

Town of Lincoln

Budget Board Meeting

February 27, 2013

Present:

Carl Brunetti Maria Marcello Mike Babbitt Rhonda Lacombe

Bill McManus Bob Turner Hagop Jawharjian Paul DiDomenico

Domenic Ricci Richard Foster William DiBiasio

There were no members absent.

Call To Order

The meeting began at 7:32 pm with the Pledge of Allegiance.

Approval of Minutes

The minutes of February 26th were distributed for review.

William DiBiasio made a motion, seconded by Paul DiDomenico, to approve the minutes.

The minutes were accepted by a vote of 8-0 with Domenic Ricci, Hagop Jawharjian and Richard Foster abstaining as they were not present on February 26th.

Public Comment

There was no public comment or questions at the time.

Correspondence

Town Council President Keith Macksoud noted that the audit Management Letter has not yet been finalized.

Business

Town Administrator T. Joseph Almond and Finance Director John Ward were present to answer Budget Board questions.

There is a request for one new truck in the 2013-14 budget, which would get the Town back on a fixed schedule of purchasing vehicles, and there have been funds identified to do so as it qualifies as capital.

There will be a Resolution for Fund 50, which will include the Police Station Addition for a lower amount of \$1,250,000 because the architect has made some changes to the plans.

The Town Administrator distributed documents including a vehicle inventory and restricted fund balances.

The conservative estimate for Video Lottery Revenue this year will be \$1.6 million.

It was noted that there is a proposal by the Governor which, if passed, would increase state aid to communities that meet certain requirements.

Lincoln would qualify under the proposal, and it was also noted that funds for communities that do not receive their share of the additional aid because they do not qualify would be redistributed to

those that do.

It was noted that any Technology Infrastructure updates to the schools were not reimbursable by the state.

In response to a question, it was noted that Misc. Revenues is used for deposit of small misc. fees and revenues, while Other Revenues is used for revenues that are not able to be otherwise categorized.

The Finance Director noted that those revenues are not offset against expenses in the budget because it would distort the real amount of expenses.

Any resolutions that are proposed are voted upon by the Capital Development Project Committee.

They are analyzing all capital to develop a continuity and method over a 5-year span.

Restricted capital funds were discussed and, and how they operate as far as writing resolutions to be able to spend the funds.

While they are limited as to what they can do within the resolutions, the Town Finance Department does work with the Purchasing Agent and Department Heads to get the best possible bids for larger projects.

The schools completed a window replacement project out of operating surplus that was not run through the Budget process, but that the Finance Department did transfer funds over from operating

for.

The Town Administrator's raise will be for the allowed cost of living provision.

It was noted that if that was the case, the proper way to go about that would be for the Town Council to write to the Budget Board for consideration of the 3% cost of living adjustment.

Planning

Planning Equipment has been increased because the state is requiring updated plans this year, and outsourcing of the printing of maps, etc. would be very costly.

Professional Development has been decreased due to historical expenditures.

In the current year, there is about 1/3 of the budget remaining.

Finance

Bank Fees were not visible because they were offset by earnings, but they are now separated to ensure that the Town will continue to pay competitive fees.

There is one less Full-Time Employee due to technology and streamlining.

This caused the adjustment from inclusion of an Assistant Bookkeeper to 2 Bookkeepers.

The Budget Board questioned whether there was any opportunity to switch the schools to a payroll service and then consolidate that with the Town.

The Finance Director noted that it would be a matter of whether it was more efficient to outsource, to be able to decrease Full-Time employees, and also figuring out the best way to ensure that all parts of payroll are completed in time, such as FICA contributions.

Information Technology

There is an increased need for storage as records expand (for example, the Clerk's Office).

The IT Director uses independent contracts as outsourcing when she requires assistance.

The Town Administrator will get a full description from the IT Director as to what upgrades and support are included in the budget.

Police

In-House Training is for basic training, night shooting and first responder training.

Equipment is increased because they are hiring new recruits which cost a lot to outfit.

They try to offset the cost of new recruits by not officially hiring until they are out of the academy.

Rescue

The Rescue Chief has been using a Town vehicle, rather than a personal vehicle, for a few years now in order to decrease the Town's liability and because they often have to handle emergency scenes.

The vehicle is a retired police car, but the Town Administrator is eventually looking to request funds for a vehicle specifically for that purpose.

Rescue District Compensation is for rent for the Lonsdale Fire Department including utilities and sleeping quarters.

Human Services

The added Senior Center Full Time position was previously paid out of Meal Site funds, and was previously Part Time but increased due to increasing population and consolidation of all meals to the new Senior Center.

Additionally, the position will include some operational tasks as there is only a part-time custodial staff shared with the Library.

There is no income coming in from the Senior Center as the facilities are not rented and only used by Town groups.

Any Membership Fees charged go into Other Revenues.

Parks and Recreation

The Youth Center Coordinator has been changed to Assistant Director to better reflect the duties of the job.

Due to the change, there was an adjustment in salary as well as a

standard raise.

In response to a question, Full-Time Laborers in Parks and Recreation are minimized to 3.5 in the winter, and they do work for the Public Works Director as well as repairing, maintaining and upkeeping all Parks and Rec. Facilities.

Overtime has been increased due to the loss of a Full-Time Laborer, which gives the flexibility of using it only when necessary and not incurring the cost of another employee.

There is currently no Tree Warden, as the Public Works Director and Assistant are Licensed Arborists.

Engineering

Expenses to treat ponds are not always used consistently because there have been years where algae needed treatment and there were also times when it was not necessary or it was an untreatable kind of algae.

Public Buildings

Public Buildings Utilities were reduced due to the Senior Center being moved and also based upon historical consumption.

Impact fees were inserted as revenue and linked to expenses under Public Buildings.

The Town Administrator did seek an opinion as to whether impact

fees could be used in that way before this was done. It has to be broken down by building and designated to a specific capital project as well as used within a certain amount of time.

Recycling

In response to a question, it was noted that there is no Recycling Income being received.

If the Town does not produce a certain amount of recycling, there are punitive tipping fees.

The state does designate a fixed amount of funds for the program meant to increase recycling via brochures and advertising.

An increase in Maintenance is due to the fact that the vehicles now use more technology which can cause them to break down more, and can be more expensive to fix or even have to be outsourced.

Acting Pay for Recycling is because there are an exact number of employees, so if for any reason one is not working there is a difference in pay for the person that takes over.

Ordinance Codification funds, which were not being used in past, are currently being used as there is codification currently happening.

The final draft has already been completed and will soon be distributed via the Town's website and also as a hard copy record.

In response to a question about Town Grants, it was noted that the Town does not solicit for recipients but that the current recipients do get a renewal letter each year.

No new recipients have been added in several years, but one was eliminated as the organization no longer exists.

Most of the recipients are groups that do service the community.

The budgeted amount for a new trash truck is based on last year's prices and a mean estimate.

It was noted that those costs have been rising significantly each year, and there are many variables to consider when the truck is actually purchased such as its condition, how it is equipped, the year, make, model, etc.

The Finance Director noted that the OPEB request funds the current liability as well as an additional amount to build up a trust fund.

In the current year expended, it shows a lower amount expended because as of the reporting time, the additional amount had not yet been spent.

Pension Contributions are recorded at a delay of 6 months which is why they are showing only 59% funded in the audit.

The Police Addition proposal will be in 2 phases; In the first phase, the main portion will be finished, and in Phase 2 there will be additional offices on another level for a total of 3,300 square feet on each floor.

The Town will be in negotiations with The Town of Cumberland to discuss combination of dispatch departments before beginning

Phase 2.

Capital Improvements were overexpended due to unforeseen things such as increased utilities at Manville Park.

The final bill for improvements to Manville Park was charged in the current fiscal year.

The Open Space Acquisition fund went into deficit due to litigation regarding Ballou Avenue, which will be offset when the property is sold.

If there is still a deficit at that point, funds from Open Space Reserve will be used.

For Fund 50, the Town Administrator will write resolution for capital expenses that will be contingent upon receiving funds.

In response to a question about the maintenance of the Town's website it was noted that there is not a specific position for upkeep of the information and that it is up to the Department Heads to notify a designated person when they have something to put on the website, and when things should be removed.

The new proposals for state aid how it will work were discussed.

Also discussed was an update on the Town's responsibility for OPEB (Other Post Employment Benefits).

According to an actuarial report, it would take 500,000 for 20 years to cover the liability, which is estimated at \$18 million.

It was noted that the liability will substantially increase unless the Town makes changes in benefits through contracts and an ordinance initiated by the Town Council.

The State determines what will be required for funding of OPEB.

The Town Administrator and Finance Director adjourned from the meeting

Public Comment

There was no public comment or questions at the time.

Adjourn

William DiBiasio made a motion, seconded by Paul DiDomenico, to adjourn the meeting.

The meeting adjourned at 9:10 pm.