

LINCOLN BOARD OF SELECTMEN'S  
MEETING MINUTES

**APPROVED**

FEBRUARY 28, 2022 – 5:30PM

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

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

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**Board of Selectmen Present:** Chairman OJ Robinson, and Selectman Jack Daly

**Selectman Present via Zoom:** Vice Chair, Tamra Ham

**Staff Present:** Town Manager Park, Fire Chief, Ron Beard and Executive Assistant Jane Leslie.

**Public Present:** Moderator, Robert Wetherell, Rodger Harrington, Debbie Celina and Jim Welsh

**Public Present via Zoom Video Conferencing:** Paul Beaudin, David Beaudin, and Michael Weden

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## **I. CALL TO ORDER**

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

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

**MOTION:** “To approve the BOS meeting minutes of February 14, 2022 as presented.”

**Motion:** Jack Daly

**Second:** Tamra Ham

**All in favor.**

**MOTION:** “To approve the Non-public BOS meeting minutes of February 14, 2022 as presented.”

**Motion:** Tamra Ham

**Second:** Jack Daly

**All in favor.**

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## **III. MARCH TOWN MEETING *Discussion with Moderator Wetherell***

Moderator Wetherell joined the meeting to discuss the upcoming March 8<sup>th</sup> Town Meeting warrant articles and protocols. Wetherell explained that at the time he had submitted the *Moderator's Rules of Procedures* for the Town Report, he was not aware that the State of NH would be recommending that the public **no longer** needs to wear face masks (optional only), or that the CDC would also recommend that 70% of Americans no longer need to wear masks indoors either. Wetherell's recommendation is that the Town also move to “recommend” mask wearing but not a *requirement*, and voice votes when necessary. Selectman Daly asked if the school has a policy or mandate on mask wearing? Selectman Ham commented that the School Board will be meeting on Sunday, March 6<sup>th</sup> (prior to the children returning from winter vacation) and it appears to be the consensus of the School Board that they will be removing the mask mandate and making it “mask-optional.” There was a brief discussion on establishing an option for a separate section for participants who choose to wear masks and social distance, and Wetherell feels that this should definitely be an option to accommodate these people as well.

The Board reviewed who would be presenting on the individual warrant articles, and Moderator Wetherell reminded the Board that two (2) Selectmen must be present at all times during elections and the business meeting to keep the town in compliance.

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## **IV. OLD/NEW BUSINESS**

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

#### **The Landing Alteration of Terrain (AoT) Permit:**

Town Engineer, Ray Korber submitted an email to the Board (*see attached*) after reviewing the AoT application for The Landing, Phase II project as it relates to the Land Use Authorization (LUP) process. Essentially, the basis of design for the Landing subdivision is that all single-family house lots in Phase II

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mitigate stormwater on-site for the 10 & 50-year storm events. Therefore, for LUP's for the Landing Phase II, Korber is recommending that all lots mitigate stormwater in compliance with the criteria specified in the AoT Application and the Town's Stormwater Management Ordinance, or both, *whichever is more stringent*.

#### **South Peak Water Storage Tank:**

Weston & Sampson (W&S) Project Engineer Sam Kenney spoke with the US Forest Service (USFS) on February 25<sup>th</sup>. District Ranger, Brooke Brown continues to be supportive of this project and collaborating with the Town. The USFS is waiting on a final determination as to whether or not they can accept the "temporary construction easement," however, it does appear that this could potentially happen. There is also discussion about scheduling a meeting with the District Ranger, the Town, Mark Bogosian (Developer), and Weston & Sampson so that it is clear of what is needed from everyone to get this done and ready for the Fall Project Meeting.

#### **Lost Revenue: ARPA Funds:**

Town Manager Park updated the Board that the first quarter reporting period for the ARPA funds is approaching, and she wanted to confirm the Town's intent to report the funds as "Lost Revenue". The benefit to this is Treasury reporting requirements for this project, making it much easier when compared with those for the infrastructure expenditure category.

#### **MOTION: "To report the ARPA funds as lost revenue."**

**Motion: Jack Daly                      Second: Tamra Ham                      All in favor.**

Chairman Robinson noted that there will be a webinar on Friday, March 4<sup>th</sup> at 11am hosted by the NH Municipal Association (NHMA) and the office of Congresswoman, Annie Kuster discussing the new funding sources that will be coming online relative to ARPA and other funds.

#### **Commerford Neider Perkins (CNP) Revaluation Contract (2022-2026):**

Town Manager Park and Finance Director Johnna Hart are proposing amending the late penalty fees for the new CNP Contract (for revaluation services) from \$50 per day to \$100 per day. Park explained that historically CNP has failed to meet the November 1<sup>st</sup> deadline, and this will hopefully incentivize them to fulfill their contractual obligations to the town in a timely manner. Selectman Daly questioned what the threshold was for penalty fees (if there are any) and if they could charge \$500 per day? Park to investigate further and follow-up with the Board. Ham asked if there was a deadline for signing the contract? Park did not think so, but noted that the Board will probably want to have it signed within the next couple of weeks prior to the tax year beginning (April 1<sup>st</sup>).

#### **NHDES Energy Improvements Grant:**

The Town of Lincoln was *not* selected for the NHDES Energy Improvement Grant; however, the Town still has the \$40k rebate from the NHEC to make improvements. Robinson questioned how long the Town has to spend the \$40k in order to receive the rebate? Park was not certain; however, she would read through the contract and confirm the same.

#### **Grafton County Broadband Committee (GCBC)Update:**

Park explained that the GCBC has submitted a third ARPA fund request to the County to provide detailed level designs for last-mile connections (fiber to all homes & businesses) for all 39 towns in the County. The design package for Lincoln is estimated at \$62,818 (this is the amount of money that the County will "gift" to the Town of Lincoln) which is money that the Town can utilize to accomplish any future projects. Daly questioned if there would be any burden on to the taxpayer, and Park explained that there would not be any burden on the taxpayers, and if approved by the County, it would considered a "gift" from the county to the Town of Lincoln should the Town ever decide to build-out its fiber optic network.

**Chenard Litigation:**

Park informed the Board that the Joe Chenard letter was sent out last week to confirm the April inspection date, as well as inform Mr. Chenard of the \$50 per day penalty fee.

**Tax Collector's Position:**

Park informed the Board that Planning Assistant, Lisa Peluso has begun training with the interim Tax Collector, Sandy Dovholuk on Tuesdays and Thursdays to take over the Tax Collecting position. Park further explained that she has spoken with Planner Carole Bont and Ryan Fairbrother concerning the redistribution of some of Lisa's current responsibilities, which is still in its early stages.

**BOS Meeting on the eve of Town Meeting:**

Park asked if the Selectmen traditionally meet on the eve of Town Meeting. Robinson responded that they have in the past, however, it is typically a short meeting.

**Current Mask Requirement in Town Buildings:**

Park feels that the Town should move towards a mask "recommendation" rather than requirement in all municipal buildings in light of recent masking changes from both the State of NH and the CDC. Daly asked Park if she has discussed this with town staff to see how they feel about interacting with the public and not wearing a face covering? Park replied that she had not, however, she feels that the consensus is that those who are comfortable not wearing a mask won't, and vice versa.

**Police/Fire Building Brochure:**

Park presented the Selectmen with a copy of a brochure that she designed for the warrant article for the proposed conceptual design services for the Police/Fire Facility (see attached).

**NEW BUSINESS:****School District Meeting – Postponed:**

Selectman Ham announced that the School District Meeting has been postponed to March 24, 2022. Ham explained that there was a total of nine (9) petitioned warrant articles submitted, however, two (2) of them did not have the required number of signatures, and seven (7) of them *will* go on the ballot. Two of these seven warrant articles require public hearings that they were not aware of. One of these articles includes a tax cap, which means that there must be a public hearing in each of the Towns (Lincoln & Woodstock) so Woodstock's public hearing is scheduled for Monday, March 7<sup>th</sup> at 6pm at Woodstock Town Hall, and Lincoln's public hearing is scheduled for Wednesday, March 9<sup>th</sup> at 6pm at Linwood Elementary School – multipurpose room. The District Meeting has been rescheduled to Thursday, March 24<sup>th</sup>.

**Public Participation:**

Jim Welsh asked if the pamphlets for the Police/Fire Station were going to be inserted into the individual Town Reports that the Public Works Department will be hand-delivering. Park responded that the Town Reports will be available tomorrow, however, she did not think that the plan was for the Public Works Department to be handing them out door-to-door. Park explained that the books will be dropped off at key locations (Community Center, Lincoln Green) and each of them will have the brochure inside. Jim Welsh responded that the Public Works Department has handed out the Town Reports for years, and if they are not doing this, there are going to be a lot of people that will never see the book or pamphlet. Selectman Ham commented that the only reason Public Works did not hand them out last year was because of the pandemic, however, in light of the rescinding of the mask mandates, and low transmission numbers, she feels that Public Works needs to go back to hand-delivering the books. Ham added that if any of our elderly residents need to have the report delivered, we need to ensure that this happens.

Roger Harrington asked if there had been any changes with the retention ponds up at Forest Ridge and where things stand. Chief Beard responded that Ray Korber has received the as-builts, however, they are a little undersized and he is waiting for Horizons to re-run the calculations to make sure that they are going to operate as designed.

Jim Welsh asked if there are any grants available to help with cleaning up the entire brook? Welsh explained that since he has done work on the brook near his house, he has not had any problems.

Roger Harrington asked what was going on with Assessors because he had a problem with his reval and had called CNP to discuss his assessment and never heard another word from anyone. Town Manager Park responded that the deadline for abatements is March 1<sup>st</sup> (tomorrow) and the Town has until July 1<sup>st</sup> to render a decision through the formal abatement process, and at that time if it is determined that the property was over-assessed and the owner over-paid, the difference will be returned to the property owner along with 6% interest. Park explained that she has approximately 15 abatement requests on her desk submitted by individual property owners, and CNP may be writing up formal abatement requests in-house and then submitting them to the Town at a later date (prior to July 1<sup>st</sup>). Robinson suggested that Park reach out to CNP to verify that they are processing abatement requests in-house, and to obtain an exact number of how many abatements they have processed that the town has not seen yet. Robinson asked if CNP has rendered a recommendation on the 15 abatement requests that she has on her desk? Park responded that not as of yet, but they are working on them.

Paul Beaudin asked if all of the drainage repairs would be done on “all” of lower Black Mountain Road this year? Daly responded that he had discussed this with DPW Director Hadaway this morning, and was told that this is on his spring project list.

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## **VI. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (c) Single Personnel update**

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

**Motion: OJ Robinson**

**Second: Jack Daly**

**All in favor.**

The BOS went into Non-public session at 6:30 p.m.

**MOTION: “To re-enter public session.”**

**Motion: Tamra Ham**

**Second: Jack Daly**

**All in favor.**

The Board reconvened public session at 6:50 p.m.

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## **VII. 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: Jack Daly**

**Second: Tamra Ham**

**All in favor.**

The meeting adjourned at 6:50 p.m.

Respectfully Submitted,  
Jane Leslie

Approval Date: March 7, 2022

  
Chairman O.J. Robinson

  
Tamra Ham

  
Jack Daly

**February 28, 2022**  
**Board of Selectmen's Meeting**  
**Please PRINT Legibly**

Jim Walsh  
(Print Name)

Debbie Celino

Robert Wetherell

Jim Walsh  
(Sign Name)

Debbie Celino

Robert J Wetherell







PD Inadequate Storage-Jail Cell used as Uniform Closet.



PD Water Damage throughout 1<sup>st</sup> Floor

# Support Your Local Police & Firefighters-Vote Yes on Article 7!

## Town Meeting is on March 8th

Please come out and support your local Police and Firefighters by voting YES on Article 7.

"To see if the town will vote to raise and appropriate the sum of Forty Thousand dollars (\$40,000.00) for Conceptual Design Services for a new Police/Fire Station. The scope of services will include an existing

Facilities Evaluation and Needs Assessment, Conceptual Designs, and Community Education and Outreach Program. The Selectmen and the Budget Committee recommend this article. Tax

Impact: \$ .03/per thousand."

### Contact Us

Phone: 603-745-8757

Email: [townmanager@lincolnnh.org](mailto:townmanager@lincolnnh.org)

Web: [www.lincolnnh.org](http://www.lincolnnh.org)



## Town of Lincoln Police & Fire Station

Conceptual Design

Service-Request for

Qualifications

## Background

The current Police and Fire Stations are aging and need significant repair. The existing facilities do not adequately serve the needs of the departments or community. The Building Committee believes that combining the Police and Fire Department facilities and increasing the useable square footage for each department is the best direction. We propose constructing a new Police and Fire station complex on the Town-owned 2.8 acre property at the intersection of Pollard Road and Mansion Hill Road.

## RFO-Conceptual Design

The Conceptual Design is crucial to the Town's success in being awarded grant funding to complete the project.

With the funds approved at Town Meeting, we plan to complete the following scope of services:

- Existing Facilities Evaluation & Needs Assessment- Evaluate the space of the existing Police and Fire Departments, identifying physical and operational issues of space quality, layout, and detail.
- Conceptual Design- The concept design will be based on current and future needs and will include all site requirements (parking, access/egress, landscaping, lighting, etc.); floor plans, building elevations, and 3-D images to accurately exhibit the size, scope and conceptual design of the facility.
- Community Education & Outreach Program



FD Vehicle Bays-Large Foundation & Drywall Cracks.



FD Gear Storage/Shower & Restroom Facilities-Not adequate. Not designed to accommodate both male & female firefighters.



FD Vehicle Bays-Limited Space. 14-24" between door & bumper.



PD Current Squad Room- Not adequately sized. Multiple Patrol Officers share each workstation.



PD Current Locker Room/Restrooms-Not designed to accommodate both male & female officers.



PD Limited Storage Capacity- Hallways being used for overflow storage.



**From:** [rkorber@kvpilc.com](mailto:rkorber@kvpilc.com)  
**To:** [Town Manager](#)  
**Cc:** [Planning; Fire](#)  
**Subject:** The Landing-AoT Application Review and LUP Process  
**Date:** Thursday, February 24, 2022 5:49:25 PM  
**Attachments:** [Documentation From The Landing Phase 2 AoT Application.pdf](#)

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Hi Carina -

As requested, we have reviewed the Alteration of Terrain Permit (AoT) Application for the subject project as it relates to the Land Use Authorization Permit (LUP) process. Based on our review, please note the following:

- The basis of design for the Landing subdivision is that all single family house lots in Phase 2 (Back Forty Road and a portion of Buck Road) mitigate stormwater on-site for the 10- and 50-year storm events. The documentation specifically cites that "...each new home in Phase II will provide on-site treatment and infiltration...".
- According to the drainage analysis, the stormwater management facilities installed for the subdivision were designed to handle roadway runoff only. The drainage analysis specifically excluded runoff from the house lots to the subdivision's drainage system.
- Attached are excerpts from the AOT Application that confirms the design intent noted above. I highlighted key text for ease of review.

Therefore, for LUPs for the Landing Phase 2, we recommend that all lots mitigate stormwater in compliance with the criteria specified in the AoT Application and the town Stormwater Management Ordinance or both, whichever is the more stringent. This approach:

- Is consistent with the design intent for the subdivision and in compliance with town Land Use Ordinances.
- Recognizes and is consistent with Planning Board and state approvals for the project.
- Is equitable and transparent as this is the same approach adopted for LUP reviews being completed for South Peak Resort for similar reasons.
- Better ensures that the integrity of the existing drainage system installed in the Landing is maintained at full build-out (assuming the drainage system was installed as designed).
- Better ensures downstream stormwater impacts are mitigated which is consistent with the towns stormwater management ordinances and policies.

As discussed we will proceed with this approach for upcoming LUP applications in the Landing Phase 2. Please feel free to call if you have any questions or require additional information.

Sincerely, Ray

Ray Korber, PE, MSCE

**KVP**Partners LLC  
CONSULTING ENGINEERS

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