

**Lincoln Board of Selectmen**  
**Meeting Minutes**  
**August 18, 2008**  
**5:15 pm**

Present: Chairman Peter Moore, Selectman Deanna Huot, Selectman Patricia McTeague, Town Manager Peter Joseph, Administrative Assistant Susan Chenard  
Audience members: Tim Fountain, Joe Chenard and WT Bishop

**Routine Business**

- **Approval of public meeting minutes** - A **motion** was made by Selectman McTeague, seconded by Chairman Moore, to approve the public meeting minutes of August 4, 2008, as amended. The vote was unanimous. Selectman Huot abstained as she was not present for the meeting.
- **Approval of public meeting minutes** - A **motion** was made by Selectman Huot, seconded by Chairman Moore, to approve the public meeting minutes of August 11, 2008, as written. The vote was unanimous. Selectman McTeague abstained as she was not present for the meeting.
- **Cartographic Associates Presentation** – Tim Fountain, Parcel Mapping Division Manager at Cartographic Associates, Inc. (CAI) thanked the Board of Selectmen for the opportunity to speak with them. He explained that he spoke with various Town employees earlier today, and had been working with former Town Manager Sutton over the past few years. He was now looking for the Board's wishes regarding moving forward based on that.
- On April 20, 2006, aerial photography was captured for horizontal accuracy. The Town now has a very accurate base map, based on planimetrics (stone walls, streets, and other visible features, etc.), so there is no distortion due to the mountainous region anymore. His company did attempt to research deeds or surveys for each property, but he stressed that the maps should not be used for property conveyance. Mr. Fountain gave Assessing Secretary Helen Jones a binder of information, including forms for landowners who think something is in error. CAI will work with these owners to correct or explain how measurements were derived. He explained, for example, that some property lines may have 2 distances noted based on the deed or plan on each side of the line. He stressed that the Town of Lincoln owns the data.
- CAI cannot release hard copy or digital maps without the written confirmation of the Board of Selectmen. Most towns authorize the release of paper maps and information for one year at a time, but digital maps must be released individually. Reproduction costs would be paid by the requester, and are listed in the book he gave to Ms. Jones. For example, it would cost \$250 for a CD of the complete digitized mapping of Lincoln data set. (The buyer would need software to view the data, such as Autocad or GIS.) CAI will strip out attribute data (from the tax system), but Horizons Engineering, for example, would find this digitized information very valuable. CAI would tell Horizons to contact the Lincoln Board of Selectmen, and we would write a letter to authorize the release to Horizons Engineering. Horizons would then sign a release form from CAI that explains that

this digitized information is not engineered. CAI has a big printer, but we can continue to copy 11x17 maps. Town Manager Joseph recommended the blanket authorization for paper copies, but the Board felt it would be interesting to see who wants the information. They could authorize the town Manager to sign the releases. Selectman McTeague wondered if we could do a blanket authorization, and just be informed of who gets the paper information each time. Mr. Fountain thought that could be done as a list on our monthly statement, but would like to check on that. (We would not pay extra, but it would be a convenient place to list the information.) People that will most likely ask for the mapping information would include OnStar, GoogleEarth, regional planning commissions, etc. The Town Manager had asked Mr. Fountain to get PDF data to us to be put on the web or emailed out, with a fee attached if they want us to print it out.

- Mr. Fountain explained that the budget for the rest of this year includes software and training, so installation and support for us to use the data ourselves, but, that project is not under contract right now. The Town needs to convert to the new tax map numbering system first, so it is budgeted for, but not contracted. Of the \$36,600 budgeted for mapping at the March 2008 Town Meeting, only about \$29,000 has been invoiced so far. In a March 27, 2008 letter to former Town Manager Sutton, Mr. Fountain outlined the next 2 years' tasks that should be accomplished and at what costs. Next year should include GPS locating and building public works assets, tie cards, installation, etc. so public works employees can edit points, manholes and lines. This year's budget was for parcel-linking CAMA data, doing abutters' lists, etc. Selectman Huot asked Town Manager Joseph to make sure funds are there and available. Next year's budget amount should be \$30,030 for Town Meeting 2009, and then \$22,800 should be the budgeted amount for Town Meeting in March 2010. These numbers include maintaining data and publishing it to the World Wide Web. Selectman Huot asked about changes that happen during the year, and Mr. Fountain explained that his company will continue to maintain the maps, as they have in the past, printing an updated version by April 1<sup>st</sup> of each year. Starting with April 1, 2009, the new system and maps will be in use. Maintenance also includes working with landowners to keep everything current/clear. Ms. Jones plans to make the conversion after the December tax billing cycle. We should never need to re-map, as each lot has been researched etc. and everything kept horizontally accurate. Mr. Fountain expects that people will call after they receive the first tax bill with the new numbers. He wants us to point them to CAI, as each change affects other owners.
- Town Manager Joseph asked Mr. Fountain to show the maps to the Board. Mr. Fountain described the various features of the index and in depth maps. All 400 series maps are 1" = 400 feet, and all 100" maps are 1" = 100 feet. Zoning areas were marked on the maps, and Chairman Moore said that the Planning Board will most likely be changing or correcting these. CAI will note the changed zones on the next map, as part of their maintenance. CAI will also keep a library of all plans and surveys that went into making these maps. In looking at the map of downtown, the Board felt that all loop roads should be shown. Mr. Fountain said that would be part of maintenance and could be added, if told to do so by the

Board, but he cautioned against putting too much information on the maps, making them hard to read. He also said that all Planning Board approved site plans should be sent to CAI throughout the year to have that information put in place for the next map publication. CAI does honor a 30-day turnaround. Joe Chenard asked about copyrighting, but it is public information. We can charge to reproduce, but can't withhold the information. Mr. Fountain then described the linking process with CAMA and ProVal/BMSI, and asked if the Board was planning to move forward as he had described with tools for public works and data management. Selectman Huot said she was excited, but worried about the money. Mr. Fountain explained that is why he gives budget figures. Next year's funding request would be for water, sewer, etc and linking tie cards. It could be spread over two years if needed. The Board would like a firm proposal with budget figures within the next 30 days. The \$7,600 left over from this year would be expended next year, most likely, as he can't do anything until the conversion happens. WT asked how any layers there could be, and Mr. Fountain responded that it depends on computer capabilities. For example, another town has 9-10 layers, but that's just scratching the surface. Chairman Moore asked about accuracy, and Mr. Fountain explained that planimetric items are within 1/40<sup>th</sup> of an inch on a map, so within 2-3 feet, or sub metric. Chairman Moore next asked about how time-consuming it is to map the entire water and sewer infrastructure. Mr. Fountain said he would need Public Works Director Bill Willey and/or Water Plant Operator Dave Beaudin plus a vehicle for 32 hours of public systems and 80 hours for private systems information collection, which would involve walking along the streets and getting GPS coordinates for physical features (manholes, etc.). They would map in the field and check the data in the office; in other words, collecting points and mapping the system. Then CAI would spend an additional 40 hours to do connectivity (putting it all together). Typically, Public Works gives as-built information while they're walking the streets. Mr. Fountain suggested getting digital as-builts, if possible in the same coordinate system of the state planning grid, and making that part of any contract. Then Public Works can add them on the computer easily. Mr. Fountain could work with contractors to explain what they need. Mr. Bishop asked if anything has to go to the Grafton Country Registry of Deeds. Really, they should not, as any conveyance should not be done based on a tax map; they are for assessing only. The Town Manager said that Peterborough did a cost benefit study and saved \$50,000 in engineering costs on one job alone, as they could make their digital information available to the engineers. Mr. Fountain showed various towns' digital maps, including water, sewer and drainage lines, as well as flood plains. We will need to tell CAI when ours change. Mr. Fountain will send a proposal for the coming year, with mention of the left over \$7600 from this year, and the potential numbers and projects for the coming years, within 30 days, knowing that it would all be contingent on funding. Selectman McTeague thought it might be nice to have Mr. Fountain available for the associated budget meeting if needed. Mr. Fountain suggested keeping one set of maps for redlining; where we would track what needed fixing, adding, subtracting, etc, which he could work from next early

spring (for April 1, 2009). Finally, Mr. Fountain asked who would number new lots. As this would be included in maintenance, the Board felt CAI should do this.

➤ **Town Manager's weekly report**

- The firefighters' health insurance will have no impact to the Town's bottom line, functioning the same as any board or committee member's insurance. Therefore this can be started right away, as it is a pass-through, per Finance Director Jones.
- The bushes in the right of way at the corner of Pollard Road and Maple Street will most likely be moved this fall, now that the surveying has been done and the boundary marked clearly. Town Manager Joseph spoke with Rick Kelley of Loon Mountain, on whose land the bushes are on, and they will go over logistics in early September. Maybe Public Works can help with relocating the bushes?
- The decision on the fire department grant should be in for February or March of next year, at the earliest, but may be delayed as we are dealing with FEMA.
- Henry Lane's site work has been completed. Gravel, sand and sub-grade are in, but paving is backlogged due to the weather. It should be done by next week or the week after. Selectman McTeague said it was already so much better than before.

**Other Business**

- The Town Manager read the Primex resolution into the minutes to finalize our obtaining disability insurance through them.
- There was a second break-in at the Public Works garage, using the same entrance, similar tools, etc. Lincoln Police have investigated both break-ins, but have no solid leads so far. More security measures have been taken. It's more suspicious as they took a pipe saw both times, for example, and seem to know the schedule of when the property is checked. Chairman Moore's company will be doing a quote for further security. Selectman Huot said we should get multiple quotes, not just a Selectman's, and was assured that Director of Public Works Willey was in the process of doing that.
- Chairman Moore asked when the crack sealing crew be in town. The Town Manager will check and report back to the board with that information. All streets on that list, some 15, will be done this year.
- Selectman McTeague asked if the process had started regarding getting some group together to keep Lincoln warm. Town Manager Joseph had spoken with some Rotary members about this the other day, and there seemed to be some interest. Selectman Huot said Rotary had talked about this the week before, actually, and were looking to do some matching funding. They would then pass the funds on to those that the Towns of Lincoln and Woodstock felt needed it. The Town Manager also spoke with Mark at the Chamber of Commerce, who will promote it, and try to get funds from businesses and private sources. Town Manager Joseph wanted direction from the Board to pursue this. Welfare can be overspent, but let's try not to impact tax dollars. Those that can afford it can help save tax dollars and the needy. This funding should be used to fill the gap for those that don't qualify for welfare, yet don't have enough money for fuel. We also need to be vigilant that the elderly don't freeze, as they often won't ask for help. Perhaps making it more anonymous, like neighbor helping neighbor, may

help. Joel Bourassa is the Woodstock welfare officer, and Town Manager Joseph will talk to him. The Board gives him full support on this project.

**Public Participation**

WT Bishop said that Bob Morency from RCAP source water protection is willing to come and give a PowerPoint presentation. He also gave Town Manager Joseph a copy of the Greenslopes book, Planning for Profits. Mr. Bishop noted there would be a water conference in Concord, hosted by DES, EPA and other agencies. In the Lakes Region Legislature Weekly, DES has a lake management and protection program to coordinate lake management and shoreline protection.

At 7:17 pm, Mr. Bishop left, and a **motion** was made by Selectman Huot, seconded by Chairman Moore, to enter into **non-public session** per RSA 91-A:3 II(d). The vote was unanimous. The Board discussed a potential offer on a business park lot. They decided to invite this person to the next meeting to discuss the subject further in non-public session. The Board also discussed some concerns of the contractor for the business park. At 8:00 pm, a **motion** was made by Chairman Moore, seconded by Selectman Huot, to reconvene the public session. The decision was unanimous.

Selectman Huot read the Municipal Eco-Link newsletter into the minutes.

At 8:05 pm, the meeting was adjourned and the Board of Selectmen reviewed payroll and accounts payable check registers for the week ending August 17, 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