

**BUDGET COMMITTEE MEETING MINUTES – January 23, 2020**  
**Lincoln Town Hall, Lincoln, NH**  
**(approved)**

**ATTENDING:** Chairman Mike Simons, Vice-Chairman Herb Gardner, Jack Daly, Cindy Lloyd, Susan Chenard, Paul Beaudin, Tracey Brumlik, Dennis Ducharme, Jayne Ludwig, Lutz Wallem, Ray D'Amante

**Absent:** Jim Spanos

**Audience:** Town Manager Butch Burbank, Finance Officer Johnna Hart, Fire Chief Ron Beard, Tamra Ham, Police Chief Chad Morris, Deputy Chief Burnham, Ivon Strickon, Carol Riley, J.J. Bujeaud, OJ Robinson

**Call to order:** 5:31

**Review and Approval of Minutes:** Minutes for January 9, January 14 and January 21 will be reviewed at the meeting on January 28<sup>th</sup>.

**Review of Budgets from Administration:**

**LIBRARY:**

Discussion of increases and changes by Carol Riley and J.J. Bujeaud are as follows:

Library received a grant from The Children's Literacy Foundation for \$2000 in children's books and Lin-Wood co-sponsored the grant to get books and a story-teller.

There were three main increases to the budget.

(1) Certified Computer Service Contract went up 11.24%, due to it being a contracted service.

(2) Conferences went up, due to The National Library Conference that Carol Riley attends every other year. She will be attending with the librarian from the Woodstock Library and splitting the hotel expenses.

(3) Wages also has a significant increase. They have 4 employees: Carol (22-year director), Teasha Camargo (Youth Services Librarian) and 2 part-time employees. Their board feels they are all underpaid and are requesting \$1/hr. increase for all four employees.

Reasoning is as follows: (1) employee turnover, (2) research for average pay for library directors in NH is about \$27/hr. and Carol is at \$24/hr. and support staff is \$15/hr. and Teasha is at \$12.36/hr., which is lower than average. (3) There are safety concerns with kids in at night and only having one person working. They need 15 hours for another person to be in the 5-8 pm slot, Monday through Friday. To cover that at \$13/hr. they need another \$10,140.00 in wages, which when added to the \$1 an hour, would bring the wage line to \$103,760. Jayne says the BOS decreased the percent from 11.39% to 8.42%.

Johnna states that the wages had increased during the year from the 2019 funded line already. JJ says the \$1/hr. extra would be a total of \$93,620 for all 4 employees. Paul says that \$103,760 is a 21% increase from the \$85,671 that was funded in 2019. Possible solutions are moving some people from day hours to night hours or cutting hours at night. Carol does not want to have to cut hours or move the day people to night hours. Carol and Teasha work 9-5, 5 days a week (40 hrs./wk. each), Sam works T-F, 5-8 pm and Saturday 10-2 (16 hrs./wk.) and Janette works on Monday 5-8. The library wages and bottom line needs to be corrected by the 28<sup>th</sup>, as to what they are truly asking for. JJ will work with Johnna to correct the library sheet. Paul states the Trustees budget, not the BOS budget, comes to us for the library and the cemetery.

**POLICE:**

Discussion of increases, changes and why by Chief Morris and Deputy Chief Burnham are as follows:

Chief Morris states that the wages increase reflects an additional dispatcher salary, the 53 weeks paid this year, 3% increase for the Deputy Chief and for the Administrative Assistant and the wages increase by Collective Bargaining Agreement (through April). The regular wages increased approximately \$92,000.

Currently they have 4 dispatchers that run the dispatch 24 hours a day, 7 days a week, which means there are 145 shifts to fill. Schedules are set 60 days in advance. If someone is out sick and we don't have a part-timer to fill it, that shift goes to a full-time person for overtime. The Administrative Assistant covered 110 shirts in dispatch, which is way beyond what she is supposed to cover. Lincoln now covers dispatch for Woodstock too.

Approximately \$21,000 was paid in overtime. The Administrative Assistant, at straight time, accounted for another \$15,000, which is approximately \$36,000. If that had to be at an overtime rate it would have been closer to \$44,000. They were 1-3 people short starting from February to November due to not having the "right" people. The staff stepped up (which they didn't have to) and slid their shifts around, so it didn't have to go to overtime. They did some creative scheduling, shortened their work week, stayed late or left early to make it work. They did it so overtime wasn't used.

Paul asks how they calculate, under offsetting revenue, what Woodstock pays and what Campton pays. What is the formula? The agreement right now is \$18,000/yr., for 2 years, just for PD, not fire, which is 40% of what they had paid at that time and after that they will relook at the number. Other towns charge by the call. Campton is not using the service yet, but is very interested. Maybe the revenue could be used for the upgrades that are necessary for the communication equipment in the PD. Anything Woodstock needs (i.e. upgrade for a program they specifically need), then they pay for it. Chief says that overtime will probably go down if 5<sup>th</sup> dispatcher is used.

Under Contracted Services we were over \$15,000.

Watch Guard Warrantee is a 3-year warrantee service on body and cruiser cameras. This was only recently discovered this past year after being billed for the next 3-years. They send a lot of cameras back due to them falling off the officers. Cameras are very important to protect everyone.

Paul states we need more monitoring of the flashing signs at crosswalks due to people not stopping. Chief Morris says that when a car stops at the flashing light, some people are passing on the right side. Crosswalks were not painted this past year, due to how late in the year the roads were paved.

Prosecution went up \$1000 due to the prosecutor resigning in August and having to negotiate for a new police prosecutor, which is contracted at the same rate for the next two years. We joined with Campton and Woodstock.

SPOTS user fees were eliminated by the State Police. It's the local department access to criminal/motor vehicle records.

Computer Total Care Service Contract increased. This is a maintenance contract for the internal computer system that is charged to the department. Computer- Upgrade main switch/antivirus/MDT license increased. It's a software upgrade recommended by the IT provider.

Record Contract in the amount increased by the invoice. This is called ACORN, which is the recorded lines when you call in.

There is no school resource officer right now. There is police presence in the mornings and during the day. Woodstock doesn't send officers over on a regular basis, but they are there for special events. They do not have jurisdiction, but they are welcome at the school anytime and they will come if we need them. We also have twice the staff they do. Paul asks if we should put in a user fee for Woodstock, since we are the Lin-Wood Cooperative School District?

Vial of Life program is up and running with the Lin-Wood Ambulance Service.

#### **EMERGENCY MANAGEMENT:**

Discussion of increases and changes by Butch, Chief Morris and Deputy Chief Burnham.

The payroll line can be gone since it was put in the job description of the chiefs.

Chief Morris states that the Franconia Chief did ALICE TRAINING (active shooter) with the school staff and during the drill the staff and kids did amazingly well and next time it will be an evacuation drill. There weren't any parent complaints. Butch states that they are working on Reverse-911 and a drill in case of a levee breach. They are still working on what needs to happen and what needs to be set up. They will also conduct civilian response training for all town staff and board members.

#### **PERSONNEL ADMINISTRATION:**

Discussion of increases and changes by Butch were as follows:

The Health Insurance is all "not to exceed" numbers and they are claims driven and set in stone. Butch states that there aren't a lot of different options for health and dental. Towns belong to state retirement. The Town pays a portion and the employee pays a portion, but the Town pays more.

Workers Compensation went up. There are a few claims that are ongoing.

Woodstock is billed and pays their portion for all the benefits, for the employees we share, based on that month's wages.

#### **CAPITAL RESERVE/TRUST FUNDS:**

Discussion of increases and changes by OJ and Butch as follows:

**Solid Waste:** OJ states that they are taking a year off and not putting any money in under Equipment Replacement fund instead putting it all in to paving the Solid Waste roadway. We are responsible for the road from Main Street up to the plant and then we share the rest with Woodstock. We will have enough to pave, if necessary, in 2021.

**Fire Truck and Equipment:** OJ states that \$20,000 is for a replacement for a command vehicle, if necessary, and we'll have enough, for a used one in 2021.

**Public Works Equipment:** OJ states that \$82,000 of that is for a sidewalk tractor and we'll have enough to purchase one in 2020. We are setting aside \$50,000 for a loader/snow blower attachment. We'll have enough to buy that in 2021.

**PD Equipment:** OJ states that \$50,000 is for the communication in dispatch

**Sewer System Rehab:** OJ states that money is for dredging the lagoons, buying another aerator, design on a sewer treatment plant, maintenance and inspections.

167 **Water System Rehab:** OJ states that the big items are the Route 3 water tank, water  
168 system communications, Forest Ridge Tank, SCADER system, water system disinfection  
169 system, replacing valves and generator replacement.  
170

171 **Road and Street Reconstruction:** OJ states the big items there are for repaving Rue de  
172 Gionet, Liberty Rd. and Eagle Cliff Rd. and overlaying of Maple St., Church St., School St.  
173 and East Spur Rd.  
174

175 **Kanc Rec Area Equipment:** OJ states line items were depleted to redo the lighting. This is  
176 to put money back into the groomer and diesel engine line items.  
177

178 **Cemetery Maintenance Expenses Trust:** OJ states this is for expansion of the cemetery.  
179 Paul states that he thought this was to be \$0 this year since they already had a lot in there  
180 and we needed money for lighting. They will check on the minutes to see the decision on  
181 that.  
182

183 **Property and Building Maintenance:** OJ states this is for small projects like a feasibility  
184 study to address a new building for town hall/fire/police and whether to separate or keep  
185 those together in the future.  
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187 **Library Building:** OJ states this is for fixing the roof and HVAC. We would have enough  
188 after this year to fix them, if deemed necessary. It's also for potential expansion on the  
189 library.  
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191 The Historical Society building is not a building owned by the town.  
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## 193 **OTHER SPECIAL WARRANT ARTICLES:**

194 Discussion of increases and changes by OJ and Butch as follows:  
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196 **FD-SCBA:** OJ states this a federal grant. It will state that if we don't get the money we don't  
197 spend it.  
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199 **PD Vehicles:** OJ states this the replacement of a cruiser.  
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201 **Union Contract:** OJ states this is still in negotiations.  
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203 **Water Meters:** OJ states this is for \$1,210,000 that will be bonded over the next 20 years.  
204 It's for a new meter at all of the 3000 properties. The Water Rate Study is not in yet. It has  
205 had setbacks due to illnesses, but we are hopeful we will get it before public hearing. It  
206 states in the company's contract that they have to have the formula approved before the  
207 public hearing. Should be put it on the warrant articles if we don't have the study

information? Are we voting on the bond only if the rate pleases us or are we voting on the concept of the water meters themselves? People will have a lot of questions if we don't have the rates. The Voters can make their decision at Town Meeting. We have a Budget Review on January 28<sup>th</sup> and will present a recommended budget to the Public Hearing on February 6<sup>th</sup>. After the Public Hearing things can be changed. After the Public Hearing, we vote on what goes to Town Meeting. At the Town Meeting, we could then show rates.

Cindy asks how multi-unit buildings will be metered. OJ states that if, currently, a whole building is metered, then we will replace one meter. If, currently, each unit in a building is metered, then we will replace each meter. Cindy says the associations will have trouble deciding how to bill units.

Deciding how to meter is a town issue not our issue as a Budget Committee. Jack feels we need a flat fee for residents and a commercial rate. Paul feels we should bill by the gallon. Jayne says the BOS feeling is that we need to move forward and let the voters decide at Town Meeting. Tamra feels it's also about conservation and the longevity of our water and sewer plants. Butch says the state has told them that as soon as you put in meters you will see your water usage drop dramatically. Jack feels there will be other costs beyond the \$1,200,000 that will make it closer to \$2,000,000. He also feels we need to educate people first. Paul says we need the information before we go to a meeting. Johnna asks if the previous studies were looked at and why they did what they did. OJ says back then people were against it in theory. There is no incentive to reduce water use and the only thing that will do that is a per gallon fee. Butch says it will cause instant conservation. Paul says there is a schedule where you could pay a flat rate and then over a certain amount you would be charged by the gallon.

**Levee – Repairs (Bond):** OJ states that there were significant overages in repair of the levee. We still have outstanding payments due. We want to bond that amount, otherwise it has to come out of 2020 expenditures. There is \$58,000 for paving (shim and overlay to get the road back to the way it was before) of the private road (Bunker Lane). We still owe \$85,000 for project oversight. There were 10 contract changes that were agreed to along the way. We estimated, but we kept coming up against issue, after issue, after issue. Every time they found another problem, it required a different design, and that would need new engineering. Butch states that this has been an 8-year engineering money pit. The original amount was \$1,200,000 and then \$1,400,000 and now more. We're now at \$2,500,000. We are anticipating some offsetting revenue. For every change, we had to go to the Corp of Engineers and DES for approval which raised the amount too. Paul asks why don't we use the reserve fund balance for the town (a little over \$1,000,000) to help with this. OJ says this is a multi-year structure that we've built. Why should the 2019 tax payers be burdened with this all at once? It's for the future, so put some of the burden on the future taxpayer. We also owe the major contractor \$138,000, \$10,000 for moving 26 granite blocks off privately owned land, \$20,000 for the attorney to negotiate with the

contractor/engineer and \$10,000 for other fees. The \$311,000 is all obligations that have to be paid and if defeated we have to pay it all in 2020.

**Mansion Hill/Legare Land (Bond):** OJ states that this is 16-17 acres that the Legare Trust owns behind the Community Center. It has 5 wells that have a good quantity of water in them. It's an investment for the future and would give us some breathing room. There is a lot of water in the wells. It's not usable right now, but its treatable and there is no RADON.

**Cemetery Expendable Trust Fund:** transfer funds

**Cemetery Trust Fund:** transfer funds

**Northern Borders Grant:** This is for the Route 3 water tank. We got \$500 000 from the Northern Borders Commission. We have until 2022 to spend the money. It's a matching grant which will come from water tap fees and CIP.

**Forest Service Grant:** Behind Indian Head we will pull out the existing dam and return the water to a natural flow and farther down the stream we will build a new dam. We get \$500,000 from a grant and the matching part is from water tap fees. We have some studies to do for the federal government.

**Other Business:**

We still need to get the tax impact numbers.

Lutz, Paul and Susan have to declare their candidacy before January 31<sup>st</sup>.

Anyone, at any time, can call "**point of order**" if you feel we are off topic.

January 28<sup>th</sup> at 5:30 is our next meeting and we are doing BUDGET REVIEW.

**Motion to Adjourn at 8:05 pm**

**Motion: Paul**

**Second: Jack**

**Motion carries unanimously**

  
Chairman Mike Simons

  
Date:

