

Lincoln Board of Selectmen – Meeting Minutes  
November 23, 2009 – 5:00 pm

Present: Chairman Peter Moore, Selectman Deanna Huot, Town Manager Peter Joseph and Administrative Assistant Susan Chenard  
Audience: Helen Jones

Chairman Moore opened the Board of Selectmen's meeting at 5:10 pm.

**Routine Business**

- **Approval of the Public Meeting Minutes of November 16, 2009 - A motion** was made by Selectman Huot, seconded by Chairman Moore, to approve the public meeting minutes of November 16, 2009, as written. The vote was unanimous.
- **Budget Review, continued** – Town Manager Joseph distributed operating budget totals, capital budget totals and a revised copy of the police budget. We received a new not-to-exceed increase figure of 16.06% for health insurance for all non-union employees. This will be used for budgeting but may be a smaller number in actuality. Union employees' health insurance is budgeted at a maximum of 5% contribution towards an increase, per the contract. On the operating budget, we are waiting for some final information on FOG monitoring costs in the sewage disposal budget and letters with request amounts for the health appropriations budget. There was some discussion on the capital budget. The Town Manager needs to check with Cartographic Associates for the planning and engineering budget. The \$28,400 from the Kanc Rec Area Equipment budget was redistributed as \$8,400 for snow guns, etc., \$1,000 for dugout and concession stand upgrades, and \$19,000 to a special warrant article for another van as the programs using it have expanded considerably. The cemetery maintenance expendable trust should show the off-setting revenue from openings and closings to show that it is not raised by taxes. The police department revised budget was based on one officer being replaced, as the school board did not discuss the SRO position at their recent meeting. When looking at the capital budget sheet, year 2010 is funded at almost \$100,000 less than 2009 in the CRF/Trust funds, about \$64,000 less in expected other warrant articles, with an overall decrease of slightly more than \$127,000. When combining the operating total and capital reserve total, the 2010 proposed amount is \$4,695,428, or a 2.49% decrease from 2009. This means we would have a basically flat budget if bond payments for the new 4-roads project were to come in at less than \$120,000 per year. A **motion** was made by Selectman Huot, seconded by Chairman Moore, to approve the 2.5% step plan raise for non-union employees. The vote was unanimous. The Selectmen thereby agreed to the proposed budget as a whole.
- **Town Manager's Report**
  - The public meeting for the 4-roads project (Maltais Farm, Goodbout, Bog Brook and Parker Roads) is scheduled for December 16<sup>th</sup> at 6pm. The Town engineer, Ray Korber, will be present as well to discuss the plans for next summer.
  - Helen would like to start budget committee season on December 10<sup>th</sup> and run it Tuesdays and Thursdays, as usual. Budgets should be ready for pick-up by December 3<sup>rd</sup>, and more committee members are always welcome.
  - The Town Manager met with the new president of Terra Mesa recently.

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- Penn Traffic, who runs the local P&C grocery store, sent a registered letter to the town warning of their impending closing and potential loss of 10 full-time and 30 part-time jobs in mid-January, unless they are able to find a buyer or other financing.

**Other Business**

Selectman Huot said that she had recently been at the community center and noted how much food was at the food pantry at the moment. She felt donations of cash might be more beneficial so the right products could be purchased to supplement the food donations. She also commented that it feels much warmer now with the new insulation and new windows.

Town Manager Joseph commented that the Littleton Courier was not able to accommodate the help wanted ad for Susan Chenard's replacement due to their 3:00pm Thursday early deadline, which had been implemented due to the Thanksgiving holiday. The ad therefore will not be out in the local paper

Chairman Moore noted that the Public Works department had completed the new asphalt covering the excavation behind the library addition and that it looks great. They also repaired the flooding driveway issue at 128 Pollard Road.

Chairman Moore reviewed a recent letter regarding procedural issues of the October 21 Planning Board meeting. The Selectmen responded by letter to the complainant, which was signed this evening. A copy is to be appended to the complaint and attached to the October 21 minutes of the Planning Board.

Chairman Moore pointed out the new weather vane at the library, which is an owl as the bearer of knowledge.

Chairman Moore also pointed out that the library has received recognition from the Library Journal publication. They recently did a survey, an index of services, and 7500 libraries responded. Lincoln is the only library in the state of New Hampshire to receive any stars, and they received all 5 stars, because of all of the services our library provides.

Selectman Huot asked about the water in the pipes at Connector Road. Bill Conn and Public Works Director Bill Willey seem to have agreed on a plan for next spring. Mr. Conn's concern was mainly about the ponding that goes over his driveway when it gets too wet.

Selectman Huot commented on the FEMA meeting held the previous Friday. The appeal period will run from December 16<sup>th</sup> to February 15<sup>th</sup>. The only region that will see changes is from the Lodge at Lincoln Station to the Town line. If the property owner purchases flood insurance before being in a designated flood zone, and they do not let it lapse, it will be charged at the non-flood zone rate. The Selectmen felt the Town should be responsible for notifying property owners whose flood designation will change. The levee is not certifiable, as it was not designed for current 100-year flood levels. These numbers changed. The existing flood study numbers for 100-year flood flow rates are

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under the current flood study. FEMA says that even as new, as constructed by the Army Corps of Engineers, it would not be considered as protection due to the height issue. There is also no way to change the existing levee without calculating the effects on other sides of the river, whether across the river or up- or down-stream. An association can also purchase the insurance, rather than individual owners, in cases like the Lodge at Lincoln Station or the Links. FEMA also suggested going through an insurance agency, rather than a bank, for this insurance. Our flood plain ordinance prevents any liability issues with the Town.

Chairman Moore spoke about a water protection session he attended at last week's Local Government Center annual conference. He commented on water runoff being the biggest issue for water protection. After decades of planning how to safely get water off of developed properties, now we need to start thinking how better to have it be absorbed on site instead.

Selectman Huot attended a session on auditing processes, and learned that we should periodically review what the auditing company does, and if other companies may not do something more or better. The Selectmen should meet with the auditing company on occasion to better understand what is included and how it pertains to the town's finances. The Selectmen are happy with our usual company, but agreed that occasionally checking them against the competition made sense.

Administrative Assistant Chenard had attended a session on municipalities accepting credit cards for various payments to the Town. The city of Nashua had been studying this for 6 years and is in the process of implementing it. In their sessions last year and this, they have come to the conclusion that towns should do it as soon as possible. It is less complicated than municipalities might think, and credit card companies do allow the municipality to charge convenience fees to cover the related costs. Ms. Chenard distributed the PowerPoint and email she had received from the presenter. The Selectmen seemed very interested in looking at this new approach to accepting payments from our second home owners and residents.

Town Manager Joseph mentioned that BMSI now has a new module for permit fees and software to track them, including tying into the property cards. The module would be paid for, not by the Town, but by fees on the permits.

The meeting was adjourned at 6:47 pm and the Board of Selectmen reviewed payroll and accounts payable check registers for the week ending November 22, 2009.

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

Approved by:

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Chairman Peter Moore

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Selectman Deanna Huot

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Selectman Patricia McTeague