayne says a study costs more money. There are things that have to be addressed now because they weren't done or planned for 20 years ago. The town needs to be prepared with a solid infrastructure. Paul says maybe we need to take a break from building. Put a stop on it for now until the issues can be fixed with the buildings/population we have already. Jayne says we can't stop what we've already promised to developers.

Mike says we meet again on JANUARY 22 at 5:30 to look at/discuss/vote on all this and to bring suggestions/questions to that meeting.

Johnna says filing for the open candidacies is open from January 23 through February 3. Tracey Brumlik, Larry Sweeney, Dennis Ducharme, Lutz Wallem seats are all up.

Mike opens questions up to audience. Joe says that the working people in town make less than the retirees that are here. Does the town charter say we can't charge for water? Paul says only if we pull water from Loon Lake. Butch says 80-90% is pulled from the river.

Motion to Adjourn at 7:30

Motion: Herb Gardner

Second: Paul Beaudin

Motion carries unanimously


Chairman Mike Simons


Date: