

**Lincoln Board of Selectmen
Meeting Minutes
October 15, 2007
5:10 pm**

Present: Chair Deanna Huot, Selectman Peter Moore, Selectman Patricia McTeague, Town Manager Ted Sutton, Recording Secretary Susan Chenard
Audience members: Wilfred Bishop, Charlie Cook, Kristin Corbeil, Paul Beaudin, Lutz Wallem

Approval of public meeting minutes of October 1, 2007: A motion was made by Selectman McTeague, seconded by Selectman Moore, to approve the public meeting minutes of October 1, 2007, as amended. The motion passed unanimously.

Public Participation

Kristin Corbeil asked to speak to the Board of Selectmen in regards to closing down School and Church Streets to outside traffic from 5pm to 7pm on Halloween evening. The Town Manager had had just a few moments to speak with the Police Chief about this, and was worried about potential costs, but also mentioned potential parking spaces at the church and Community Center. Mrs. Corbeil said that she could have volunteer adults manning the barricades at the end of the two streets to allow for residents and/or emergency vehicles to enter. Her concern is that with 200-300 children going up and down those two streets, with no sidewalk, it is difficult to give children the boundaries to prevent them from running into the street in front of the cars of the parents that drive their children from house to house, etc. Town Manager Sutton will speak with Chief Smith about the subject more, but asked Mrs. Corbeil if she would distribute fliers door to door, which she agreed to do. We can also post a request at the post office, school, Channel 3 etc. for parents to park at the Community Center during those hours, or at the Church before 5pm, and to walk with their children,

Routine Business

- **Police Union Contract Update** – Town Manager Sutton has received a proposed contract from the union and will distribute it to the Board of Selectmen for review and comments, as there are many changes. It must be kept confidential. The Town Manager's next meeting with the union representatives is on October 24th.
- **Solid Waste Audit Preparations** – The Town Manager is working on a punch list of items to discuss with the auditors when they meet with the Lincoln and Woodstock Boards of Selectmen on the 22nd. He will distribute it to the Board of Selectmen and Paul Beaudin as soon as it is ready this week, but he was delayed due to the Grafton County meeting he attended today. Mainly, these will be items already discussed with the Woodstock Board a few months ago.
- **Budget Season Begins** – Town Manager Sutton reported that he had conducted a Staff Meeting on October 12th, and budgets were a big part of the discussions, including estimated costs for oil, propane and electric. He will be getting department numbers back by November 9th and will sit with department heads individually between now and then to review the budgets. These will be

distributed to the budget committee by Thanksgiving, and scheduling is in progress. The acting Chairman of the Budget Committee is Ivan Saitow, as Chester Kahn has resigned, so there are three open positions on that Committee at present.

- **Cross Street Report** – The broken sewer pipe that had roots balled up inside was repaired and the road has been repaved.
- **Joint Loss Management Update** – The Joint Loss Management Committee met on September 19th and again October 12th, and is almost done with site inspections throughout the Town. A representative from the Labor Board will be in Lincoln again on October 19th at 9:00 am to meet with the Town Manager and review progress.
- **Christmas Party** – Helen Jones has been elected as Chairman of the Christmas Party Committee. Due to changing dates in the hunting season, it is being scheduled for December 14th rather than the 7th.

Other Business

- The new tax rate has been set at \$8.15 per thousand. This is an increase of \$15 per \$100,000 valuation. The Town portion is \$3.04, which is the same as last year. The Local School portion is \$1.59, which is actually 13 cents less than last year. The State School portion is \$2.21, an increase of 10 cents from last year. The County Tax portion went up by 19 cents to \$1.31, a reflection of the 17% increase in the County Budget. Lincoln is maintaining a 7.5% retainage of surplus funds, just below the recommended 8% level. This represents \$564,322. We used over \$300,000 last year.
- The Town Manager reported on a situation with the LinWood Ambulance crew while he was away. Apparently there was a patient on the street downtown for 40 minutes before an ambulance came, and he has received many calls on this. Stacey Bossie said the ambulance service would cover this internally, but Town Manager Sutton is hoping for more details. Lincoln Police Department did come to help while waiting on the ambulance.
- The Emergency Management trailer that the town worked hard to get may have to be returned due to lack of a heated space to store it. It has been parked in the third bay at the ambulance center, but they are getting a new ambulance, so the emergency trailer must be moved within the month. The Police Chief, and Emergency Management Director, is looking at other storage options in the meantime.
- Town Manager Sutton pointed out a notice of a job opening in the Selectmen's packets. The Recreation Department and Public Works Department each have increased need in summer and winter respectively, and the Town Manager distributed a spreadsheet outlining the costs and benefits of hiring one full-time person to cover three part-time positions in these departments, including cemetery mowing. The Town Manager and Chairman Huot agreed to let it run through budget as suggested on the spreadsheet. There have been two applicants already.
- Letters of thanks to Jeff Lovejoy of Elliott Custom Homes (at Forest Ridge) and Chris Mulleavey of Hoyle Tanner were distributed to the Board members for signatures. Jeff went above and beyond by trucking and removing material for the

- new parking lot at the Community Center and Chris's help with designing made a parking lot with just 2 inches drop come out very well with very little puddling. LeFebvre Construction was happy with the project, and with Blaktop coming in under budget while LeFebvre went a little above, we are just about on target financially with this project. The heating system is now in place as well and Public Works will bury the tank this week.
- Town Manager Sutton reported he had had several inquiries regarding the FEMA situation from people at the levee. FEMA will be holding a public meeting in Lincoln in mid to late January and will hold off on designating Lincoln's flood plains until at least then. They will be using some of Horizon Engineering's data, and insurance can still be bought at the lowest rate possible prior to this meeting. Congress did not vote to appropriate \$50,000 for us to do an investigation on the levee options this year, but we will try again next year.
 - The Town Manager reported next on his meeting at the Grafton County Headquarters today regarding the vote to continue with design and planning of the new jail. Towards the end of the Delegation's meeting the public was allowed to speak, so Town Manager Sutton voiced his concerns, while still trying to let the delegation know that we want to work together. He did receive a book of information on October 10th with many answers, but it raised many new questions, such as if there is enough water for fire protection, and enough capacity for sewer service, etc. The representatives, several of which had our resolutions in hand, asked good, hard questions as well, such as possibility of federal funding, why the sheriff's department needs to use a quarter of the new building when they could use the old, why there are codes for solitary confinement when the prisoners will only be there for up to a year, why a Cadillac versus a Ford, etc. The facility should be a short-term jail, not a long-term prison – there is a difference. In particular, Jim Aguilar and Mrs. Friedrich were the most vocal representatives. The vote was 7 to 2 to continue with the design phase, with our Representative Edmond Gionet voting against it. Our Town Manager felt it would be appropriate to continue research but hold off on construction till more details and funding have been resolved. For example, the cost of the fire pond is no longer encompassed in the \$47-50 million bond, nor is the underground tunnel proposed between the court house and the new facility, nor costs for demolition of the old jail. Operational costs would go from \$3 million to \$7 million at a cost of \$28,000 per prisoner as a 2 to 1 ration for staffing would be needed. It was interesting to see that many representatives had no idea where the money comes from within the towns they represent, once again showing the lack of training they receive for this position. The Board of Selectmen's packets included some materials the Town Manager received at the meeting, including information on the tax effects within each town, such as an 18.59% increase in the County's portion of the taxes in Lincoln.
 - Selectman Moore reported that the Library Trustees would be meeting the next day and that the design for the addition at the library had been received.
 - Secretary Chenard reported that the new website should be up by November 1st.

Public Participation

- Wilfred Bishop asked where he could get the minutes to today’s meeting at Grafton County. He will contact Judy Clough for them and distribute them.
- Charlie Cook felt that all costs should be considered in the new jail project, including those outside of the bond amount. He also remembered hearing, at a budget meeting at the ambulance bay last year, that we may run into the issue of lack of storage for the emergency management trailer, and felt that there should have been better planning for its new location.
- Lutz Wallem asked about the trailer that has been parked at Fay Wayside, yet belongs to someone on Bell Street in North Woodstock. He didn’t feel that was appropriate use of the picnic facility’s parking space. The Town Manager will check with the state as it is a state rest area.

At 6:35 pm, the meeting was adjourned. The Selectboard then reviewed payroll and accounts payable check registers for the week ending October 14, 2007.

Date: _____

Approved by:

Chairman Deanna L. Huot

Selectman Peter E. Moore

Selectman R. Patricia McTeague