

**LINCOLN BOARD OF SELECTMEN'S
MEETING MINUTES**

APPROVED

MONDAY, DECEMBER 19, 2022 – 4:30PM

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

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

Lincoln 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, Police Chief, Chad Morris, Deputy Police Chief, Scott McKinley, Deputy Fire Chief, Ryan Fairbrother, Assistant Fire Chief, Mike Weden and Fire Lieutenant David Tomaso

Public Present via Zoom: LaVallee Brensinger Architects: Robert Robicescek (Principal, Civic Studio Leader), John Adams (Project Designer), Marc Jobin (Construction Estimator), and Paul Beaudin II

Public Present: Building Committee members: Debbie Celino, Jim Welsh, and Al Poulin

I. CALL TO ORDER

Chairman Robinson called the meeting to order at 4:30 pm.

II. BOARD OF SELECTMEN'S BUDGET WORKSESSION

The Board began their work session with the Police Department budget. The department wages still need to be updated due to the Collective Bargaining Agreement currently under negotiations.

The Selectmen reviewed the Recreation budget and discussed the new proposed airlock entries for the Community Building. The total estimate for this project is \$67,958 (approximately \$36K currently in the budget and would need to be encumbered for labor and/or materials).

MOTION: "To encumber \$36,000 out of the Community Building budget for the Community Building airlock entry project."

Motion: Tamra Ham

Second: Jack Daly

All in favor.

The Board also reviewed the library budget as recommended by the Library Trustees. Selectman Ham noted that they are proposing an overall 9.75% wage increase for Library staff, and Ham expressed concerns over approving an 8+% increase in one department, when other departments are *not* receiving the same. The Board would like to look at this matter further prior to approving.

The Board reviewed the Long-term Debt and the Capital Reserves. Chief Beard explained that the replacement of the Fire Department's Engine 2 pumper truck is on the CIP schedule for replacement in 2025, and he had his team put a truck committee together to begin specking out a new truck and obtaining quotes. The Fire Department had obtained three (3) independent quotes on the replacement of this truck which ranged from \$701k to \$902k (there is a 2-year build time involved). These prices are 2022 pricing, and could potentially increase an additional \$50k in 2023. Carina explained that in order to lock into the 2022 pricing, the Town would need to enter into a lease-purchase agreement with a non-appropriation clause. By doing so, the town can forego the Bond/Long Term Debt noticing requirements, and the 2/3rd Town Meeting vote. The current interest rate for a five (5) year lease purchase is 5.39%. The manufacturer offers a full payment discount in which the funds are put into an escrow account with earned interest until the Town accepts delivery of the truck. The town could also wait, and raise and appropriate the funds at Town Meeting in 2023 understanding that the price may increase. A discussion ensued on the various purchase options, and OJ asked Carina to research bond rates, lease-purchase penalties, and terms without putting a down payment on a lease-purchase. The Board agreed to continue this discussion on Wednesday,

December 21st at 10:00am.

The Board agreed to postpone this budget discussion for the moment, and either discuss later on in the evening, or to meet prior to the end of December and discuss truck funds and special warrant articles.

At 6:47pm the Board resumed their budget discussion.

Selectman Ham asked if the Board was prepared to move forward with the Police/Fire facility, and put it on the warrant in March regardless of grant funding, and let the voters decide. (Ham also recommended that they hire a professional grant writer for a project of this magnitude). Robinson recommended that they but two (2) articles on the warrant: (1) bond article, and, (2) final design portion (final step prior to going out to bid for a building contractor).

Police Department Budget:

The Board discussed the Police Department budget and several line item increases. Chief Morris explained that one of his increases is for a new cloud-based communications service that the department will be utilizing. If this equipment is leased, it comes with a monthly fee of \$55k (\$30k if equipment purchased). The Board agreed to leave the \$55k in the budget, and to not touch the CIP.

III. APPROVAL OF MEETING MINUTES FROM PREVIOUS MEETING

MOTION: “To approve the BOS meeting minutes of December 05, 2022 as amended.”

Motion: Jack Daly

Second: Tamra Ham

Motion carries.

MOTION: “To approve the Non-Public BOS meeting minutes of December 05, 2022 as presented.”

Motion: Tamra Ham

Second: Jack Daly

Motion carries.

IV. LaVALLEE BRENSINGER ARCHITECTURAL (LBA) OVERVIEW *(Proposed Police/Fire Safety Services Building Project)*

The Board reviewed the concept design (One Phase – Conceptual Design & Budgeting) presented by Lavallee Brensinger Architects (see attached) for the proposed Police/Fire Safety Services Building that will be located on town-owned property on Mansion Hill/Pollard Road. Robert Robicescek (Principal, Civic Studio Leader) opened up the presentation explaining that the concept design is the result of his teams work on this project over the course of the past 5-months. A departmental needs assessment was compiled focusing on fifty-years into the future of both departments. [Note: The proposed concept design can be found with these meeting minutes on the town website].

Conceptual Project Budget:

LBA explained that this building is being constructed to last the town upwards of fifty (50) years or longer (24 hours a day/365 days a year). The building is 34,547 square feet (\$395.26/sq. ft.). The site development costs (clearing, grading, utilities, excavation, paving, landscaping etc.) come to \$1,985,000 (\$44.91/ sq. ft.); Design & Construction Contingency costs (10% of construction costs) comes to \$1,656,189 (\$44.91/sq. ft.), Soft Cost Items (architectural/engineering fees, insurance, furnishings, exterior signage etc.) cost \$3,643,615 (\$98.80/sq. ft.). The total project cost in **Q1 2023**: \$21,861,690 (\$593/sq. ft.) and *anticipated* total project costs in **Q1 2024**: \$24,485,093 (\$664/sq. ft.).

Phased approach concept:

LBA presented an alternative phased approach concept. Phase 1 would consist of the construction of the Police Department and a portion of the Fire Department (without the apparatus bay-just the shell). In this phase, the building would be 20,411 sq. ft. at a cost of \$9,170,215 (\$403.21/sq. ft.) The total site development cost would be \$1,635,000 (\$58.33/sq. ft.); Design and Contingency - 10% construction cost would be \$1,209,689 (\$43.16/sq. ft.), and the soft cost items would total \$2,661,315 (\$94.95/sq. ft.). The total project cost in **Q1 2023**: \$15,967,890 (\$569/sq. ft.) and the anticipated total project cost in **Q1 2024**: \$17,884,036 (\$638/sq. ft.).

Phase 2 would consist of finishing up the apparatus bay for the Fire Department - \$3,852,820 (\$434.22/sq. ft.) in addition to office and shelving space - \$1,296,162 (\$245.16/sq. ft.), and Fire Department parking spaces/ additional site development work - \$640,000 (\$45.20/sq. ft.). The Design and Construction Contingency – 10% of construction cost - \$578,898 (\$40.88/sq. ft.) and the Soft Cost Items – 20% of project cost - \$1,273,576 (\$89.94/sq. ft.). The total project cost in **Q1-2023** \$7,641,456 (\$539/sq. ft.); anticipated total project cost in **Q1-2024** \$8,558,431 (\$604/sq. ft.), and anticipated total project cost in **Q1-2025** \$9,585,443 (\$677/sq. ft.).

LBA explained that moving forward with a phased approach affects future costs and escalations (Q1-2023, 2024, 2025) which are directly relative to the state of the economy (i.e., recession, economic stabilization, deflation). A discussion ensued and Chief Morris commented that he was mindful during the department needs assessment process to ensure that the proposed concept focused on items that the Police Department *needed* versus what they *wanted*.

Selectman Daly expressed concerns over how the bottom-line ticket price \$24,485,093 (\$664/sq. ft.) would impact the overall tax rate, and whether or not this concept and price would be acceptable to the taxpayers/voters. There was a brief discussion on what items could be modified in the building design in an effort to lower the overall costs.

Chairman Robinson commented that he did not feel that “phasing” this project was a practical solution in light of the escalation of costs from one-year to the next. Selectman Daly agreed and feels that if we are going to do this project, we need to do it right the first time and building what the architects are recommending all in one phase, especially because the current Police Department facility is not sustainable for the current size of the department. [Note: the current Police Department is approximately 5500 sq. ft.]. Robinson questioned how long it would potentially take for the Police & Fire Departments to begin operating out of the new facility (providing the warrant passes a Town Meeting vote). LBA responded that the bidding process would begin in January 2024, and then an approximate 18-month build time which would allow the departments to move in, in 2024-2025.

Jim Welsh commented that if overflow parking was put on the second piece of town-owned land adjacent to the building site, a foot bridge would need to be erected to cross over Mansion Hill Road. LBA responded that is not the case, and it would simply require the installation of a culvert. Jim also commented that the handicap parking is not in an ideal location, and would require the driver to have to back out onto Mansion Hill Road and potentially cause an accident. LBA noted that the parking can always be reconfigured for the final design, although a lot of thought was put into the current parking locations.

LaVallee Brensinger Architects departed the meeting at 6:42pm and the Board took a 5-minute recess.

IV. OLD/NEW BUSINESS

Town Managers Report:

Jeannine Wood Mediation Date:

The Wood mediation date has been rescheduled for January 19th at 9am (mediation will be conducted via Zoom). This will be a “non-meeting” with Town Counsel.

Joseph Chenard Litigation – Motion to Reopen and Clarify Judgement:

A motion has been filed in the Chenard matter for clarification on the Judge’s ruling. Attorney Marshall (Mr. Chenard’s attorney) is arguing that his client has in fact complied with the court orders. No date has been established at this time.

Economic Revitalization Zone (ERZ) Renewal:

The Town has been notified by the Department of Business & Economic Affairs office that the town’s ERZ renewal has been approved for another five (5) years.

West Street Project Close-Out:

The Town has received the final change order and request for payment (\$57,282) from Coleman Construction for the retainage (it has now been one (1) year since substantial completion). The final change order is reflective of the project coming in under budget, and reduces Coleman’s original contract by \$33,772.58.

Riverfront Park Project Update - Ray Korber:

The following update was provided by Town Engineer, Ray Korber:

- The environmental and geotechnical fieldwork was completed in November, and the data is being compiled, analyzed, and documented for submittal to DES.
- As the data is coming in, the project team (KV Partners & Nobis) is meeting regarding requirements for the development of the park. They have developed a general concept that they believe DES will support, however, until they receive final concurrence from them, it is a conceptual only. We have, and will continue to coordinate with the respective bureaus, and will seek to get concurrence ahead of final design development.
- We understand the Board wishes for us to develop an order of magnitude construction cost estimate for the project ahead of the January deadline for warrant articles, and are in the process of developing this information based on the incoming information and discussions with DES. [Note: Any estimate we develop will be based on assumptions on what we believe DES will/will not require for the development of the park. Until all of the data is in, DES reviews it and determines requirements for remediation/mitigation, and we will not know for sure exactly what those requirements will be].

NEW BUSINESS:

The Board signed a new Intent to Cut for Loon Mountain along with the Prosecutors Intermunicipal Agreement. The following motion was made:

MOTION: “To sign the Prosecutors Intermunicipal Agreement as presented.”

Motion: Jack Daly

Second: Tamra Ham

All in favor

Town Manager’s Contract:

Chairman Robinson announced that they have reached an agreement on a new Town Manager’s contract.

MOTION: “To approve the Town Manager’s Contract that was reviewed and discussed during the last non-public meeting (11/28/22).”

Town Holiday Party:

The Town's Holiday Party was postponed until Friday, January 6th due to the snowstorm on December 16th.

Public Library Event – Ladies Night:

Selectman Ham attended a Ladies Night event that was wonderful and hosted 60+ guests and thanked Library Director Carol Riley for hosting a great night for all.

OLD BUSINESS:**US Forest Service – Water Storage Tank:**

According to Weston & Sampson (W&S) Project Engineer, Sam Kenney, the US Forest Service (USFS) has expressed some reservations about the proposed water tank location, and suggested possibly relocating it closer to one of the ski trails, which would increase project costs exponentially. The Board discussed other possible locations.

Public Participation

Paul Beaudin asked the Board if they had a dollar amount on how much money has been spent on the Joe Chenard litigation over the years. The Board was not aware, and would follow-up on this to obtain a total.

Paul commented on the budget discussions held earlier this evening. Paul noted that there are residents in town that live on very low fixed incomes, and he hopes that the Board keeps this in mind when they make future decisions on some of the town's big-ticket items/projects.

Paul explained that he was a member of the Riverfront Park Committee, and the reason that the proposed location of the park was chosen was based wholly on the opinion of Town Engineer, Ray Korber who stated that there was *no* contamination at that site. Paul appealed to the Board to reconsider this location and search for a more viable solution.

Paul commented that Selectman Ham has been on record stating that if the proposed Police/Fire Facility was going to cost in excess of \$100k, she would not support this project. Paul questioned where \$24M was going to come from in light of the town's other expensive projects (Wastewater Treatment Plant). Tammy clarified that what she had previously stated was that she would *only* support it if it was grant funded so that it will not cost the taxpayers more than \$100k. OJ feels that this is why it is important to find out what the town's options are by spending the money for conceptual designs and cost estimates to be better prepared, and have answers for the voters at Town Meeting.

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: Jack Daly****All in favor.**

The BOS went into Non-public session at 8:25 p.m.

MOTION: "To re-enter public session."**Motion: Jack Daly****Second: Tamra Ham****All in favor.**

The Board reconvened public session at 9:00 p.m.

V. 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

Motion carries.

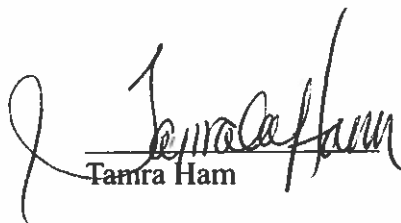
The meeting adjourned at 9:00 p.m.


Respectfully Submitted,
Jane Leslie

Approval Date: January 17, 2023

Lincoln Board of Selectmen:


Chairman O.J. Robinson


Tamra Ham


Jack Daly

