

**LINCOLN BOARD OF SELECTMEN'S  
MEETING MINUTES  
DECEMBER 20, 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:** Town Manager Carina Park, Fire Chief Ron Beard, and Police Chief, Chad Morris

**Excused:** Executive Assistant, Jane Leslie

**Public Present via Zoom:** Paul Beaudin.

**Public Present:** *There was no public present*

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## **I. CALL TO ORDER**

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

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## **II. APPROVAL OF MEETING MINUTES FROM PREVIOUS MEETING**

**MOTION:** “To approve the BOS public meeting minutes of December 13, 2021 as amended.”

**Motion:** Tamra Ham

**Seconded:** Jack Daly

**All in favor**

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## **III. OLD/NEW BUSINESS**

### **Budget Discussion:**

The Board reviewed revisions made to the 2022 budget to confirm the accuracy of the proposed budget. The Board discussed alternatives to the town holiday party. Member Daly proposed gift cards in lieu of a party. Vice Chair Ham commented that town employees and board members that don't normally interact get to meet at the gathering which all agreed is important. The Board also reviewed the town hall building maintenance budget, police department budget, and patriotic purposes budget trimming \$19,000 from the proposed budget. The overall proposed budget being presented to the Budget Committee is a \$600,000 increase over the previous year. Over \$200,000 of that increase is personnel administration (wages/benefits/retirement contributions) which is money well spent for the town's dedicated and experienced employees.

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

#### **Abatement**

Town Manager Carina Park informed the Board that there is an abatement that needs the Board's approval. The abatement is being requested as CNP transposed a decimal point and valued a 176,000 property at 1.7 million. Once this abatement has been made, Finance Director Hart will issue a supplemental tax bill and necessary adjustments to the MS-1 will be made.

#### **Locality Equipment Program Funds**

Town Manager Park informed the Board that there is a program available through the NH Locality Equipment Program Fund which offers \$50,000 to municipalities to purchase equipment which can be used to combat the pandemic. Town Manager Park has spoken with Fire Chief Beard and Police Chief Morris and they plan to meet to discuss potential qualifying projects. Town Manager Park plans to include this project in the 2022 budget as the funds require a 10% municipal match. The Town has until June to apply.

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## **Grafton County Broadband Committee**

Town Manager Park stated that the commissioners have recently approved an allocation of \$250,00 for the first phase of engineering for the head end connections for 17 of the 39 towns of which Lincoln is one. That high level design will be paid for by the County to connect the town to the County's high speed fiber optic cable. The Board will need to decide on where they would like this cable connection to be located (town hall/school/fire station etc.). Chairman Robinson questioned the timing on this. Town Manager Park replied that the first phase will begin construction this summer with the completion of the entire project in two years. Further discussion ensued.

### **NHDES Grants for Public Works Projects:**

Town Manager Park and Public Works Director Hadaway met with Sam Kenney of Weston & Sampson to discuss grants that the Town could potentially apply for specifically for the proposed new water storage tank. Mr. Kenney informed them that a capital asset grant would be a good fit for this project as it's improving on the Town's current infrastructure. Applications are due mid-January. Mr. Kenney will draft the application on behalf of the Town for a nominal amount.

### **Lincoln Property Revaluation:**

Chairman Robinson confirmed that the contact information for the Town's assessors is on the town website. The Board would like Town Manager Park to ensure that property owners are aware that they may contact the Town's assessors, Commerford Neider Perkins (CNP) with any questions on their new valuation. The Board suggested an email blast, contacting the White Mountains Chamber of Commerce, and posting the information around Town to get the word out. The Board would like this information posted on the home page of the Town's website.

### **Water Tap Fees**

Vice Chair Ham would like the Board to take a look at the water tap fees as there is no mechanism in the fee schedule for charging for additional hookups like a second dishwasher, hot tubs, an in-law kitchen or additional appliances. Town Manager Park has put this on the agenda for the January 10, 2022 Selectmen's meeting at Vice Chair Ham's request. The Board requested that Planner Bont draft revisions to the schedule.

### **West Street Gate**

Member Daly brought up the replacement of the gate on West Street. He stated that residents and business owners have brought the matter of the placement of the gate (in different locations) to his attention which could be a point of contention. Chairman Robinson suggested Public Works Director Hadaway recommend a placement of the gate and provide this information to the Board as well as the property and business owners.

### **Building Permit Matter**

Member Daly was also approached by a property owner who informed him that he has been waiting six months for a building permit and additionally has an issue with flat roof structure / deck that may have snow load bearing issues. Chief Beard updated Member Daly on the status of this property. The Board was satisfied that Town staff are providing the appropriate and professional oversight of the project.

## **Municipal Parking Lot**

The Board discussed the best way to deal with vehicles being left overnight in the municipal lot behind the fire station. Chief Morris and Chief Beard recommended rewriting the traffic management ordinance to allow for greater enforcement/ticketing capabilities as overnight parking is not allowed in this lot. The Board asked that Police Chief Morris provide the Board with revised language for amending the ordinance.

## **Tax Collector Update**

Town Manager Park and Finance Director Hart have been filling in for the interim Tax Collector while she is on vacation. All tax payments are being posted daily and phone inquiries addressed.

## **Upcoming Select Board Meeting**

The next meeting of the Board will be held on January 3, 2022.

## **Public Participation**

No public comment was made during this time.

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### **IV. 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**

**Motion: Jack Daly**

**Seconded: Tamra Ham**

**All in favor**

The Board of Selectmen went into Non-public session at 7:14 p.m.

**MOTION: "To re-enter public session."**

**Motion: Tamra Ham**

**Seconded: Jack Daly**

**All in favor**

The Board of Selectmen came out of Non-public session at 7:35 p.m.

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### **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: Tamra Ham**

**Second: Jack Daly**

**All in favor.**

The meeting adjourned at 7:40 p.m.

Respectfully Submitted,  
Jane Leslie

Approval Date: December 20, 2021

  
Chairman O.J. Robinson

  
Tamra Ham

  
Jack Daly

