

**LINCOLN BOARD OF SELECTMEN'S
MEETING MINUTES
NOVEMBER 22, 2021 – 5:30PM
LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH**

APPROVED

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

Staff Present: Fire Chief Ron Beard and Executive Assistant Jane Leslie

Public Present via Zoom: Ryan Fairbrother, Paul Beaudin, David Beaudin and Christine Mooney

Public Present: Jim Welsh and Debbie Celino

I. CALL TO ORDER

Chairman Robinson called the meeting to order at 5:25 p.m.

II. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (c) Personnel

MOTION: “To go into Non-public session pursuant to RSA 91-A:3 (III) (c) Personnel Issue.

Motion: OJ Robinson

Seconded: Tamra Ham

All in favor

The Board of Selectmen went into Non-public session at 5:30 p.m.

MOTION: “To re-enter public session.”

Motion: Jack Daly

Seconded: OJ Robinson

All in favor

The Board of Selectmen came out of Non-public session at 5:45 p.m. and resumed their Selectmen's meeting.

III. APPROVAL OF MEETING MINUTES FROM PREVIOUS MEETING

MOTION: “To approve the BOS public meeting minutes of November 15, 2021 as amended.”

Motion: Tamra Ham

Seconded: Jack Daly

All in favor

MOTION: “To approve the BOS non-public meeting minutes of November 15, 2021 as presented.”

Motion: Tamra Ham

Seconded: OJ Robinson

All in favor

III. SOUTH PEAK PERMITS

The board discussed the permitting process for South Peak Development and reviewed a memorandum submitted by Planner Carole Bont. Robinson discussed the original basis for design for the South Peak Resort Development submitted by Centex Destination Properties in September 2007 (see attached). Robinson also explained that the Board of Selectmen's Development Agreement and Planning Board approval at that time had agreed upon 337k gpd (gallons of water per day) for the proposed 1,018 units (at build-out) which is all the Town is required to provide to the development. Robinson noted that it will take many years for South Peak Development to reach the 1,018-unit build-out, and when they do reach it, the Town can re-visit this and determine if they want to provide more water, even though there is no obligation to do so. The board also discussed Alteration of Terrain permits (AoT) which are based on 4k square feet of impervious surface per lot, and the town's Stormwater Management Ordinance.

The board agreed to review Town Planner Bont's memorandum and other documentation that she provided to the board, and put this back on the BOS agenda for December 6th.

Paul Beaudin commented that the difference between bedroom usage and the number of bedrooms per unit needs to be analyzed further to determine if it will be a seasonal home; a short-term rental property, or a full-time residence. Beaudin added that if/when the methodologies change, they may also want to look at a master plan update. Beaudin noted that the maintenance of the stormwater management systems is paramount to how the system performs, and Beaudin feels that most of these systems have had little to no maintenance on them, and the Town should take a closer look at this because the stormwater system is based on a specific design. Robinson responded that the gpd (gallons per day) that is in the basis of design is based on full-time residential use (e.g., single-family home with 4-bedrooms is based on 150 gpd per bedroom). The board agreed to review all of the documentation that Planner Bont submitted to the board, and to discuss further in two (2) weeks on December 6th.

IV. OLD/NEW BUSINESS

Town Managers Report

There was no Town Manager's Report.

NEW BUSINESS

Part-Time Tax Collector:

Chairman Robinson read the new ad for a part-time Tax Collector (*see attached*). This position will be part-time (12-20 hours per week) with the potential to become a full-time position.

2022 Budget Items:

Robinson noted two items he wanted to discuss for the upcoming budget: (1) NH Highland Games, and, (2) Short-Term Rental Administration. The board discussed adding a line item for a town contribution amount for the Highland Games (per their recent request). The board also discussed a line item for a third-party to oversee the short-term rental management in the town. The board agreed to meet next Monday, November 29th at 5pm to hold a budget work session (public meeting with no public input) prior to the scheduled BOS meeting.

Town Christmas Event:

Robinson asked if there were any plans for a holiday party this year. There was a brief discussion and Selectman Ham offered to check on a few possible options for a location. It was noted that the budget for the holiday party was cut by 50% (from \$5k to \$2,500).

Kanc Rec Town-Owned Land:

Selectman Daly commented to the board that he had spoken with two residents who asked if the town land near the Kanc Rec could be put back on the BOS agenda for another discussion. The board agreed to put this on next week's agenda (11/29). Robinson suggested Recreation Director Tara Tower be invited to the meeting (either in-person or via Zoom).

Application for reimbursement – State/Federal Forest Lands:

The Board of Selectmen signed the application for property tax exempt state/federal-owned properties in town (Franconia Notch State Park, Fay State Forest, Second Presidential State Forest, and White Mt. National Forest).

OLD BUSINESS:

Planning Board CIP Public Hearing

Paul Beaudin noted that there will be a CIP Public Hearing on Tuesday, November 23, 2021 at 6pm.

Steven Bomba Memorial Spaghetti Dinner:

Selectman Ham informed the board that the memorial dinner held last Friday night was awesome and everyone had a great time. The Common Man Restaurant donated all of the spaghetti and sauce, and the InterAct Club made meatballs. The proceeds from this event benefit the Steven Bomba Scholarship Foundation.

Public Safety Building RFQ:

Selectman Ham clarified to the board that when she was discussing the RFQ for the proposed Police/Fire Building during last week's BOS meeting (11/15), she had stated that there were no costs involved with the RFQ other than advertising, however, once the responses come in, there will be expenses relative to completing the tasks outlined within the RFQ. At that point, once they have the winning bid, they would put this on the warrant article for the amount of the bid for a town meeting vote.

Public Participation

Christine Mooney addressed the board in reference to her assessment letter she received on 11/19 from the town's assessors, and explained that when she called the assessor to schedule an appointment to discuss an appeal on the assessed value, she was told that they have no appointments available and the deadline is Friday to appeal. Selectman Ham asked Ms. Mooney to email Town Hall with her contact information and she would follow-up on this with the assessors tomorrow. Robinson explained that the problem is that the assessors have been rushing in an effort to get the town's tax bills out, and everything was delayed due to the town-wide reval.

V. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (a,c,e,j) Legal Update(s)

MOTION: "To go into Non-public session pursuant to RSA 91-A:3 (III) (c) Legal Update(s).

Motion: OJ Robinson

Seconded: Tamra Ham

All in favor

The Board of Selectmen went into Non-public session at 6:55 p.m.

MOTION: "To re-enter public session."

Motion: OJ Robinson

Seconded: Jack Daly

All in favor

The Board of Selectmen came out of Non-public session at 7:45 p.m.

VIII. ADJOURNMENT

After reviewing 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

All in favor.

The meeting adjourned at 7:45 p.m.


Respectfully Submitted,
Jane Leslie

Approval Date: November 29, 2021


Chairman O.J. Robinson


Tamra Ham


Jack Daly

November 22, 2021
Board of Selectmen's Meeting
Please PRINT Legibly

Debbie Celina

(Print Name)

Jim Welsh

Debbie Celina

(Sign Name)

Jim Welsh

**CENTEX DESTINATION PROPERTIES
SOUTH PEAK RESORT – WATER SYSTEM IMPROVEMENTS
BOOSTER STATION AND HIGH PRESSURE ZONE RESERVOIR
BASIS OF DESIGN
September 2007**

Introduction

Centex Destination Properties (CDP) is planning a multi-phased development known as South Peak Resort on approximately 311 acres of land adjacent to Loon Mountain Ski Area in Lincoln, New Hampshire. The development is proposed to be served by municipal water by extending / looping the Lincoln water system. The build out of the South Peak Resort development is currently envisioned at approximately 1,018 units.

Schedule

CDP wishes to develop the parcel in a number of phases. The first phase of development (67 single family lots) has been completed. The second phase of development, Riverside Terraces – Phase IIA consists of seven 8-unit townhouse condominiums along South Mountain Road and is currently under construction. Riverside Terrace Buildings #8-#22 (fifteen 8-unit townhouse condominiums (120 units)) and the East Branch Lodge (formerly known as H-1), a 63-unit condo-hotel building within the Timberline Village Condominium, have been approved, but are not under construction. Crooked Mountain Woods – Phase 2, a 26 single family lot subdivision, has also been approved. Crooked Mountain Woods – Phase 3, a 27 single family lot subdivision, is currently in design and permitting. The exact nature of subsequent phases is unknown at this time and will depend on a number of factors, but is anticipated to occur over the next several years.

Existing Water System

The Lincoln water system is comprised of three general zones. The first is the system supplied by the Forest Ridge tank. A second zone in the system is supplied by the Loon Village storage tank. The third is the system supplied by the Flume tank. The Flume tank supplies water to the area on Route 3 above the Boyce Brook booster pump station. The Loon Village tank supplies water to the system east of the existing filter plant including the Village At Loon Mountain and the Beechwood development(s). The remainder of the system (the majority of the town) is served by the Forest Ridge tank.

Proposed Water System Extension

The proposed water system extension includes approximately 9,800 linear feet of twelve inch ductile iron water main extending from the East Branch crossing along the proposed South Peak / Crooked Mountain Road to connect to the 12

inch water main on South Mountain Road installed as part of the Phase I (67 lot subdivision) in 2006. The proposed extension will provide domestic water supply as well as fire protection by use of fire hydrants and sprinkler systems installed in the multi-family condominium units.

Approximately 27 of the 67 single family lots in the Phase I development and 25 of the single family lots in Crooked Mountain Woods - Phase 3 are above the elevation (approx. 950.0) which can be served by the Forest Ridge tank. Additionally, upon completion of the high pressure zone, the lots in Crooked Mountain Woods - Phase 2 will be served by the high pressure zone because the high pressure main must pass through Phase 2 to service Phase 3. In order to service up to 27 single family lots in any of these developments a booster pump station has been designed to supply domestic water service. As part of the South Peak Resort development, CDP wishes to construct more units at approximately the same elevation as the initial 27 lots requiring a boosted system. For the additional units a future 300,000 gallon precast concrete South Peak storage tank has been proposed. This tank is intended to provide storage for domestic demand and fire protection for future phases of development at South Peak Resort which cannot be serviced by the Forest Ridge tank.

The booster pump station has been designed for two scenarios. The first is to supply domestic water service to up to 27 single family lots not serviced by the Forest Ridge tank. Because no storage is proposed in this scenario, the pumps need to supply the peak demand for the 27 lots. For the first construction scenario the booster pump will be run off a pressure switch that will provide adequate pressure to the 27 single family residences for peak hourly demand. The second scenario will require the pump control panel to be modified to allow the pumps to be run off of a timer and/or the level of the proposed South Peak storage tank.

The booster station pumping units have been designed around duplex Aurora centrifugals with variable frequency drive units, each pump capable of 150 gpm. In addition, a smaller jockey pump will be provided for water supply as individual homes come on line. The purpose of the jockey pump is to avoid the need to use the larger 150 gpm pumps to serve a small number (e.g. 1-5) homes. Information on the pumping units can be found in the attached specifications.

The design conditions are as follows:

Scenario - I -27 Single Family Lots

Average Daily Demand (ADD) 27 units x 600 gpd/unit = 16,200 gpd

16,200 gpd x 1 day/1440 minutes = 11.25 gpm

Peak Hourly Demand 11.25 gpm x 10 (peaking factor) = 113 gpm

Pump Station slab elevation = 966.5

Highest Phase I User Elevation = 1070.00 (minimum pressure to maintain = 45 psi)

Minimum Pump Suction pressure = 35 psi (worst case scenario with filter plant discharge pumps off and Loon Village booster pump on)

Design Point 150 gpm @ 140 ft +/- TDH (worst case head calculated for Scenario-II)

Scenario – II – Full Buildout with 300,000 gallon storage tank (high pressure zone)

Required Storage:

Required Storage for 24hrs of demand - Average Daily Demand (ADD)

| | |
|-----------------------------------------------|------------------|
| 27 Phase I single family units | 16,200 gpd |
| 53 Crooked Mountain Woods single family units | 31,800 gpd |
| 19 Crooked Mountain Woods townhomes | 5,700 gpd |
| G Lift Base Area commercial | 16,250 gpd |
| 145 G Lift condo hotel units | 30,450 gpd |
| 24 G Lift townhome units | <u>7,200 gpd</u> |
| | 107,600 gpd |

Required Storage in Event of Fire = 1,500 gpm x 120 minutes =
180,000 gallons

Total Required Storage = 107,600 gal + 180,000 gal = 287,600 gallons

Provided Storage = 340,000 gallons

Pump Capacity: 107,600 gpd x 1 day/1440 minutes x 2 (peak factor) =
149 gpm (pump sized for 150 gpm in Scenario - I)

Pump Station slab elevation = 966.5

Tank Slab elevation = 1142.00

Pump on elevation = 1175.00

Pump off elevation = 1185.00

Highest user elevation = 1070.00 (min. pressure with pumps off = 45 psi)

Minimum Pump Suction pressure = 35 psi (worst case scenario – filter
plant pump off and Loon Village pump on)

Design Point 150 gpm @ 145 ft +/- TDH (head calculated to future tank)

South Peak Development – Full Buildout Water Supply Demand

A breakdown of the full build out average day demand for all the proposed development at South Peak (low and high pressure service) is outlined in the following table.

South Peak - Residential Demand

| Residential Unit Description | No. of Units | No. of Bedrooms per Unit | Flow per Bedroom | Demand |
|------------------------------|--------------|--------------------------|------------------|-------------|
| Condo / Hotel Units | 546 | 1.75 | 120 gpd | 114,660 gpd |
| Multi-Family Units | 312 | 2 | 150 gpd | 93,600 gpd |
| Single Family Units | 160 | 4 | 150 gpd | 96,000 gpd |
| | 1,018 units | | | 304,260gpd |

South Peak – Commercial Demand

| Residential Unit Description | No. of Units | | Flow per Unit | Demand |
|------------------------------|--------------|--|---------------|------------|
| The Club | 1 | | 16,250 gpd | 16,250 gpd |
| G Lift Base Area | 1 | | 16,250 gpd | 16,250 gpd |
| | | | | |

32,500gpd

Total South Peak Flow

336,760 gpd



Town of Lincoln



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Phone: 603-745-2757 • Fax: 603-745-6743 • E-mail: Townhall@lincolnnh.org • Office Hours: Mon-Fri 8am-4:30pm

Part-Time Tax Collector Employment Opportunity

The Town of Lincoln, NH is looking for a part-time Tax Collector (approximately 12-20 hours per week) to perform administrative and technical work involving the collection of all taxes due to the town. Performs all other related work as required. Responsible for all duties related to the collection of Town taxes that have been committed by the assessors and finance, including real estate taxes, excise taxes, and personal property taxes. Prepares and sends out periodic billings; prepares and sends demand notices to delinquent taxpayers and initiates appropriate action as necessary. Prepares municipal lien certificates. Receives payments from taxpayers in person, by online credit card payments, and by mail. Maintains all appropriate records. Balances and reconciles receivables to cash receipts and bank deposits. This position has the potential to become a full-time employment opportunity for the right candidate. Pay rate is commensurate with experience.

For detailed job requirements and to apply for the position, please visit <http://www.lincolnNH.org/HumanResourceDept>. The Town of Lincoln is an EOE.

Please submit a letter of intent and resume to:

Town Manager's Office
Part-Time Town Collector Search
PO Box 25
Lincoln, NH 03251

This position will remain open until filled.