BUDGET COMMITTEE MEETING MINUTES – January 14, 2020
Joint meeting with Woodstock
Lincoln Town Hall, Lincoln, NH
(approved as amended)

Attending:  Chairman Mike Simons, Vice-Chairman Herb Gardner, Jack Daly, Cindy Lloyd,
Tracey Brumlak, Susan Chenard, Jim Spanos, Paul Beaudin, Dennis Ducharme, Ray
D’Amante, Jayne Ludwig, Lutz Wallem

Absent: none

Audience: Town Manager Butch Burbank, Fire Chief Ron Beard, Tamra Ham, Tara Tower,
Public Works Director Nate Hadaway,

Call to order: 5:32

Mike states we will have a brief meeting and then meet with Woodstock at 6:00 pm.
Meeting schedule is updated to reflect Trustees of the Trust Funds will present on January
21st.

Review and Approval of Minutes: January 7th minutes
Motion to approve: Herb  Second: Dennis

Discussion: Susan states that on line 6, her name is spelled incorrectly, that on line 37
“and” should be “an,” and on line 39 “positons” should be “positions.” Paul asks that the
minutes reflect that Butch asked Carole to leave the table. Jayne states that on line 56 it
should read “...that is a lot.” Lutz states that on line 20 “James” was used instead of “Jim.”
Tracey states that on line 134 “James” was used again instead of “Jim.” Lutz requests that
more subparagraphs be used. Lutz states that this is a serious matter and the minutes
need to be read and attended to carefully.

Motion to approve minutes as amended: Yes: 11 No: 0  Abstain: Lutz

Other Business:
Paul asks if we will be going back through all the budgets and can then ask questions at
that time, since we just received the Detailed Statement of Payments, and Mike states,
“yes.”

Mike asks Butch about a sheet he has from January 8, 2019 that shows the percentage of
benefits for a nonunion employee as: Social Security/Medicare 7.65% and Retirement
11.255 which equals 18.9%. Life Insurance $250 per person, Short Term/Long Term
Disability $450 per person on average, Health Insurance $9554 per person for a single, and
Dental $564 per person, as a single person. Mike asks if out of their salary, they are paying
$10,882 for their benefits. Butch states that is what the Town pays for a single person in
compensation, plus their salary. They show the employee the total compensation package
for a single person. The employee pays the difference in health benefits when they add a
spouse or a family. The town pays 100% for a single person. Jayne says everyone has the
option for the family plan. Paul asks if there are people that are grandfathered in for the
family plan. Butch states yes. Paul asks how many and Butch says he’ll have to get that.

Mike says we requested the count of permits. Butch states he emailed that to Mike today.
Mike states that information is to come to him first, and then it is disseminated, so that
emails aren’t going back and forth. He is responsible for getting it out.

Paul asks if we will get the special warrant articles before the next meeting on Thursday.
Butch states we won’t have them by Thursday because the BOS have to meet on them still.
Discussion on changing dates because of holiday on Monday. Special Warrant Articles
moved to January 23rd and Fire Department will present on January 16th.

Motion to Adjourn at 5:53
Motion: Jack Second: Herb Motion carries unanimously

OPENING OF MEETING WITH WOODSTOCK

Motion to open joint meeting at 5:55
Motion: Herb Second: Susan Motion carries unanimously

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

Absent: none

Attending from Woodstock: Chad Morris, Gil Rand, Roberta Vigneault, Scott Rice, Emily
Clark, Steve Tower, Charyl Reardon

Audience: Town Manager Butch Burbank, Fire Chief Ron Beard, Tamra Ham, Recreation
Director Tara Tower, Public Works Director Nate Hadaway, OJ Robinson

Review of shared budgets from administration:

Recreation: Tara Towers states that there is a spike in wages due to an extra week this
year plus the 3%. The Part-Time Programmer has more hours, so that went up also.
Roberta asks how they will get someone to work for $10/hr. when McDonalds offers
$12/hr. Tara states that they like working together/positivity of work environment, the
activities, working with kids and the job experience. Most high school and college age kids
look forward to returning every year. Mike states that it’s good that they aren’t just there
for the check and they like the positive atmosphere. Tara states that they can help the
workers then get jobs at college, since they know the local youth/rec. directors. She states
that the biggest competition for workers is from Clark’s and we pay more than Clark’s.
They are looking at replacing both youth directors this year and they supervise the younger
staff.
Jack asks if there is a way to work with Plymouth State to give credits for an internship and therefore reduce wages, since they are getting credits toward college. Tara said they have tried, but the turnover with employees at Plymouth State has prevented it. They have asked for some time at the Kanc for their ski team, so may try to make some inroads using that. Tara says there is more interest with UNH.

Butch says he’ll be looking at the wage disparity with McDonald’s paying $12 and the Town has some very valuable people at only $10 or less that we don’t want to lose.

Paul asks if there is money in this for the public works person that goes up there and works. Tara said it’s not in the shared budget, but they break down the hours. It’s a separate column that is charged directly to the Rec. Department.

Paul asks why the director’s job went to 40 hours a week? Tara states the line “Director Increase to 40 hours per week,” is a note that didn’t change from last year’s budget. Tara says she’s been 40-hours week and the line needs to be taken out. Mike asks if Tara has an hourly position? Tara states that she is salary, not hourly.

Paul asks about the % change in overtime. Tara states that it used to be in regular wages and they broke it out. Butch states that if the person is out plowing sidewalks and then goes in to work at recreation, it could incur overtime.

Jack asks Tara if the lighting is what made her budget go over. Tara states that they decided not to take it out of CIP but to take it out of budget instead.

Tara states newspaper ads were not used this year. Propane is based on current rate per gallon and usage. Paul asks who gets their mileage reimbursed. Tara states that it’s anyone who drives their personal vehicles for town business. It’s mostly she, Ryan and Dan.

Paul asks why “other contracted services” went up. Tara states that it’s because they have to background check ALL their employees (seasonal, volunteers, couches etc.) once a year.

Paul asks if the number of employees went up or it’s the cost of the service. Tara says a little of both. They had the service through the state and they switched to an online service because it was taking till the end of summer camp to get back the information and some searches weren’t checking vehicles or the sexual predator registry.

Paul asks about the increase in uniforms. Tara states that in the past it was for the logo shirts for the seasonal employees and this year they needed reflective gear for the snow making crew. It used to be under materials and supplies.

Paul asks about the increase under replace roof on the concession stand, and if there is revenue from that. Tara states there is no revenue from the stand as it’s not used as a
concession stand, but is used as storage and bathrooms. Replace rope tow and replace lighting is gone this year since they replaced them last year.

Tara states a line item for the River Front Park was put in as a place holder as they are anticipating starting the park. That will be required as that is started. Tara states that for Kanc, we don’t split revenues and operating area expenses.

Mike asks about the maintenance amount for Ladies Bathtub. Tara says it’s a place holder for potential future work. Butch states that it’s for the stairs, railing and signage.

Mike states that this is the beginning for the River Front Park. Butch states that maintenance has been assigned to the Rec. Department by the BOS. There are some holdups with DES with design. There need to be rain gardens and since water is retained down there. We are going to put it out to bid and hopefully, before the snow leaves, we will be starting phase 1: cutting trees, roughing out trails and starting parking area.

Mike states that there is a page of Offsetting Revenue and a page where it is broken down further as to what comes from the ski area, the summer camps and rental fees. In 2019 Woodstock contributed $151,562 and as of 11/6/19, they used $127,023.40. Proposed for 2020 is $159,005. Mike asks what the amount is as of December 31st. Tara states Johnna hasn’t billed for December. Butch states things are a little behind since Johnna has been really sick.

Paul asks if Tara has any plans to increase the cost of the programs. Tara says they haven’t but they are on a five-year review cycle. Butch states that three years ago, there were some adjustments. Paul says with increases to the budget every year, it doesn’t seem prudent to wait 5 years. Paul says, “If the increase to the budget is 5% a year and you wait 5 years that would equal 25%, and I don’t think you’re going to increase costs 25% in one year.” Jayne says we discussed it 4 years ago and the BOS decided not to increase the rates. Tara states that if we changed them often, then we would have to pay to have the signs at the Kanc changed too. Jack states that the parents pick up extra costs when they go to different venues, like Whale’s Tale. Jack states that it’s not all about money and the town’s people appreciate that the costs are kept low, so they can afford it. Tara states there are additional fieldtrip fees that parents pay.

Tara states that Friends of Rec contributes money to help with costs. Paul asks how much the Friends of Rec contributes a year. Tamra states that Friends of Rec contributes $4000-$5000 a year to the Kanc. Tara states that it’s not in this budget because it’s a separate nonprofit organization.

Ray asks Tara if liability insurance for activities is on here somewhere. Tara states it’s carried under the town’s general liability. The ski area is an additional policy under section
390, “ski tow liability insurance.” Ray asks about other coverage for other activities. Tara states that our general risk is under the NH risk insurance we carry. Butch states that general liability is through State Farm, which covers all departments. The ski tow liability is special, as only a couple companies will cover it. Tara states the worker’s compensation is on the Town of Woodstock 2020 Anticipated Reimbursement page. Butch corrected himself, stating we actually have Traveler’s for our General Liability carrier.

Paul states, “You basically took all the money you didn’t spend in payroll and spent it on the lights.” Paul asks, “If you spent less last year, why are you requesting more for this year?” Tara says that there were a lot of times that she and Dan had to cover for seasonal staff (college kids) that were out due to other obligations. We don’t know how many days that will be this year. Additionally, we didn’t know how much we would have our part-time maintenance person. Butch states that not all the light budget came from salaries. Herb congratulates Tara on the great job she is doing for this town. Mike states that this is a wonderful shared program that we have with Woodstock. Thank you, Woodstock for working with us on this.

Ray asks, “By combining our efforts this way, do we bring, possibly, a better level of service to the two communities and save money in the process?” Scott responds, “In this case, yes.” Jayne says the parents appreciate how affordable it is. Tara says the kids don’t know which town they are from and parents are very impressed by the service that is offered. Tracey states skiing after school every day is wonderful. Tara states skiing after school motivates a lot of kids to get their homework done. Butch says there are a lot of success stories that come out of our school because of The Kanc. Chad states that people ask his child what club he skis for and he tells them The Kanc.

Jack asks Roberta if their budget committee bought the laptops they are using. Roberta says, yes. Jack asks Butch if we could get these too. Butch states that he proposed it, but it didn’t happen. Roberta states it makes things so much easier. Jack states it would save paper and the hourly wage to compile all the packets. Butch states that there are some people that aren’t interested in having one and that’s ok too. Tracey states that it would make taking minutes so much easier. Cindy states you could then pass the laptop with the historical data on to the next person that joins the committee.

**Community Building:** Tara states that wages increased due to an extra week this year plus the 3%. The overtime was pulled out of wages. Telephone went up and cell phone went down. The alarm service went up slightly, but it is only $36 a month. Certified Computer maintenance agreement went down. Copier went up too.

All staff trains with the ambulance service for CPR and First Aid training. Electricity went down and heating stayed the same. There was a slight increase in cleaning supplies and paper products.
The stove is the original one to the center and we are saving for a new one. This is the 2nd phase of the flooring, where they will do the gym, hall and bathrooms. A group from the BOS from both towns decide what the next project will be.

Mike asks about the usage of the building. Tara states we rent to a local church group, a women’s group, scouting programs, birthday parties, reunions, WIC once a month, senior meals are held 4 days a week and food pantry on Tuesdays. Both leases with the child care center and the seniors have increased 2% and each have signed another year lease.

Jack says you underspent your budget by 7%. Tara states the flooring company gives a discount if we pay within so many days, so we did that and saved a little money. We didn’t know they were going to do that. With an older building, we have some maintenance that we have to plan for in case something goes wrong.

Paul asks if the revenues and costs are shared between the two towns. Tara says, yes. Paul asks if the building is owned by Lincoln and Woodstock. OJ says the deed for the building and land are owned by Lincoln, but it’s a shared resource and both towns take responsibility for the costs.

**Solid Waste:** Mike asks Nate to go over the budget. Nate states that wages reflect the 3% cost of living increase and the 53 weeks in the year. Paul asks, “Why do you need overtime if you have full time employees and part-time help that covers days off and sick time?” Nate states that if the guys come in early or stay late to switch out containers, then the overtime accrues. Paul says he didn’t know they came in early to do that. Mike states a few minutes here or there adds up over the course of a week. Butch states we were $680 under budget in overtime last year. Paul states they spent $1300 in overtime. Butch says we carry $2000 just in case.

Mike asks if hazardous waste collection has gone up. Nate says we do this every two years and this is the year and that’s what they spent last time. Paul asks about the increase on dues, travel and conferences. Nate says he increased that because he overspent the line last year and he has been encouraging the guys to do more training.

Jack says, “Last year, under contracted services, you over spent by $16,000. So why aren’t you budgeting more?” Nate says he is hoping the scale will offset that, but it depends on the usage. Jack says a lot of communities are doing away with recycling because of the huge cost. He asks if BOS and Town Manager are looking at the cost. Paul says there is a huge deferred cost by not adding it to regular trash. You may not be making money on it, but it’s better than just throwing it away. Butch says the labor costs to recycle is up. There are states that have huge landfills that won’t take any more. It needs to be trucked somewhere, but not sure where. Hopefully, the scales will cut it down. Getting money in still doesn’t solve where to take it. Jack says Bethlehem may be full in another 3-5 years.
Butch says the permitting for Dalton site is hitting resistance. Nate says there is no market for paperboard. Nate says that 99% of trash goes to Bethlehem.

Nate says he did increase electricity to reflect the current rate, but he anticipates this going down due to working with The Co-op and they are putting in LED lights. Butch says they qualify for a program through The Co-op to upgrade lighting. There is a rush on that. Jayne states it’s a hazard and BOS ok’d it. Paul asks when the security cameras are going to get fixed and it was to run to the PD. Butch says it was discussed, but they haven’t put it back in yet. Paul says at a BOS meeting, OJ said it was to be done. Butch states that they were going to look into it, but it hasn’t been done yet. Paul says it was to run to the PD. OJ says they will add that to the agenda.

Nate says uniforms increased to reflect the increases from the uniform company, but that should decrease as the company is working on new numbers. Nate states he increased general repairs since he did overspend because of issues with a skid steer and a backhoe.

Paul asked if, with the installation of the scales, the offsetting revenue should be increased. Nate says he can increase that, but he doesn’t know, as the scale was just put it. Revenues have doubled, comparing December of last year to this year. Paul states that if you take the cost of C&D hauls, and the cost to get rid of it, and say we are at least going to get 75% of that, that would be a good number to start with. Nate says he doesn’t know if usage would decrease.

Jayne asks about the process with the drive-up scale. Nate says the traffic pattern stays the same. If you have materials for the C&D scale, you drive up and get a weight. Go around and dump, and get on the scale again. Then they print a ticket and you pay a fee. Paul says that he was told you only go on the scale if over a certain weight. That there is base charge, but not everyone goes on the scale. Nate says there is a $10 minimum and everyone goes on the scale. Paul says you might want to check on that since it’s not what he was told by the operators. Butch says they will check into that and be sure it is being done right, because guessing by eye was not working.

Jack asks what the revenues from the scale are. Nate says since the scale was installed last year up to December 20,th we have taken in $4449, compared to that same time the previous year, when $2815 was taken in, which is roughly a month. Butch says it’s just about doubled.

Mike asks what the process is to mulch the compost. Nate says a company comes in with a large mobile grinder and they feed it with an excavator.

Paul states that something for solid waste to look at for the future is using the railroad system. If interstate hauling trash with trucks is prohibitive, maybe look at using the
railroad to haul it to different states. Nate asks what about the months the railroad is
closed. Paul says it doesn’t necessarily have to be. Out west they use it a lot.

Motion to Adjourn at: 7:05

Motion: Herb Second: Gil Motion carries unanimously

RECESS

RECONVENE LINCOLN BUDGET MEETING:

Call to order: 7:12

Mike states that last week, Carole seemed to step into personnel matters with the whole
town, instead of just the wages for the planning budget. It was redirected back to Butch.
Herb states that it was uncomfortable. Butch states she was asked to leave the room. He
says it was a personnel issue, he apologizes and it was dealt with. Paul states Carole makes
the planning budget and she should present the planning budget. Mike states that she did.
Paul states that she only presented part of it and then she was asked to leave. Butch states
he thinks the budge was presented in full. She puts it together, but as town manager he
approves it. He states further that if you would like Carole to come back, he can arrange
that. Paul says that if there are further questions on the next round, maybe she could
come back.

Paul asks if we have any information on legal: how much was spent, what cases there are,
without details. Cindy states that we got that breakdown about a month ago in response
to the questions. Paul says he doesn’t have it. Tamra gives Paul a copy. Paul wants the one
for 2020. OJ asks what kind of further breakdown he wants. Jayne asks if he wants
anticipated expenditures for 2020. Paul states he doesn’t want to discuss legal now and
will review what Tamra gave him.

Tamra says there will be a special BOS meeting Tuesday at 4:30 to discuss warrant articles
and then the Budget Committee can have them.

Tracey asks if on Thursday we are just discussing Capital Reserve and Fire. Mike says yes.
Mike asks if we all have a copy of CIP, as we will discuss it on Thursday too.

Motion to Adjourn at: 7:17

Motion: Herb Second: Paul Motion carries unanimously

Chairman Mike Simons

Date: