

**Lincoln Board of Selectmen  
Meeting Minutes  
July 14, 2008  
3:00 pm**

Present: Chairman Peter Moore, Selectman Deanna Huot, Selectman Patricia McTeague, Town Manager Peter Joseph, Administrative Assistant Susan Chenard, Director of Public Works Bill Willey

Audience member: WT Bishop

**Special Business – Roads Tour**

Director of Public Works Bill Willey took everyone listed above on a tour of some of Lincoln's water facilities, including water tanks, the water treatment plant and booster station. He described how they worked, what had been done recently and what work was scheduled for the future.

**Routine Business**

At 5:15pm, the group returned to the Town Hall for the balance of the meeting. Director of Public Works Bill Willey left, and audience members Lutz Wallem, Charlie Cook, Fred Englert, Ed Brisson, Mac Macfarlan, Todd White and Mary Conn joined the meeting.

- **Clark's 80<sup>th</sup> Anniversary Recognition** – The Board of Selectmen presented Fred Englert of Clark's Trading Post with a plaque commemorating the Clark family's 80 years in business in the Town of Lincoln. He thanked the board and said it would be hung in the office.
- **Approval of Meeting Minutes** - A **motion** was made by Selectman Huot, seconded by Selectman McTeague, to approve the public meeting minutes of June 30, 2008, as amended. The vote was unanimous
- **Introduction by Ed Brisson of Todd White and Mac Macfarlan, representing Macfarlan Capital Partners** - Ed Brisson of South Peak resort introduced Todd White as the president of Terra Mesa Resorts, and Mac Macfarlan of Macfarlan Capital Partners. The two gentlemen were in town through Wednesday, now seeing the resort without the cover of snow. Chairman Moore said it was good to put faces to the new names and company. The change has been seamless, and Mr. Brisson has been a large part of that. Mr. White noted that he will be back in town more often, and that as Mr. Brisson had more experience than some other managers at the resorts they bought, he is very important. That's why his team is still here. Chairman Moore replied that Lincoln is becoming a premiere resort in the northeast, and that the South Peak development is helping us move toward that goal.
- **Facility Tour Review** – The Selectmen described their impressions of the facilities tour. They saw big concrete water tanks at the Village of Loon and Forest Ridge, and received an extensive tour of the water treatment plant. Chairman Moore noted it was amazing what happens to make potable water. Town Manager Joseph said Director of Public Works Willey told him that our

water actually comes to the plant at better quality than minimum standards, but that we treat it for bacteria per state regulations. Mr. Willey had explained what further projects are in the works, and that new pumps are in progress. Charlie Cook asked if the recent water study was the impetus for any projects, and was told that, yes, the Cold Springs system was improved and enlarged, and can now be run from the water plant, as a result. Water main repairs along Route 3 were another part. The “bedroom tax” will pay for the 3<sup>rd</sup> water cell when it is needed. Chairman Moore noted that John Hettinger was big part of that water study as well. The Board will go out next week to view the other Public Works facilities not seen yet. WT Bishop again commended Mr. Willey’s knowledge of the town’s infrastructure, and Chairman Moore noted that the Public Works Director has photographic evidence of his projects, so the knowledge would not be lost. There was a short discussion of the booster pump station at South Peak, where the town’s pump will also be incorporated. Town Manager Joseph noted that an engineering meeting is scheduled for tomorrow on that subject.

- **Business Park Status review** – Town Manager Joseph said that he had a meeting last week with the contractor at the business park. He was looking for direction from the Board regarding ironing out some final details and getting ready to transfer deeds. The power for the lighting had actually been put on hold by previous Town Manager Sutton, as we were not sure if single or 3-phase power was going into the park. The Board suggested the Town Manager check with Public Works Director Willey on what to do on that subject. Selectman Huot noted that once we transfer the deeds to the contractor, they will go on the tax rolls. Then this will kick in the timeframe of 12 months to produce designs and another 6 months to complete the site plan and start construction as soon as possible. She wondered who was responsible for the expense for the transformer; is it paid for by New Hampshire Electric Cooperative or the contractor? The Town Manager will check on this. Chairman Moore said there are 3 vaults, which Public Works Director Willey has had covered. So we will move ahead with getting the deeds ready for transfer, check with Mr. Willey on the single or 3-phase power, and the contractor can put in the luminaries based on that.
- **Municipal Records committee** – Town Manager Joseph explained that state RSA 33-A describes who should be on the municipal records committee. Local Government Center has examples of how long which records should be kept, as some records need to be kept for 7 years, and others forever, like Selectmen’s meeting minutes and town reports. The subject came up in part because Finance Officer Helen Jones would like the office by the town clerk’s office, where we currently store the old records. Previous Town Manager Sutton had started the project, advocating record keeping by electronic or digital means. Old records could be taken to the historical society. The Board discussed how to store the old records, and how to store the storage medium (such as CD’s or disks). We need to find out the costs. Chairman Moore was happy that Town Manager Joseph brought this subject up and looks forward to better organization. The Town manager will coordinate with Susan Whitman, any interested selectmen, the treasurer and assessor, etc. Selectmen Moore and McTeague expressed interest.

- **Road Projects Review and Prioritization** – Town Manager Joseph distributed a Road Projects list, which shows a suggested update of the CIP, as overlay, crack sealing and reclaim projects currently show no money budgeted. He asked if the Board wants to look at a bond at the next town meeting for some major road projects noted at the last meeting. This led to a lengthy discussion of the costs of the various summer projects, including replacing the Loon Bridge piers/footings, crack sealing and overlay on various streets, the Pollard Road project, Henry Lane reconstruction, etc. The Board decided to have all 4 bridge footings done this year, at the best possible price, and to go ahead with all suggested crack sealing. The numbers for the Pollard Road and Black Mountain Road projects should be looked at more closely. Costs for bonding should be researched as well, to be discussed at a future meeting.

- **Town Manager's Weekly Report**

- The Town Manager found a 2005 Chevy Express 15-passenger van with about 16,000 miles, priced in the high \$18,000's. The dealership will be bringing it up on Wednesday for everyone to test drive and inspect. Selectman McTeague suggested asking for an extended warranty. Safety issues of the current van were also discussed.

- Town Manager Joseph reminded the Board that he would be meeting the Woodstock Board of Selectmen tomorrow.

- The Town Manager is working with Secretary Chenard on next year's fireworks. Selectman Huot gave some background on this year's, which seemed a little low and fast. In May, we discovered last year's company was not available. Previous Town Manager Sutton was able to book them for the 5<sup>th</sup>, but as most tourism based businesses had produced their brochures noting a July 4 date, they were unhappy. So we looked for someone who could do the 4<sup>th</sup> of July date. Most were very expensive, with a \$10-12,000 minimum, but this year's provider said they could do it for \$8000. Woodstock chipped in and we were able to hold the fireworks on the 4<sup>th</sup>. Last year's vendor said they could do it in 2009 for \$6500 again, if they knew far enough in advance. Selectman Huot noticed in the contract, however, that we would need to put down a deposit at the time of signing, which isn't possible before Town Meeting. We will find out if they will let us keep that rate if we can't pay early. She also asked that we make sure the finale is noticeable and that we use larger shell sizes.

- The Henry Lane easements are in, signed and being recorded. Work should start in the beginning of August, when Public Works Director Willey is back from vacation.

- The Town Manager is looking at updating the Personnel Policy. He would like to get suggestions from Town employees within a certain time period and bring those to the Board to discuss any pros and cons. Chairman Moore and Selectman Huot expressed their approval of the idea, and felt that having the employees be a part of the revision process gives them more ownership too.

- The water treatment plant has some rot issues under the siding on one side, which we are repairing in-house. Town Manager Joseph feels we are saving at least \$1000-\$3000 by having David Dovholuk do the work.

- The Planning Board has approved a change to South Peak's master plan by adding at least one, if not two, gates to the development. They cite traffic problems, thefts, damage to equipment, etc. as the reason for the decision. Chairman Moore explained that he thought the gates were on the master plan originally, but that the Planning Board had

dissuaded them from using them. He wanted to make sure all emergency services have a minimum of two easy means of access. South Peak has worked with Nate Haynes, our fire chief, on the system, and is checking whether a remote, cell phone pin, Knox box, etc. is the best option. There was also a question as to the amount of space needed for a turnaround, and how snow removal would be addressed. The Planning Board and Town Manager can only make sure emergency services are available, even if they are not in favor of the gates in general, as they are on private property.

- The Town Manager noted that Primex will be scheduling a variety of classes for September 9<sup>th</sup>, and the Selectmen are invited to attend.

### **Other Business**

Secretary Chenard noted that the US Cellular quote is in and looks promising. This will allow us to have better coverage with our cell and walkie talkie service.

Chairman Moore asked if we had had any response from the Lincoln Green owners. We had not, so he said to give them a month to respond. Then we should resend the letter and ask for a response, so we know they received it. They should talk to the Town Manager to discuss their thoughts with the Board.

Town Manager Joseph explained that Planning Board Chairman Pat Romprey had sent him a variety of affidavits for “as-built’s”, which he would forward to the Board. The affidavits would show any changes, or make sure all construction occurred as planned. This would avoid liability for the Town. We would require the general contractor to collect these, and we should receive them before we give a Certificate of Occupancy.

### **Public comment**

Lutz Wallem asked if it would be ok to ask the US Post Office to put a mailbox somewhere you can reach from the car, such as in the parking lot. Chairman Moore wondered how that would go with the property owner. WT Bishop said that FedEx has something similar at the “gateway” information center.

Mr. Bishop would like the Board to look at a grant option for the energy committee. He asked for an explanation of the municipal records committee, and the impetus for that. He reiterated that the tour today was educational and informative, and that Public Works Director Willey did a great job.

Charlie Cook felt that, as a pedestrian, he does not like the new traffic pattern. When walking along the south side of Main Street, there is only a 3-foot shoulder between him on the sidewalk and 30-mph cars, with a lack of parked cars as a buffer. He feels there is potential for accidents on the road and in cross walks between a vehicle and pedestrian. He was surprised to see that the middle lane goes along the whole length of downtown.

Mr. Wallem feels the center lane is much too wide. They understand that the plan cannot be changed now, as it was already approved by NH DOT and 3 traffic engineers. There do seem to be opposing goals – to move traffic and make a nice village center. Charlie Cook feels that the bike path should be striped more clearly and that the police needs to make sure people don’t speed. He also suggested cross-hatching sections of the center lane where people shouldn’t turn. Mr. Bishop mentioned that bikers keep riding on sidewalk, which is not where they belong, and the senior citizens are getting nervous. Cyclists should be riding on the street, in the bike lane, in the same direction as traffic. Mary Conn described walking on Pollard Road with the speeding cars there, and Mr.

Cook described a town in Spain with a traffic light on each end of town that only turns red if one drives above the speed limit.

At 7:20 pm, the meeting was adjourned and the Board of Selectmen reviewed payroll and accounts payable check registers for the week ending July 13, 2008.

Date: \_\_\_\_\_

Approved by:

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Chairman Peter Moore

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Selectman Deanna Huot

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Selectman Patricia McTeague