

**2017 Municipal Budget Process 2016 – Town of Lincoln  
Budget Committee Meeting Minutes – January 12, 2017  
Lincoln Town Hall, Lincoln, NH**

Attending: Marty Nastasia, Beverly Hall, Larry Sweeney, Cindy Lloyd, Dennis Ducharme, Patricia McTeague, Chairman Mike Simons, Selectperson Jayne Ludwig, Secretary Susan Chenard, Lutz Wallem

Excused - Cindy Rineer, Herbert Gardner, and Deanna Huot

Staff: Town Manager Butch Burbank, Finance Officer Helen Jones, Selectman OJ Robinson

Audience: Tamra Ham

**Call to Order:** Chairman Mike Simons called the meeting to order at 5:37pm.

**Review of meeting minutes of January 10, 2017**

**Motion:** To accept the January 10, 2017 meeting minutes, as amended,

Motion: Larry Sweeney      Second: Patricia McTeague      Motion carries with 2 abstentions

OJ presented the details for the Capital Improvements budget. He explained that the CIP committee had chosen to have West Street redone sooner rather than later, as it has many issues. But they didn't want to have to take out a bond. So they moved some items further out in time, with little to no funding in some lines for this year. This would free up enough funds to rebuild West Street completely this year.

Larry asked how items were chosen to be in capital improvement plan vs. being accounted for as maintenance. \$15,000 is used as a threshold. Often, this may be as a bigger picture, like the town hall carpets as a whole, vs. each room individually. Another consideration is if it is something we do annually. A larger project, like jetting the sewer pipes, is something that we do a piece of annually, but the costs vary wildly, so we save some funds towards it every year.

(The page numbers below refer to the page in the Capital Improvement Program 2017-2022 document adopted by the Lincoln Planning Board on November 9, 2016. Funded and unfunded projects are listed there by Capital Reserve and Trust Fund.)

Solid Waste – p27 - \$0 to be budgeted this year.

Fire Truck - p23 - \$100,000 this year

- \$40,000 towards E2 International 4900 Pumper Truck
- \$60,000k towards R4 Rescue Vehicle.
- We bought a ladder truck this year and almost depleted this fund, so we were a little uncomfortable. (We were able to replace the 1978 truck with a 2001 ladder truck, which has only 15,000 miles and less than 3000 hours, for \$280,000, instead of \$1.2 million.) We like to have some funds in place, in case we blow a motor or such.

Revaluation - p22 - \$25,000 this year

- We'll continue to save \$25,000 per year. We had been saving \$20,000 per year, but last year, 2016, we did the actual revaluation, and had to put in \$33,000. The revaluation is

done every 5 years, with assessors visiting a quarter of Lincoln's homes every year, and doing a statistical update the 5<sup>th</sup>, while the town continues to grow and add new homes.

Public Works Equipment - p25 - \$58,000 this year

- \$15,000 towards replacing the Sidewalk Plowing/Mowing Tractor
- \$16,000 towards replacing the 2011 Ford 550 Dump Truck
- \$25,000 towards replacing the 2008 Chevy 2500 4WD Truck – planned for this year

Police Department Equipment - p23 - \$25,000 this year

- The budget will increase from \$20,000 to \$25,000 due to the increased cost of technology. This year, the goal is to replace the radios in the cars, as the old ones no longer are compatible with the new system. All emergency vehicles will need this update to work with the new system.

Sewer Rehabilitation - p25 - \$151,000 this year

- \$5,000 towards Sewer Maintenance Repair/Replacement
- \$7,000 towards Sewer Town-wide Jetting and Camera Inspection
- \$4,000 towards Sewage Treatment Aerator Replacement & Upgrade
- \$15,000 towards Replace Motor Control Center & Var. Freq. Drives
- \$100,000 towards Dredge Lagoons and Sludge Removal
- \$10,000 towards Sewer Inflow Study
- \$10,000 towards Laboratory/Office Repairs and Maintenance
- Many of these are ongoing capital projects, like jetting, aerators, and motor control center. Variable frequency drives are planned for replacement in 2018. Dredging the lagoons will hopefully occur in 2019. The sewer inflow study is planned for 2018. Ongoing, the laboratory at the sewer treatment plant is slated for equipment replacement at this time, as it is very dated.

Water system - p24 - \$75,000 this year

- \$5,000 towards ongoing Replacement of Pumps, Controls, Valves and Monitors
- \$25,000 towards Communications Upgrade to Water System. Telephone lines at the treatment plant were having problems with false readings, so we switched to radios, and that worked very well. We hope to do that upgrade at all aspects of the treatments system.
- \$25,000 towards Water Treatment Plant Bldg Upgrades and Maintenance. This is the first annual payment. We'll be adding a shed to store chemicals as we add a 4th cell, as we run out of room within the facility.
- \$5,000 towards Replace Finish Water Pumps and 6 VFD's. This is an ongoing funding project, as they're \$15,000-\$20,000 to replace.
- \$10,000 towards Replace 10 Torque Valves. These too are ongoing, costing about \$6,000-\$8,000 to replace.
- \$5,000 towards Route 3 Water Treatment Plant/Tank. At some point we'll need to put a tank there or expand the water system and put a treatment plant up there. This \$5,000

will start the process, for engineering, and plan \$15,000 next year. The Indian Hill tank is by exit 34A, and the Boyce Brook pumps are up to there. A 150,000 gallon tank doesn't actually provide that amount of usable water, as we need some of that water to give pressure. (It's the same reason for the golfball on tee design you see elsewhere.)

- Larry asked about the bedroom tax. Any person adding a new bedroom pays a fee per bedroom to put towards a new cell. Water and sewer tap fees are used to offset costs of that infrastructure (mains or cells). Dennis said he pays \$500,000 for Riverwalk and \$250,000 for the South Mountain resort. He is one of the 4 major developers to come up with this savings plan.

#### Roads and Streets - p26 - \$535,000 this year

- \$35,000 towards Hanson Farm Road Reconstruction. Caulder Construction started last fall with a temporary pavement job. In the spring, the rest of the road will be finished with all new drainage, pavement, subsurface, water, and services. The other \$105,442 will come from water/sewer tap fees.
- \$500,000 towards Reclaim and Pave West Street and Engineering. This allows for engineering this spring/summer and starting the project this fall. Then we'll finish in 2018 with the next projected \$100,000. (The total project cost is about \$750,000, and we have \$147,000 funded already.) A big cost driver is the right of ways. We need to either obtain easements or re-align the road into the town's right of way. We will need to speak to almost every property owner. Water and sewer might be a good idea to update at the same time. Sewer seems to be fine per camera now, but the water line is asbestos pipe, which works fine now, but we will check with engineering to see if now wouldn't be a better time to replace it. The road was put in back when Lincoln was a mill town that didn't have surveyed lots, so we're finding some surprises.

#### Engineering & Planning - p23 - \$10,000 this year

- \$7,000 towards General Engineering. The town is using engineers more now rather than guessing, so we're increasing this ongoing funding from \$5,000 to \$7,000/yr. The town is lucky to work with Ray Korber, who only does municipal work, so there are no potential conflicts with homeowners. He's working on West Street, Riverfront Park, Village Center, etc. We have to plan for the engineering costs, even if a developer ultimately pays.
- \$3,000 towards Update the Master Plan. The planning board just accepted a new master plan, but will start putting money aside now to renew it every 10 years.

#### Kanc Rec Equip - p27 - \$19,000 this year

- \$15,000 at the Ski Slope towards Repair/Replace Bombardier Groomer
- \$4,000 at the Community Center towards Community Center Building Infrastructure. We're looking to replace heating/ventilation and add air conditioning for \$55,000. Next year we'll save \$20,000, then \$40,000 in 2019.
- The new office configuration has come out very well.
- Ceiling tiles will be replaced via a grant through the New Hampshire Electric Cooperative, which we'll see in Tara's budget next week.

#### Cemetery Maint. Exp. Trust - p29 - \$0 this year

- Last year we saved \$30,000 here, and will again next year, but none this year.

Property and Building Maint. - p22 - \$38,500 this year

- \$3,000 towards Replace Roof of Recycle Center Bldg. This represents Lincoln's portion.
- \$25,500 towards Garage/Maintenance Shed at Kanc Rec Area to protect the groomer. We have brought the groomer to the public works garage in the summer, but in the winter, it is hard to move when it breaks down mid-mountain. This shed may be near the bottom bull wheel of the rope tow, or at another location. We hope to do this project in-house, and be done this year.
- \$5,000 towards Fire Department Building Infrastructure. We've spent a bit on keeping the building in place, as it was sinking, so this figure is just continuous savings now.
- \$5,000 towards Exterior Concrete and Brickwork on Town Hall. This veneer is starting to crack and posts are rotting, so we'll start setting funds aside to maintain it. (The current Town Hall was built 22 years ago.) There was a brief discussion, reminiscing about meetings in the old building.

Library Technology - p28 - \$2,000

- \$2,000 towards Technology Maintenance, Upgrades and Repairs. The front desk computer, used to check in/out books, needs replacing. We hope to get on a rotating schedule for the 5 computers there.

Library Building - p29 - \$25,500 this year

- \$2,500 towards Paint Town Library Exterior. We've been painting the exterior, and have another \$2500 to complete in 2019.
- \$8,000 towards Paint Town Library Interior/Replace Carpet. We'll be replacing carpet and flooring in most of the interior, as some areas are a trip hazard from fraying. We hope to do that this year.
- \$4,000 towards Replace Flooring in Library (Tile). This is in conjunction with above project.
- \$5,000 towards Reroof Town Library. We're saving to reroof in 2020.
- \$4,000 towards Replace/Maintain HVAC Systems. We're planning for this project in 2020 as well.

Warrant articles:

Police Department Vehicles - \$45,000. We need to replace another vehicle

Highway block grant - \$28,000. This works like a capital reserve account. The amount we expect to get back from the state, just needs to be appropriated and accepted.

Employee Separation CRF - \$40,000. Any employees hired before 2014, still get vacation and sick time on leaving the Town's employ. Some departing, long-time, employees have had large payouts, like with Bill Willey and Susan Whitman.

Roads/Streets funds from Loon - \$45,000. This represents half of the engineering. We just need to appropriate and accept to spend. This will replenish the Roads and Streets CIP, as we already paid the \$90,000.

Cemetery Expendable Trust Fund - \$1272

Cemetery Trust Funds - \$2528. This represents the funds received for the sold lots.

A new item was brought up. There's a \$60,000 grant for asset management survey of the wastewater and storm water system. We must raise and appropriate it. It's basically "free money" but in preparation for the upcoming receipt.

Mike thanked the Board of Selectmen for their hard work, as well as all CIP members. Thanks also to Helen, John Hettinger, etc. Their hard work with the CIP takes the spikes out of our tax rates.

**Motion:** To close discussion on the Capital Reserve Trust Funds and Warrant Articles budget until the meeting prior to the Public Hearing.

Motion: Larry Sweeney

Second: Cindy Lloyd

Motion carries unanimously

Helen reminded the committee that next meeting would be on Wednesday, at 6pm, at the Woodstock town hall. (This meeting would be to discuss shared departments, so alternates between the two towns on an annual basis.)

Butch said that we would be going out to bid on the levee on January 22, 2017. The RFP would be in the Manchester Sunday paper.

Helen, Butch, OJ, and Tammy left at 7:00pm.

### **Other Business**

Cindy L reported that she had heard back from Peter Malia, who had reviewed the bylaws and guidelines. The bylaws were fine, and include only items that we, as a committee, actually do. (This would not include posting of notices, as Town Hall does that.) We shouldn't put excessive details, especially if we're not doing them, was a suggestion from Butch and Peter Malia. The Chairman can sign these, when approved by the committee. We can keep them in a loose-leaf binder to use for education purposes, or choose to number them.

Now we just need to discuss and vote on appointments, especially for ties. We also need to discuss calling the question, and what we need to proceduralize.

Cindy L will review what other towns, like Salem and Pelham, have written, and see what we might be interested in doing. We want to keep it simple, and only write about those items that we have questions on. But we have definitely made progress.

Jayne described that the Planning and Zoning Boards will most likely change to having people run to be elected for those boards. The town can still appoint people to fill in, if needed. This will clarify terms of service, and have members more invested in showing up.

There was a brief discussion of school board and funding formulas. The planned school budget is \$8,000,000 for 310 students, in grades K-12. That's bigger than the entire town budget. Jayne

urged everyone to please come to those meetings, and speak up. The conversation continued, mentioning that a good school does affect property values, but should be fiscally responsible.

**Motion:** To adjourn at 7:25pm.

Motion: Patricia McTeague

Second: Jayne Ludwig

Motion carries unanimously

---

Chairman Mike

---

Simons

---

Date

219 urged everyone to please come to those meetings, and speak up. The conversation continued,  
220 mentioning that a good school does affect property values, but should be fiscally responsible.  
221

222 **Motion:** To adjourn at 7:25pm.

223 Motion: Patricia McTeague                      Second: Jayne Ludwig                      Motion carries unanimously  
224

225

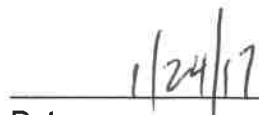
226

227



Chairman Mike

Simons



Date