

LINCOLN BOARD OF SELECTMEN'S
MEETING MINUTES

APPROVED

MONDAY, JUNE 05, 2023 – 5:30PM

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

(THE RECORDING OF THIS MEETING CAN BE FOUND ON YOUTUBE)

Lincoln Board of Selectmen Present: Chairman, OJ Robinson, Vice Chair, Tamra Ham and Selectman Jack Daly

Staff Present: Town Manager, Carina Park, and Executive Assistant Jane Leslie

Public Present via Zoom: Paul Beaudin II

Public Present: Wayne Baltzer, Doriann Jasinski, and Alfred Poulin

I. CALL TO ORDER

Chairman Robinson called the meeting to order at 5:30 p.m.

II. APPROVAL OF MEETING MINUTES FROM PREVIOUS MEETING

MOTION: “To approve the BOS meeting minutes of May 22, as presented.”

Motion: Tamra Ham

Second: Jack Daly

All in favor.

MOTION: “To approve the Non-Public BOS meeting minutes of May 22, 2023 as presented.”

Motion: Tamra Ham

Second: Jack Daly

All in favor.

III. LONG-TERM DEBT - FINANCING *Discussion*

The Board discussed loan proposals received from various financial institutions ranging from 10-year to 20-year fixed rates. Union Bank submitted a proposal with a variety of finance options for the **Police Station and upgrades to the Route 3 Water Main Project** (\$6,000,000 – Police Station & \$2,200,000 – Route 3 Water Main Project):

The first loan option is a **General Obligation Bond non-revolving Line of Credit during Construction**, with a **4.49% fixed** interest rate (the Town would be able to pull money out as needed). [**Note:** Estimated Maturity Date: One year from the date of the note. Maturity can be extended at market rates at the end of year-one for a term to match the construction period].

Permanent Financing Option One:

5-Year fixed rate on 20-year amortization – General Obligation Bond (5-years); Amortization (20-years). Interest rate = **4.34% fixed** for five (5) years with a refinance option available at date of the rate change, and will be based upon negotiated market rates at the time.

Permanent Financing Option Two:

10-year fixed rate on 20-year amortization – General Obligation Bond (10-years); Amortization (20-years). Interest rate = **4.60% fixed** for ten (10) years with a refinance option available at date of the rate change, and will be based upon negotiated market rates at the time.

Permanent Financing Option Three:

20-year fixed rate on a 20-year amortization – General Obligation Bond (20-years); Amortization (20-years). Interest rate = **4.86% fixed** (this rate stays the same over the course of 20-years).

The Board discussed the various loan proposals, and the following motion was made:

MOTION: “To accept the construction financing for both the new Police Station Project and the Route 3 Water Main Project at the 4.49% fixed rate from Union Bank for a term of one (1) year; and to accept the proposal for the twenty (20) year amortization with ten (10) years of payments at a fixed rate for both the \$2.2 Million Dollar Water Main Project and the \$6-Million Dollar Police Station Project.”

Motion: OJ Robinson

Second: Tamra Ham

All in favor.

The Board of Selectmen gave authorization to Town Manager Park to administer the loan documentation as their duly authorized agent.

IV. SCHOOL RESOURCE OFFICER (SRO) *Memorandum of Understanding*

The Board reviewed the Memorandum of Understanding (MOU) for a new School Resource Officer (SRO) at the Lin-Wood School, and the following motion was made:

MOTION: “To accept and approve the School Resource Officer Memorandum of Understanding with Linwood School.”

Motion: Tamra Ham

Second: Jack Daly

All in favor

Carina noted that interviews were recently conducted for the SRO position, and both candidates are Lincoln Police Department employees. The position was offered to Officer Elizabeth “Betsy” Scrafford, and she will begin training this summer in preparation for the new school year; the second officer, Joshua Meir will also be attending the SRO training in the event Officer Scrafford needs a backup.

V. TAX WARRANT

The Board signed the Tax Collector’s Warrant to collect taxes in the amount of \$6,685,106.00 (Six million, six hundred eighty-five thousand, one hundred six dollars). There will also be a *supplemental bill* for a discrepancy with three (3) parcels that were newly created subdivision lots that did not transfer over from the assessing software to the tax collection software. The due date for tax payments will be July 14th, 2023.

VI. OLD/NEW BUSINESS

Town Manager Report:

New Police Station – Final Design Package:

The geotechnical borings were completed on May 31st. LBA (Architects), Carina, Chief Morris and Deputy Chief McKinley met this past week to revise the interior design. A bi-weekly meeting scheduled has been established, and they will be meeting throughout the summer. LBA will be presenting their final design package to the Board of Selectmen during their June 26th BOS meeting.

July 4th Parade and Fireworks:

All necessary permits and insurance documentation have been received for this year’s July 4th celebration and festivities. This year’s theme is “Peace, Love, and the 4th of July”.

Employment Vacancies:

Interviews were held last week for the Finance Director and Tax Collector/Motor Vehicle Agent. An offer has been extended for the Tax Collector’s position, and it is expected that an offer will be made for the Finance Director’s position this week.

PayPal Issues:

The Solid Waste Facility recently upgraded to a new PayPal point-of-sale (POS) system. Upon implementation, it was noticed that the taxes being charged had also changed, subsequently creating a minor shortfall in the revenue. New (corrected) pricing will be uploaded into the system, which should remedy this issue.

Granicus Update (Short-Term Rental software provider):

There was a little snafu with the Granicus short-term rental system last week in which property owners received duplicate letters. Granicus is currently trying to determine if it was an error on the town's end, or with the mass mailing from Granicus. Currently, there are 357 active registrations; 65 new registrations have been received since the first mailing.

South Peak Master Plan:

Last week, the Technical Review team met with Mark Bogosian and his team to discuss conceptual ideas for his revised Master Plan. Some of the changes may affect the *Development Agreement*. A discussion was had regarding a joint BOS/Planning Board meeting so that Mark and his team could present to both boards at the same time (no date has been set).

Joint Meeting with Woodstock BOS:

The joint meeting with Woodstock is scheduled for Tuesday, June 13th at 5pm at Woodstock Town Hall. Tammy suggested the following be part of the agenda: 1) Kanc Ski Area, 2) Solid Waste Facility Brush grinding, which is becoming increasingly expensive (brush used to be burned).

NEW BUSINESS:**Forest Ridge Land for Sale – Conservation Easement:**

OJ noted that there is a parcel of land for sale in Forest Ridge (approx. 700 acres) that has a Conservation Easement attached to it. The Town has a signed development agreement with the original Developer that puts this easement into a non-developed status in perpetuity. OJ suggested that the Town notify the Real Estate listing agent of the deed restrictions and the Development Agreement.

Cemetery Trustees:

Selectman Daly commended the Cemetery Trustees for the work they are doing with the Riverside Cemetery.

USFS – Recreation Trails & Disabilities:

Jack was speaking with a gentleman about signage on federal trails that states “no motorized vehicles”, and he had expressed concerns for those that are disabled, or older citizens that would like to ride E-bikes or motorized wheelchairs on these trails. As a result of this conversation, Jack reached out to the US Forest Service and State Senator to see if any reasonable accommodations could be made under the ADA Guidelines (American with Disabilities Act). The US Forest Service thought this was a good question, however, did not have an answer. Jack also reached out to Senator Jeanne Shaheen's office, and is waiting for someone to get back to him.

OLD BUSINESS:**West Street Electronic Gate:**

Jack received a phone call from a resident on West Street regarding the electronic gate, and questioned the status of the repair work. Carina explained that Mike Harrington (electrician) was recovering from a medical procedure and recently returned to work part-time. Once Mike completes the electrical work, the gate will be fully operational.

Joseph Chenard – Motion to Clarify Decision:

OJ explained that the Decision on Joe Chenard's *Motion to Clarify* was rendered by the court, and the Judge ruled in favor of the Town (Mr. Chenard needs to clean up his property). In addition, Mr. Chenard has cumulative charges for each day (\$50) that his property remains in defiance (began Nov. 7th, 2022).

Public Participation:

Paul Beaudin commented about town signage on the "Ice Tea" walkway (bike path) that also states "No Motorized Vehicles" on the path, and thought the Selectmen may want to take a look at this as well.

V. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (c,e) (2) Personnel Issues & Legal Update

MOTION: "To go into Non-public session pursuant to RSA 91-A:3 (III) (c,e)

Motion: OJ Robinson

Second: Tamra Ham

All in favor

The BOS went into Non-public session at 6:20 p.m.

MOTION: "To re-enter public session."

Motion: Tamra Ham

Second: Jack Daly

All in favor.

The Board reconvened public session at 7:30 p.m.

VI. ADJOURNMENT

After review of the weekly payables and with no further business to attend to, the Board made the following motion:

MOTION: "To adjourn."

Motion: OJ Robinson

Second: Tamra Ham

Motion carries.

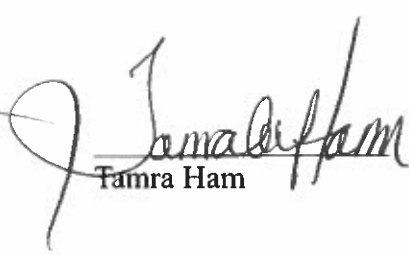
The meeting adjourned at 7:30 p.m.


Respectfully Submitted,
Jane Leslie

Approval Date: June 19, 2023

Lincoln Board of Selectmen:


Chairman O.J. Robinson


Tamra Ham


Jack Daly