

LINCOLN BOARD OF SELECTMEN'S
BUDGET WORK SESSION & MEETING MINUTES

APPROVED

MONDAY, DECEMBER 04, 2023 – 4:00PM

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 and Selectman Jack Daly

Staff Present: Town Manager, Carina Park, Finance Director, Rebecca Farnsworth and Executive Assistant, Jane Leslie.

Public Present via Zoom: Vice Chair Tamra Ham, David Tomaso, Sean Tomaso, Michael Donahue Jr. and Ryan Fairbrother

Public Present: Wayne Baltzer, Lea Donahue and Joann Dumont Moser

I. BOARD OF SELECTMEN'S BUDGET WORK SESSION

The Selectmen began their first 2024 budget review work session with the following highlights:

Executive: Carina proposed a 4% Cost-of-Living Adjustment (COLA) for employee wages (same as Police Dept.). Election Official wages are up slightly due to there being four (4) elections in 2024.

Town Clerk: The Board discussed the number of hours/wages that the Town Clerk is proposing for 2024 (Town Clerk currently works 20-hours per week=1,040 hrs.). The Town Clerk is proposing 1200 hours for 2024 due to the upcoming elections. The Selectmen amended the hours to 1,150.

Tax Collector: The Board discussed the conversion from the current BMSI Tax Collection software to Avitar Tax Collection software (one-time fee \$14,400 + \$2,100=\$16,500). Assessing data will also be integrated into Avitar over the course of the next 2-years, and the town will be phasing out the Vision Assessing software. The Board discussed using some of the Tax Collector's surplus from this year's budget to offset some of the software costs.

Legal: The Board discussed adding a legal line for the Planning Board to seek legal advice not relative to any particular project, but rather for general legal advice. \$2,000 was added to Planning Board General Legal, and \$2,000 was removed from the Code Enforcement line.

Personnel: The Board briefly reviewed the Personnel budget and agreed to discuss further at their next scheduled budget work session (12/18/23) where they will review employee health insurance options.

Town Hall Building: The Board discussed creating a new CIP Security line (CCTV-Closed Circuit Television). OJ suggested that this be a warrant article for Town Meeting to vote on to establish a new CIP fund (starting with \$2,500). Tammy commented regarding the General Maintenance line, and noted that Town Hall needs a new front door (facing Main Street), and the bathrooms haven't been upgraded in 30-years. OJ suggested Public Works Director, Nate Hadaway take a look at the front door and determine if weather stripping and paint will restore it, or to just purchase a new door.

Fire Department: The Board discussed new proposed pay rates for all fire personnel in an effort to be more competitive (the Board was in agreement).

At 5:52pm, Chairman Robinson called for a 2-minute break.

II. CALL TO ORDER

Chairman Robinson called the regularly scheduled meeting to order at 6:55 p.m.

III. APPROVAL OF MEETING MINUTES FROM PREVIOUS MEETING

MOTION: "To approve the BOS meeting minutes of November 20, 2023 as amended."

Motion: Jack Daly

Second: Tamra Ham

All in favor.

IV. RESOLUTION TO ADOPT NEW FEMA FLOOD INSURANCE RATE MAPS (FIRMS) & FLOOD INSURANCE STUDY (FIS)

674:57 Flood Insurance Rate Maps. – *In a municipality which has enrolled in the National Flood Insurance Program (NFIP), special flood hazard areas shall be as designated on flood insurance rate maps issued by the Federal Emergency Management Agency. Amendments to the flood insurance rate maps shall apply to local floodplain ordinances upon their adoption by resolution of the local governing body of a municipality and shall require no further action by the local legislative body. Map amendments are subject to appeal by owners and lessees of affected real property under 44 C.F.R. 67.5.*

MOTION: "Pursuant to RSA 674:57, by resolution of the Board of Selectmen, all lands designated as special flood hazard areas by the Federal Emergency Management Agency (FEMA) in its "Flood Insurance Study for the County of Grafton, NH" dated February 8, 2024, together with the associated Flood Insurance Rate Maps Panels 33009C0290F, 33009C0295F, 33009C0315F, 33009C0320F, 33009C0330F, 33009C0340F, 33009C0345F, 33009C0410F, 33009C0430F, 33009C0435F, 33009C0440F, 33009C0441F, 33009C0442F, 33009C0443F, 33009C0444F, 33009C0453F, 33009C0455F, 33009C0460F, 33009C0461F, 33009C0465F, 33009C0470F, 33009C0480F, 33009C0485F, and 33009C0490F dated February 8, 2024 and 33009C0310E dated February 20, 2008, are declared to be part of the Town of Lincoln Floodplain Management Ordinance and are hereby incorporated by reference. "

Motion: Jack Daly

Second: Tamra Ham

All in favor.

V. INTERMUNICIPAL AGREEMENT FOR REGIONAL MUNICIPAL PROSECUTOR:

The Board reviewed the Intermunicipal Agreement for a Regional Municipal Prosecutor (Towns of Campton, Woodstock & Lincoln share the Municipal Prosecutor) and the following motion was made:

MOTION: "To sign the Intermunicipal Agreement for a Regional Municipal Prosecutor".

Motion: Jack Daly

Second: Tamra Ham

All in favor

VI. SHARED USE AGREEMENT WITH LOON MT. RECREATION CORPORATION *For the land that the South Peak Water Storage Tank will sit on*

Town Counsel has reviewed the Shared Use Agreement with LMRC for the land that the South Peak Water Storage Tank will sit on, and all recommended changes have been incorporated into the agreement. Both LMRC's Attorney & Town Counsel agree on the Indemnification language in the Agreement.

MOTION: "To sign the Shared Use Agreement with Loon Mountain Recreation Corporation".

Motion: Jack Daly

Second: Tamra Ham

All in favor

VII. OLD/NEW BUSINESS

Town Manager Report:

Encumbrance of Community Building Funds:

The Board discussed encumbering funds allocated to the Community Building budget for the reconstruction of the entranceway (air-lock entryway). The funds encumbered last year have been expended, however,

the project is not completed due to changes in the design (unable to find a concrete contractor). The remaining balance on the Three Rivers proposal is \$40,800.00 which is currently in the Community Building's budget (contracted services). Tammy noted that if Lincoln encumbers the \$40,800.00, Woodstock will also have to agree to encumber \$20,400.00 and suggested that they reach out to Woodstock prior to making any motions to allow them to weigh in on this.

South Peak Water Storage Tank:

The town received the construction permit from the US Forest Service (USFS) and the next step is for S.W. Cole Engineering to conduct the geotechnical work. Plans are currently being established with the assistance of Longfellow Construction and Caulder Construction to get the borings to the site location (the goal is to have the work completed before the end of the year).

Longfellow Construction – Levee Information Request:

Scott Miccile from Longfellow Construction has requested permission from the Town to reach out to Dubois & King to obtain information regarding the levee land on the Rapids Project property. They are requesting the levee design information in order to file a Letter of Map Revision with FEMA for the Rapids parcel. Public Works Director, Nate Hadaway agrees it best that they contact Dubois & King directly.

Commerford Neider & Perkins (CNP) – Basement Bedroom Counts:

Carina reached out to Cindy Perkins (Town's Assessor) regarding below-grade bedrooms and how they are calculated in the overall room count. If a room does not have a proper egress, they do not count it as a bedroom. There are many in full basements that are *not* walkouts, and the small windows are not a proper egress, however, in a raised ranch for example, they would count the bedrooms. Regardless, they assess all of the square footage of the basement finish below-grade (if they know about it). There are instances however, in which a property owner finishes a basement and does not pull a building permit.

New Police Station:

The Town has received the full building permit from the State Fire Marshall's Office last week. Bonnette Page & Stone (BPS) anticipates work to begin the week of December 11th.

Town Holiday Party:

The Town Holiday Party is scheduled for Friday, December 8th at 5:30pm at the Mountain Club.

Business Park Appraisal:

The company conducting the appraisal of the Business Park lots has requested a copy of the deed prior to it be subdivided into the 9 lots (previous deed holder) in order to complete the full appraisal.

NEW BUSINESS:

Levee Recreation Easement:

OJ questioned if the sketch/map that was part of the Lincoln South Mountain Partners (LSMP) settlement agreement could be located. Jane will go through legal files and follow-up with the Board.

July 4th Fireworks Display:

Lincoln and Woodstock have contracted with North Star Fireworks for the past couple of years for the 4th of July fireworks display. At the end of November, North Star informed the town(s) that they would not be doing any out-of-state shows (they are a Vermont based company) for the July 4th 2024 holiday, however, they could do either Wednesday, July 3rd or Friday, July 5th for the same price as the previous year (\$15k – Lincoln/Woodstock share the cost). North Star explained that when they hire new technicians, it takes approximately 2-3 years for the technicians to complete their apprenticeship program before they are allowed to do fireworks display shoots on their own. Since Covid started, it has created significant setbacks

with their apprenticeship program and they do not have the staffing to accommodate the demand for the 4th of July holiday. On December 1st there was a joint Selectmen's meeting where they discussed the option of hiring another company for the July 4th fireworks which would be much more expensive (\$22k for low-tier show & \$26,500 for a medium-tier display), and from a company that the towns have no history with. The Selectmen subsequently voted to hold the fireworks display on Wednesday, July 3rd, and the parade and festivities on the common in Woodstock will be on July 4th. The town has made a request to North Star Fireworks to give the town adequate notice if they are unable to return to shooting on the 4th of July (2025).

Public Participation:

Joann Dumont Moser - 34 Franklin Street:

Joann Dumont Moser explained to the Board that she and her siblings have a family home at 28 Franklin Street, and she has concerns with site work that is being done at 34 Franklin Street (Map 113 Lot 10) by Peter Marlowe d/b/a Degmar Corp. Mr. Marlowe received a Demolition Permit from the Town to remove a mobile home that sat at 34 Franklin Street (previously owned by Michael Donahue), and never notified the abutters of the date/time when the demolition would occur (there is now a steel structure left on this land). Ms. Moser continued to explain that if Peter Marlowe has been clearing the land to make a roadway/trail from the end of Labrecque Street to the end of Franklin Street (this is information she was told), this should first come before the Planning Board so that the directly impacted abutters can have input.

Earlier this year, Mr. Marlowe received subdivision approval for a lot line adjustment between 38 Labrecque Street (Map 113 Lot 020) owned by Peter Marlowe and #LO on Franklin Street (Map 113 Lot 009) owned by James Burns and McKenzie Gaudet d/b/a Black Sheep Properties, LLC. His plan was to create a right-of-way for Black Sheep Properties to establish access to the landlocked parcel that they purchased from Michael Donahue. Ms. Moser also feels that a Stormwater Management Plan should be in place, as more than 50% of the land has been *disturbed.

Note: The Stormwater Management Plan was amended in 2022, and it changed from (15,000) square feet or more of disturbance, or 50% or more of the square footage of the lot to (17,000) square feet or more, or 55% or more of the square footage of the lot. **Disturbance means filling, grading, dredging, mining, excavation, construction, removal of topsoil, removal of stumps, stockpiling of earth material, or any other activity that results in a temporary or permanent change to the preexisting ground conditions or contours, or both.*

OJ suggested a conversation take place this week with Mr. Marlowe informing him of the complaint that the town received; see if either of the land clearances have triggered a Storm Water Management plan, and the need for a Land Use Compliance Certificate if he is going to be building on the lot(s). Planner Bont will follow-up with Ms. Moser after these questions have been answered.

SELECTMEN'S BUDGET DISCUSSION *cont'd at 6:57pm*

Water Treatment Plant: Tammy asked if the Loon Pond Dam is scheduled for a cleaning (Floccing) in 2024, and if so, should they put money in the budget for this. Tammy also questioned if they should put additional money into the budget for trainings/dues & travel conferences since Water Works Operators have years of education and training certification levels to achieve. Carina will speak with Director Hadaway to get this information. Tammy commented as a side note that they should discuss putting additional money in the Public Works budget that contributes to all/part of the costs for an employee to obtain their CDL (commercial driving license) since the rules and costs have changed substantially over the past year, and this may help attract applicants and help fill the vacant job openings in the Public Works Dept.

Health Agencies: The Board reviewed the Health Agencies appropriations requested by the individual agencies. Linwood Ambulance has requested an additional \$12,500.00. There are several agencies that have yet to submit their funding requests.

Library: The Library is proposing a 6% wage increase for its employees. Tammy was not comfortable with this increase when all other town employees will be receiving 4% and recommended reducing the bottom line of the library budget by \$4,811.00 (the Library Trustees are responsible for the Library Budget – the Selectmen can change the overall “bottom line”). OJ noted that the electricity is substantially underspent and suggested they recommend a reduction in that line down to \$3,000 and reduce the budget by \$4,300.00. Carina recommended that the Trustees considered looking at the individual library employees’ wages, and increasing them to be more comparable with today’s livable wages. Tammy proposed reducing the budget by \$2,405.00 (represents decrease in wages), and \$4,300.00 (represents decrease in electricity) which will bring the bottom-line total to \$181,917.00 (total decrease will be \$6,705.00). OJ suggested that the Trustees present to either the BOS or the Budget Committee a list of what the library employees current wages are; what they would make with a 4% increase, and what they would make with a 6% increase to determine if the wages need to be adjusted rather than a standard 4% increase.

Patriotic Purposes: The Board discussed purchasing banners for Route 3 out of this year’s budget with the remaining funds (\$2,400.00).

VIII. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (e)

There was no Non-Public Session

IX. 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: Tamra Ham

Second: Jack Daly

All in favor.

The meeting adjourned at 7:55 p.m.


Respectfully Submitted,
Jane Leslie

Approval Date: December 18, 2023


Chairman O.J. Robinson


Tamra Ham


Jack Daly



RESOLUTION TO ADOPT NEW FEMA FLOOD INSURANCE RATE MAPS AND FLOOD INSURANCE STUDY

Pursuant to RSA 674:57, by resolution of the Board of Selectmen, all lands designated as special flood hazard areas by the Federal Emergency Management Agency (FEMA) in its "Flood Insurance Study for the County of Grafton, NH" dated February 8, 2024, together with the associated Flood Insurance Rate Maps Panels 33009C0290F, 33009C0295F, 33009C0315F, 33009C0320F, 33009C0330F, 33009C0340F, 33009C0345F, 33009C0410F, 33009C0430F, 33009C0435F, 33009C0440F, 33009C0441F, 33009C0442F, 33009C0443F, 33009C0444F, 33009C0453F, 33009C0455F, 33009C0460F, 33009C0461F, 33009C0465F, 33009C0470F, 33009C0480F, 33009C0485F, and 33009C0490F dated February 8, 2024 and 33009C0310E dated February 20, 2008, are declared to be part of the Town of Lincoln Floodplain Management Ordinance and are hereby incorporated by reference.

Approved by the Board of Selectmen of the Town of Lincoln this 4th day of December, 2023.

Orrin J. Robinson – Chairman

Tamra Ham – Vice Chairman

John "Jack" Daly – Selectman

ATTEST/AUTHENTICATE:

By: _____
Kristyn Brophy
Town Clerk, Town of Lincoln, NH

