

**Lincoln Board of Selectmen
Meeting Minutes
June 16, 2008
5:08 pm**

Present: Chairman Peter Moore, Selectman Deanna Huot, Selectman Patricia McTeague, Administrative Assistant Susan Chenard, Town Manager Peter Joseph
Audience members: Charlie Cook, WT Bishop and (later) Joseph Chenard

Chairman Huot entertained a motion to appoint a new Chairman of the Board. After thanking Selectman Huot for her years of exemplary leadership with much grace, a **motion** was made by Selectman McTeague, seconded by Selectman Huot, to appoint Selectman Moore as the new Chairman of the Lincoln Board of Selectmen. The vote was unanimous.

Approval of public meeting minutes of June 9, 2008: A **motion** was made by Selectman McTeague, seconded by Selectman Huot, to approve the public meeting minutes of June 9, 2008, as written. The vote was unanimous.

Routine Business

- **Appointment of new Town Manager** - Chairman Moore welcomed Peter Joseph and said he has been a pleasure to work with so far. A **motion** was made by Selectman McTeague, seconded by Selectman Huot, to appoint Peter Joseph as the new town manager of the Town of Lincoln. The vote was unanimous.
- **Appointment of Town Manager as Regional Trails Program Grant Administrator** - A **motion** was made by Chairman Moore, seconded by Selectman McTeague, to appoint Town Manager Joseph as the Recreational Trail Program Grant Administrator, and further to authorize him to accept any funds and request any reimbursements from the New Hampshire Department of Resources and Economic Development as outlined in the proposed Grant Contract. The vote was unanimous.
- **Urban Shoreland Exemption** – Town Manager Joseph spoke with Jennifer Czysy at the Office of Energy and Planning today. They reviewed what details are needed to complete Lincoln’s application for this exemption, and Town Manager Joseph now has examples from other successful towns. He was told to frame the request by noting that the exemption is important to recreational, commercial, and industrial development and redevelopment of this area and that this wouldn’t be possible without this exemption. Condo hotel or hotels would be commercial use, while free-standing homes would be residential and not so favorably looked on. Ms. Czysy said to mention historic building density – the historical aspect is 25 years or older, so old mills could be counted too. Other items included current condo use, municipal use, buildings viewable from river, etc. as well as a CAD or GIS map, though maps or low resolution pictures from the Granite website from UNH would be ok as well. Selectman Huot feels that tourism is our industry and 2nd homes should count too.

On asking about our chances for acceptance, he was told that it seemed likely, if the scope of the request was reduced. Ms. Czysz told Town Manager Joseph that we need to be able to say it is an urban area and that the use is commercial/industrial. The original request had been for all the Shoreland in the Town, but that would include all tributaries, including within the National Forest area.

Town Manager Joseph asked for direction from the Board regarding what areas we really need exempted. Selectman Huot felt that the exemption was intended to include the main branch of the Pemigewasset River along Route 3, from the Indian Head Resort down to the town line. Chairman Moore suggested from the Loon Mountain Bridge to the town line along the East Branch of the Pemigewasset River. He also felt that the Route 3 (main branch) section should start by Parker's Motel, next to the Flume, and make sure to include places like Camper's World and the far side of the Indian Head Resort property. South Peak, Loon Mountain and the Landing should be all set. The Town of Lincoln owns the land between Loon's "beach lot" and Riverfront condominiums.

Town Manager Joseph spoke with John Hettinger regarding the Riverfront Park Trail area. Chairman Moore asked if there was a deadline, and Town Manager Joseph said that it would be more a change of rules. Selectman Huot asked if Horizons Engineering was still involved, but they had returned the folder and Town Manager Joseph feels he can create the letter. Chairman Moore reiterated that the area we are looking to have exempted is from the Loon Mountain Bridge on the East Branch of the Pemigewasset to Parker's Motel on the main stem of the Pemigewasset, each to the town line. Charlie Cook said that the river is important to our industry, so we wouldn't want to damage it anyhow. Chairman Moore said that development is a large part of our economy and of what we're asking for (along the main branches of the Pemigewasset only), 85% is developed already. The Camper's World property is a main area that we need to keep available on Route 3. So Town Manager Joseph will pursue and keep in touch with Board.

- **Lincoln Business Park progress update** – Town Manager Joseph said that he spoke with contacts at the Community Loan Foundation who would circulate information among their contacts regarding the business park. On reviewing the report, Town Manager Joseph said it didn't look like there had been much progress from the Realtor. Chairman Moore said Lin-Wood Real Estate has a serious buyer that just won't make the jump to make an offer. He also said we have a contract issue with the contractor and need to see what's left to do on the property. For example, they need to remove gravel from the property, the vaults need to be covered (as water could get into the conduits that will hold the wires, and cause them to break), and street lighting (luminaries on posts) need to be installed. Chairman Moore said we need to sit down with the contractor and get them to finish the project so we can transfer the lots to them that they had chosen in exchange for doing the work. Town Manager Joseph should work with the contractor to come up with a mutually agreeable process. If the contractor wants to come before the Board to discuss this, that's fine too. That lot was to have the seed building to attract other businesses to the park. The Board would like to have the land transferred.

Selectman Huot raised a related issue. The Town had agreed that when it took down the trees between their home and the business park property, the town would put in a

burm (which was done) and replacement trees. A professional suggested 24 trees and the neighbor, Mr. Dumont, said he would like more trees for which he would pay the difference. The trees were delivered and Mr. Dumont paid for the extra trees, but Mrs. Dumont is upset and seems to feel the town should have paid for the additional trees. This led to another related discussion of the lot owned by the Town between the Dumont's land and another lot they purchased recently, both of which back up to the business lot. Selectman Huot wants to make sure that the business park cannot egress onto Connector Road there, but is interested in putting the property on the tax rolls. Chairman Moore suggested contacting the Dumont's to see if wanted to buy that lot between the two they currently own.

Joe Chenard spoke up from the audience and felt that the Town should maintain an easement for utilities in that area, to provide for a loop system. He suggested switching the land by moving the town's section closer to Mr. Laliberte's property and thereby keeping the Dumont lots together. Town Manager Joseph suggested just getting an underground easement on the lot we'd sell, which was well-received. The Board liked the idea of moving the easement over connect to the "un-lotted" property. On returning to the previous issue, Selectman Mcteague felt a promise had been made and Mr. Dumont was fine with paying \$475 for 8 trees, plus a portion of the trucking for the extra trees. Only his spouse feels there's an issue. Chairman Moore said maybe it would come up in conversation between Town Manager Joseph and Mark Dumont, and they could look at it again if Mr. Dumont had an issue.

- **Disability Insurance Quotes** – Secretary Chenard distributed a spreadsheet of costs from the 4 quotes received. Primex's quote was the lowest at the same level of service, and about \$50 less than the current provider. There was some debate whether the difficulty of switching over makes sense, but we would have one-stop-shopping at Primex, as they currently provide our health care insurance and have recently been selected as our life insurance provider. As they already provide good service, and cost least, the decision was made to switch to Primex.
- **Common Man land purchase** – Appraiser Don Spring came up and looked at the land this past Friday. He quoted \$3500 to do the appraisal, which was agreed to by the Common Man. The appraisal will be done by late August and then we will start the 41:14-a process. There was a question as to zoning, as the parcel to be purchased is zoned rural residential. Joe Chenard suggested a special exception or variance via the zoning board to fix an administrative error, and that it would be helpful to have a letter from the Planning Board that there are some errors on the maps.

Other Business

- We received a reply letter from the Teamsters about the correction to the contract in regards to the leave of absence calculations error. They suggested stapling both letters to each copy of the contract, which the Board agreed would be fine. We do need to check back with the Teamsters regarding the participation agreement re-write, as their new health and dental insurance starts July 1.
- Town Manager Joseph worked with the Board of Selectmen to schedule a tour of roads with Bill Willey, Public Works Director. The Board will open a meeting, ride around with Mr. Willey, then come back for any routine business and adjourn. They decided to aim for a 3pm start on any Monday within the next few weeks.

- Chairman Moore said there was nothing new for oil prices. We should remind Bookkeeper Jones to keep checking.
- Chairman Moore asked when Tim Fountain would be coming down to speak with the Board of Selectmen. Town Manager Joseph responded that he had spoken with Mr. Fountain of Cartographic Associates today, and he felt he should be ready in a few weeks.
- Selectman Huot asked about the administrative costs for recreation billing to North Woodstock. Bookkeeper Jones suggested 2 hours per month of administrative costs. We need to write a letter to Woodstock to let them know we are willing to bill monthly and how, but have been waiting for numbers from Ms. Jones.
- Chairman Moore asked the board to make a decision regarding the North Country Council representation. The Town of Lincoln has 2 legal representatives who have voting powers. Currently, they are Joe Chenard and Pat Romprey. Pat Romprey is no longer interested and wants to step down, but Mr. Chenard wants to remain. Tom Smith, who owns the Mt. Liberty motel, would like to take Mr. Romprey's place. The Town needs representatives who want to go to meetings, so the Board of Selectmen agreed that they would like Mr. Smith to represent Lincoln, with Mr. Chenard.
- Chairman Moore mentioned that we currently do not have a fee for building permits. The Planning Board seems to be in favor of an administrative fee of \$25, with some exceptions. The Administrative Fee covers costs for clerical work and site visits by Planning Administrative Secretary Stacey Boyce, Fire Chief Nate Haynes, Dave Beaudin from the water department, etc. However, the Planning Board did not want to charge the average person doing a renovation, so the fee would only be required for all new construction (residential or commercial) and for remodeling over \$5000. (For example, if the cost is less than \$5000, there should be no fee, unless there is a change of use that adds interior space, like enclosing a porch, or adding water/sewer fees type items, like adding a tub, etc.) Chairman Moore said there were definitely mixed feelings on the Planning Board, as some members were trying to protect the little person. Selectman Huot felt that \$5000 doesn't cover much – she redid her kitchen and bath, just to upgrade/keep up and it cost \$8-9000. She also explained that she had been part of including a payroll for the fire chief to recognize costs. Chairman Moore wondered if the Selectmen should look at a more complicated fee schedule, but Selectman McTeague disagreed. Selectman McTeague suggested a \$50 fee for new construction only. A discussion of renovation followed and Chairman Moore explained that Ms. Boyce had suggested only charging administrative fees on renovation that adds interior square footage or added water/sewer points. He then opened this portion of the meeting to public comment. Charlie Cook felt the fee should be for everyone - \$50 for new construction or anything adding water/sewer/bedroom fees. WT Bishop felt that we should have a building inspector, but Joe Chenard pointed out that that would be \$40,000 plus benefits cost to the Town, plus the responsibility. Mr. Chenard explained that the Planning Board cannot impose fees, only the Board of Selectmen could do that. He felt that commercial construction or renovation should have higher fees as it should have multiple site visits. He also felt that new property values on the tax rolls should cover the administrative costs. Chairman Moore closed the public comment session and requested a motion to set a fee for administration of building permits. A **motion** was made by Selectman Huot, seconded by Selectman McTeague, to set a \$50 (fifty) Administrative Fee for all new

construction (residential or commercial), for any change of use, and for any renovation that will incur water or sewer tap fees, or the bedroom impact fee. The vote was unanimous.

- A meeting regarding Lincoln Green and affordable housing is scheduled for 8am on Wednesday. All Board members and the Town Manager will attend, and it should be noticed as a workshop.
- Selectman Huot reminded everyone that June 26th is Bill Willey's graduation from the Roads Scholar program. He will be a Master Roads Scholar, with over 100 contact hours. The Roads Scholar Program establishes educational and training requirements for municipal level highway practitioners, and recognizes those who have successfully completed specified T2 Center Programs. Annually, the T2 Center publishes a directory to acknowledge those who have earned an achievement level among our Roads Scholars, and Mr. Willey's portrait will be featured in it.
- Ken Chapman from the Linwood Medical Center has asked that a member of the Board of Selectman or Town Manager Joseph of Lincoln should be on their board. Selectman Huot asked Town Manager Joseph to do this and he will get in touch with Mr. Chapman.
- Selectman Huot saw Mindy Labrecque recently and heard that her son, Chris, became an Eagle Scout. She felt the Board of Selectmen should send a letter or citation. Town Manager Joseph said he would create the citation, as Eagle Scout is a high achievement.

Public participation

WT Bishop mentioned the FBLA program, where they sold compact fluorescent light bulbs, but that is closed now due to graduation. He also asked the school if they had done an energy audit, and Joanne Osgood told him she would look into it. He also asked her to have someone from the FBLA attend the Water and Energy Committee meeting on Wednesday. Mr. Bishop also described the meeting hosted by NHEC for energy committees that he and several other members of that committee attended recently. Paul Kasianchuk had suggested that we try to have one in Lincoln in a year or so. Chairman Moore felt the committee was important and needs to expand.

Charlie Cook said he changed his house to CFL's, but has not seen any difference in costs or kilowatt usage. Chairman Moore said he noticed the same thing.

Joe Chenard said that the cost of 15 cords of wood has gone up \$500 in the last 2 weeks, cut and split. A green cord will be over \$200. Loggers are quitting due to costs of fuel.

At 7:30 pm, the meeting was adjourned and the Board of Selectmen reviewed payroll and accounts payable check registers for the week ending June 15, 2008.

Date: _____

Approved by:

Chairman Peter Moore

Selectman Deanna Huot

Selectman Patricia McTeague