

**Lincoln Board of Selectmen - Meeting Minutes**  
**October 20, 2008 - 5:00 pm**

Present: Chairman Peter Moore, Selectman Patricia McTeague, Town Manager Peter Joseph, Administrative Assistant Susan Chenard  
Audience members: WT Bishop, Charlie Cook, Rick Kelley, Ken Chapman, Robert Wetherell, Quent Boyle, Dennis Burk, Bill Boyle, Bill Henderson, Barbara Badasarian, Joe Boyle, Greg Sorg, and Susan Ford

Chairman Moore called the meeting to order at 5:10 pm.

**Routine Business**

- **Public Hearing re RSA 31:95-e** – Per RSA 31:95-e, Acceptance of Personal Property Donated to Towns and Village Districts, the Selectmen held a public hearing on the donation of a memorial bench donated by the Boyle family. The family graciously donated a bench for the memorial park, inscribed with the names of everyone from that family that arrived in 1892. InnSeason Resorts, as owners of the property where the gazebo and Memorial Park are located, are happy to have the granite bench there, near the war monuments. The Town will provide a footing and mounting out of concrete. Mr. Boyle explained that installation will include setting the bench on the foundation, and that the bench is assembled using epoxy and pins. He will provide a schedule as soon as he receives it. Chairman Moore and Selectman McTeague are happy to have the bench and commemorate the long history of the Boyles in Lincoln. The chairman opened the meeting to public comment, but there was none. A **motion** was made by Selectman McTeague, seconded by Chairman Moore, to accept the donation of the Boyle Memorial Bench, valued at about \$1000, to be set in the Memorial Park. The vote was unanimous.
- **Update on the White Water Treatment Plant Property Transfer** - Chairman Moore asked Rick Kelley to speak regarding the North Country Center for the Arts (NCCA) purchase agreement and the dewatering permit at the White Water Treatment Plant (WWTP) concrete vats. The Town is still the legal owner, so the Selectmen or their designee (the Town Manager) would need to sign the permit. Everything was already tested for DES, so they would be agreeable to have the water in the vats be pumped into the ground on the Town's abutting land. The permit would be for ground water discharge versus surface water discharge into the river. Steve LaFrance has already done the legwork with the State, and the NCCA hopes to start dewatering by November 3<sup>rd</sup>, assuming the Purchase and Sales Agreement is signed and everything else is in place. The NCCA is in the process of having the land surveyed now, in preparation for the Purchase and Sales Agreement. They are hoping to have that within a week. Their goal is to have the WWTP demolished, get the site prepared, utilities in and possibly some new concrete poured by the end of December. The Town Manager and Mr. Kelley have been in touch with each other and the respective attorneys, so 99.5% of our attorney's concerns have been addressed. Our attorney hadn't completed a final review before 4 pm this afternoon. The NCCA is scheduled to be in front of the Planning Board this Wednesday, and approval of the Agreement would be helpful. Selectman McTeague suggested the Board review and approve the final document before the meeting, as we should be hearing back from town counsel by

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late Tuesday or Wednesday. It was suggested to allow demolition work prior to closing, allowing water, sewer, etc. to be put into place, and that all parties would put the property back to the state in which it was found. The Selectmen decided to meet at 5:30pm on Wednesday evening, before the Planning Board meeting on October 22<sup>nd</sup>. They will review and potentially make a vote to approve the Purchase and Sales Agreement at that time, so Mr. Kelley could go into Planning Board with the approved Agreement. The Selectmen are excited that the process is moving forward.

- **Approval of the Public Meeting Minutes of October 6, 2008** - A **motion** was made by Selectman McTeague, seconded by Chairman Moore, to approve the public meeting minutes of October 6, 2008, as amended. The vote was unanimous.
- **Representative Candidates' Introductions** - Susan Ford and Greg Sorg introduced themselves as candidates for Representative of District 3. There was an extended discussion regarding the donor/receiver Town status and the candidates views on this topic. Chairman Moore asked both to keep Lincoln in mind in regards to the school funding issue and donor towns, particularly by pushing for a formula that factors in incomes. Neither candidate seemed to be in favor of a broad-based tax.
- **Linwood Ambulance Service** - Ken Chapman, president of Linwood Ambulance, introduced Robert Wetherell, who recently agreed to take over as director. This position had been vacant all summer, after the departure of Stacey Bossie in May. Mr. Wetherell has been with the ambulance for the past nine years, an EMT for 16 years and had previously been a dispatcher for the Lincoln Police Department. He is a full paramedic, and mentioned that we have nine paramedics on the local squad. There are 600 paramedics in the State, so it's impressive that we have nine, for such a small town. It's reassuring to know that we can provide emergency room type service for the 35-mile trip from the height of land on the Kancamagus Highway to Plymouth. The ambulance service has been toned out over 600 times this year, and will probably have over 700 calls by the end of year. Mr. Chapman explained that they had waited to hire Mr. Wetherell for a number of reasons, including his availability, the chance to save money while rebuilding morale and the new job description being created by a new Board. Chairman Moore said he appreciates the quality of the ambulance service, and hopes both Mr. Chapman and Mr. Wetherell know that.
- **Review and approval of 2008 Tax Rate and Tax Warrant.** The Town Manager and Selectman Huot met with Jamie Dow of DRA last week, and came up with this year's numbers. The tax rate will be \$8.50 per thousand; a 35 cent increase or 4.3% increase. Town Manager Joseph explained that this was in line with, or just lower than, the inflation rate. He cautioned that next year the County portion will increase significantly, with the start of the jail project. Peter Joseph explained that the Board needed to review and approve of the numbers before them, and send the tax warrant to Town Clerk Susan Whitman so that she can issue bills. We will be holding an 8% fund balance with this tax rate, slightly up from last year's 7%. This was recommended by DRA in order to protect against default on taxes in the tougher economy next year. A **motion** was made by Selectman McTeague,

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seconded by Chairman Moore, to accept the 2008 tax rate calculation with an effective tax rate of \$8.50 per thousand, and to approve the tax warrant based on that figure. The vote was unanimous.

- **Conceptual discussion of policies** – Town Manager Joseph is thinking of formalizing some current procedures regarding purchasing and idling of Town vehicles, and was seeking the Board’s approval. Regarding purchasing, for example, he would be looking to continue the informal verbal request for items around \$1000, but for \$5,000-\$10,000 suggested informal quotes and formal sealed bid process for larger items. This would create a more protective policy, recommended by auditing firms. The Selectmen were assured that this policy is not in response to any perceived problems, but rather a proactive measure, and the figures could be changed at any time by the Selectmen. Chairman Moore asked the Town Manager to write something up, and he might use it for solid waste as well. There would need to be exceptions for emergencies, etc.
- Regarding idling, Town Manager Joseph explained that Police Chief Smith has an informal policy of turning off the squad cars when they are not occupied, and had saved several hundred dollars of fuel consumption already this way. The anti-idling policy would be for Town vehicles, and need clauses for diesel vehicles, fire trucks at a scene, maintenance of cabin temperature, etc. The town Manager explained he had created a similar policy in Peterborough. The Selectmen agreed in favor of creating one here, in an attempt to reduce fuel expenses.
- **Town Manager’s Report** –
  - The Town Manager reviewed the Year to Date expenditures of budgets with the Selectmen. Most departments are in line to be below or right at their budgeted amounts. The two areas of concern are Public Works and the Community Building. If we have a heavy snow November and December, Town Manager Joseph suggested some of the expenses could come from the highway block grant fund, and the Selectmen agreed. The Community Center is of concern due to heating costs, which were budgeted at about \$5,000 and instead we have spent at least \$12,000 so far. Many of the causes are being remediated, as Recreation Department Director Tara Tower is working with insulation contractors, we have installed new heaters, etc. Ms. Tower is now working on quotes for replacing the large single-pane windows in that building as well. Telephone costs were over across the board due to the switches to and from Nextel. There were questions regarding contracted services for the fire department, Medicare contribution budgeting, contracted services overage in the executive budge, etc. The Town Manager has been consciously sitting on the contingency fund. He pointed out that we will be over on executive wages due to Ted Sutton’s retiring and payout of accrued leave while Town Manager Joseph was working already. He suggested budgeting for when people leave and putting this into a capital reserve fund. Selectman McTeague pointed out that some employees, who have been here before the new personnel manual was adopted, may have unusually large sick leave amounts. We do have good accrual limits in the current personnel manual for “non-grandfathered” employees.

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- Recreation Director Tower has been involved in the local food bank, which Teneil Rineer runs. We will now get free surplus food on a monthly basis from TEFAP/USDA surplus food, administered by Belknap/Merrimack CAP. We had to be accredited for this, which takes several months and involves inspections of our pantry, but we were approved and received \$452 of groceries for free today. We will now apply for the NH Food Bank program, where we will be able to purchase groceries in Manchester at a greatly reduced price, when available. Also, through conversation with Ray Burton recently, we are able to receive 150 free pounds of potatoes per week from the County Farm, as long as they have them. The first delivery came by a Sheriff and some inmates the other day. There are currently about 30 families/people that use the food pantry regularly. Mr. Bishop thought that the County Farm also provided firewood, and the Town Manager will check into that.
- The Public Works garage alarm system is in place. It is wired to the Lincoln Police Department dispatch center and has been tested already.

**Other Business**

- Town Manager Joseph described a drainage situation on Boyle Street, which we saw the beginnings of when we went on the road tour this spring. Director of Public Works, Bill Willey, had pointed out a pooling area near the Shou's property. When they asphalted from the garage of the main home to the side of the small home, they created a lake, per Charlie Cook. The contractor then tried to make a drainage swale to drain between the two houses, but that doesn't work in winter. DPW Director Willey says the Shou's are doing some work over there, by making a drainage area in their yard with stone, etc. We do have a drain across the street, so Mr. Willey suggested that the town could put a second basin on the Shou's side of the road, and proposed piping it over to where they are doing their work. We would be only using a catch basin and piping, and installing it along the side of the road. We would not be constructing any improvements on the Shou's land, and in fact they would be paying for the installation of the materials provided. This would address the drainage problem in the road much more cheaply than if we had to install the basin ourselves. Mr. Willey would like to work with the Shou's, but Mr. Cook feels that the Shou's created the problem and we shouldn't fix it for them. The Town Manager explained that the Shou's want to fix the issue before winter. The Town would use \$1000 of materials, and Mr. Willey wants to coordinate with the Shou's contractor to connect the basin to the drain they are constructing on their property. Chairman Moore and Selectman McTeague are in favor of working together on this issue, and the Chairman suggested using highway block grant funds for that.
- Town Manager Joseph had been talking with the Pakus' about purchasing the land-locked parcel of land formerly known as the Trotti parcel. This needs to be purchased by someone that has a way to access the property. The Pakus' had seemed willing to pay the tax appraised value and legal costs, but not the appraisal. We would still need public hearings, but the Town Manager will have our assessors double-check the value and see if they will accept that number.
- Selectman McTeague asked if there had been any progress with a potential purchaser at the Business Park, but the Town Manager said there had not. Chairman

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Moore asked that we keep the lines of communication open. Town Manager Joseph noted that 23 survey pins were never put in, though a survey was done and corner markers for the entire subdivided parcel were placed. Sabourn Surveying quoted \$1500 for putting in 23 pins this week, as well as updating the recorded plan. The Town Manager also spoke with the New Hampshire Electric Cooperative, who agreed that it doesn't make sense to put up lights before someone is in the park, so the contractor is willing to escrow the money. Chairman Moore and Selectman McTeague were agreeable with both items, which will now let us move forward with deeding the first two lots to the contractor who built the park, and start the countdown for his construction.

- Chairman Moore asked if Town Manager Joseph had asked the department heads to hold to a 4% budget increase. The Town Manager said he had at a recent staff meeting, and would be doing so again while doing individual meetings.
- Administrative Assistant Chenard asked the Selectmen to sign the warrant for the State general election, which they did.

**Public comment**

- Charlie Cook wished we could apply the NH spirit that was displayed with the Linwood Ambulance and Rick Kelley with the NCCA to education funding as well. He suggested that if the windows in the community center are that porous, we should look at plastic sheeting, and the Selectmen agreed that something should be done. Mr. Cook thought the RSA 41:14a process was necessary for a land transfer, but the Town Manager said that on land sales not already approved at Town Meeting.
- Mr. Cook asked when construction would begin on the earthen jump at the Kanc ski slope. Town Manager Joseph explained that we had received quotes showing this would actually cost thousands of dollars, as we would need to rent a bulldozer and bring earth in, etc. He has already explained to Ms. Tower that she needs to cut back to stay in budget. Mr. Cook suggested a separate warrant article for the recreation budget, as this would be informational if we are changing hours or services for recreation. Selectman McTeague worried that a small number of people could make drastic changes at Town Meeting. Mr. Cook mentioned that much big ticket discretionary spending has been in recreation. Chairman Moore said Ms. Tower should decide how important that jump is and maybe make just that a warrant article. A dirt jump would be more than a 10-year payback, explained the Town Manager. He suggested examining how much snowmaking needs to happen. Chairman Moore agreed that Town Meeting is not totally representative as such a small number of people come to it.
- WT Bishop, being on the water committee, was concerned about using the public water supply to make snow, and stated that technically, it's the State's water. Mr. Cook responded that the biggest cost really was the electricity to move the water around. Chairman Moore pointed out that a well would also cost enough for a 8-10 year payback.
- The audience and Selectmen discussed the school funding issue, wondering if legislators would tell the judicial branch to stay out of its affairs, and saying there is

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a lack of fiscal responsibility, if one is getting money from the State, as it seems like free money.

At 7:20 pm, the meeting was adjourned and the Board of Selectmen reviewed payroll and accounts payable check registers for the week ending October 19, 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