BUDGET COMMITTEE MEETING MINUTES – January 9, 2020
Lincoln Town Hall, Lincoln, NH
(approved as amended)

ATTENDING: Vice-Chairman Herb Gardner, Jack Daly, Lutz Wallem, Tracey Brumlak, Susan Chenard, Paul Beaudin, Dennis Ducharme, Ray D’Amante, Jayne Ludwig
Absent: Chairman Mike Simons (excused), Cindy Lloyd (excused), Jim Spanos (excused),
Audience: Town Manager Butch Burbank, Town Clerk Lisa Philbrick, Public Works Director Nate Hadaway, Fire Chief Ron Beard, Tamra Ham,

Call to order: 5:30

Butch states that the BOARD OR SELECTMEN (BOS) have adopted a CODE OF ETHICS for the town and we are signing to indicate that we have received the information.

Review of Budgets from Administration:

Town Clerk/Tax Collector – Lisa states that there is an increase in the Deputy TC/TC wages line, since it’s for a year, where in 2019 it was for 8 months. There’s also a 10% increase in dog tags. Paul asks for an explanation on the 600 hours. Lisa explains that the deputy will be used when she takes vacation days, sick time, attends a conference or during elections. Paul asks about the increases under Contracted Services. Lisa explains that they are using two different companies under Computer Support Contract, with two different programs to be used this year. Municipal Resources will be used for taxes and BMSI will be used for clerk works. Motor Vehicle Bond is new this year due to the new insurance carrier with the town. The old insurance carrier didn’t charge this. Butch states that they have to be bonded to handle money for the town.

Elections – Lisa states that the 300% increase is due to the fact that we have 4 elections this year (Primary in February, Town Meeting, Primary in September and General Election). Coding and Printing is up mostly due to the number of elections. Paul asks what the new laptop was for. Lisa states that it’s for the supervisors of the checklist. There are a lot of people to enter and they were using their own personal computers. They no longer want to, so the Town needed to provide one for them. There was a lap top but the new secretary needed one, so it was given to her. Butch states that all election data will be kept secure on it.

Public Works – Butch states that the wages are based on 53 weeks and there was an additional person added. There was a 3% increase in salaries across the board. Paul asks why if there was a 3% raise did the regular time wages go down? Nate Hadaway states this happened because a full-time employee was moved to the water department. There is one
employee that splits his time: 6 months with Parks and Rec and 6 months with Public Works.

Paul asks why there was an increase in overtime. Nate states that last year he went over in overtime, due to snow removal. Butch states the mile and a half of sidewalk added a lot of time to snow removal. Paul asks about the expense report, which he requested last meeting and Butch states that Johnna is out sick and he will get it printed soon.

Jack asks who is responsible for the levee maintenance and who has ownership under contracted services. Nate says the maintenance is the Town’s responsibility. Butch says per the Army Corp of Engineers, we are responsible for maintenance in perpetuity. Jack asks if we are responsible if there is another storm that damages it. Butch states that we are hoping in the next few weeks to get the levee reactivated under the Army Corps, so that if there is catastrophic damage, within 11 months, they would have to get it rebuilt. Over years and years of no maintenance, they deactivated it. The Town was initially thought to be the owner. We filed suit and we won in the NH Supreme Court, who confirmed that and we are not the owner of the levee. We don’t know who owns the levee. Jack asks why we have to maintain it, if we are not the owners. Butch states that it’s the agreement with the Army Corp of Engineers. It’s the granite block portion and down to the tree line, indicated with signs, that we have to maintain. Butch states that there is about 800 feet of levee farther down from levee that was built by someone else, we don’t know who, but we do not own it. Jayne states that the Army Corp of engineers hadn’t inspected it in some years. The mill, in 1960, asked the town to maintain it forever and the town agreed, but we do not own it. Paul asks about a manual of maintenance. Butch states the manual is being rewritten and will be presented and approved by the Army Corp of Engineers. Paul asks the difference between the $5000 in CIP for levee maintenance and $5000 here for levee maintenance. Butch states that the CIP amount is for immediate things like to subcontract out a backhoe. Nate states that this amount is for the items mentioned in the maintenance manual that have to be done, such as herbicide and for fixing of chinking. Paul asks if grouting would be better. Butch states the Town will probably eventually do that, but there is a large cost for grouting. FEMA is finishing the mapping and it affects our flood insurance. We are hoping this shows FEMA that the levee affords protection to the town. The current mapping doesn’t show the levee, but shows everything in the flood plain. Paul asks if we have information on what a “qualifying event” is. Butch states that the manual will state that. The key will be consistent maintenance on weeds. It fell off the radar when the mill went away. That river can be dangerous and unpredictable. Paul asks if we have any liability for the undeveloped land behind the levee? Butch says, to the best of his knowledge, no. We also need an emergency plan (firetrucks, reverse 911, etc.) to get people out of there in case there is a breech. There is Main Street and a lot of property to protect. Jack asks Nate if he will be keeping a log of maintenance. Nate says he is required to inspect it biannually, including the foundations of the Fairways Condos. Butch states the condos were built into the levee and the Army Corp calls that an encroachment. They now
consider the foundations as part of the levee. We have to keep an eye on it and fix
anything that is on our side.

Ray congratulates Nate and his crew on all he is doing. Nate states that electricity and
heating oil remained the same. Paul asks why, in other departments, when it went up, that
he was able to keep it the same. Nate states that he did not overspend. Butch states the
LED lights help a lot. They shut down when not in use. Nate states that they will be going in
at Solid Waste too. In the office/break room, they heat with electricity and they keep the
door shut, which helps a lot. Diesel fuel went up due to an extra diesel vehicle. They now
have two, 550’s, where before they only had 1 diesel and 1 gas. Paul asks if gas should go
down since diesel went up. Nate states it could, but not sure. Uniforms went up due to the
other employee. The contract they have with this present company is almost up and Nate
will renegotiate to save money. They have doubled their cleaning fees, since the company
was bought out. Paul asks if we are providing uniforms, that they need to wear them.
Nate asks his employees to turn them in if they will not be wearing them. Butch wants the
reflective shirt/vest be worn for safety.

Water – Nate states that wages show 2 people in the water department. Paul asks if we
need two people in the water department, since when the water plant was built, it was
stated that the plant was not to be manned very much. Nate states that there are a few
things that have added to the duties: (1) our disinfecting bio-product issue requires double
the testing, (2) who recently completed the asset management program, where both
operators are using GPS to locate every utility and putting everything into paper, Google
Docs and putting it into spread sheets, (3) the principal operator will be retiring in a couple
years and they are succession planning. Butch says the plant was designed for a consistent
quality water source, like a pond or river that doesn’t change, but with the change in
climate, this river goes from crystal clear to dark, and the plant was not designed to treat
water with that much of a change. It takes constant monitoring. Nate states that the
person that was moved from public works has received his grade 1 and grade 2, and he’s
certified on backflow, which has saved us money so we don’t have to subcontract it out.
Butch states that he can’t have Nate doing the water department job when he needs him
in public works. It takes 10 years to get to grade 3 and we need that for a primary
operator. Paul asks if the SCADA SYSTEM can be used. Nate states that it is used when no
one is there. Paul asks why we need a part-time weekender, when we could use one of the
full-time people and rotate them, instead of having 4 people. Butch says you can’t run
something 7 days a week with just 2 operators. Butch states they’re on a pager and the
plant is run 24/7 and if there is a problem, you need more people to handle that. The town
is getting bigger. We need humans in the plant and there is greater complexity. Jack states
that he was impressed with the system that can be remotely controlled, but you need a
person to make adjustments if the quality of the water changes. Jayne asks what year the
plant was built. Nate says it was built in 1992. Paul states it was state of the art then, all
automated and wasn’t going to require a lot of manpower. He doesn’t think it’s effective
to have 2 full-timers, a part-timer and Nate. Butch states the regulations are stricter and it requires testing for plastic contamination, and lab time will be added. Nate states that the Hach Co increased due to chemicals, calibrations and lab equipment. We do not have to pay for the Backflow program, since we have a certified Backflow inspector, and this will save us money in all other departments that need this too.

Paul asked about the $500 new for dam maintenance. Nate said this is the dam at Boyce Brook above Indian Head. The Forest Service wants to see that gone and replaced with a tank. Dennis asks about the Forest Ridge tank circulator. Nate explains that this did make the electricity go up, since it runs 24/7. Nate wants to put one in the Village of Loon tank, as well as, to help with disinfection. We only use the top 4 feet in the water tanks. Jack asks if we have remote alarms with those tanks. Nate says he still needs the IT person to go up to the water treatment plant to put in a card. They inspect the tank once a month. Town pays $1.30 per unit for propane. Paul asks if we used more or if the price went up. Nate states it’s due to the year we had last year. Uniform increase is due to the other person in that department. Paul asks if they have looked at employees washing their own uniforms. Nate states some chemicals are very harsh. Butch states that they discourage that due to potential risk on family’s health.

Sewer – Nate states the contracted services increased due to our utility partners. Paul asks why electricity is staying the same. Butch states that the $12,000 is a contracted amount. Jack asks how long the contract is for. Butch states it’s a 5-year contract and we have 2 years left. Nate states he’s done a lot of mechanical improvements. We get a monthly report about issues that Nate can address. Paul asks what the general repairs and equipment row represents. Nate states this would be used for something like a drive or lab equipment, and CIP money would be used for a new aerator motor. Jack asks what was spent in that area last year. Nate states most of the work was done through CIP, but he spent $7,873. Butch states an aerator could cost $10,000. Nate says as soon as the ice is out we will float out aerators, which are different than the ones that are used in the winter. Jayne states she appreciates all of Nate’s hard work.

RECESS

Welfare – Butch states he’s very proud of the hard work that Jane Leslie does with this budget. Electricity and fuel has gone up given the state of world. The NHGAP is the computer program that tracks the requests for aide between towns. Herb states that she does a terrific job. Paul ask how many requests do we get for aide a year. Butch states he can get us this number. Jack states people have been referred to the Bridge Project, which helps a lot. Paul says she does a very good job. Jayne will ask Jane for the number.

Executive – Butch states that the wages are based on 53 weeks. Out of the increase, $5000 per year is for Butch negotiating another 2-year contract with the BOS. There is an increase
for the Code Enforcement person (Ron Beard) because of the amount of work and research associated with the short-term rentals that will be coming up. Paul asked what the total increase in Ron’s pay is. Ron states that it’s $6614. Elected officials got a 3% raise. The NHMA dues, printing and newspaper ads went up.

Paul asks what Civic Streaming is. Butch states it’s the live coverage of the meetings. Jack asks if there is software that can be bought to prevent hacking. Dennis says you have to have back-ups and fire walls. Butch says you have to work daily to prevent the hits. Jack asks if you can buy insurance. Dennis says you can have hacking insurance. Paul asks if you have it backed up, why pay the ransom. Dennis says you have to compare the ransom to the cost of rebuilding your systems and shutting down operations. Paul asks why the finance coverage for sick/vacation is new. Butch states that we don’t have anyone in house with the financial background, if Johnna were out long term, to run the critical items. Paul asks if it’s advantageous to do a 5-year contract with Certified Computer. Butch says yes, because the computers are on auto replacement and the price is locked in for 5 years. Chief Beard says that Certified Computer monitors the servers 24 hours a day and if there are any issues, they contact us and come in to fix it.

Town Hall – Butch states that there is an increase of $500 under clean conference room rug/replace kitchen flooring, because we’ve decided to wait a little longer on the conference room carpet replacement, but we are replacing the carpet with tile in the kitchen.

Jayne said Chief Beard went around with a sensor throughout the building to see where we are losing heat. Chief Beard said that we lose a lot of heat around the windows, between the floors, at the entries and through the brick wall. Paul says this was the old town garage. Chief says the Coop will do an energy assessment of the building to give us an estimate to use to apply for grants. Butch states that in the summer, the electrical bill is up because we are losing the cooling out in the same places. Paul says the heating system is not state of the art, but was cost effective at the time it was put in. Butch says it’s heated by 6 furnaces. Butch wants to wait till after the assessment to decide if replacing the furnaces is best or if something more modern would be best.

Chief says there is an AC unit in the PD that has to be fixed. Paul says that in the CIP, there is $12,000 budgeted under maintenance of town building. He asks if the $20,000 under AC & Heating Units is different. Butch says we’ve budgeted to replace one furnace. The CIP will be used if other furnaces have to be replaced. Paul is asking where the money should be placed to be used best. Butch says that we know we have to replace at least one and that is $10,000, and the other $10,000 is to be used for whatever else we need to do, like insulating windows or replacing windows etc.
Other Business: The next meeting will be Tuesday, January 14\textsuperscript{th} at 6 p.m. here with Woodstock on Recreation, Community Building and Solid Waste.

Motion to Adjourn: 7:07 p.m.

Motion: Jack  Second: Paul  Motion carries unanimously

Chairman Mike Simons  Date: 2/6/10