

**Lincoln Board of Selectmen
Meeting Minutes
May 5, 2008
5:12 pm**

Present: Chairman Deanna Huot, Selectman Peter Moore, Town Manager Ted Sutton,
Recording Secretary Susan Chenard
Audience members: Charlie Cook and WT Bishop

Approval of public meeting minutes of April 28, 2008 and April 29, 2008, and non-public meeting minutes of April 28, 2008, April 29, 2008 and April 30, 2008: A **motion** was made by Selectman Moore, seconded by Chairman Huot, to approve the public meeting minutes of April 28, 2008, as amended. The vote was unanimous. A **motion** was made by Selectman Moore, seconded by Chairman Huot, to approve the public meeting minutes of April 29, 2008 and non-public meeting minutes of April 28, 2008, April 29, 2008 and April 30, 2008, as written. The vote was unanimous.

Routine Business

- **Route 3 Sewer Pump Station Update** – Town Manager Sutton met with David Sircle of United Water, the contractor who handles our sewer system, and has convinced them to pay the \$5000+ costs for the pumpers and the extra costs for the electricians and parts. Mr. Sircle admitted there was a problem with the alarm that should have called dispatch when there was a problem. We have specified that someone should check on the plant once a day and do a fail-safe test once a month.
- **Scheduling for New Town Manager meetings** – A meeting has been set up for the department heads and board chairmen to meet with the top candidates for the Town Manager's position on May 12th at 6pm. These top candidates will then meet with the public on May 19th at 6pm.
- **Bill Willey's Master Roads Scholar Graduation** – Public Works Superintendent Bill Willey has reached the highest level of the Roads Scholar Program and will be graduating on June 26th at 11am in Dover. Completion of this coursework makes him even more valuable to the Town of Lincoln.
- **Police School Emergency Management Plan Training** – Town Manager Sutton met with the police department the other day and wished them well, thanking them for a job well done. While he was there, Officer Joe Deluca, the school resource officer, was making a presentation to the department regarding the lock-down procedure at the school, describing how the Lincoln Police Department interfaces with the school. The Town Manager wanted to ensure the public knew there was a plan. He also felt the school board should allow more than one pass to access all areas of the school in an emergency.
- **Police funding for school resource officer** – We still have not received word that we are receiving 100% funding, so Town Manager Sutton has asked Police Chief Smith to check on that. The school board should also be aware that the Town Manager is not sure the Town wants to take over the entire cost when the grant runs out in a year and a half.

- **Letters of Commendation** – There was a drug raid on Mansion Hill Drive last month. Officer Deluca assisted the Sheriff’s office and Woodstock Police, though our two officers, Sergeant Jeff Meiers and Private William Ulwick, provided the intelligence without which the search and subsequent arrest could not have been made. Our Police Chief was not made aware of the arrest, but High Sheriff Dutille wrote a letter apology and commended the two officers for their work. We have written letters of commendation to Officer’s Meiers and Ulwick as well. The Town Manager wanted to point out to our citizens and “the bad guys” that our police are actively pursuing putting a stop to any illegal drug activities in the Town of Lincoln.

Other Business

- Town Manager Sutton has asked Secretary Chenard to set up a new personnel policy review committee. It has been about 4 years since the last time the policy was reviewed, and it will also be compared with the new union contract.
- The Town Manager reminded the Board of Selectmen about the properties scheduled to go to tax deed as of May 20, 2008. He went through each folder with the board, mainly suggesting not signing the waivers, thereby making it possible for the town to take the property.
- We have sent a letter to Loon Mountain Recreation Corporation regarding the state of Cooper Memorial Bridge. As recommended by their engineers, the bridge should be posted with a weight limit of 27 tons and 15 miles per hour speed limit, which we requested they do, and that the repairs to the bridge must be made. We have made notice to the owners of the bridge
- The State Department of Transportation has agreed to the repairs to the Loon Mountain Bridge, submitted by our engineers and budgeted for at Town Meeting. However, due to the delay in the approval, our contractor cannot do the work until September. When we informed the state, they requested that at least some work had to be done before then, but that the expansion joint could be done in September. None of the work would close the bridge completely, but the contractor will work around Highland Games and the foliage season.
- On Tuesday, May 6th, at 5pm, there will be a meeting of all owners of private sewer systems in the town. Town Manager Sutton, Steve LaFrance of Horizons Engineering, and Superintendent of Public Works, Bill Willey, will explain what needs to be done to satisfy the requirements of a maintenance program for the town’s NPDES (National Pollutant Discharge Elimination System) permit. Private developments such as Forest Ridge, Village of Loon, etc. need to have their systems surveyed and videoed.
- Town Manager Sutton noted that sign permit applications cost \$10, while building permit applications do not have a cost associated with them. The Town Manager recommended to the Selectmen to increase the cost, and charge for the building permits. Selectman Moore said that he would also like the new Town Manager to review the sign ordinance with sign officer Joe Chenard and the Board of Selectmen regarding enforcement in general.
- Town Manager Sutton reported that Chieng Gardens and Elvio’s had split the latest fine, and started using Speedy-Dry on their grease spill. However, after the rain, more grease is coming out of the now saturated soil. The Town Manager wondered if

they should be made to remove the bad soil. Secretary Chenard will see what can be done from the Health Officer perspective next.

- Town Manager Sutton next reviewed the status of actual and budgeted expenses. We're looking good in most departments, but heating fuel costs are ahead of schedule for the year, so this may become a tight area come fall. The work being done on the Community Center this summer (new heating units and insulation, paid for by grant and donation funds) should help with their heating costs this coming winter as well. Chairman Huot asked about the rate lock with Fuller Oil. The Town Manager said he would contact Debbie O'Connor at the school about that, as the town buys our oil in bulk with the school system.
- The Town Manager presented the Board with a letter to sign asking our health insurance to allow our volunteer firefighters to take part in our insurance. As they do not fall into the usual categories, this letter will need to be forwarded to Harvard Pilgrim for approval. The Board of Selectmen were in favor of the firefighters having access to the Town's health insurance. The interested volunteer firefighters would need to pre-pay the cost, attend both meetings each month, and have been a firefighter with Lincoln for at least 6 months to be eligible.
- The Town Manager also noted that he had spoken with Pat Garvin at North Country Council about the firefighter grant. Town Manager Sutton recommended that Nate Haynes be given a raise of \$1000 per year during the budget season next fall. There has been no noticeable increase in fire calls as yet, therefore no necessity to hire more paid firefighters. He cited that Peterborough still has an all call fire department.
- Chairman Huot had an abatement recommendation for a property on Yellow Birch Circle, a vacant .6 acre parcel. The assessor has agreed to adjust the value for 2008, but the abatement was denied as it was filed after the due date of March 1st.
- Chairman Huot reported that the Community Center function room floor has been all waxed, the walls have been primed and painted, and the curtains have been taken down, cleaned and put back up, so it should look great for the Town Manager Sutton's retirement party next weekend. Chairman Huot has worked with and thanked Tara Tower and Teneil Rineer for the hard work on painting and waxing the Community Center. Recreation Department Director Tara Tower had told Chairman Huot that she plans to do more advertising that the space is available to the public for private parties, and has already had inquiries.
- Cartographics, our mapping company, has requested a public meeting to be held on a Friday from 9am to 7pm and the following Saturday from 8:30 am to 1:00 pm, for the public to come in and review the new maps, and have any questions answered by the mapping people. The Board decided May 30 and 31 would be the best dates, as this would be after Memorial Day but before graduation. It will be noticed in the papers and usual public locations.

Public Participation

Charlie Cook commented that when the personnel policy is reviewed, we should make sure that pay raise increases are not set in stone. He suggested a set number of steps in a step plan, or increases every 2 years, like in the military, or even just by promotion, like in the federal government. We currently do a cost of living adjustment combined with a

step plan. Chairman Huot explained that our plan used to be merit-based, but we had gone to a step plan as a result on union negotiations about 6 years ago. Mr. Cook felt we should not cut operational funds to cover personnel costs.

Mr. Cook asked if resumes would be available to department heads and board chairmen prior to the “meet the finalists for Town Manager” meeting on May 12th.

Mr. Cook thought that the school had agreed to pay the SRO salary, as the grant funding will run out eventually. The Town Manager explained that the school had put some money towards this a few years ago, but the time lagged and they stopped doing that. Mr. Cook feels the school should pay for ¾ of the SRO’s salary, as he is working in/for the school for 9 months out of the year.

Mr. Cook also noted that the grease at Chieng Gardens and Elvio’s smells bad and the grease tracks on the road are a bad visual. He urged for further attempts to clean this area up.

WT Bishop asked if oil was collected at the solid waste facility, but the Town Manager explained it was not.

Mr. Bishop told the Board that Arthur Salem’s son, Donald, had passed away last weekend. He was still talking about the nice time had by all at the Business Park dedication on his last days.

Finally, Mr. Bishop wondered if the report on the energy audit had been received from the New Hampshire Electric Cooperative yet, as he wants to pass that on to the Energy Committee. Town Manager Sutton explained it had not yet come in.

At 6:20 pm, Secretary Chenard left and a **motion** was made by Selectman Moore, seconded by Chairman Huot, to enter into **non-public session** per RSA 91-A:3 II(b). The vote was unanimous. The Board interviewed an applicant for the Town Manager position. No decisions were made. At 8:50 pm, a **motion** was made by Selectman Moore, seconded by Chairman Huot, to reconvene the public session. The decision was unanimous.

At 8:55 pm, the Town Manager left, the meeting was adjourned and the Board of Selectmen reviewed payroll and accounts payable check registers for the week ending May 4, 2008.

Date: _____

Approved by:

Chairman Deanna Huot

Selectman Peter Moore

Selectman Patricia McTeague