

LINCOLN BOARD OF SELECTMEN
MEETING MINUTES
JUNE 13, 2016
LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

APPROVED

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

Staff Present: Town Manager Burbank, Police Chief Ted Smith, Fire Chief Ron Beard, and Recording Secretary Wendy Tanner.

Public Present: Tammy Gionet Dutilly, Steve Noseworthy, Jim Welsh, Debbie Celino and Terry Mullen.

I. CALL TO ORDER—*at approximately 5:30 PM*

Chairman Robinson called the meeting to order at 5:35 PM.

II. REVIEW AND APPROVAL—MINUTES OF THE PREVIOUS MEETING

- June 6, 2016

MOTION to approve the minutes of June 6, 2016 as amended.

Motion: Tamra Ham **Second:** Jayne Ludwig **All in favor.**

MOTION to approve the non-public meeting minutes of June 6, 2016 as presented.

Motion: Tamra Ham **Second:** Jayne Ludwig **All in favor.**

III. CASTLEBERRY CRAFT FAIR *Discussion*

The Castleberry Fair has been coming into town for a number of years and using the empty lot behind the Village Shops for exhibitor parking, however, this year with the construction of RiverWalk that lot is no longer available. With RiverWalk now open, Town Manager Burbank has asked Castleberry Fair to come before the Board to reevaluate parking. The fair also uses 26 municipal parking spaces in addition to the grass area behind the gazebo and monument in front of the One Love Brewery.

Terry Mullen of the Castleberry Fair said that as a solution to the exhibitor parking, Mullen has spoken to the Lin-Wood School and has received permission for the exhibitors to park at the school for the 4 of the 5 days of the events. On the day that the Lin-Wood School has a function in October, the Castleberry Fair has permission from Jean's Playhouse for exhibitor parking.

Terry Mullen said that she is also looking for additional parking on the grass right next to the "ski shop" (the old post office) that Mr. Hyland runs. Mullen has communicated with Mr. Hyland, but does not have any definite plans or anything in writing. Mullen is looking for more exhibitors parking.

Terry Mullen explained that the fair has used the same footprint for the past 24 years. The layout will be changed a little this year because One Love Brewery has an outdoor patio and the fair will try not to block the patio with exhibitor booths.

Town Manager Burbank said that he and his wife attended the fair last year and noticed an extension cord that ran from the gazebo to one of the booths. Mullen explained that the exhibitors have permission to use generators, but should not be running extension cords or using town power. Chairman Robinson felt that in fairness to the taxpayers, power from the pole or gazebo should not be used by the exhibitors without reimbursement to the Town.

Chief Smith said that after reviewing the traffic from last year's fair, this year they will put two electronic signs stopping people from making left hand turns. In the fall Main Street is usually gridlocked during foliage weekend even if the fair was not in town.

Jayne Ludwig felt that there would be less patron parking if the exhibitor parking took up most of the Lin-Wood School lot. Police Chief Smith explained that traffic would be directed by an officer in front of the Lin-Wood School at the entrance to RiverWalk and the shopping center only during the heaviest traffic times.

Mullen asked if permission was required from the town to use the parking lot for the craft fair. Mullen usually receives permission from the owner of the Village Shops. Town Manager Burbank said that the town should sign off on the permission as well because there are 26 municipal parking spaces in the front of the lot that the town leases.

Chairman Robinson said that written permission should be given for both the 26 municipal parking spaces and the town leased land that houses the gazebo and memorial. Town Manager Burbank will include all town leased spaces in a note or letter of permission. Mullen will also provide the town with a Certificate of Liability Insurance naming the Town of Lincoln as a third party insured.

Mullen said that all food vendors are required to obtain a "ServSafe®" certificate and copies will be supplied to the town.

Fire Chief Beard wanted to be sure that access for emergency vehicles was clear.

The question was asked if there were any other events happening at the same time as the fair. The summer fair held in August did not have any conflicts; however the October fair is usually the same week as foliage and the Loon Mountain Oktoberfest. It is the single busiest weekend of the year for traffic in Lincoln. The police will post signs for no left hand turns on Main Street for that weekend. Town Manager Burbank was concerned that no left hand turns may shuffle more traffic onto Pollard Road.

Using the first craft fair in August to try changing traffic patterns will give the town a good idea of what will happen in the fall. Well posted roads and parking will help the traffic issues. Traffic issues will be revisited after the first fair in August and before the Columbus Day weekend. Traffic was briefly discussed and parking when specific lots were filled. If vehicles park on both sides of the narrow side roads it is difficult for safety vehicles to drive down the street, Jayne Ludwig felt this should be watch closely.

All members of the Select Board agreed that the Castleberry Fair could come back into town as long as specific parking is adhered to and all the proper permits are obtained.

IV. OLD/NEW BUSINESS

□ Town Managers Report

Loon Bridge

The Bridge at Loon may open as early as the middle of July.

Trees

Public Works Director Hadaway is going to cut down the dead birch tree at the Community Center and look at the tree that overhangs Maple Street. The branch that overhangs Maple Street has many wires around it and may require the electric company to do the work.

Chenard Junkyard

There has been activity at the Chenard property in that some scrap has been removed.

Petersons

Town Manager Burbank had a meeting with the Petersons and by agreement they asked for 90 days to arrange to get any unregistered vehicles and ATV's (all terrain vehicles) off the property. The state limit is 3 unregistered vehicles per lot.

Pollard Road Sidewalk (Hanson Farm Road delay)

The Pollard road sidewalk is temporarily on hold. The town engineer, Ray Korber, is very busy on the Hanson Farm Road project and working on the third redesign of that road. Hanson Farm Road is taking more time than was expected because of the difficulty of drainage on that road. Once the Hanson Farm Road project is underway, the Pollard Road Sidewalk will continue.

Loon Pond Dam

The pre-construction meeting was last week and everyone is good to go. The Town does not have the US Forestry Service permit and will not start the dam reconstruction until all permits are in hand. Town Manager Burbank expects to obtain the last permit this week.

Beechwood

Caulder Construction started mobilizing today and is staging some equipment on town property.

Dumpsters behind Lincoln Center North

The dumpsters that are still not locked at night are the ones that service the theater. Fire Chief Ron Beard said tenants such as, the Postal Service, the Dollar Store and El Charro Mexican restaurant have secured their dumpsters. The theater is still not compliant. The owner of the property had said that the tenants are responsible for their dumpsters. Chief Smith will stop by and talk to the theater owners again.

Audit Report

As part of the Audit Report the auditor's list areas that need to be improved and every year there are usually three or four items. This year there was only one item. The observation was that there is not an established Police Detail rate that is being used consistently. The auditor's observation was that the town has an \$89 per hour rate for special details, yet this fee has been billed out in variable rates.

Police Chief Smith said that a discounted rate is charged to customers that use police department details the most. Ice Castle and Loon Mountain are charged the same rate. Chairman Robinson thought that it was standard business practice to give a discounted rate to businesses that utilize the police department frequently.

There was a discussion about the different businesses that use a police detail regularly and how to write a policy that would include these businesses with a discounted rate. Town Manager Burbank gave an example; "If a business that sets up at Loon Mountain every year, but they are not Loon Mountain, would they also receive Loon's discount?"

The decision was to work out two rates with a clear methodology as to how each rate would be applied.

Outline to the School Board (Emergency Shelter)

A description of what a shelter includes will be described in the outline. The Board felt that steps should be taken to make using the school as a shelter as non-disruptive as possible. After the description, who is in charge should be clearly described in the outline.

Police Chief Smith will work with the Woodstock Police Chief to come up with a draft outline.

Water and Sewer Tap Fees – Outside Irrigation

Last time the water and sewer tap fees were reviewed the Select Board added outside irrigation. This fee would depend upon the size of the irrigation system. Fire Chief Beard said that the average spigot uses between 1.5 and 2.5 gallons per minute. There was a discussion about the number of spigots and the amount of time the system would run each day as well as how many days per year the system would be running. A discussion about the amount of water a commercial washer uses was discussed. Chairman Robinson thought that comparing an irrigation system to a commercial laundry could work. Water production at the water plant was recently increased in the amount of water produced per day. Town Manager Burbank is going to look into the cost to produce water with this newly added system to help determine the cost to charge for irrigation systems. This topic will be discussed again at a future meeting.

Abatements

Abatement requests from Fairpoint Communications Inc., New Hampshire Electric Coop Inc. and Eversource Energy were reviewed.

Motion to deny the abatement requests (3) from Fairpoint Communications, Inc., Eversource Energy and New Hampshire Electric Coop., Inc.. as presented.

Motion: OJ Robinson Second: Jayne Ludwig All in favor.

Sidewalk Project (Pollard Road)

A construction loan was obtained for the Pollard Road Sidewalk project.

Motion to accept the general obligation note for \$525,000 from Union Bank as presented for the Pollard Road sidewalk project.

Motion: OJ Robinson Second: Tamra Ham All in favor

Lin-Wood School Graduation

Tamra Ham announced that the current senior class of Lin-Wood School has been awarded \$49,000 in scholarships from the community. The Select Board sends congratulations to the graduating class. Excellent work.

Tripoli Road

The White Mountain National Forest Service is changing the camping rules on Tripoli Road. In the past people could camp almost anywhere. With the recently approved improvement plan for the future, there will be specific areas that will allow camping. The installation of vault toilets, wild proof trash receptacles, relocating the Welcome Station, removal of potentially hazardous trees and repair culverts and drainage are some of the changes.

Franconia Notch Traffic

There was a brief discussion of the ever increasing amount of hikers in the Franconia Notch and that the vehicles are parking up and down the sides of the highway to park closer to the base of hiking trails. National Forest Service and the New Hampshire Department of Transportation (NHDOT) have the right of way through the Franconia Notch. As much as parking is an issue in the park, the Town has no jurisdiction there and parking will have to be handled by the NHDOT and the National Forest Service.

☐ Public Participation

Tammy Gionet Dutilly asked if Chief Smith had an update on the Rainbow Family. Chief Smith said that he has heard that the group has decided to go to the Green Mountains in Vermont this year.

Jim Welsh said that it was mentioned last week the possibility of putting a scale at the transfer station. Mr. Welsh talked to Woodstock Sand and Gravel and they have scales that they are not planning to use that could be purchased. Town Manager Burbank will make a call to check on price.

V. NONPUBLIC SESSION Pursuant to RSA 91-A: 3II (a,c,e,d)

MOTION to enter non-public session at 6:55

Motion: OJ Robinson Second: Tamra Ham All in favor.

MOTION to leave non-public session at 6:59

Motion: Jayne Ludwig Second: Tamra Ham All in favor.

VI. ADJOURNMENT

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

MOTION: "To adjourn."

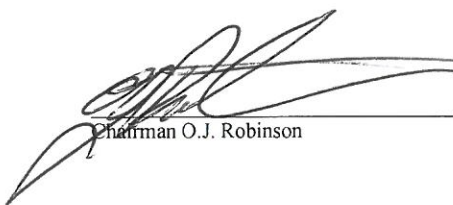
Motion: Jayne Second: Tamra All in favor.

The meeting adjourned at 7:12 P.M.

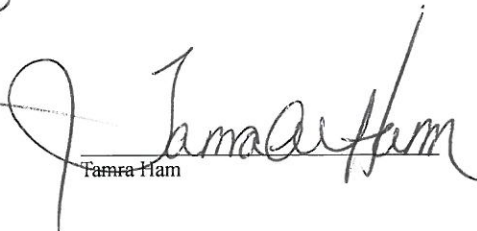
Respectfully Submitted,

Wendy Tanner

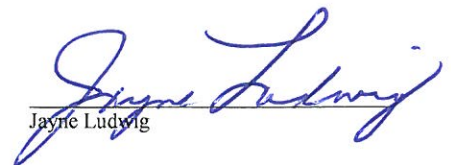
Approval Date 6/20/16



Chairman O.J. Robinson



Tamra Ham



Jayne Ludwig

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