

**Town of Lincoln**

**Budget Board Meeting**

**February 18, 2015**

**Present:**

**&#8203;Carl Brunetti&#8203;&#8203;Bob Turner&#8203;&#8203;Chris  
Weggeland&#8203;&#8203;Paul Deutsch**

**&#8203;Mike O'Connell&#8203;&#8203;Richard  
Foster&#8203;&#8203;Rhonda Lacombe**

**Absent:**

**&#8203;Bill McManus&#8203;&#8203;Mike  
Babbitt&#8203;&#8203;Felix Fernandes&#8203;&#8203;Bill DiBiasio**

**Call to Order**

**The meeting began at 7:30 pm with the Pledge of Allegiance.**

**Approval of Minutes**

**The minutes of January 29th were distributed for review.**

**Richard Foster made a motion, seconded by Bob Turner to approve  
the minutes.**

**The minutes were accepted as amended.**

**The minutes of February 5th were distributed for review.**

**Richard Foster made a motion, seconded by Bob Turner, to approve**

**the minutes.**

**The minutes were accepted by a vote of 6-0 with Chris Weggeland abstaining as he was not present on February 5th**

**Richard Foster made a motion, seconded by Mike O'Connell, to defer the review of the minutes of February 12th.**

**The motion passed by unanimous vote.**

## **Correspondence**

### **Minutes of Ferguson Field Meeting**

**Carl contacted School Dept to request salaries, benefits calcs worksheet**

**Has not heard anything back yet**

**Have not heard Medicaid explanations yet**

**Ta and schools numbers are different by about 50k**

## **Public Comment**

**There were no public comments or questions at the time.**

## **Business**

### **Municipal Budget**

### **Revenue Summary**

**There was a difference in State Aid and Medicaid in Restricted Receipts.**

**The Town Administrator had State Aid in the amount of \$10,501,842 and the School Department had \$10,433,574.**

**The Town Administrator had Medicaid in the amount of \$950,000 where the School Department had \$900,000.**

**The combination of those make the Town Administrator's proposal about \$118,000 more than the School Department.**

**The State reimburses 80% of expenses for a statistical revaluation.**

**The Budget Board discussed the ordinance passed by the Town Council in the past that made it so that the budget cannot have more than \$5.2 million in revenues, with anything above that getting divided into restricted funds and capital improvements.**

**The Town Council expects to change that amount to \$5 million, but it still has to go to Ordinance Committee and then voted upon at a Council Meeting.**

**Tax Stamps are coming in higher than budgeted already this year. Liquor Licenses are also coming in at a higher rate than anticipated, but are proposed at a decrease for next year.**

**Probate Court Fees have only brought in approximately \$9,000 so far this year against an anticipated budget of \$25,000.**

**The Budget Board would like more detailed information as to what "Other" revenues are.**

**The School Operating Surplus is shown as 0 because there was nothing transferred into that account last year.**

### **Expenditures Summary**

**The Tax Assessor Budget is up by \$154,000, with \$148,000 of that for the upcoming Statistical Revaluation.**

**The Budget Board Secretary may need an increase in the salary line to compensate for an increase in the amount of anticipated hours worked.**

**The Town Council is proposed at a \$15,000 increase.**

**The Budget Board discussed that separate resolutions for capital improvements are not included as part of the mandated increase cap on the budget.**

**In the past, the Budget Board has put separate resolutions in the budget to use funds from restricted accounts for improvement projects to the schools to ensure that those items get done.**

**The Town is now discussing using a similar process for a restricted account for health care costs in the future.**

**The Budget Board discussed that any proposed capital improvement projects should have qualified estimates before they are submitted to the budget process.**

## **Capital Resolutions**

**The Town Administrator is proposing a 2.51 % increase in capital, where the School Committee had requested a 2.52% increase. The difference was \$5,000.**

**The Budget Board discussed the high special needs population in Lincoln as evidenced by reimbursement eligibility rates which are higher than comparable communities.**

**The Budget Board will be receiving detailed information, descriptions and estimates for all proposed capital improvement resolutions.**

**The Budget Board discussed the upcoming School and Town Facility Tours.**

**The Town is looking into purchasing the Jergeson property (abutting Handy Pond) with a matching grant for open space. It does not seem that the property would be buildable.**

## **Town Administrator**

**The Budget Board will ask if the Town Council has changed the ordinance so that the Town Administrator may receive an increase in salary other than in election years since elections are now held every 4 years instead of 2.**

**The Town Council completes a salary warrant each year to fix anything that may need adjustment.**

**The Town Administrator's Assistant is receiving an increase in longevity, possibly due to qualifying for the next step up in the coming year due to seniority.**

**There is a bucket in Fixed Charges and the Budget Board will ask if that is being held for increases once contracts are settled.**

#### **Town Planner**

**Only \$3,000 has been spent in Computer Expenses/GIS Services so far this year.**

**The Budget Board will question whether the billing for that account comes more towards the end of the year.**

**No professional services have been used so far out of a budget of \$5,000.**

#### **Personnel**

**It appears that not much Professional Development is being used.**

**The Budget Board also wanted to know if the next contract negotiations will be starting this year.**

#### **Town Clerk**

**Equipment and Recording seems to be budgeted high based on historical expenditures.**

**Videotaping is also budgeted a little bit high based on what has been spent.**

## **Finance**

**Postage is budgeted at \$18,000 which is higher than historical expenditures.**

**Bank Fees are up by \$1,000, and the Budget Board would like information as to what that expense line is used for.**

**The Budget Board discussed comparing salaries to other similar communities, and noted that some of the positions are not easily compared because they have different responsibilities, may have assistants, etc.**

## **Tax Assessor**

**Legal Notices has 0 spent so far this year, but has been budgeted at \$1,200 for next year.**

## **Information Technologies**

**Tech Support was budgeted at \$42,500 but only \$12,000 has been spent so far this year.**

**\$31,500 was spent in 2013-14.**

**Hardware/Software has been used in the past few years to complete large projects such as updates and storage outsourcing.**

## **Public Safety**

**Telephone Expenses are being budgeted at \$18,000, with \$19,800 spent last year and only \$7,600 spent so far this year.**

**Gas and Oil expenses had increased significantly in the past, and they have now gone down but may be on the way back up.**

**The Budget Board wanted to know if the Town has entered a contract for the coming year for Gas and Oil, and will be looking at those expenses throughout the budget as a whole.**

**New Equipment has a negative balance, and the Budget Board was curious if that line had been transferred to another location in the budget.**

**Grant Matching is budgeted at \$10,000 every year, but expenses never come close to that amount.**

**Salaries and Pensions have been requested at a decrease, which may be due to some senior staff retiring and newer staff being brought in at lesser rates.**

**Overtime has been overspent historically, but it was noted that could be due to 2 officers who were on long term sick leave but are now back to work.**

**The Budget Board will ask for an accounting of all Town vehicles.**

## **Animal Control**

**Shelter Expenses have been overspent historically and may need to be increased.**

**The Budget Board would like a description and details of Part-time Staff.**

## **Rescue**

**Vehicle Maintenance has been overspent historically, but now that a new vehicle has been obtained, it may not be needed as much.**

**The Director's Expenses don't seem consistent, and the Budget Board would like to know what those expenses are used for.**

**\$5,000 in Training is not normally spent historically.**

**The Town leases the Lonsdale Rescue space, but owns the Rescue building in Albion.**

**The Budget Board would like to know what Building Maintenance is for and where that lease is shown in the budget.**

**It is understood that the Town does not pay for utilities for the leased building.**

## **Public Comment**

**There were no public comments or questions at the time.**

## **Adjourn**

**Richard Foster made a motion to adjourn, seconded by Bob Turner.**

**The meeting adjourned at 9:06 pm.**