

LINCOLN BOARD OF SELECTMEN'S

APPROVED

MEETING MINUTES

MARCH 1, 2021 – 5:30PM

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

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

Board of Selectmen Present via Zoom: Chairman OJ Robinson, Vice Chair, Tamra Ham, and Selectman Jayne Ludwig

Staff Present via Zoom: Town Manager Burbank, Fire Chief, Ron Beard, and Administrative Assistant Jane Leslie.

Public Present via Zoom Video Conferencing: Town Engineer, Ray Korber and Paul Beaudin

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 February 22, 2021 as presented."

Motion: Tamra Ham

Second: Jayne Ludwig

All in favor.

MOTION: "To approve the BOS Non-public meeting minutes of February 22, 2021 as presented."

Motion: Tamra Ham

Second: Jayne Ludwig

All in favor.

Chairman Robinson explained that the board made a motion on February 22, 2021 relative to the South Peak Assessment which must now be re-motoned as a result of a subsequent discussion with Attorney, Peter Malia (Town Counsel) who informed Robinson that the February 22nd motion was incorrect, and must be re-motoned as follows:

MOTION: "To rescind the February 22, 2021 motion and replace it with the following: To establish the 2018 Fair Market Values as follows:

- **Map/Lot 121-021 at \$105,000;**
- **for Phase 2 Lots (26 Lots) a combined total of \$5 Million Dollars;**
- **the Building at Map/Lot 126-020-000-BG at \$242,000;**
- **the lot at Map/Lot 121-050 at \$80,000;**
- **the Condominium at Map/Lot 118-039-001-05-0000D at \$485,000;**

The Finance Director to take those Fair Market Values and adjust them by the 2018 Equalization Rate to come up with revised assessment values based on these, and further to abate the taxes for the tax years 2018, 2019, and 2020 based on these new assessed values, plus the interest that we are legally bound to pay on those abatements."

Motion: OJ Robinson

Second: Jayne Ludwig

All in favor.

III. OLD/NEW BUSINESS

Town Manager's Report

Weston & Sampson Water System Update:

Town Manager Burbank and Town Engineer, Ray Korber updated the board on the status of the water system, and discussed the memorandum submitted (*see attached*) by Town Manager Burbank (with input from Weston & Sampson (W&S) and Ray Korber) that looks at next steps to addressing the deficiencies

related to the town's water system. The following solutions were recommended by order of priority:

1. Remove Crooked Mountain Road from Main Pressure Zone.
2. Install a pressure reducing valve (PRV) between Loon Village and Main Pressure Zone.
3. Construct a tank in Loon Village Pressure Zone.
4. Construct a tank in Indian Head Pressure Zone.

Town Engineer, Ray Korber explained that item #2 is something that W&S will be working on with DPW Director Nate Hadaway, and they will coordinate on how best to complete the installation of pressure reducing valve(s) (PRV) between the Loon Village and Main Pressure Zone (MPZ). There was an in-depth discussion on the fire flow capability in the MPZ and how this will be affected by installing a PRV between the Loon Village Pressure Zone and the Main Pressure Zone, and removing Crooked Mountain Road from the MPZ. Korber noted that removing Crooked Mountain Road from the MPZ and installing pressure reducing valves will NOT increase available fire flow in the MPZ, but rather it will allow the town additional flexibility in adding future water service connections to the MPZ. There was a brief discussion on the proposed time frame for DPW Director Hadaway to begin work on the install of the PRV's between the Loon Pressure Zone and the MPZ, and Town Manager Burbank responded that it is likely that by the end of May or early June, this work should be completed.

Ray Korber departed the meeting at 6:05 pm.

Health Officer Covid Update:

Health Officer, Ron Beard explained to the board that he participated in a zoom conference meeting earlier this afternoon with Town Manager Burbank and the State of NH, where it was discussed that there will be a *Super Vaccination Event* at the NH Motor Speedway in Loudon this coming weekend (March 6th-8th) with the goal of vaccinating 12,000 people age 65+ (Groups 1A & 1B). Individuals who currently have appointments and are registered through the *VAMS system (Vaccine Administration Management) are eligible to get this vaccine. Beard noted that they will be administering the newest Johnson & Johnson one-dose vaccine, and anyone who currently has an appointment scheduled through VAMS should be receiving a phone call notifying them that they are eligible to receive the vaccine this weekend.

***You cannot just show up for this vaccination shot: You must already be registered through VAMS and have a future appointment date scheduled.**

OLD BUSINESS

Solid Waste Bulk Disposal Fees:

Chairman Robinson asked if there were any updates on last week's discussion concerning bulk disposal fees. Town Manager Burbank responded that DPW Director Hadaway and Solid Waste Facility Supervisor, John MacKay have requested a few additional weeks to gather more data which will be part of a final presentation and recommendations for both Lincoln and Woodstock Selectmen. Burbank added that the Transfer Station is also sending anyone who does not have a dump sticker to Town Hall to obtain one from the Town Clerk's office (both Lincoln and Woodstock Town Halls) and as far as he knows this is working well.

NEW BUSINESS

2020 Town Report:

Chairman Robinson explained that the 2020 Annual Report is now available. Town Manager Burbank noted that because the Town Hall is closed to the public, residents can call the office Monday thru Friday

between 8am-4:30pm to make arrangements to come and pick up a book. Burbank explained that the Public Works Department usually delivers the town reports to the residents every year, however, in light of the current Covid pandemic, the Public Works Department did not feel that the residents would be comfortable with them going door-to-door this year. Burbank added that the digital version of the report is available on the town's website (www.LincolnNH.Org), and the Library will also have books available for when they operate their curbside pick-up. Annual Reports will also be available at Town Meeting on March 9th up at the Days Inn on Route 3 (formerly known as the "Beacon Resort").

Water Meter Flyers:

Town Manager Burbank explained to the board that Town Hall staff managed to put a Water Meter mailing together and sent the brochure (*see attached*) out to all 1300 Lincoln voters, and did this within a span of a couple of hours. Burbank added that there appears to have been an error with one of the voter registrations mailing labels, and a resident on Pollard Road received their flyer with an address error (instead of Lincoln, NH it read Lincoln, Afghanistan, 03251). Chairman Robinson commented that the Ballot Clerks noticed this error on the checklist during the last election, and corrected the *Afghanistan* error, however, it may be that the checklist that was used was from the last election, and not the new updated checklist.

USDA Surplus Food

Town Manager Burbank explained that it had been brought to his attention over the weekend that a church in Plymouth had put out an *urgent alert* notifying the public that they had over 1,000 cases of surplus food that never got picked up, and was available to anyone who needed it. Burbank explained that he reached out to Recreation Director, Tara Tower to see if the Lincoln-Woodstock Food Pantry could use any of this food (which they could) and he and Chief Beard each loaded their trucks up with cases of food and met Rec. Director Tower at the Community Center to unload it all. Burbank gave a special thank you to both Chief Beard and Rec. Director Tower, and told the board that the Town of Lincoln is very lucky to have them. The board said "thank you" for stepping up and helping the community. Chief Beard commented that he had an alarm activation during the early morning hours, and actually went back down to the Plymouth church to pick up another load of food which he distributed to the Lincoln and Woodstock PD's, and then he went around to the local residents in town and distributed the food to any household that wanted it.

Town Meeting Day

Chairman Robinson asked if Moderator Wetherell and Chief Beard would be at the Days Inn on Monday (March 8th) in preparation for Tuesday's Town Meeting. Chief Beard responded that he is working with Marcus Corey on the sound system, and he is also getting the electronics prepared for the live streaming/zoom meeting. Robinson asked if Public Works would be setting up the voting booths as they do every year at Town Hall, and Town Manager Burbank responded that Director Hadaway will be taking care of this. Beard added that he will be working with anyone who has materials/supplies that will need to be brought over to the meeting hall. Robinson asked about the election signage and RSA's that are required by law to be posted and visible prior to entering the polling check-in area. Robinson added that he would also be available on Monday to help out at the Days Inn, if needed.

Public Participation

Solid Waste Facility Fencing:

Paul Beaudin commented that during a recent visit to the Solid Waste Facility, he noticed that the fencing behind the C&D containers is in serious disrepair and a safety hazard. Beaudin explained that previously, they would have to keep on top of regularly repairing this fencing due to vehicles that are continually

backing-up into it, and he feels that someone needs to repair this before someone gets hurt.

Town Reports:

Paul Beaudin suggested leaving the Town Reports at the Post Office for Lincoln residents to pick up. Administrative Assistance Jane Leslie commented that the books are rather expensive to print, and it is important to ensure that they are given to the residents and voters in advance of Town Meeting and not being picked up by random people just passing through town. Leslie noted that anyone wanting a book can either call or come to Town Hall (ring the doorbell) and town staff will give them a book.

Water Meter Replacement Program:

Paul Beaudin explained that he read the water meter flyer (*see attached*) that was recently mailed out, and he is trying to understand and figure out where the information in the flyer came from, as the numbers do not add up, and he does not feel it's right. Beaudin went on to explain the formula that he based his calculations on, and noted that he came up with an annual figure of \$657.34 for a typical family of 4, and it does not appear that they calculated the figures correctly. Selectman Ham responded that the numbers provided are from an educated professional engineer from Raftelis who has been working with the town. Selectman Ludwig questioned whether or not they could run this by Ray Korber prior to next Tuesday's Town Meeting. Town Manager Burbank responded that Dave Fox of Raftelis will be at Town Meeting next Tuesday to answer any questions that may arise. Chairman Robinson commented that Paul has brought up a point that will no doubt be brought up at town meeting, therefore, the board should address this with Dave Fox prior to next Tuesday so that he is prepared to respond to it, or, he can amend these numbers if Paul is in fact correct. Robinson also noted that the board has every right to ask the taxpayers for support for a town initiative, as they are presenting this article to the town, just as the Budget Committee is presenting the budget to the town. Robinson also feels that other items that will probably come up next week are (1) the rate structure, (2) how money will be collected, appropriated, and spent by the town (i.e., Board of Selectmen, Water Commission etc.) so in preparation, Robinson explained that he printed out the RSA's relevant to this, and it is his hope that they can have an honest and fair discussion about this. Robinson went on to explain that whether its this Select Board, or some other separate elected board, it's the elected board that controls the funding of this, but ultimately the Town that appropriates the money. Therefore, the money cannot be spent unless the town appropriates it; and it is spent for the purposes authorized. Paul Beaudin clarified that he has previously stated that he agrees that the town needs water meters, and he will support it, but with one caveat: he would like an independent board responsible for the water meters and not the Board of Selectmen (he is not going to support this). Ron Beard asked Paul if he would be willing to share how he calculated his figures. Paul responded that he would if they could all have a meeting with Raftelis to discuss this further together. Town Manager Burbank commented that he would reach out to Dave Fox tomorrow and schedule a zoom meeting to discuss this matter later on in the week.

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

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

Motion: OJ Robinson

Second: Tamra Ham

All in favor.

The BOS went into Non-public session at 7:01 p.m.

MOTION: "To re-enter public session."

Motion: Jayne Ludwig

Second: Tamra Ham

All in favor.

The Board reconvened public session at 7:14 p.m.

VII. ADJOURNMENT

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 7:15 p.m.


Respectfully Submitted,
Jane Leslie

Approval Date: March 8, 2021


Chairman O.J. Robinson


Tamra Ham


Jayne Ludwig

To: Board of Selectmen
From: Butch Burbank, Town Manager
Re: Water Storage Tank Assessment

The purpose of this memorandum is to update you on guidance and recommendations for next steps to address deficiencies related to the town's water system. Below is a summary of work done to date. This memo was prepared with input from W & S and Ray Korber. Please note the following:

Statement on Weston and Sampson Analysis and Evaluations:

As per our previous report, additional investigations were completed by Weston and Sampson (WS) for the following solutions in the following order of priority:

1. Remove Crooked Mountain Rd from Main Pressure Zone.
2. Install a pressure reducing valve between Loon Village and Main Pressure Zones.
3. Construct a tank in Loon Village Pressure Zone.
4. Construct a tank in Indian Head Pressure Zone.

WS completed Items 1 and 2 above. Their findings and assessments are documented in their memo dated February 12, 2021 (copy attached). In summary, they determined the following:

1. Remove Crooked Mountain Road from the Main Pressure Zone to increase equalization storage volume in the Main Pressure Zone by installing pressure reducing valves (PRV) in the existing valve vaults on Crooked Mountain Road. This will also reinstate the original design intent for the South Peak Pressure Zone. Completing this work will not increase available fire flow in the Main Pressure Zone, but it will allow the town additional flexibility in adding future water service connections to the Main Pressure Zone. To provide fire protection to Crooked Mountain Road, it is recommended the PRVs be rotated to allow the Main Pressure Zone to feed the South Peak Pressure Zone under a fire flow condition.
2. Augment fire flow capability in the Main Pressure Zone by installing a PRV between the Loon Village Pressure Zone and Main Pressure Zone. It is recommended the PRV be located in the original Loon Village Pump Station building.

Next Steps:

Based on the findings and assessments noted above and subsequent discussions at our design review meeting on February 18, 2021, we recommend next steps be as follows:

1. Town (Nate) and WS will coordinate on how best to complete the installation of a pressure reducing valve between the Loon Village and Main Pressure Zone. Upon Town approval, the PRVs will be installed in 2021.
2. WS will coordinate with Horizons on the installation of the PRVs in Crooked Mountain Road as Horizons is the engineer-of-record on the South Peak water system. It is noted that the South Peak Homeowners Association is proposing to upgrade the South Peak Pump Station and the upgrades should include the installation of PRVs as recommended by WS. It is expected the improvements will be completed in 2021.

3. At the design review meeting Nate cited that the transmission main between the Loon Village Pump Station and Loon Village Tank may need replacement. Town (Nate) will coordinate with WS on data needed to evaluate a proposed transmission main to serve the proposed Loon Village Tank.
4. At the design review meeting, there was much discussion on the siting the Loon Village and Indian Head Tanks. This is the next step in WS's analysis. It was determined that WS complete the basis of design and construction cost estimates for the following capital improvements. WS will submit a memorandum on their results and findings by April 15.
 - New tank at the existing Loon Village Tank site to serve the Loon Village Pressure Zone.
 - New tank at South Peak to serve the Loon Village Pressure Zone.
 - New tank at existing Indian Head Tank site to serve the Indian Head Pressure Zone.



WATER METER REPLACEMENT PROGRAM

“Meeting the Needs of the Lincoln Community”

Introduction

At the March 2021 Town Meeting, the Town will consider a warrant article to appropriate \$1.6M to complete a town-wide water meter replacement program. The program will include the removal of existing meters and installation of new meters and technology necessary to monitor water use and assist us in managing and investing in our water and sewer infrastructure. The meter replacement program is supported by your Board of Selectman, Budget Committee, and Water Committee. The Town is asking that its residents support this important initiative. This document will serve to provide you with relevant information with regard to the Water Meter Replacement Program and its impact on the Town and its residents.

How Water Service is Currently Funded

Residents currently fund water treatment and delivery through their taxes. Approximately \$1.5 million of tax revenue funds the water and sewer system. Using tax money to pay for water service is rare and problematic for several reasons:

1. It is not fair. What residents pay for water is not dependent on how much they use.
2. It does not encourage wise water use and this stresses the system and our ability to deliver reliable service.
3. It provides no consistent, stable income for reinvestment in the system or for funding new customers.

Funding Lincoln's Water for the Future

In most communities in America, properties are metered for water and sewer service and each property pays a fixed charge for maintaining the water system, plus a volumetric charge, based on the amount of water used, as detected by the meter. This ensures all properties pay their fair share; it incentivizes thoughtful use of water; and it provides a stable and predictable source of funds to maintain the system, make improvements, and save for growth when needed. Moving from a tax-based water system will help us better manage the system and ensure the right investments are made in the long term. This change to a fully metered system is supported by your Board of Selectman, Budget Committee, and Water Committee.

Your Questions Answered

Q. WHY CHANGE FROM A TAX-FUNDED WATER SYSTEM TO A METERED SYSTEM?

A metered system will enable us to better manage the system, continue to deliver the level of service we have all come to expect, and reinvest as needed. Near-term investments include expanding our water storage to enable better fire protection. Longer term, we are anticipating we will need to upgrade or replace our wastewater treatment plant to meet more stringent regulations.

Q. WHAT ARE THE KEY BENEFITS TO A METER-BASED SYSTEM?

Installing meters and switching to a meter-based billing structure will achieve the following benefits:

- It incentivizes wise water use, which helps us get more out of the current system and defer upgrades.
- It increases the probability of securing state and federal grants and low interest loans to offset our costs for capital improvements.
- It ensures the financial sustainability of our water and sewer operations for the foreseeable future.
- It creates customer equity and makes costs and funding more transparent.
- It allows us to better detect and pinpoint system leaks so we don't lose water, we reduce our cost of treatment and pumping, and we increase our response time to address issues.

Q. HOW MUCH WILL THIS COST THE TOWN RESIDENTS?



Water Rates

| | |
|--------------------------------------|----------------|
| Fixed Charge (quarterly) | \$10.27 |
| Usage Allowance (gallons, quarterly) | 9,000 |
| Volumetric Charge (per Kgal) | \$3.85 |



Sewer Rates

| | |
|--------------------------------------|---------------|
| Fixed Charge (quarterly) | \$9.03 |
| Usage Allowance (gallons, quarterly) | 9,000 |
| Volumetric Charge (per Kgal) | \$3.33 |

Our collective cost for this change is \$1.6M. In addition, there will be annual costs to maintain equipment and to bill users under the new rate structure.

We expect the bill for water and sewer service for a typical family of four will be approximately \$359 per year, which is about a dollar per day. This estimate includes the cost of the meter replacement program and the other investments noted above.

At this same time, all water and sewer costs will be taken off the tax rate and carried in a separate enterprise fund. A \$200k home can expect a \$442 reduction in property taxes once the new water and sewer billing rate structure is implemented.



MARCH

Town Approval



APRIL - MAY

Competitive Contract Bid



JUNE

Select Qualified Firm



JULY - Q1 2022

New Meters Installed



Q2 2022

New Bills Issued

Q. WHAT ARE NEXT STEPS AND HOW LONG WILL IT TAKE TO IMPLEMENT?

We expect a single firm to furnish and install the meters and billing system. Town staff will oversee the work to ensure it is completed in accordance with town requirements. We have already determined our initial billing rate methodology and structure, and intend to do annual reviews to ensure we continue to have a fair, transparent, and financially sustainable rate structure that will support the level of service we desire for our community.