

**JOINT LINCOLN-WOODSTOCK  
BOARD OF SELECTMEN'S  
MEETING MINUTES**

**APPROVED**

**DECEMBER 21, 2020 – 5:00PM**

**LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH  
(THE RECORDING OF THIS MEETING CAN BE FOUND ON YOUTUBE)**

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**Board of Selectmen Present via Zoom:** Chairman OJ Robinson, Vice Chair, Tamra Ham, and Selectman Jayne Ludwig

**Woodstock Selectmen Present via Zoom:** Selectman Scott Rice, Selectman Gil Rand, and Selectman Charyl Reardon

**Staff Present via Zoom:** Town Manager Burbank, DPW Director, Nate Hadaway, Police Chief Chad Morris, and Fire Chief, Ron Beard.

**Public Present via Zoom Video Conferencing:** There was no public present

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**I. CALL TO ORDER**

Chairman Robinson called the meeting to order at 5:00 pm.

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**II. APPROVAL OF MEETING MINUTES FROM PREVIOUS MEETING**

*The approval of the meeting minutes was postponed until next week (12/28).*

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**III. JOINT SHARED BUDGET DISCUSSION WITH WOODSTOCK**

Chairman Robinson explained that he thought it best if both Select boards met now, prior to the joint Budget Committee meeting (*meeting date not yet determined*) because both he and Selectman Ham are unable to attend the joint meeting due to scheduling conflicts (Planning Board and School Board meetings).

**Solid Waste Budget (see attached):**

The boards reviewed the Solid Waste Budget. Chairman Robinson noted that the *Hazardous Household Waste Collection* line item was not applicable for 2021 because there is no hazardous waste collection day scheduled. Robinson also noted that the *Rental Compost Screen/Tub Grinder* cost was increasing from \$4k to \$11k due to increased volume and contracting costs. DPW Director Hadaway explained that \$11k is what the Solid Waste Facility has spent this year, which is why he is using this figure. Hadaway also explained that the contracted services (Waste Management) are being increased for 2021 because this line item has gone over by \$27,831.18 (due to the increased volume of material taken in at the facility). Hadaway also noted that at the same time, revenues have also increased. Selectman Ludwig briefly discussed her concerns over asking town residents to pay for other people's brush disposal. Town Manager Burbank suggested that if the boards are considering charging for the disposal of brush, they may want to consider weighing the brush with the scale, and charging a set dollar amount per pound. Robinson commented that whatever they decide to do, it should be done across the board for both residents and commercial haulers. Selectman Rand suggested that they table this discussion for now, and gather more information and research to discuss at a future meeting. Burbank suggested that the Transfer Station employees can randomly ask vehicles that are disposing brush to drive across the scale (for informational purposes) to get a better idea of the amount of brush being disposed of. The boards agreed to gather information and do revenue research, and not charge for brush disposal at this time. The boards also agreed to increase the *Contracted Services* from \$187k to \$244k.

### **Community Building Budget (see attached):**

The boards reviewed the Community Building Budget. Robinson noted that the line item for a "Cleaner" was removed from the "Wages" and added in under the *Contracted Services*. Robinson explained that this was done because of the Covid requirements which call for more stringent sanitizing procedures, and the need to do them on a consistent basis. The boards agreed that this is a very expensive service (\$3,207 monthly) and feel that once things go back to some sense of normalcy, they need to resume their previous cleaning practices and hire a part-time cleaner. The boards reviewed the remainder of the budget and noted that the Childcare Center has requested the town waive the 2% annual increase for their 2021 lease. There was also a discussion about future planned upgrades to the Community Center Building (air lock entry-way, windows, fencing).

### **Parks & Recreation Budget:**

Selectman Ham explained that this budget is approximately \$82k underspent because there was no summer camp program, however, the revenues were also down, and as a result of the same there was an \$18k shortfall. The boards reviewed the remainder of the budget and agreed to forward the amended budget off to their respective budget committees.

## **OTHER BUSINESS**

### **Fire Departments**

Chairman Robinson explained to the Woodstock Selectmen that Lincoln Fire Department is exploring grant opportunities to fund full-time positions at Lincoln Fire Department, and as an alternative, Robinson questioned how Woodstock felt about both towns funding one single full-time firefighter position that would be available to respond to calls for both Lincoln and Woodstock during a set time frame. Selectman Rand responded that he feels that this is a non-starter, and that Woodstock voters would not support a full-time firefighter. Selectman Rice commented that they would need to speak with Chief McKay first, and then discuss this at another time. Selectman Rand asked Ham to put this proposal in writing so that they could see what it looks like on paper.

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## **IV. OTHER SHARED BUSINESS (if needed)**

### **Transfer Station Job Vacancy**

Selectman Reardon asked how the search was going for a replacement for Jim Conn's position at the Solid Waste Facility. Town Manager Burbank responded that DPW Director Hadaway will be interviewing applicants for this position when he returns from vacation. Rand asked what the job title is for this position. Burbank responded that this is a Supervisory position because Russ Clark has stated that he expects to be retiring in the next year or so.

With no further shared business to attend to, the following motion was made:

**MOTION: "To adjourn the joint board meeting"**

**Motion: Gil Rand**

**Second: Tamra Ham**

**All in favor.**

*Woodstock Selectmen departed the meeting at 6pm*

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## **V. OLD/NEW BUSINESS**

*Chairman Robinson called the Lincoln Board of Selectmen's meeting to order at 6:02 pm.*

## **Budget Review**

### **Planning Department Budget:**

Chairman Robinson wanted to discuss changes to the budget now that the Planning Board has had a chance to review it, and to also discuss warrant articles. Robinson noted that the Planning Board has made the following changes: (1) *Engineering and Technical Review Weekly Meetings* was \$15k last year, and the BOS proposed increasing this line item to \$20k. The Planning Board was in agreement, however, they proposed changing it so that \$15k shows in the Planning Budget, and \$5k be added to the Executive Budget to cover the Town Engineers tasks that are more affiliated with the Executive office (non-Planning Board administrative tasks) and not the Planning Department, (2) Planning Board iPads were added to the budget at a cost of \$15k, and the Planning Board commented that several board members currently have a means to join via zoom and review documents on their personal devices, and do not need a town-issued iPad. Selectman Ham reminded the board that in the event there is a litigation, the board members personal devices and all of its content becomes subject to RSA 91-A, and she was not comfortable with board members using their personal devices. Ham asked Robinson to bring this to the Planning Board's attention so that they understand the ramifications of using their personal devices. Robinson noted that there are only two (2) Planning Board members who would be using the town-issued iPads. Robinson suggested that they change this line item to \$7k (instead of \$15k), and, (3) the off-setting revenue with the fee structure that the Selectmen recently voted in was increased to \$5k.

### **Operating Budget**

The board reviewed the Operating Budget. Selectman Ham commented that there were questions about the Health Agency appropriations, and asked Town Manager Burbank if he was able to get any answers. Burbank responded that Finance Director, Johnna Hart has not reported back to him that she has spoken with either agency in question, so he did not believe that they have responded yet to her requests. Ham was not comfortable with putting any dollar amount into the budget without knowing whether or not these agencies are serving the Lincoln community. The board agreed to leave the budget the way it is. The board continued their review of the changes made this evening, and Selectman Ham outlined the following:

- #15-Solid Waste Contracted Services line item increased from \$204k to \$244k
- #18-Community Building Lease Revenue line item should be \$19,062 (no lease increase for the Childcare Center for 2021).
- #6-Planning Board Engineering and Technical Review change from \$20k to \$15k and add a line item in the #1-Executive Budget for Engineering in the amount of \$5k.
- #6-Planning/Zoning - iPads line item reduced from \$15k to \$7k and the word *Training* to be added to the description.
- #6-Planning Board/Zoning offsetting revenue change from \$3k to \$5k

## **Warrant Articles:**

### **Fire Department**

Town Manager Burbank commented that he has spoken with Fire Chief Beard who has decided *not* to pursue the warrant article for the SAFER Grant to hire six (6) full-time fire personnel. Burbank noted that he supports Chief Beard with whatever decision he decides to make concerning the grant, and the hiring of full-time firefighters. Chief Beard explained to the Selectmen that after deep reflection and conversations with members of the community, there does not appear to be a lot of support for this initiative at this time. Chairman Robinson commented that his question was what do the full-time fire

personnel do on days when there are no calls, or only one or two calls? At the same time, Robinson notes the importance of having fire personnel available to respond when there is an emergency. There was a brief discussion on the Fire Department's current staffing, and possible ideas to expand the department. The board agreed to leave this item off of the warrant this year.

### **Police Department**

Chairman Robinson discussed the warrant article for the Police Cruiser and noted that with the addition of a new full-time Police Officer to the force, it was suggested that the cruiser that the Police Department would typically trade in when they purchase a new cruiser, instead be retained by the Department as part of the fleet so that there is an extra vehicle available. Selectman Ludwig questioned how many police vehicles the Department currently has. Chief Morris responded that they currently have six (6) cruisers, and they are waiting for the seventh vehicle to come back from being fully outfitted. Robinson suggested that they budget for the \$49,900 for this special warrant article, and if the vehicle is purchased for less money, the balance will go back into the General Fund and not used for any other non-vehicle related business.

### **Water Meters**

Chairman Robinson discussed the warrant article for the Water Meters and explained that the Water Committee has been looking at various rate structures, however, they have not agreed on any specific structure. The Water Committee did agree and recommend that they move forward and put the Water Meters on the warrant as a special article. Robinson summarized some of the recent discussions that the Water Committee has been having about water meters and various rate structures, and noted that he is in agreement with the Water Committee that water meters should be put on the warrant as a special article, and explained that the Selectmen must now collectively decide whether or not they want to proceed with putting them on the warrant. Ham and Ludwig were in agreement with Robinson that they add the water meters to the warrant as a special article. Selectman Ham added that she will do some follow-up research on current pricing for water meters. Robinson suggested that they *Recommend* this special article and use either \$1.5M or \$1.6M for now, and later on refine this amount as they move through the budget process. Ham recommending going with \$1.5M and adjusting accordingly as the process moves forward. With no further discussion the following motion was made:

**MOTION: "To recommend the special warrant article for water meters in the amount of \$1.5M."**

**Motion: Tamra Ham**

**Second: Jayne Ludwig**

**All in favor.**

Chairman Robinson noted that it must be taken into consideration when drafting the special article that this is going to be a bond issue.

### **Additional Warrant Articles**

Chairman Robinson explained that there are three (3) additional warrant articles as follows: (1) Highway Block Grant: (the Selectmen typically use a dollar amount similar to the previous year's and later adjust it upon receipt of the State of NH's notification). Robinson made the following motion:

**MOTION: "To use the amount of \$30k for the Highway Block Grant which is the same as last year's amount."**

**Motion: OJ Robinson**

**Seconded: Jayne Ludwig**

**All in favor**

(2) Cemetery Expendable Trust Fund/Cemetery Trust Fund: Robinson noted that similar to the Highway Block Grant, the board typically uses a number close to the previous year's dollar amount, and then later

adjusts it based on the actual revenue collected during this year, and budgets to spend it next year. Robinson made the following motion:

**MOTION: "To put \$1,000 into the Cemetery Expendable Trust Fund, and \$2,000 into the Cemetery Trust Fund and adjust accordingly as the budget process continues."**

**Motion: OJ Robinson**

**Seconded: Tamra Ham**

**All in favor.**

(3) Capital Reserve Funds: Robinson explained that they have a recommendation from the CIP Committee which is \$20k higher than what was appropriated last year, and asked the board if they were all in agreement with this increase for all of the Capital Reserve Funds as recommended by the CIP Committee.

**MOTION: "To approve the Capital Reserve Trust Fund articles as listed in the CIP and recommended by the Capital Improvements Committee."**

**Motion: Tamra Ham**

**Second: Jayne Ludwig**

**All in favor.**

**Selectman Ham reviewed the following items:**

- **Police Department Cruiser: \$49,900**
- **Water Meters: \$1.5M-Bond Issue (subject to change after further research on current pricing)**
- **Highway Block Grant: \$30,000**
- **Cemetery Expendable Trust Fund: \$1,000**
- **Cemetery Trust Fund: \$2,000**
- **Capital Reserve Funds: As listed in the CIP**

### **Town Manager's Report**

#### **School Funding Advocacy Group**

Town Manager Burbank updated the board that the School Funding Advocacy group did not meet today, however, NH State Senator, Erin Hennessey has agreed to meet with Burbank on Tuesday, December 22<sup>nd</sup> at 2pm via zoom to discuss the SWEPT. Burbank also noted that he is meeting with State Rep. Bonnie Ham the first week of January to discuss this matter as well. Burbank briefly explained that the state legislature has created a statewide tax that is being pushed back to the local level, and this advocacy group is working on behalf of the donor towns to get this money returned to the towns versus going to the state to be disbursed.

### **NEW BUSINESS**

#### **Trust Fund Reimbursement**

Selectman Ham explained that Finance Director, Johnna Hart has requested that the board approve the Reimbursement for 2020 Expenditures for the 4<sup>th</sup> quarter in the amount of \$191,554.16.

**MOTION: "To approve the 4<sup>th</sup> Quarter Trust Fund Reimbursement for 2020 in the amount of \$191,554.16"**

**Motion: Tamra Ham**

**Second: Jayne Ludwig**

**All in favor.**

#### **Encumbered Funds**

Selectman Ham noted that the Selectmen have one more meeting in 2020, and the board needs to determine whether or not there are any funds that need to be encumbered. Town Manager Burbank

commented that he does not believe there is anything, but he would check with DPW Director Hadaway and Finance Director, Johnna Hart tomorrow.

### **OLD BUSINESS:**

#### **Weston & Sampson Contract**

Chairman Robinson discussed the recent proposal from Weston & Sampson (W&S) and noted that the contract details sighting for a water storage tank in the Indian Head zone. Robinson explained that he had initially been concerned with limiting it to this zone, and had questioned W&S whether or not it could work in the main pressure zone, but was told that it would work better in the Indian Head zone. Robinson therefore feels that they should sign this contract, and proceed with the project. Town Manager Burbank added that they will also be installing the pressure reducing valve between Loon Village and the Main pressure zone.

#### **Election CARES Act Funding**

Chairman Robinson asked Selectman Ham if she was able to meet with the Town Clerk to discuss the CARES Act Funding. Ham explained that the day she went in to meet with the Town Clerk the school was closed for a snow day, and the Town Clerk was not in the office. Robinson noted that this money needs to be distributed before the end of the year, and suggested that Burbank put together a proposal for each of the Selectmen to review.

#### **Public Participation**

*There was no public participation.*

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### **VI. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (c,e) Legal update, Personnel Issue**

**MOTION: "To go into Non-public session pursuant to RSA 91-A:3 (III) (c,e)"**

**Motion: OJ Robinson                      Second: Tamra Ham                      All in favor.**

**The BOS went into Non-public session at 7:11 p.m.**

**MOTION: "To re-enter public session."**

**Motion: Tamra Ham                      Second: Jayne Ludwig                      All in favor.**

**The Board came back into public session at 7:36 p.m.**

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### **VII. ADJOURNMENT**

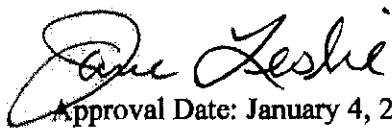
**With no further business to attend to, the Board made the following motion:**

**MOTION: "To adjourn."**

**Motion: OJ Robinson                      Second: Tamra Ham                      All in favor.**

**The meeting adjourned at 7:38 p.m.**

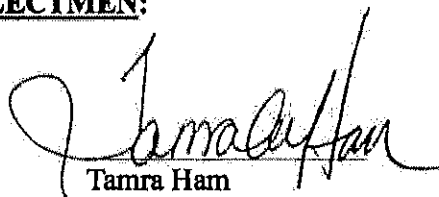
Respectfully Submitted,  
Jane Leslie



Approval Date: January 4, 2021

**LINCOLN BOARD OF SELECTMEN:**

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Chairman O.J. Robinson

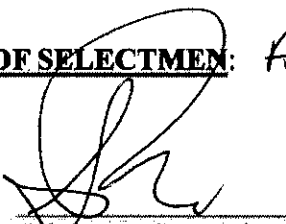
  
Tamra Ham


  
Jayne Ludwig

**WOODSTOCK BOARD OF SELECTMEN:**

Approved January 12, 2021

  
Selectman Gil Rand

  
Selectman Scott Rice

  
Selectman Charyl Reardon

2021 Proposed Budget  
#15 Solid Waste Disposal

	2020 FUNDED	2021 BOS RECOMMENDED	% change 2021/2020	BUDGET COMMITTEE'S RECOMMENDED	% change 2021/2020
<b>01-4324-100</b>					
Wages:					
Regular Time	82,541.00	87,749.00	6.31%	-	-100.00%
Part-Time Help (Days off/vacation/sick coverage)	28,517.00	29,076.00	1.96%	-	-100.00%
Overtime	2,000.00	2,000.00	0.00%	-	-100.00%
Administration	4,542.00	4,612.00	1.54%	-	-100.00%
<b>TOTAL WAGES</b>	<b>\$ 117,600.00</b>	<b>\$ 123,437.00</b>	<b>4.96%</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>01-4324-341</b>					
Telephone and Alarms	2,100.00	2,100.00	0.00%	-	-100.00%
<b>TOTAL TELEPHONE &amp; ALARMS</b>	<b>\$ 2,100.00</b>	<b>\$ 2,100.00</b>	<b>0.00%</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>01-4324-375</b>					
Dues, Travel & Conferences	1,000.00	1,000.00	0.00%	-	-100.00%
<b>TOTAL DUES, TRAVEL &amp; CONFERENCES</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>0.00%</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>01-4324-390</b>					
Contracted Services:					
Contracted Services	187,000.00	244,000.00	30.48%	-	-100.00%
Certified Computer Maintenance	444.00	444.00	0.00%	-	-100.00%
Property-Liability Insurance	11,330.00	3,600.00	-68.23%	-	-100.00%
Hazardous Household Waste Collection	5,000.00	-	NA	-	NA
Bldg & Property Maint	1,000.00	1,000.00	0.00%	-	-100.00%
Rental Compost Screen/ Tub Grinder	4,000.00	11,000.00	175.00%	-	-100.00%
PayPal Here Fees	-	-	-	-	-
<b>TOTAL CONTRACTED SERVICES</b>	<b>\$ 208,774.00</b>	<b>\$ 260,044.00</b>	<b>24.56%</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>01-4324-410</b>					
Electricity	5,500.00	5,500.00	0.00%	-	-100.00%
<b>TOTAL ELECTRICITY</b>	<b>\$ 5,500.00</b>	<b>\$ 5,500.00</b>	<b>0.00%</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>01-4324-411</b>					
Heating Fuel/Off Road	2,500.00	2,500.00	0.00%	-	-100.00%
<b>TOTAL HEATING FUEL</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>	<b>0.00%</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>01-4324-600</b>					
Materials & Supplies:					
Permits	500.00	500.00	0.00%	-	-100.00%
Materials & Supplies	1,500.00	1,500.00	0.00%	-	-100.00%
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>0.00%</b>	<b>\$ -</b>	<b>-100.00%</b>

2020  
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2021 Proposed Budget  
#15 Solid Waste Disposal

Page 2		2020	2021	% change		BUDGET COMMITTEE'S		% change
		FUNDED	PROPOSED DH	2021/2020	2021/2020	RECOMMENDED	2021/2020	
<b>01-4324-635</b>								
Vehicles & Equipment:								
Fuel (Off Road) Moved to 411								
Equipment Repairs		3,200.00	3,200.00	0.00%		-	-100.00%	
<b>TOTAL VEHICLES &amp; EQUIPMENT</b>		<b>\$ 3,200.00</b>	<b>\$ 3,200.00</b>	<b>0.00%</b>		<b>\$ -</b>	<b>-100.00%</b>	
<b>01-4324-800</b>								
Uniforms		2,300.00	1,500.00	-34.78%		-	-100.00%	
<b>TOTAL UNIFORMS</b>		<b>\$ 2,300.00</b>	<b>\$ 1,500.00</b>	<b>-34.78%</b>		<b>\$ -</b>	<b>-100.00%</b>	
<b>01-4324-850</b>								
General Repairs & Equipment (Age of Equipment)		\$6,000.00	\$6,000.00	0.00%		\$0.00	-100.00%	
<b>GRAND TOTAL</b>		<b>\$ 350,974.00</b>	<b>\$ 407,281.00</b>	<b>16.04%</b>		<b>\$ -</b>	<b>-100.00%</b>	
<b>OFFSETTING REVENUE</b>								
Town of Woodstock		197,945.00	227,411.00	14.89%		-	-100.00%	
Solid Waste Fees		45,000.00	45,000.00	0.00%		-	-100.00%	
<b>TOTAL OFFSETTING REVENUE</b>		<b>\$ 242,945.00</b>	<b>\$ 272,411.00</b>	<b>12.13%</b>		<b>\$ -</b>	<b>-100.00%</b>	

Solid Waste  
Revenues

	2020	2021
	BUDGETED	PROPOSED
Lincoln Revenue - tipping and recycling income*	45,000.00	45,000.00
Lincoln Revenue - Billing from Town of Woodstock**	\$ 197,945.00	\$ 227,411.00
<b>TOTAL OFFSETTING REVENUES TOWN OF LINCOLN</b>	<b>\$ 242,945.00</b>	<b>\$ 272,411.00</b>

\*Estimated tipping and recycling revenue is \$90,000.  
Lincoln and Woodstock split revenue 50/50 on a monthly basis.

\*\*Lincoln bills Woodstock monthly based on actual expenses.  
Lincoln and Woodstock split expenses 50/50 on a monthly basis. Estimate shown below:

Woodstock Billing (Estimate)	2020	2021
50 % of Department Expenses (Grand Total budget #15)	175,487.00	203,641.00
50% of non-department expenses (i.e. Benefits)	22,458.00	23,770.00
<b>WOODSTOCK TOTAL EXPENSES</b>	<b>\$ 197,945.00</b>	<b>\$ 227,411.00</b>

Woodstock Estimated Revenue	
Dump Fees and Recycle	45,000.00

<b>WOODSTOCK TOTAL ESTIMATED REVENUE</b>	<b>\$ 45,000.00</b>	<b>\$ 45,000.00</b>
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Recycling	6,704.00
Tipping	31,330.00
<b>ACTUAL REVENUE Town of Lincoln 2020 thru 9/30/20</b>	<b>38,034.00</b>

2021 Proposed Budget  
#18 Community Building

3:51 PM  
12/29/2020

	2020 FUNDED	2021 Dept Head Recommended	% Change 2021/2020	Budget Committee's RECOMMENDED	% Change 2021/2020
<b>01-4526-100</b>					
Wages - Program Coordinator	44,012.00	44,693.00	1.55%	-	-100.00%
Wages - PT afterschool counselor	23,604.00	24,431.00	3.50%	-	-100.00%
Wages - Cleaner 17.5 hr/week	10,725.00	-	-100.00%	-	-100.00%
Wages - Food Pantry	2,923.00	5,846.00	100.00%	-	NA
Wages - Administration	1,514.00	1,540.00	1.72%	-	-100.00%
<b>TOTAL WAGES</b>	<b>\$ 82,778.00</b>	<b>\$ 76,510.00</b>	<b>-7.57%</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>01-4526-110</b>					
Wages - Overtime	200.00	200.00	0.00%	-	-100.00%
<b>TOTAL OVERTIME</b>	<b>\$ 200.00</b>	<b>\$ 200.00</b>	<b>0.00%</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>01-4526-341</b>					
Telephone & Internet (\$110/ month)	1,320.00	2,268.00	71.82%	-	-100.00%
Cell phone for ASP & program coordinator (\$134/month)	1,608.00	1,608.00	0.00%	-	-100.00%
<b>TOTAL TELEPHONE</b>	<b>\$ 2,928.00</b>	<b>\$ 3,876.00</b>	<b>32.38%</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>01-4526-390</b>					
Contracted Services					
Alarm Services (\$36/ month)	432.00	432.00	0.00%	-	-100.00%
Dumpster (\$140/ month)	1,680.00	1,680.00	0.00%	-	-100.00%
Certified Computer Maintenance (\$164.17/month & upgrades)	2,250.00	2,250.00	0.00%	-	-100.00%
Statewide Communications-annual maintenance contract for phones	1,140.00	-	-100.00%	-	-100.00%
Rec. Desk Online Software (\$245 per month)	2,940.00	2,940.00	0.00%	-	-100.00%
PayPal Pro Online & Credit Card Pymt (\$30 per month)	360.00	360.00	0.00%	-	-100.00%
Copier Lease (\$197 per month & \$265/quarter)	3,424.00	3,424.00	0.00%	-	-100.00%
Training for ASP & Ctr. Staff	1,500.00	2,000.00	33.33%	-	-100.00%
Contracted Cleaning Services (\$3207/month)	-	38,484.00			
<b>TOTAL CONTRACTED SERVICES</b>	<b>\$ 13,726.00</b>	<b>\$ 51,570.00</b>	<b>275.71%</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>01-4526-410</b>					
Electricity (\$650/ month avg.)	10,116.00	7,800.00	-22.89%	-	-100.00%
Electric Upgrade Loan	1,548.00	1,548.00	0.00%	-	-100.00%
<b>TOTAL ELECTRICITY</b>	<b>\$ 11,664.00</b>	<b>\$ 9,348.00</b>	<b>-19.86%</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>01-4526-411</b>					
Heating Fuel	9,000.00	9,000.00	0.00%	-	-100.00%

TOTAL HEATING FUEL		\$ 9,000.00	\$ 9,000.00	0.00%	\$	-	-100.00%
Page 2							
		2020	2021 Dept Head	% Change	Budget Committee's	% Change	
		FUNDED	RECOMMENDED	2021/2020	RECOMMENDED	2021/2020	
01-4526-600							
Material & Supplies							
Cleaning Supplies		700.00	1,000.00	42.86%	-	-	-100.00%
Paper Supplies (towels, toilet tissue, trash bags, etc)		2,800.00	2,800.00	0.00%	-	-	-100.00%
Office Supplies (avg \$50/ month)		600.00	600.00	0.00%	-	-	-100.00%
Program Supplies & ASP		1,700.00	1,700.00	0.00%	-	-	-100.00%
Uniforms		1,000.00	1,000.00		-	-	
TOTAL MATERIAL & SUPPLIES		\$ 6,800.00	\$ 7,100.00	4.41%	\$	-	-100.00%
01-4526-645							
Propane (Stove) (\$68/ month avg.)		820.00	820.00	0.00%	-	-	-100.00%
TOTAL PROPANE		\$ 820.00	\$ 820.00	0.00%	\$	-	-100.00%
01-4526-700							
Building & Property Maintenance		15,000.00	10,000.00	-33.33%	-	-	-100.00%
LWCCC airlock entryway		56,531.00	50,000.00	-11.55%	-	-	-100.00%
TOTAL BUILDING & PROPERTY MAINT.		\$ 71,531.00	\$ 60,000.00	-16.12%	\$	-	-100.00%
GRAND TOTAL EXPENSES		\$ 199,447.00	\$ 218,424.00	9.51%	\$	-	-100.00%
OFFSETTING REVENUE (1/2)							
Programs (user fees for programs)		11,500.00	11,500.00	0.00%	\$	-	-100.00%
Rental of Facility		1,150.00	-	-100.00%	-	-	-100.00%
Leases of Facility		18,685.50	19,062.00	2.01%	-	-	-100.00%
Town of Woodstock		113,747.00	121,783.00	7.06%	121,783.00		7.06%
TOTAL OFFSETTING REVENUE		\$ 145,082.50	\$ 152,345.00	5.01%	\$	121,783.00	-16.06%

# 2021 Community Building Revenue

3:51 PM  
12/29/2020

	2020	2020	2021
	Budgeted	Actual	Proposed
		as of 12/2/2020	
Lease to Grafton County Seniors (0% increase)	12,528.00	12,453.90	12,528.00
Lease to LW Child Care Ctr (0% increase)	25,596.00	19,197.00	25,596.00
After School Program (26 kids x \$100/month x 9 months)	23,000.00	13,905.00	23,000.00
Building Rentals	2,300.00	455.00	0.00
Total Program & Facility Rental Revenue:	63,424.00	46,010.90	61,124.00
Reimbursed Expenses from Town of Woodstock	113,747.00	0.00	121,783.00
Less Revenues to Woodstock	(31,712.00)	(15,747.95)	(30,562.00)
<b>TOTAL OFFSETTING REVENUES TOWN OF LINCOLN</b>	<b>\$ 145,459.00</b>	<b>\$ 30,262.95</b>	<b>\$ 152,345.00</b>

Waived Apr & May

## Woodstock Billing Calculations

1/2 Departmental wages and expenses (grand total, budget #18)  
1/2 Departmental benefits

2020  
99,724.00  
14,023.00  
**\$ 113,747.00**

2021  
109,212.00  
12,571.00  
**\$ 121,783.00**

## WOODSTOCK TOTAL EXPENSES

## Woodstock Estimated Revenue Community Building

1/2 Grafton County Seniors  
1/2 LW Child Care  
1/2 After School Program  
1/2 Building Rentals

6,264.00  
12,798.00  
11,500.00  
1,150.00  
**\$ 31,712.00**

\$6,264.00  
\$12,798.00  
\$11,500.00  
\$0.00  
**\$30,562.00**

## WOODSTOCK TOTAL ESTIMATED REVENUE

2021 Proposed Budget  
#21 Parks and Recreation - Expenses

3:51 PM  
12/29/2020

	2020 FUNDED	2021 Dept Head RECOMMENDED	% Change 2021/2020	Budget Committee's RECOMMENDED	% Change 2021/2020
<b>01-4520-100</b>					
Wages:					
Regular Time	63,127.00	64,104.00	1.55%	-	-100.00%
Winter - Part Time	38,889.00	38,190.00	3.50%	-	-100.00%
Summer - Part Time				-	
Kanc Kamp Staff (8 weeks of Camp ages 5-9)	35,521.00	35,521.00	0.00%	-	-100.00%
Adventure Camp Staff (8 weeks of Camp ages 10-14)	26,394.00	26,394.00	0.00%	-	-100.00%
Part Time (Winter Maintenance) at 26 weeks	15,145.00	19,408.00	28.15%	-	-100.00%
Administration	1,514.00	1,540.00	1.72%	-	-100.00%
Part-Time Programmer ( & wife adult rec @ hs)	5,933.00	6,140.00	3.49%	-	-100.00%
<b>TOTAL WAGES</b>	<b>\$ 184,533.00</b>	<b>\$ 191,297.00</b>	<b>3.67%</b>	<b>\$</b>	<b>-100.00%</b>
<b>01-4520-110</b>					
Overtime (seasonal of for winter maintenance, 160 hrs)	3,000.00	3,000.00	0.00%	-	-100.00%
<b>TOTAL OVERTIME</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>	<b>0.00%</b>	<b>\$</b>	<b>-100.00%</b>
<b>01-4520-341</b>					
Kanc Telephone (\$205/ month avg)(internet)	2,460.00	2,460.00	0.00%	-	-100.00%
Cell Phone (with data plan \$45/month)	540.00	540.00	0.00%	-	-100.00%
<b>TOTAL TELEPHONE</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>	<b>0.00%</b>	<b>\$</b>	<b>-100.00%</b>
<b>01-4520-375</b>					
Dues, Travel & Conferences:					
Mileage Reimbursement (avg \$88/ month)	1,068.00	1,068.00	0.00%	-	-100.00%
Trainings, Conferences, Memberships & Dues	3,000.00	3,000.00	0.00%	-	-100.00%
Slope Registration	325.00	325.00	0.00%	-	-100.00%
<b>TOTAL DUES, TRAVEL &amp; CONFERENCES</b>	<b>\$ 4,393.00</b>	<b>\$ 4,393.00</b>	<b>0.00%</b>	<b>\$</b>	<b>-100.00%</b>
<b>01-4520-390</b>					
Contracted Services:					
Other contracted services ( WMNF & State Parks permits, Background checks, music licensing fees & computer service contract)	2,850.00	2,850.00	0.00%	-	-100.00%
Ski Tow Liability Insurance	10,034.00	10,034.00	0.00%	-	-100.00%
Kanc Camp Bus	6,000.00	6,000.00	0.00%	-	-100.00%
Adventure Camp 2 van rental	12,000.00	12,000.00	0.00%	-	-100.00%
Newspaper Ads				-	
Umpires	1,260.00	1,260.00	0.00%	-	-100.00%
<b>TOTAL CONTRACTED SERVICES</b>	<b>\$ 32,144.00</b>	<b>\$ 32,144.00</b>	<b>0.00%</b>	<b>\$</b>	<b>-100.00%</b>
<b>01-4520-410</b>					
Electricity - Ballfield	488.00	488.00	0.00%	-	-100.00%
Electricity - Kanc Building	4,000.00	4,000.00	0.00%	-	-100.00%
Electricity - Snowmaking	10,000.00	10,000.00	0.00%	-	-100.00%
<b>TOTAL ELECTRICITY</b>	<b>\$ 14,488.00</b>	<b>\$ 14,488.00</b>	<b>0.00%</b>	<b>\$</b>	<b>-100.00%</b>

2021 Proposed Budget

#21 Parks and Recreation - Expenses

3:51 PM  
12/29/2020

Page 2	2020	2021 Dept Head	% Change	Budget Committee's	% Change
	FUNDED	RECOMMENDED	2021/2020	RECOMMENDED	2021/2020
<b>01-4520-600</b>					
Materials & Supplies:					
July 4 activities/ Community Fest Event	1,800.00	1,600.00	0.00%	-	100.00%
Cleaning, Office supplies	1,560.00	2,500.00	60.26%	-	100.00%
Tow Hut - Maintenance Engine Repair	1,500.00	1,500.00	0.00%	-	100.00%
Groomer & Tow Repairs	3,000.00	3,000.00	0.00%	-	100.00%
Tickets and Wickets for Kanc Ski Area	800.00	1,200.00	50.00%	-	100.00%
Ballfield Maint (Lime, Paint, Lawn Care)	2,700.00	2,700.00	0.00%	-	100.00%
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>\$ 11,160.00</b>	<b>\$ 12,500.00</b>	<b>12.01%</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>01-4520-635</b>					
Fuel & Maintenance for Vehicles & Equipment					
Repairs	2,000.00	2,000.00	0.00%	0.00	-100.00%
Gasoline	2,400.00	2,400.00	0.00%	0.00	-100.00%
Diesel	4,000.00	4,000.00	0.00%	0.00	-100.00%
<b>TOTAL FUEL EQUIPMENT &amp; VEHICLES</b>	<b>\$ 8,400.00</b>	<b>\$ 8,400.00</b>	<b>0.00%</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>01-4520-645</b>					
Propane (garage, grill, top shed, baselodge)	2,000.00	2,000.00	0.00%	-	-100.00%
<b>TOTAL PROPANE</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>0.00%</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>01-4520-700</b>					
Equipment:					
Safety & First Aid	150.00	150.00	0.00%	-	-100.00%
Program Equip. & Supplies	4,000.00	4,000.00	0.00%	-	-100.00%
Uniforms	2,000.00	2,000.00	0.00%	-	0.00%
<b>TOTAL EQUIPMENT</b>	<b>\$ 6,150.00</b>	<b>\$ 6,150.00</b>	<b>0.00%</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>01-4520-800</b>					
<b>TOL Parks &amp; Patriotic</b>					
Kanc Area Maintenance	5,000.00	5,000.00	0.00%	-	-100.00%
Repairs Snow Making Pumps Estimate 2 pumps	-	-	-	-	-
Replace roofs CF dugouts (2020 was concession stand)	7,000.00	1,500.00	-78.57%	-	-100.00%
Repair/Replace Lighting Ski Area (completed in 2019)	-	-	-	-	-
Replace Kanc baseball field outfield fence	-	2,500.00	-	-	-
Replenish Playground	-	-	-	-	-
Hardware cameras for Kanc	-	2,500.00	-	-	-
Replace rope tow (completed in 2019)	-	-	-	-	-
Senior Citizens Pins & Cane	200.00	170.00	-15.00%	-	-100.00%
Maintenance Ladies Bathtub	500.00	500.00	0.00%	-	-100.00%
Maintenance River Front Park	500.00	500.00	-	-	-
<b>TOTAL PARKS &amp; PATRIOTIC</b>	<b>\$ 13,200.00</b>	<b>\$ 12,670.00</b>	<b>-4.02%</b>	<b>\$ -</b>	<b>-100.00%</b>
<b>01-4520-850</b>					
General Repairs & Equipment	5,000.00	5,000.00	0.00%	-	N/A
<b>TOTAL GENERAL REPAIRS &amp; EQUIPMENT</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>0.00%</b>	<b>\$ -</b>	<b>N/A</b>
<b>GRAND TOTAL</b>	<b>\$ 287,448.00</b>	<b>\$ 285,022.00</b>	<b>-2.63%</b>	<b>\$ -</b>	<b>-100.00%</b>

Page 3		2020 FUNDED	2021 Dept Head RECOMMENDED	% Change 2021/2020	Budget Committee's RECOMMENDED	% Change 2021/2020
	OFFSETTING REVENUE					
	Revenues	38,100.00	37,500.00	-1.57%	-	-100.00%
	Town of Woodstock	159,005.00	167,506.00	5.35%	-	-100.00%
	TOTAL OFFSETTING REVENUE	\$ 197,105.00	\$ 205,006.00	4.01%	\$ -	-100.00%



	2020 Budgeted	2020 Actual as of 12/2/2020	2021 Proposed
Revenue - Ski Area	15,000.00	18,010.76	15,000.00
Revenue - Summer Camp - Kanc	12,500.00	200.00	12,500.00
Revenue - Summer Camp - Adventure	10,000.00	375.00	10,000.00
Kanc. Facility Use Rental Fees	600.00	1,357.04	-
Total Revenue	38,100.00	19,942.80	37,500.00
Town of Woodstock	159,005.00	-	167,506.00
<b>TOTAL OFFSETTING REVENUES LINCOLN</b>	<b>\$ 197,105.00</b>	<b>\$ 19,942.80</b>	<b>\$ 205,006.00</b>

2020 actual was owed from 2019  
2020 actual was owed from 2019

<b>Woodstock Billing</b>	<b>2020</b>	<b>2020</b>
1/2 grand total of budget (less account numbers 4520-800 & 4520-850)	134,624.00	138,676.00
1/2 department benefits	24,381.00	28,830.00
<b>Woodstock Total</b>	<b>\$ 159,005.00</b>	<b>\$ 167,506.00</b>