

LINCOLN BOARD OF SELECTMEN'S

APPROVED

MEETING MINUTES

APRIL 11, 2022 – 5:30PM

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

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

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

Board of Selectmen via Zoom: Selectman Jack Daly

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

Public Present: *There was no public present*

Public Present via Zoom Video Conferencing: *There was no public present via zoom*

I. CALL TO ORDER

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

II. APPROVAL OF MEETING MINUTES FROM PREVIOUS MEETING

MOTION: “To approve the BOS meeting minutes of March 31, 2022 with GovOS as presented.”

Motion: Tamra Ham

Second: Jack Daly

All in favor.

MOTION: “To approve the BOS meeting minutes of April 4, 2022 as presented.”

Motion: Tamra Ham

Second: Jack Daly

All in favor.

III. ENERGY EFFICIENT INVESTMENTS, INC. (Town Hall deficiencies)

The Board discussed a report received from Energy Efficient Investments Inc. (EEI) who was hired by the previous Town Manager to have the Town Hall buildings' current HVAC and mechanical systems evaluated (systems are 23-years old). The board reviewed the evaluation (see attached) for the Town Hall building as well as improvement recommendations. Robinson asked if DPW Hadaway has reviewed this document and questioned whether or not there may be simpler solutions to remedy some of the noted issues (air quality, mold, moisture etc.). Approximate costs to upgrade the HVAC/mechanical systems are \$400k which Robinson felt was expensive, and the board agreed that additional quotes from other vendors will be necessary. The board agreed to continue this discussion after Town Manager Park obtains an additional 2-3 evaluations/quotes (pending costs).

IV. OLD/NEW BUSINESS

Town Manager's Report

National Scenic Byway Grant:

Carina submitted a Letter of Interest (LOI) to NH DOT for the “Old Hole Recreation Trail & Parking Area” project. NH DOT will submit the LOI to the Federal Highway Administration on behalf of the Town of Lincoln. Due to this being a newly announced program, NH DOT will be developing details about the process for reviewing and prioritizing applications received in the coming weeks.

South Peak Water Tank Easement:

The Board received a copy of the proposed easement (see attached) for the South Peak Water Storage Tank from Weston & Sampson (Mark Bogosian also has a copy for his legal team to review). The Board is now awaiting a response from Mr. Bogosian.

Chenard Junkyard Litigation:

Town Counsel is reaching out to Attorney Marshall to confirm a date for the site visit to Joe Chenard's properties. The letter the Town sent to Mr. Chenard stated that the inspection needed to be completed prior to April 20th.

Short-Term Rental Management:

The town is still awaiting a formal quote from GovOS, who had presented a formal presentation on March 31st.

NEW BUSINESS:**Special Event Permit – Annual Running of the Bears**

The Board received a request for approval of a special event for the *Running of the Bears* which is a 5K road race fundraiser benefiting the Linwood Ambulance. The event is scheduled for Saturday, July 9th at 7am, and will begin at Clarks Trading Post and go down Connector Road to the Hobo's rear entrance and out to Main Street; west on Rt. 112 to Rt. 3 north, back to Clarks. The sponsor is also requesting that the Board of Selectmen waive the \$50 application fee:

MOTION: "To approve the special event permit and waive the \$50 application fee."

Motion: Tamra Ham Second: Jack Daly (with discussion)

Discussion:

Daly noted that a portion of this road race goes over the state highway (Rt. 112 & Rt. 3) which requires permission from DOT, and he would like to ensure that the sponsor is obtaining all required approvals prior to the race. Selectman Ham commented that during a different race a few years ago, she had been informed that state DOT approval was *not* required because they were not impeding traffic (all sidewalks were being utilized for race other than Pollard Rd., which is a town road). Robinson agreed with Daly and the following motion was made:

MOTION: "To approve the special event permit and to waive the \$50 application fee."

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

*The Board would like the sponsor to be aware that they need to obtain DOT permission and/or verify that the state does *not* require permission for this kind of road race (whichever is applicable).

Tax Collector Abatement Requests:**Laura Hegarty – 90 Loon Mountain Road, Unit#1309C (Map/Lot# 126-018-000-MC-1309C)**

A twenty-dollar "cost" was applied to this account due to a Lien Notice when there was a credit on another account owned by Laura Hegarty. The credit amount on Unit #1202D covers the amount due on Unit #1309C at the Mountain Club. When check was sent (by her father), we had no idea that it was intended to be applied to two (2) accounts.

MOTION: "To approve this abatement request."

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

Bianca B. Kubierschky & James Papagelis – 46 Goodbout Road (Map/Lot# 107-029-000-00-00000)

A Twenty-dollar "cost" was applied to this account due to a Lien Notice when there was a credit on another account owned by James Papagelis. Owner pays monthly on two (2) accounts and never notes which account to apply the amount(s) to. Consequently, amounts have been credited to the wrong account which

in-turn created an "amount due." Tax Collector is requesting an abatement for the \$20 and interest in the amount of \$2.46.

MOTION: "To approve this abatement request."

Motion: Tamra Ham

Second: Jack Daly

All in favor.

KOH Trustee Howard – 122 Coolidge Falls Road (Map/Lot# 127-019-000-00-00000)

Per request of the new owner, Howard Koh, please waive interest in the amount of \$97.88 on the 2021 Fall Tax Bill. He never received original tax bill because it was mailed to the previous owner. This property was purchased in November 2021.

MOTION: "To approve this abatement request."

Motion: Tamra Ham

Second: Jack Daly

All in favor.

Robinson commented that taxpayers should be noting on their payment where the check is to be applied (those with multiple parcels) or at a minimum, including their tax bill remittance slip with their tax payment. Robinson suggested adding language to the tax bill that states if payer owns multiple properties and the Tax Collector is unable to determine which parcel the payment is to be applied to, they will do their best to credit the proper account; and any errors resulting from the same will not guarantee an abatement of late/additional charges.

Public Participation:

There was no public participation.

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

There was no non-public session.

VII. ADJOURNMENT

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

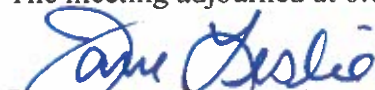
MOTION: "To adjourn."

Motion: OJ Robinson

Second: Jack Daly

All in favor.

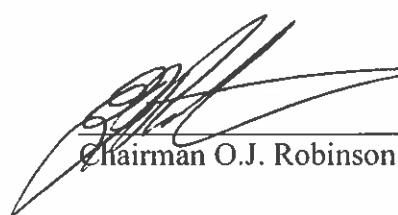
The meeting adjourned at 6:02 p.m.



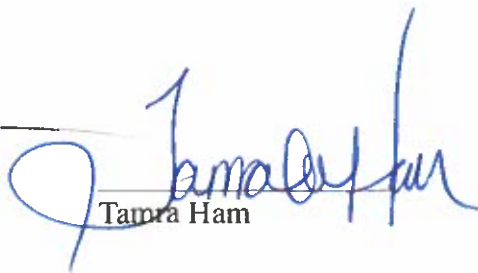
Respectfully Submitted,

Jane Leslie


Approval Date: April 18, 2022



Chairman O.J. Robinson



Tamra Ham



Jack Daly



Date: September 15th, 2021

Alfred "Butch" Burbank
Town of Lincoln
148 Main Street.
Lincoln, NH 03251

Butch, after a couple of site visits, meeting with you and having our engineer review your current systems, we have developed a cost-effective approach with energy efficiency in mind. Below is an overview of your existing systems. We highlight what we found and following the Mechanical systems review is a breakdown of each significant zone and our plan to improve those systems.

Mechanical systems review.

The building heating and ventilation system at the Lincoln Town Hall facility is conditioned by 6 gas fired DX split air conditioners with remote condensers. Each unit is a single zone system with only minimum outside air for ventilation. These units are 23 years old and are beyond the industry expected life and are recommended to be replaced with newer more efficient units. The new units can be connected to the existing ductwork with new ductwork modifications.

The original design was based around 8 gas furnaces which would provide better zoning and zone comfort with the added zones. During the construction process a value engineering phase must have occurred, and the zone were reduced 6 zones to reduce costs. There are no drawings that reflect the existing conditions or changes in the design. The reduced zones would also reduce the zone comfort flexibility.

There were issues that were brought to our attention during our site visit. First there are many zoning issues such as the selectmen's office being cold in the winter, and other occupied areas being too cold or hot. Second there are many spaces that are not being heated adequately such as the police station lobby and restroom, and third there are spaces that need additional cooling such as the Dispatch area and IT room/Radio room.

Selectmen's Office

The selectmen's office does not have independent temperature controls and does not provide good zone comfort. We recommend installing an independent heat pump for heating and cooling the space. The existing hot air furnace will remain connected to provide outside air. Installation would include a 12 mbh heat pump evaporator and a remote condenser. Included in the installation is refrigerant piping, electrical, startup, and 1 year warrantee.

Dispatch

The dispatch area currently is heated and cooled by an air handler that serves other spaces. This area has a high computer and equipment load and is consistently warm in this space. We recommend that a separate 3-ton air conditioning unit be installed for this area to provide direct zone comfort. The existing air handling distribution system would be rebalanced to provide ventilation for the space.

Building Ventilation

The current building ventilation system consists of each furnace independently ducted to the exterior of the building. This would be balanced to the required airflow by a manual damper. There are no heat recovery units for the building.

We recommend installing a HRU (heat recovery unit) to bring in all the building ventilation and distribute the air to each zone. Installation would include new roof and exhaust hood, HRU, controls, main ductwork, insulation, roofing, electrical, TAB (Test and Balance) and startup. The unit would be located up in the attic mezzanine area and would have new ductwork transitions connecting to the furnaces.

The HRU would provide the benefit of capturing heat from the exhaust air and reducing the fuel usage. Additionally the HRU would limit dumping cold air into the spaces and help reduce zone temperature fluctuations. The unit would include a controller that would have 7-day programming for occupied and unoccupied modes.

Meeting room HVAC system

The unit for the meeting room is in the attic mezzanine and has ductwork distributing the conditioned air to the spaces below. We would recommend replacing this unit with a new gas fired furnace with a heat pump DX split coil. This would provide the heating capacity of the heat pump with the benefit of the gas heat when heating demands are high in the winter. This unit would connect to the proposed HRU described above. This space would have the highest outside airflow requirements and would benefit being connected the HRU.

Installation includes new gas furnace, remote condenser, ductwork fittings and transitions, gas piping modifications, new gas venting and sealed combustion air piping, controls, electrical, TAB, and refrigerant piping.

Town Clerks Area HVAC System

The HVAC system serving the Town Clerks offices is in the attic mechanical space. We would recommend replacing this unit with a new gas fired furnace with a heat pump DX split coil. This would provide the heating capacity of the heat pump with the benefit of the gas heat when heating demands are high in the winter. This unit would connect to the proposed HRU described above.

Installation includes new gas furnace, remote condenser, ductwork fittings and transitions, gas piping modifications, new gas venting and sealed combustion air piping, controls, electrical, TAB, and refrigerant piping.

Selectmen administration area

The selectmen administration area furnace is in the attic mechanical room. We recommend replacing this unit with a new gas fired furnace with a heat pump DX split coil. This would connect with the HRU proposed above.

Installation includes new gas furnace, remote condenser, ductwork fittings and transitions, gas piping modifications, new gas venting and sealed combustion air piping, controls, electrical, TAB, and refrigerant piping.

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IT Server room

The server room in the basement overheats and is condition through a system serving multiple areas. This space needs cooling most of the time and is on a unit that inject heating to the space when cooling is needed. This unit should be on its own unit because it has a constant year around heat load. We recommend that this area be supported by a split DX system with low ambient cooling.

Installation of this system includes wall mounted evaporator, remote low ambient condenser, refrigerant lines, purge and charge of refrigerant, electrical and startup.

The Squad room area HVAC System

The HVAC system serving the squad room is in a closet next to the space. We would recommend replacing this unit with a heat pump with a remote DX split coil. This unit would connect to the proposed HRU described above.

Installation includes new air handler, remote condenser, ductwork fittings and transitions, controls, electrical, TAB, and refrigerant piping.

Police Office areas

The HVAC system serving the office area is in a closet next to the car port. We would recommend replacing this unit with a heat pump with a remote DX split coil. This unit would connect to the proposed HRU described above.

Installation includes new air handler, remote condenser, ductwork fittings and transitions, controls, electrical, TAB, and refrigerant piping.

Police support area

This space is located in the back of the basement area and comprises of the evidence room, weight room and other small spaces. We would recommend replacing this unit with a heat pump with a remote DX split coil. This unit would connect to the proposed HRU described above. These areas being all interior spaces would not need gas heating and can rely on the HP system for heating.

Installation includes new air handler, remote condenser, ductwork fittings and transitions, controls, electrical, TAB, and refrigerant piping.

Basement Lobby and Restroom

The basement lobby and restroom are cold in the winter and do not have any independent heating. The thermostats for these spaces are located in other rooms and the heating system does not sense the space temperatures. We recommend that these two spaces have electrical 120V baseboard heating elements be installed. This will provide better heating during the winter.

Summary

The proposed HVAC systems described above comprise higher efficient heat pumps systems with more zoning for better occupancy comfort. All the existing condensers located on the south side of the building would be removed and the new condensers would be installed in this area.

For a budgetary cost summary see exhibit-1 attached.

Costs shown on this schedule are not considered to be stand alone and are part of an overall budgetary cost structure for a single project.

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We appreciate this opportunity to look at your facility and look forward to any questions you might have.
Please contact me at (603) 661-9502.

Best regards,
Keith McBrien.