

**LINCOLN BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**MARCH 16, 2015**  
**LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH**

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**Present:** O.J. Robinson, Patricia McTeague, and Jayne Ludwig.

**Staff Present:** Town Manager Alfred Burbank, Fire Chief Ron Beard, Recreation Director Tara Tower, Solid Waste Facility Manager Paul Beaudin, Library Director Carol Riley, Police Chief Smith, Recording Secretary Brook Rose, Public Works Director William Willey, Town Clerk Susan Whitman, Deputy Town Clerk Cindy Rineer, Water Operator David Beaudin, and Finance Officer Helen Jones.

**Public Present:** Roger Harrington, Pat Romprey, Mary Conn, and Tamra Ham.

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### **I. CALL TO ORDER**

O.J. Robinson called the meeting to order at 5:00pm.

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### **II. NON-PUBLIC WORK SESSION *Pursuant to RSA 91-A:3II(a)***

**MOTION: To go into Non-Public Work Session.**

**Motion: Robinson**

**Seconded: McTeague**

**Roll call vote all in favor.**

**MOTION: To go back into public session.**

**Motion: Robinson**

**Seconded: McTeague**

**Roll call vote all in favor.**

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### **III. OPERATING BUDGET REVIEW**

O.J. Robinson explained that at town meeting, an amendment to cut \$308,000 from the budget was presented and voted in. There was no target for this amount or specific recommendations only that the Board of Selectmen find \$308,000 to trim from the budget. O.J. stated that the entire budget will be reviewed and then the Board will decide what to cut after hearing recommendations from department heads. At this time the budgets were reviewed.

Town Manager Burbank recommend the following cuts from the executive budget:

Fireproof cabinets- \$1500 to \$710;

Holiday party- removed from budget;

Town report will either be significantly downsized or printed in house;

Cutting out donations to Scottish Clan and local health agencies.

There were no changes to the Town Clerk and Tax Collector budget.

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The Board reviewed the Planning budget. Town Manager Burbank stated that he hoped the Board would not cut training and education as he feels that the education of the planning and zoning boards is critically important for the Town. The Board asked that town staff look into whether or not it is necessary for the Town to be part of North Country Council.

The Board decided to hold off on reviewing the legal budget at this time.

The Board reviewed the Police Department budget. Town Manager Burbank stated that the department will not be hiring the new officer they had budgeted for. Police Chief Smith recommended the following cuts to the Police Department's budget:

cut floor maintenance out;  
cut ammunition purchase;  
The School Resource Officer will be put back on patrol;  
Cut the \$1000 budgeted for uniform cleaning.

O.J. asked that Chief Smith get another estimate for moving the Town's dispatch services to Grafton County Dispatch. Town Manager Burbank stated that he spoke with the County today and the cost would be roughly the same as it was when they put together an estimate for the Town back in 2013. Chief Smith will look into this further. He brought it to the Board's attention that the Town just purchased a brand new radio system for dispatch. Further cuts to the Police Department budget were discussed.

Fire Chief Beard recommended the following cuts to the Fire Department budget:

cut \$2000 from forest fires  
cut \$750 for cleaning the fire station as it will be done in house  
Reduced truck repairs to \$7,000

Selectmen Ludwig questioned whether the Fire Department could charge for inspections. Chief Beard replied that the department is funded by the taxpayers and has never charged for inspections before. He added that he doesn't think that the law allows the Department to charge for a place of assembly permit.

Chief Smith recommended that the \$1,000 budgeted for the police/fire/ambulance emergency exercise be cut from the budget. He also recommended that the Board consider charging Linwood Ambulance for dispatch services as they would be charged for these services if they went somewhere else. Town Manager Burbank stated that the quote he got from Grafton County included dispatching for ambulance and fire.

Public Works Director Willey recommended that \$3,400 be removed from the Public Works budget for furnace replacement. Another \$5,000 was removed from levee maintenance at the sewer lagoons. Jayne Ludwig questioned whether the Town locks in a fuel price or belongs to a collaborative. Helen Jones replied that the Town gets several quotes on fuel every year.

Solid Waste Facility Manager Paul Beaudin recommended the following cuts to his budget:

The paint collection day will be put off one year;  
No pay raises this year;  
Cut \$5,000 and the tub grinder out and go back to burning brush;  
Skid steer tires removed with a savings of \$2,100;

Cut materials and supplies by \$500;  
Reduce the vehicles and equipment by \$2,000;  
Uniforms reduced by \$500;  
Cut \$1,000 from general repairs and equipment.

Mr. Burbank stated that in fairness to employees the 0-3% salary increase be kept in the budget as the Police Department union is getting a 2.75% increase. He would also like to see the grinder kept in the budget as burning brush is no longer a viable option.

O.J. questioned whether the part time help could be eliminated by rescheduling the facility's hours of operation. Paul replied that the part time help is only brought in to cover sick or vacation time. O.J. asked that Paul report back to the Board on the slowest hours/days at the facility as well as the possibility of reducing operating hours on Sundays.

Recreation Director Tara Tower recommended the following cuts to the Community Center budget:

An after school counselor position will soon be vacant and will not be filled;  
Telephone /internet will be cut by \$100;  
Cellphone cut by \$50;  
Building maintenance will be done in house rather than hiring a contractor;  
The demolition of the accessory building at the Community Center will be done in house at a reduced rate.

Tara Tower recommended the following changes to the Recreation budget:

Winter part-time wages/hours were cut;  
The Kanc Camp and Adventure Camps were cut back from an 8 to a 7 week program;  
\$500 was cut from the July 4<sup>th</sup> materials  
Ski tow liability insurance was reduced to \$8,000 as the Recreation Department has an extremely low injury rate;

Town Manager Burbank commented that people do not want to hear that recreation isn't a critical service. The Town has a wonderful program but per Town Meeting budget reductions, the Town now has to look at cutting these services. He suggested increasing what the Town charges for these programs. Tara reminded the Board that 50% of this budget is reimbursed by Woodstock which funded the budget 100%. If programming is cut, the revenue will also be cut.

O.J. suggested finding volunteers to cover the weekend open gym times. Tara replied that she has looked into this before and was told that this would be a financial liability as the volunteers would not be covered under the Town's insurance policy.

Library Director Carol Riley stated that the Library Trustees dropped the overall budget by 6%.

Town Manager Burbank stated that the \$4,000 designated for patriotic purposes specifically for a community summer event was removed from the budget. Tamra Ham asked that this not be taken out of the budget as she is very confident that she can get donations to cover 100% of these costs. The Board will consider gross budgeting this line item.

Helen Jones reminded the Board that NHDRA requires that the MS-2 be submitted to them by March 30<sup>th</sup>. Pat Romprey questioned whether the CIP would be cut. O.J. replied that it would not be. Paul

Beaudin suggested that the Board look into whether they can cut the legal and welfare budgets as State law may allow municipalities to over expend these budgets. O.J. replied that the welfare budget will be cut to what was spent last year. Town Manager Burbank will research this matter further.

O.J. thanked the Town's great team of employees for coming to the meeting. He thanked them for their support and quality employment.

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#### **IV. OLD / NEW BUSINESS**

##### **Email From Resident Tammy Dutilly**

Chairman Robinson read the following e-mail from Tammy Dutilly into the meeting minutes:

*Hello O.J.*

*I am contacting you for two reasons. One is to remind you about safety concerns I find with the shrubs that block visibility on School Street. The location is right behind Lahout's bordering what was once the Lehoulier property. Cars enter School Street from the Lahout's parking lot without stopping or looking to see if there is oncoming traffic. I do not believe there is a stop sign at the exit. I do know the shrubs prevent viewing of cars exiting for the people driving down this street as well as the people in the cars that are exiting.*

O.J. stated that he spoke with Tammy this past week regarding her e-mail. Town Manager Burbank added that he has reached out to Mr. Lahout and is waiting to hear back. A stop sign really needs to be installed however the Town cannot do this on private property. The Board asked that Mr. Burbank also reach out to the property owner, Mr. Lehoulier.

##### **Email from Scott McIntyre, The Lodge at Lincoln Station**

Chairman Robinson read the following letter into the meeting minutes:

*Good day OJ.*

*I hope everything is going as well as it can after last night. I know the level of frustration that I felt just sitting in observation of the meeting; I can only imagine the frustrations felt at the front table.*

*I won't trouble you with comments or questions about the potential future of affairs(not yet anyhow), what I would like to question if possible - a few months ago I had a meeting with Butch and Paul Beaudin about the transfer station. The subject matter was that The Lodge could not bring down mattresses and TV's for disposal because based on a board decision back a few years indicated that The Lodge is considered a hotel which it is not. I was told that I would have to have any large items collected by a company from MA for recycle, or I could petition the board of selectmen to have that classification changed.*

*In light of recent events, it appears that The Lodge is not considered a hotel or business in that DES has identified all 160 members as individual homeowners under the pre-notification letter of deficiency.*

*I would like to find out what I need to do to get authorization to once again bring down our items for recycle. On the average we might bring 1 - 3 TV's on any given month as well as the same number of mattresses or other furniture. We do not operate as a hotel might with a change out of multitude of furniture, beds, chairs, etc. What we do discard are items only when an individual homeowner does an upgrade in their unit, they will bring the item(s) to me and my staff will bring them down usually once a week, of which paid for at the time of drop off.*

*If I am confusing the request, please call me on my cell, and I will better try to explain.*

*thanks for all that you, the board (all boards) and Butch and the staff does for the Town.*

*Hopefully in light of the results of the town budget, that more of the town employees will see the need to attend the annual meetings going forward.*

*Scott McIntyre  
Assistant Property Manager*

Town Manager Burbank stated that the Lodge at Lincoln Station is still considered a hotel. Patricia McTeague strongly disagreed. She stated that the Lodge is not a hotel. The Board had an extended discussion on the matter and decided that the Lodge is comprised of many homeowners. Paul Beaudin explained that the intent of the Solid Waste Regulations was that hotels/commercial businesses not be permitted to drop off loads of mattresses on a regular basis. O.J. read the regulations and did not see anything in them that prevents the homeowners at the Lodge to dispose of their refuse in the same manner as any other homeowner in Town. The Board agreed that the Lodge can utilize the Solid Waste Facility as long as they abide by the regulations. Town Manager Burbank will follow up with Mr. McIntyre.

### **Revised Solid Waste Fee Schedule**

The Board asked Paul Beaudin to review the current fee schedule and propose a revised disposal fee schedule for the Solid Waste Facility. The fees have remained the same for sixteen years. The schedule is to be revised based on the Town's current disposal costs. The revised schedule will then be presented to the Joint Solid Waste Board. Town Manager Burbank stated that next year's budget would probably be the time to implement a revised fee schedule.

### **E-mail from Will Kessler**

O.J. Robinson read the following e-mail into the meeting minutes:

*Good morning OJ, Alfred:*

*It was good to hear the update on warrant article #48's passage last week. Thanks are due for your work helping to promote sensible and supportive policy for Renewable solar energy. I will see Kate Epsen of the NH Sustainable Energy Association next week, and can let her know that an update to the list of municipalities having enacted the solar tax exemption may be needed.*

*This coming Saturday (3/21) is the Local Energy Solutions conference in Concord, NH. My company Boston Solar Co. will be sponsoring and I will be speaking in a session about solar farms. It might be a time to discuss options for the Town of Lincoln. From just an initial glance, it looks like the town hall roof is roughly 92% efficient for solar (south-southwest.) If you are attending it would be great to meet and continue this solar thread.*

*Attached is a system that I designed as part of a municipal power purchase agreement (PPA). It's 20.4 kilowatts, and generates about 23,000 kilowatt hours per year, for the planning department building at the city of South Portland.*

O.J. stated that it is good that this article passed however given the budget cuts, the Town will not be installing solar on the roof this year.

### **Letter from Walter Reed**

O.J. stated that he received a letter from Walter Reed requesting a meeting with the Board to discuss the next steps in the levee process. O.J. invited Mr. Reed to schedule a time to meet with the Board at one of their upcoming meetings.

### **Jeanne Beaudin 91:A Request**

In response to Jeanne Beaudin's 91:A inquiries, O.J. reiterated what was discussed at the Board's last meeting.

He explained that the Town Manager's contract is \$75,000 which was negotiated in his contract for a period of five years. The Finance Director's pay was adjusted based on the data in MRI's report. The Planning & Zoning Administrator's duties went from that of Planning Secretary to a Planning & Zoning Administrator. What she was hired for and what she ended up doing were two different things. Her rate of pay and job description were revised per the MRI Study. The Library Trustees vote on the Librarian's salary. Bill Willey received a 1% raise as he is in higher wage bracket. Dave Dovholuk received an increase when he received his water operator's license and Andy Nicoll received a raise when he was promoted to supervisor. The Fire Chief's stipend has not changed however he is now paid for the time he spends doing inspections, dealing with issues in Town, conference calls etc.

Performance bonuses were not budgeted for 2015 and were not paid out in 2014. Mary Conn requested that a copy of the MRI study be sent to her.

### **Public Participation – Mary Conn**

Mary Conn had several questions about what was negotiated as part of the Town Manager's contract. She also questioned why Dave Dovholuk received a \$2 per hour increase when he got his Water Operator's license and David Beaudin only received a \$.50 raise when he got his Grade 3 Certification. Town Manager Burbank replied that he made the adjustments according to what was outlined in the MRI study. Mary also took exception with Andy Nicoll's salary. O.J. explained the salary increase that accompanied Andy's promotion. Mary questioned whether the employees have been asked to forego their raises this year. O.J. replied that the Board has not asked the employees to forego their raises. Mary asked that the Board consider this option as part of the budget cuts.

### **Town Manager's Report**

#### **Skate Park**

The fundraiser dinner was held at the Woodstock Station this past week. Approximately \$4,200 was raised. Jayne Ludwig stated that she did not agree with the location set aside for the park. O.J. brought Jayne up to speed on the fact that the location of the skate park was part of the Village Core Committee's master plan and that a study was done to determine the best location for the park.

## **KM Market**

The Town is ready to proceed with pipe relocation. Funds will be taken from the sewer tap fees to pay for the project. O.J. brought Jayne Ludwig up to speed on the project.

## **South Peak Booster Pump Station**

This project is ready to go out to bid. The work will be financed via the CIP, Water Rehab, and Water Tap fees. O.J. brought Jayne Ludwig up to speed on the project.

## **Loon Mountain Bridge**

Contractors are working seven days a week in an effort to speed up the project.

## **Ice Castle Update**

The ice castle is now closed and blocked off and will be demolished within the next week or so.

## **Agenda Items to Be Addressed**

The Board agreed that committee appointments should be made at their next meeting. The levee should also be discussed. Road weight limits will also be voted on. In two weeks, the Board will discuss the LUPO changes that were voted in at Town Meeting.

## **Abatements**

**MOTION: “To grant an abatement to Robert Leclerc for property located at 357 US Route 3, parcel 106-001 and to reduce the original assessment from \$157,900 to \$145,800 as recommended by the Town’s assessor.”**

**Motion: Mcteaue                      Second: Ludwig                      All in favor**

**MOTION: “To grant an abatement to Kevin Shone for property located at 170 South Peak Road, parcel 121-046 and to reduce the original assessment from \$286,400 to \$214,800 as recommended by the Town’s assessor.”**

**Motion: Mcteaue                      Second: Ludwig                      All in favor**

**MOTION: “To grant an abatement to Raymond & Cynthia Mulleavey for property located at 403 US Route 3, parcel 106-016 and to reduce the original assessment of \$307,500 to \$280,100 as recommended by the Town’s assessor.”**

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## **V. MINUTES OF THE PREVIOUS MEETING**

**MOTION: “To approve the minutes of the March 9, 2015 Board of Selectmen’s meeting as amended.”**

**Motion: McTeague                      Second: Robinson                      Motion carries with Ludwig abstaining.**

**MOTION: “To approve the non-public minutes of the March 9, 2015 Board of Selectmen’s meeting as presented.”**

**Motion: McTeague                      Second: Robinson                      Motion carries with Ludwig abstaining.**

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## VI. ADJOURNMENT

After reviewing the weekly accounts payables and with no further business to attend to, the Board made the following motion.

**MOTION: “To adjourn.”**

**Motion: McTeague Second: Ludwig All in favor.**

The meeting was adjourned at 9:05 pm.

Respectfully Submitted,

Brook Rose

Approval Date 3/24/15

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Chairman O.J. Robinson

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Patricia McTeague

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Jayne Ludwig