

**Town of Lincoln**  
**Board of Selectmen Meeting Minutes**  
October 29, 2012

**Board of Selectmen Present:** O.J. Robinson, Tamra Ham, and Patricia McTeague.

**Staff Present:** Town Manager Butch Burbank, Police Chief Smith, Finance Administrator Helen Jones, Recreation Director Tara Tower, Planning Board Chairman Pat Romprey, Administrative Assistant Brook Rose, Planning Board member John Hettinger, Budget Committee Chairman Marilyn Sanderson, and Library Trustee Peter Moore.

## **I. CALL TO ORDER**

Chairman O.J. Robinson called the meeting to order at 5:30PM.

## **II. OLD/ NEW BUSINESS**

### **Town Manager Al “Butch” Burbank**

The Board welcomed Butch Burbank on board. Mr. Burbank thanked the Board and stated that he has had a great first day of work and is very excited to be serving the Town of Lincoln.

### **Industrial Park Update**

O.J. Robinson updated the audience on the recent sale of the Industrial Park Lot. Peter Moore was very pleased to hear that a lot was sold and that this new business is being brought into Town. The Board discussed the installation of the vaults, the electricity situation, and expenses being encumbered in the sale of this first lot. O.J. Robinson mentioned that Mr. Donahue has expressed some concern over the quality of the streetlights being installed in the park. He did not want to see the lights installed on less expensive wooden poles when the original agreement was for steel poles especially as the price difference is not significant. The Board agreed that steel poles should be installed in the park.

## **III. REVIEW AND APPROVAL – MINUTES OF THE PREVIOUS MEETINGS**

**MOTION: “To approve the meeting minutes of October 22, 2012 as amended.”**

**Motion: Tamra Ham            Second: Patricia McTeague            All in favor.**

## **IV. OTHER BUSINESS**

### **Police Department Update - Emergency Management**

Chief Smith briefed the Board on his emergency management preparations for the upcoming hurricane. If there are widespread power outages, residents will be sheltered at Pollard Brook. The Police Department is on a backup generator however the Town Hall is not. Town Manager Burbank highly recommended that the Town Hall also be wired to the generator. Mr. Burbank received a quote for the wiring and it will cost approximately \$2,000 to do the work. Chief Smith stated that he has the funds in his budget to cover this expense. The Board thought this was a good idea.

## **Hanson Farm Road Stop Sign**

Chief Smith informed the Board that if they would rather see a yield sign installed at this intersection, it would be fine with the Police Department. It would be just as effective as a stop sign.

## **State Streetlights**

In Chief Smith's opinion it is ok to let the State move forward with shutting down their streetlight at the intersection of Connector Road and Main Street. The Town's streetlights provide adequate lighting for this area.

## **V. 2013 BUDGET REVIEW *Library, Recreation, Community Center***

Peter Moore presented the Library Budget. The overall budget is down approximately \$300. An additional \$1000 was added to building maintenance. The building is now 16 years old. There is also a new website being built for the Library. This will cost somewhere around \$1,000 to complete. Peter also updated the Board on the activities of the Friends of the Library group. The Friends has over 188 members and is a vibrant group that does a lot for the Library. The Board thanked Peter for presenting the budget.

The Board met with Parks and Recreation Director Tara Tower. O.J. Robinson questioned whether Tara anticipated any changes in the amount of staffing for the upcoming year. Tara replied that she is keeping the staffing levels the same. However there are now 30 children enrolled in the after school program so there are currently two staff members there now every day. This extra staffing is offset by the increased revenue for the program. Tara also mentioned that on the revenue side, it is a good thing that the Town decided not to charge for the sledding hill as the added revenue would put the Town in a higher liability bracket. There was some discussion on the condition of the groomer. There is a slight increase in the cleaning costs for the community center as there is a new person cleaning the building. The Board questioned why the Town is paying for the daycare to be cleaned. Tara replied that the cleaning costs are covered in the daycare's lease payment to the Town. Patricia McTeague suggested revisiting having the Town pay for cleaning the daycare center. The rest of the Board agreed that the landlord typically is only responsible for cleaning the common areas of the building. O.J. Robinson suggested having Tara bring the lease before the Board at an upcoming meeting so they could work together to revise the lease.

## **Setting of the Tax Rate**

Helen Jones informed the Board that the tax rate has not been set yet as the audit cannot be completed until the issues with the FEMA funding are straightened out. The tax rate cannot be set until the audit is complete. Helen also informed the Board that there were funds taken out of capital reserve for Tropical Storm Irene expenses which FEMA ended up reimbursing the Town for. These funds will have to be allocated back into the capital reserve account. Helen is working with the auditors on this. She added that the MS1 is ready to be signed and the MS5 is nearly complete. Mr. Burbank added that he will be meeting with HEB Engineers so he can be brought up to date on the Loon Bridge project.

## **Industrial Park Update Cont.'d**

O.J. Robinson would like the Town's broker, ReMax to draw up a new flyer for marketing the Industrial Park. Tamra Ham stated that she isn't comfortable with the same realtor representing both the seller (the Town) and the buyer. The Board agreed and will discuss this with the broker. The Board also discussed the streetlights and agreed to go with dark sky LED lights on a 15ft. pole. O.J. Robinson will run this by Mike Donahue as he wants to be apprised of the developments in the park.

**Other Business**

Tamra Ham stated that she is meeting with Woodstock Selectman Jim Fadden and Solid Waste Manager Paul Beaudin to discuss the solid waste budget on Friday.

**VI. NON-PUBLIC SESSION**

**MOTION: "To enter into non-public session pursuant to RSA 91-A:3II(a,b) personnel & legal."**

**Motion: Tamra Ham            Second: Patricia McTeague**

**Roll Call Vote: Tamra Ham in favor  
                 Patricia McTeague in favor  
                 O.J. Robinson in favor.**

The Board entered non-public session at 7:25pm. Pat Romprey and Brook Rose were also present.

**MOTION: "To come out of Non-Public Session."**

**Motion: Tamra Ham            Second: Patricia McTeague**

**Roll Call Vote: Tamra Ham in favor  
                 Patricia McTeague in favor  
                 O.J. Robinson in favor.**

The Board came out of non-public session at 8:10pm.

**VII. ADJOURNMENT**

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

**MOTION: "To adjourn."**

**Motion: Tamra Ham   Second: Patricia McTeague   All in favor.**

The meeting adjourned at 8:15

Respectfully Submitted,

Brook Rose

Approval Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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Chairman O.J. Robinson

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Vice Chair Patricia McTeague

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Selectman Tamra Ham