

**LINCOLN BOARD OF SELECTMEN
MEETING MINUTES
DECEMBER 18, 2017 – 5:30PM
LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH**

APPROVED

Board of Selectmen Present: Chairman O.J. Robinson, Tamra Ham and Jayne Ludwig

Staff Present: Town Manager Butch Burbank, Chief Ted Smith, Fire Chief Ron Beard & Administrative Assistant Jane Leslie.

Public Present: Roger Harrington, Brian Angelone, Delia Sullivan, Melody Gaudette, Kevin Bell, Paul H. Schirduah, Jay Scambio, Carol Riley, David Clemence-Schreiner, Diane Clemence-Schreiner, Eric Turchon and Kinsley Nicoll.

I. CALL TO ORDER

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

II. REVIEW AND APPROVAL- MINUTES OF THE PREVIOUS MEETING

MOTION: “To approve the meeting minutes of December 11, 2017 as amended.”

Motion: Tamra Ham Second: Jayne Ludwig Motion carries.

III. FINAL BUDGET DISCUSSION

The Board reviewed the budget overview with increases and decreases from last year. The operating budget is up \$287k (however, with offsetting revenue, the actual net operating budget is up \$242k). At this point the Board discussed the following items:

Riverfront Park

Chairman Robinson explained that there is \$13k left in the CIP to complete the environmental assessment work at the proposed site for the park, however, there is no further funding for the design or construction of the park itself. When the Board met in May, 2017 they had approved the design and plan for the park, however, the Board never discussed any future funding related to the project. Robinson read an email received from Town Engineer, Ray Korber that provides a preliminary breakdown on the design/bid phase budget (see attached). Town Manager Burbank added that Phase I of the environmental study is complete, and Phase II is being completed and paid for with the remaining \$13k in the CIP fund. Upon completion of Phase II, the cost analysis of \$345k will be required to bring us to the next phase. Selectman Ham reminded the Board that the grant process is still pending (town applied for \$200k) which will assist with construction costs, however these funds must be matched (town will know if accepted for grant by June, 2018). Burbank noted that the town must decide if they are going to fund the entire Riverfront Park, or just the site preparation for the skate park alone. The Board continued discussing various options for the park and how future monies should be applied to the Riverfront project.

Chairman Robinson opened the discussion up to the public:

Brian Angelone stated that his only concern is that if a portion of the park is engineered for the Skateboard Park and parking alone, and the rest of the park construction is put on hold, he fears it will become an isolated, unpatrolled area of land. Angelone feels the town must commit to the entire

Riverfront Park project and not the Skateboard Park and parking lot alone. Selectman Ham added that the town is paying off a lot of debt in the coming years, and the town will be in a better position to borrow the money at that point. Burbank suggested a warrant article be put in for the \$200k matching funds (provided we get the grant) and if we don't, then put it off for another year. Angelone noted that a lot of their Skateboard Park funding has expiration dates, and they cannot afford to lose any of their funding sponsors and supporters. Kevin Bell also noted that the Memorandum of Understanding goes through 2020, and questions what happens if 2020 comes and goes. Selectman Ludwig does not feel we can fund \$2M dollars this year, however, feels that town must honor its original agreement with the Skateboard Park founders at a minimum, and maybe put the parking lot on hold. Robinson's personal feelings are that if the town can get the Skateboard Park and parking lot access in 2018, it may gain more public support and become more palatable to the taxpayer who may want to bring the entire project to fruition.

Jay Scambio (General Manager Loon Mountain) feels that Phase I should be the Skateboard Park, and Phase II the parking lot. He also feels that \$345k for engineering work is excessive, and the project should be scaled back and kept in perspective at this time, and dealt with in incremental phases. Chairman Robinson asked Town Manager Burbank to schedule a face-to-face meeting with Ray Korber and the Board to determine what the next step(s) should be to get the Skateboard Park and Parking Lot completed in 2018. The Board was also in agreement to do a \$200k Warrant Article for the Riverfront Park project.

Levee

Town Manager Burbank explained that the levee sustained significant damages as a result of a storm in the late fall, with estimated damages at \$400k. A claim has been filed with FEMA and the town is awaiting a response to find out if any emergency funding will be available. Burbank questioned the Board as to where to go from here as far as the budget is concerned due to the many unknowns (possible additional winter/spring damages) at this time. Robinson proposed putting in a \$400k bond issue and a second (2nd) article for \$400k that directly raises the funds in one (1) year and does not require a 2/3 vote (less any offset from FEMA revenue). Robinson hopes that by March, 2018 (Town Meeting) the town will have heard from FEMA, and if approved for monetary relief the article will be reduced by the differential from the FEMA revenue. The selectmen were all in agreement that this would be the best course of action due to the many unknowns at this time.

Other

Solid Waste Scale

Town Manager Burbank reviewed the costs associated with the purchase and installation of a scale for the transfer station (\$40k) which would be shared with the Town of Woodstock (\$20k each). The Town would gross budget for the full \$40k and offset this amount with Woodstock's \$20k as revenue. Woodstock and Lincoln Selectmen agreed to put this item in as a warrant article to let the voters decide at their town meeting (if either town fails to pass this article, we will *not* go forward with the scale).

Robinson also suggested possibly removing this item (scale) all together in light of the \$200k bond article for the Riverfront Park, and the \$400k bond payment for the levee repairs, and revisiting this in the future. The Selectmen were all in agreement and removed this item from the budget.

Robinson also suggested removing the \$52k for the proposed security system for town hall. Although he feels this is important, it could possibly be put off for another year. Chief Smith noted that the \$52k is for an interior/exterior security system for both the Police Department and Town Hall, and their current

security system is failing and must be replaced. After further discussion, the Board decided to take the \$52k from the CIP and remove from the budget.

The Board continued reviewing and discussing the 2018 budget summary.

Selectman Ludwig discussed what she noticed as a discrepancy amongst solid waste employee's pay wages as well as Executive wages and does not feel any employee should be underpaid nor overpaid, however, believes it should be fair and equitable amongst all employees.

Selectman Ham noted that at the last Board meeting it was mentioned that the board would discuss the Kanc Rec ski rates with Woodstock, however, this would not be true because Woodstock does not share in revenue from the Kanc. Ham proposed discussing an increase to the Kanc rates next October (prior to when the ski rates are posted).

At the close of the budget summary discussion, Chairman Robinson made the following motion:

MOTION: "To change the Board of Selectmen's recommended budget by the following:

- **Reduce the Fire Department's Capital Reserve from \$100k to \$10k**
- **Reduce the Public Works Capital Reserve from \$121k to \$96k**
- **Eliminate the truck scales**
- **Eliminate funding the town security system upgrade, instead to be paid out of existing capital reserve funds.**
- **Add Riverfront Park for \$400k, of which \$200k is to be raised through taxation, and \$200k only to be spent if approved for that amount through a matching grant program.**
- **Add \$400k for the levee in a bond**
- **Add \$400k for the levee in direct appropriation, only to be recommend if the bond does *not* pass."**

Motion: OJ Robinson

Seconded: Tamra Ham

All in favor

IV. OLD/NEW BUSINESS

Town Manager's Report

All items that Town Manager had to discuss were matters for Non-public session: Personnel Issue; Union Contract, and Reputation.

Public Participation

Roger Harrington asked the board why the contractor's insurance was not responsible for repairs to the levee. Town Manager Burbank explained that it is virtually impossible for any contractor to obtain that type of insurance for a dam building/repair project. Chairman Robinson explained that the contract between the town and the construction company was for specific repairs, and there were two (2) issues: (1) the bedrock that was being keystoned was thought to be 4-5 feet deep which is what the company bid on (and if it was more there would be additional costs) and it ended up being 12 feet (Old Hole) which was unknown until the river was diverted and the granite blocks were moved. (2) the design and contract

had to be changed and approved by the ACE (Army Corp. of Engineers) and DES, which subsequently resulted in a substantial increase in repair costs.

Equalization Municipal Assessment Data Form

Chairman Robinson made the following motion and explained that the Board was signing this form without reviewing the actual data because Finance Officer Helen Jones has not had the time to put this information together, however, wants to get this form turned in before the end of the year. The Selectmen will sign this form tonight and Helen will hold onto it until she is able to provide the data to each of the selectmen for review, and upon approval she will mail the form in.

MOTION: "To sign the Equalization Municipal Assessment Data Form tonight which will not be submitted to the state until each selectman has emailed their approval to Finance Officer, Helen Jones."

Motion: OJ Robinson

Seconded: Tamra Ham

Motion carries.

V. NON PUBLIC SESSION Pursuant to RSA 91-A:3:II

MOTION: "To go into Non-Public Session pursuant to RSA 91-A: 3II (c,e) Update on Litigation; Reputation & Personnel Issue, Union Contract

Motion: Tamra Ham

Second: OJ Robinson

Motion carries.

The Board went into non-public session at 7:38 pm.

MOTION: "To re-enter public session."

Motion: OJ Robinson

Second: Jayne Ludwig

Motion carries.

The Board came back into public session at 8:25 p.m.

VII. ADJOURNMENT

After reviewing the weekly payables and with no further business to attend to, the Board made the following motion.

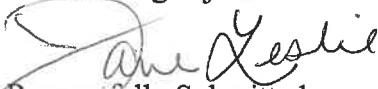
MOTION: "To adjourn."

Motion: Tamra Ham

Second: Jayne Ludwig

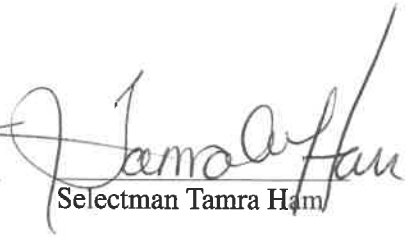
Motion carries.

The meeting adjourned at 8:30 p.m.


Respectfully Submitted,
Jane Leslie

Approval Date 1 / 8 / 2018


Chairman O.J. Robinson


Selectman Tamra Ham

Selectman Jayne Ludwig

December 18, 2017
Board of Selectmen's Meeting
Please PRINT Legibly

Roger Harrington
(Print Name)

Brian Angelone

Delia Sullivan

Melody Gaudette

KEVIN BEU

Paul H Schirduan

Jay Scambio

CAROL RILEY

DAVID CLEMENCE-SCHREINER

Diane Clemence-Schreiner

Eric Turchon

Kinsley Nicoll

Roger Harrington
(Sign Name)

Brian Angelone

Delia Sullivan

Melody Gaudette

KEVIN BEU

Paul H Schirduan

Jay Scambio

Carol Riley

David Clemence-Schreiner

Diane Clemence-Schreiner

Eric Turchon

Kinsley Nicoll

As requested, we have developed a design/bid phase budget for the Riverfront Park project. Because there are several unknowns we must make assumptions regarding the scope of work and thus the fee. Here are is a summary of key assumptions:

- The Town intends to construct Phase 1 in support of the skate park. Phase 2 will be completed at a subsequent time. The phasing is as proposed in the Town approved concept plan.
- The budget assumes we will take both Phase 1 and 2 to preliminary design (60% complete). We recommend this to ensure that all the park elements will work in relation to one another.
- Phase 1 will be taken to 100% design complete and will be advertised for bid in its entirety. There may be opportunity to complete elements with Town forces but that cannot be

determined at this time and we have assumed that will not be the case. Thus bid advertisement is for Phase 1 only.

- An Alteration of Terrain Permit is likely required for this project. We are assuming no other permits will be necessary, although coordination with NHDES on environmental issues will be required. Note that we have carried a number for the state filing fee for the AoT.
- We recommend carrying a separate number for meetings and coordination. We are unsure of the level of public participation and have made an estimate of that effort based on how that has gone to date.
- We have included an allowance of \$95,000 for other technical disciplines (architect, structural, electrical, geotechnical, etc.). Because building and structure types have not been identified we do not know for sure what disciplines and to what level of effort will be required. The budget will be subject to adjustment until those needs are better defined.
- We did not carry any fee for environmental assessments. Based on our discussions with DES we understand that the Town has completed a level of due diligence that will be acceptable to them.
- Because of the unknowns we are recommending a 15% contingency be carried with the project budget.
- Note that our construction cost estimate as per the approved concept plan is \$2.325M. This is the estimate for the full buildout of Phase 1 and Phase 2. The recommended design development costs represent less than 15% of that cost (including the contingency).

Preliminary Design	\$80,000
Final Design	\$175,000
Permitting	\$10,000
Meetings/Coordination	\$20,500
Bid Advertisement	\$8,500
Expenses	\$6,000
Total:	\$300,000
Contingency (15%):	\$45,000
Recommended Budget:	\$345,000

I will call you later to discuss.

Ray

Ray Korber, P.E., Principal

KVP *Partners*

CONSULTING ENGINEERS ~

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Partners in Building Better Communities