

**Town of Lincoln**

**Budget Board Meeting**

**March 30, 2011**

**Present:**

**Linda Noble Domenic Ricci Mike Babbitt Greg Leonard Carl  
Brunetti**

**Paul DiDomenico Claudette Lussier Hagop Jawharjian Bob  
Turner Joe Renning**

**Absent:**

**Peter Fucci**

**Call to Order**

**The meeting began at 7:00 pm with the Pledge of Allegiance.**

**Linda Noble welcomed everyone to the first public reading of the  
Town Administrator's recommended 2011-2012 budget.**

**The budget was read as follows:**

**First it was noted that the Budget Board had already voted to  
recommend a school capital improvement budget of \$508,401.**

**The municipal budget recommendations of the Town Administrator  
include:**

## **Account Department Recommendation**

|             |                                 |           |                  |
|-------------|---------------------------------|-----------|------------------|
| <b>4100</b> | <b>Town Administrator</b>       | <b>\$</b> | <b>122,623</b>   |
| <b>4110</b> | <b>Town Planner</b>             | <b>\$</b> | <b>114,876</b>   |
| <b>4130</b> | <b>Personnel</b>                | <b>\$</b> | <b>99,810</b>    |
| <b>4140</b> | <b>Town Clerk</b>               | <b>\$</b> | <b>214,494</b>   |
| <b>4150</b> | <b>Finance</b>                  | <b>\$</b> | <b>449,113</b>   |
| <b>4160</b> | <b>Tax Assessor</b>             | <b>\$</b> | <b>134,973</b>   |
| <b>4170</b> | <b>Information Technologies</b> | <b>\$</b> | <b>156,871</b>   |
| <b>4200</b> | <b>Public Safety – Police</b>   | <b>\$</b> | <b>3,645,756</b> |
| <b>4204</b> | <b>Animal Control</b>           | <b>\$</b> | <b>95,096</b>    |
| <b>4210</b> | <b>Public Safety – Rescue</b>   | <b>\$</b> | <b>1,387,524</b> |
| <b>4230</b> | <b>Human Services</b>           | <b>\$</b> | <b>256,121</b>   |
| <b>4300</b> | <b>Public Works</b>             | <b>\$</b> | <b>106,161</b>   |
| <b>4310</b> | <b>Engineering</b>              | <b>\$</b> | <b>84,524</b>    |
| <b>4320</b> | <b>Code Enforcement</b>         | <b>\$</b> | <b>177,891</b>   |
| <b>4330</b> | <b>Parks and Recreation</b>     | <b>\$</b> | <b>589,451</b>   |
| <b>4350</b> | <b>Tree Warden</b>              | <b>\$</b> | <b>46,600</b>    |
| <b>4400</b> | <b>Public Buildings</b>         | <b>\$</b> | <b>339,239</b>   |
| <b>4400</b> | <b>Central Services</b>         | <b>\$</b> | <b>2,866,145</b> |
| <b>5000</b> | <b>Recycling</b>                | <b>\$</b> | <b>160,829</b>   |
| <b>4800</b> | <b>Library</b>                  | <b>\$</b> | <b>1,038,703</b> |
| <b>4820</b> | <b>Town Council</b>             | <b>\$</b> | <b>54,500</b>    |
| <b>4830</b> | <b>Town Solicitor</b>           | <b>\$</b> | <b>185,189</b>   |
| <b>4840</b> | <b>Probate Judge</b>            | <b>\$</b> | <b>4,352</b>     |
| <b>4850</b> | <b>Town Sergeant</b>            | <b>\$</b> | <b>1,400</b>     |
| <b>4860</b> | <b>Board of Canvassers</b>      | <b>\$</b> | <b>1,700</b>     |

|                                      |    |           |  |
|--------------------------------------|----|-----------|--|
| 4600 Budget Board                    | \$ | 2,250     |  |
| 4870 Zoning Board of Review          | \$ | 9,520     |  |
| 4880 Planning Board                  | \$ | 10,570    |  |
| 4890 Board of Assessment Review      | \$ | 2,390     |  |
| 4910 Tenant's Board                  | \$ | 1,388     |  |
| 4920 Conservation Commission         | \$ | 3,150     |  |
| 4940 Personnel Board                 | \$ | 1,800     |  |
| 4960 Juvenile Hearing Board          | \$ | 1,500     |  |
| 4970 Parks and Recreation Commission | \$ | 1,000     |  |
| 5200 Land Trust                      | \$ | 800       |  |
| 5300 Municipal Court                 | \$ | 23,628    |  |
| 4500 Grants and Contributions        | \$ | 62,000    |  |
| 4700 Fixed Charges                   | \$ | 3,653,582 |  |
| Municipal Capital                    | \$ | 1,244,640 |  |
| 4950 Municipal Debt Service          | \$ | 865,052   |  |
| School Debt Service                  | \$ | 3,278,406 |  |
| Total Debt Service                   | \$ | 4,143,458 |  |

## **Public Comment**

**Edward Slattery asked how much the Town Council makes for their salary, how long their salary has been that amount, and also whether or not they receive medical benefits.**

**It was noted that there is a footnote on the Town Council budget page denoting their salaries, which have been the same since probably 2008.**

**Mr. Slattery stated that he would like the Budget Board to investigate**

**what the Town Council in other communities receive for a salary, and consider increasing Lincoln's.**

**It was noted that the Budget Board would take his requests into consideration when deliberating their recommendation.**

**The Public Hearing portion of the meeting adjourned.**

**The Budget Board took a brief recess and then reconvened.**

### **Minutes**

**The minutes of March 24th were distributed for review.**

**Joe Renning made a motion, seconded by Domenic Ricci, to accept the minutes.**

**The motion passed by unanimous vote.**

### **Old Business**

**The Town Administrator T. Joseph Almond and Finance Director John Ward were present to discuss any questions of the Budget Board.**

**It was noted that in the Town Administrator's Department, the Budget Board reversed the Printing and Supplies lines which seemed to have been switched.**

**In regards to the Budget Board's question about the Audited Salaries lines throughout the budget, John Ward noted that when budgeting for positions are done they are done individually, but when the audit**

**is completed they are put into lumps of departmental payrolls.**

**Also it was noted that there were many position vacancies and movements which are now all filled.**

**The Budget Board discussed possibly adding a footnote to explain the way that the Audited Salaries are shown.**

**The Town Administrator noted that in the 4th Quarter, the Town is able to move funds from areas where they are not spent to areas that are overexpended, and at the same time they also move salary expenses to where they belong.**

**For example, a Highway Laborer that works occasionally at the Animal Shelter would be charged from the Animal Control account.**

**The next question had been in Information Technologies.**

**Tech Support was placed in the budget because there was only one Information Technologies employee who had many projects.**

**Rather than hire another employee, this would allow for the outsourcing of specific projects.**

**This year there is an upgrade to Town Hall, which has not been done in about 9 years.**

**It was noted that Tech Support was different than Maintenance and Support, which is for software support and renewals.**

**In Animal Control, the Town Administrator noted that it took almost a year to terminate the Animal Control Officer, and that currently there is the Assistant Officer and laborers working there.**

**The Town does not know any permanent plans yet, because they have been trying to talk to other smaller towns about combining shelters and keeping a main location at the Lincoln shelter.**

**If that happens, there will not be a request for an additional employee and it would also add revenue.**

**This regionalization would be only for the sheltering aspect of animal control.**

**At the library, the Budget Board noted that according to the Director, revenues had come in at a different rate than anticipated for a total of \$186,608.**

**The Finance Director noted that that information was different than what he received from the state directly, and that he would check and verify the correct amount.**

**In Fixed Charges, the Finance Director noted that the decrease in health care costs was due to less employees being covered, and also noted that based upon claims history and amount of coverage, the Town gets a better rate than the schools.**

**It was noted that the Town is currently overfunding the health care costs since they self-funded, which they can now decrease some but he cautioned that they still have to ensure coverage if a large claim should be filed.**

**Also discussed was the initiation of a trust fund for post-retirement benefits, which the Town Administrator wants to begin setting up in**

**the coming year.**

**It would divide Health Care separately from Post-Retirement benefits, and would eventually require approximately \$1.2 million in funding.**

**The Finance Director provided the amortization schedule that the Budget Board had requested to better analyze Debt Service, but noted that some figures may change because the Town Council has the authority to rewrite bonds for more favorable rates.**

**In the Town Solicitor's budget, the Budget Board noted that the Town Council requested the addition of a line for Police Prosecution, which comes out of Litigation and Research.**

**The Budget Board has already voted to add that line for \$20,000 and to decrease Litigation and Research by the same amount.**

**The Town does not yet have the exact settlement number in the Twin River case.**

**The Budget Board asked the recommended funding mechanism for school capital improvements.**

**The Town Administrator suggests that it continue coming out of VLT revenues, and that the best way to evaluate that spending is through the audit.**

**He also noted that the Town was currently looking into overexpenditures in the Special Education budget.**

**The Town Administrator discussed the schools' Maintenance of Effort agreement.**

**Currently, the VLT fund is at approximately \$938,000 which allows for the \$400,000 for the library expansion and another \$508,410 for the schools capital.**

**The Town Administrator discussed the Barney Pond Dam project. Last year, funds were used for the Manton Dam project, and he noted that for Engineering on the Barney Dam project it would cost approximately \$200,000, which would be funded out of the Open Space fund.**

**That would then allow for funding of the actual construction for the following year.**

**There is not yet a resolution written for the \$400,000 expansion to the library, but the Town Administrator stated that the funding for that improvement would come out of VLT revenues.**

**The Town Administrator noted that the Twin River settlement will take about \$400,000 - \$450,000 out of the tax levy, but that after that a safe collection rate would probably be 98%.**

**The Town Administrator and Finance Director adjourned from the meeting.**

**Since their questions had been answered, the Budget Board went back to the accounts in the Municipal Budget that they had not yet voted upon.**

**Carl Brunetti made a motion, seconded by Mike Babbitt, that Information Technologies be recommended at \$156,871.**

**The motion passed by unanimous vote.**

**Joe Renning made a motion, seconded by Domenic Ricci, that Animal Control be recommended at \$95,096**

**The motion passed by unanimous vote.**

**Hagop Jawharjian made a motion, seconded by Domenic Ricci, that Library be recommended at \$1,038,703.**

**The motion passed by unanimous vote.**

**The Budget Board discussed the Town Council salaries because they were brought up at the Public Hearing.**

**The general consensus was that since it hadn't been brought up before, and it had been approved in the salary warrant, that they should currently stay the same.**

**Carl Brunetti made a motion, seconded by Joe Renning, that Fixed Charges be \$3,653,582.**

**The motion passed by unanimous vote.**

**Domenic Ricci made a motion, seconded by Mike Babbitt, that Municipal Capital Improvements be recommended at \$1,244,680.**

**The motion passed by unanimous vote.**

**Mike Babbitt made a motion, seconded by Hagop Jawharjian that the Total Municipal Operating Budget be recommended at \$17,362,199.**

**The motion passed by unanimous vote.**

### **School Budget**

**The Budget Board discussed the School Budget briefly.**

**The Maintenance of Effort which was agreed upon by the Schools and Town is \$39,746,732.**

**However, the School Department has asked for more than that minimum Maintenance of Effort.**

**The School Department will not be coming in for a meeting with the Budget Board to discuss their requests.**

**The Budget Board discussed calculating Maintenance of Effort based upon enrollment, which if done would cause it to decrease again in the future.**

**It was noted that FTE's were not adjusted in the budget request sent to the Budget Board after layoffs were rescinded.**

**Therefore there are currently 6 more staff employed than shows in the requested budget.**

**The next meeting of the Budget Board will be Thursday, March 31st when they will draft resolutions to be put in the budget book and consider a vote on their school budget recommendations.**

## **Adjourn**

**Joe Renning made a motion, seconded by Greg Leonard, to adjourn the meeting.**

**The meeting adjourned at 9:30 pm.**