

**LINCOLN BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**SEPTEMBER 19, 2016**  
**LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH**

**APPROVED**

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**Board of Selectmen Present:** Chairman O.J. Robinson and Selectman Jayne Ludwig

**Board of Selectmen Excused:** Selectman Tamra Ham

**Staff Present:** Town Manager Burbank, Police Chief Smith, Town Engineer Ray Korber, P.E., M.S. of KV Partners, LLC. and Recording Secretary Wendy Tanner.

**Public Present:** Tammy Gionet Dutilly, Tracy Steele, Jane Anderson, Patrick McCusker, Tom Tremblay, Gail Tremblay, Wayne Wright, Myles Moran, Ivan Strickon, Carol Riley, Terry Ross, Charlene Cochrane, Kim LaMotte, Marie Duquette, Darrin Wipperman, Steve Smith, Carol Smith, Charlene Boyle, Susan Whitman, Dennis Lynch, Jim Bujeaud, Nancy Bujeaud, Debbie Celino, Jim Welsh, Melanie Hayes, Sarah Harrington, Roger Harrington, Vicky Martin, Jim Martin, Karin Martel, Jeff Martel, Don Landry Jr., Leo Marien, Linda K. Bradshaw and Paula Strickon

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

*Chairman Robinson called the meeting to order at 5:30 P.M.*

**II. POLLARD ROAD PUBLIC INFORMATION SESSION**

Vickie Martin thanked everyone for coming and updated the residents on how this all began. Public safety was the biggest concern. The Pollard Road sidewalk was on a warrant article March of 2016 and was voted in by the townspeople. The goal of these meetings is how to get the best and safest possible sidewalk with respect to the property owners and have the sidewalk done by December 2017.

Martin continued and explained that retrofitting a sidewalk into an already existing community is a difficult project. There are many concerns by residents and all concerns will be addressed. Plants, bushes and fences can all be relocated. The town has made it clear that they will be respectful of property owners trying very hard to work with residents to put things back the way they found them whenever possible.

Town Manager Burbank explained that the plan was to create the sidewalk on the south side of Pollard Road. The south alignment has the least environmental impact and a lesser cost because fewer poles will need to be moved and only one catch basin will be added. Town Manager Burbank reiterated that trees, shrubs or fences, will be moved at the towns expense.

Ray Korber explained that an impact assessment was done which shows how many poles, catch basins, hydrants or other infrastructure may need to be moved to place the sidewalk on one side or the other of the road. The impact assessment determined that it would be more favorable to put the sidewalk on the south side of the road and also creates an inner loop for the sidewalk network making a much safer sidewalk alignment.

Korber went into more detail describing catch basins and drainage to ensure that the runoff was not going to affect any properties. Korber explained they had a discussion about the width of the sidewalk and a 5 foot wide sidewalk was determined to be the best width for this road.

Korber invited the crowd to gather around the plan on the wall to discuss impacts in specific areas of the road and to answer questions. A general discussion ensued with Korber about specific properties.

There has been a substantial reduction in the amount of impacts with the latest alignment of the sidewalk. Engineer Korber and Public Works Director Hadaway will be reaching out to individual property owners over the next few months. Based on those conversations issues will be narrowed down and the timeline can become more firm in order to meet the December 2017 deadline. The project should go out to bid April or May in the spring of 2017.

Some properties will require temporary construction easements to enable the construction crew to go onto property to build the sidewalk. There will be a number of residents that will need to sign permanent easements for the sidewalk itself where the road has wandered too far onto a property so that the town's right of way is now in the road itself.

Q: Why does the sidewalk end before the end of Pollard Road in the area between the Kancamagus Motel and the Common Man Restaurant?

A: The road in that area has some unique challenges. There have been discussions with the property owner about reconfiguring the parking lot and at this point we did not want to show something that may not happen. As we come to an agreeable strategy, it will then show on the plans.

Q: What is the time frame that this will take to build?

A: It depends upon the size of the contractor, but 6 to 8 weeks would be reasonable.

Q: Will all the trees that are in the path of the sidewalk be cut down.

A: Some could be moved, some will be trimmed and others could be cut down, but it will take working with the homeowners to make those determinations.

Chair Robinson said that the sidewalk needs to be done with a spirit of cooperation. Some of the areas that have flowers and rock walls and fences are actually on town property. The town has a legal right to move anything that is on town property but the town would like to do it in the spirit of cooperation with the homeowners. The next step will be for Ray Korber and Nate Hadaway to contact property owners about easements, trees, fences and other items that may cause issues. Robinson reiterated that work will not be done on an individual property without the owner's knowledge.

Q: Is the cost of the sidewalk going to have to go back to town meeting in March?

A: No. Right now we are on track. This was based on an estimate and we were not sure what it would encompass. Although the design work is not completed, the town is confident that it will come close to the approved amount. There will also be a cost estimate completed before town meeting next March.

Q: What material will they use to make the sidewalk?

A: The material of choice is asphalt because it is easier to maintain.

Q: Are there any other options where the sidewalk passes by a parking lot other than a lined or raised sidewalk?

A: The two most common options are a raised sidewalk or a painted sidewalk. Moving or reconfiguring the parking lot would be another option.

Q: If the town cannot show a deed for a portion of Pollard Road, where does the easement come from, State law?

A: We can answer that question for individual property owners because of the right of way shown on the plans. The surveyors go out into the field and find property markers and that establishes the town's right of way for the road.

All sidewalks on town roads are plowed and maintained by the town. There was a general discussion about moving telephone poles and adding culverts for drainage.

Korber said that there is a traffic calming element when sidewalks are installed. Some residents felt that flashing or electronic illuminated lights may help slow the traffic. Triangular signs, "Children at Play" or "Slow" were suggested.

Town Manager Burbank announced that either before or during the building of the sidewalk, there will be a three way stop installed at Church Street and again at Dodge Place. This is to act as a deterrent for people driving fast down Pollard Road.

Chair Robinson said that Ray Korber, Butch Burbank and Nate Hadaway will be meeting with individual homeowners in the next few weeks.

### **III. OLD/NEW BUSINESS**

#### **Temporary Water Ban**

Public Works Director Nate Hadaway explained that the town wells and the river are all at a dangerously low state. The Board talked about water conservation and explained that for the past few months there has been a voluntary water ban. Hadaway asked the Board to start enforcing a mandatory water ban because of the current state of the town's water systems. This water ban will be in place until the Board votes to lift it. The ban will be for no outside watering, washing cars or anything that would use a hose.

Town Manager Burbank explained that in the current state, without future rain, we cannot supply the Ice Castle with the amount of water they require.

#### **MOTION to initiate a temporary water ban for all outside water usage.**

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

#### **Hanson Farm Road.**

Korber said that the design is complete and they have received all the slope easements that they require and are looking for some temporary construction easements for some of the driveways. The project will go out to bid while they are obtaining the final easements. The bid will be advertised in the Littleton Courier.

#### **Loon Booster Pump Station**

The piping will be changed to eliminate the big loop and give a more straight shot into the pump house to reduce flow restriction. This will be changed in the spring.

#### **Loon Pond Dam**

The dam is complete. The access road is now being repaired.

#### **Highland Games**

Chief Smith said the Highland Games went extremely well at Loon Mountain. There were some issues with signage and the DOT that were worked out. Parking was discussed thinking that if the event gets any bigger that other options for parking will need to be put into place in future years.



Tammy Gionet Dutilly stated that on US Route 3 at Clarks Trading Post where the cross walk is to get from the parking lot to Clarks, there is a sign just before the crosswalk heading north and another sign just before the crosswalk heading south. In both directions there were busses stopped before the crosswalks and you could not see if people were crossing the walk so it created a dangerous situation. Dutilly asked if in the future they could put the signs and the busses **after** the crosswalks on both sides of the road, not before to make it a safer place to cross the street. Chief Smith will bring it to the attention of the bus committee next year during pre-event discussions.

### **Emergency Operations Plan**

This plan has been discussed and has been edited for final adoption. This motion will be to adopt the Town of Lincoln's Emergency Operations Plan 2016(EOP).

**MOTION: "Therefore; it shall be the public policy of this municipality to adopt the NIMS (National Incident Management System) concept of emergency planning and unified command. It shall further be the policy of this municipality to train public officials responsible for emergency management."**

**Motion: OJ Robinson**

**Second: Jayne Ludwig**

**All in favor.**

### **IV. DUMPSTER ORDINANCE Discussion**

Last time the Board met they talked about raising the fine for unsecured dumpsters. It is difficult to enforce the ordinance if multiple businesses/residents are using the same dumpster. It would be an issue of training all parties that use a single dumpster to secure that dumpster.

Another issue in town is people or businesses using dumpsters that do not belong to them. This issue needs to be addressed by the property owners.

Specific dumpsters were discussed and negligence on the part of residents was discussed.

Chair Robinson said that he was in favor of enforcing the ordinance with the current fees to see if enforcement alone would encourage businesses and associations to secure their dumpsters. If that does not work, the fees will be raised. Ludwig agreed. Citations will be issued to those who do not secure their dumpsters from bears.

### **□ Town Managers Report**

#### **Town Hall**

The Town Hall has been switched over to LED lighting. The lighting in the Town Hall is now very uniform and brighter. The Town Hall, Community Center, Water Treatment Plant, Library and the Highway Garage are all switched over to LED lighting. The next building to be done will be the Fire Station in the Spring of 2017.

Robinson asked for a comparison in three or four of the buildings completed, between older electric bills and bills from a month after the LED lights have been in place to see the savings. Burbank thought the big savings would be from bulb replacement because these new LED lights will last most of our lifetime.

### **Fire Truck Update**

Burbank, Hadaway and Fire Chief Beard will be going to look at a used ladder truck the beginning of October.

### **Loon Mountain Letter**

A letter from the Board of Selectmen was sent to Loon Mountain thanking them for their cooperation with the Loon Pond Dam and Loon Bridge projects. A copy of this letter is attached to these minutes.

### **☐ Public Participation**

Tammy Gionet Dutilly would like to start pressure washing decks and painting before winter and asked if she could be notified if the outside watering ban was lifted.

Town Manager Burbank said that we need rain and added that the sprinklers are the highest offenders. People or businesses that have sprinklers on a timer and they go on when it is raining is a waste of water. Some of the sprinklers in town are not set to only water lawns, but also go into streets and run down into a drainage ditch which is another waste of water.

At the Beechwood I area while excavating the road the town has found many leaking water lines underground. These have now been repaired or bypassed which should save many gallons of water that was previously wasted.

### **Water Meters**

Wendy Tanner asked about water meters being read and felt that in the winter there are many condominium owners or seasonal residents that keep their water running all winter long to keep their pipes from freezing, instead of keeping their heat turned on while they are not home. Reading water meters would tell the town who these offenders are and perhaps save thousands of gallons of water, or more.

Town Manager Burbank said that will be looking into. Currently most of the meters in town would have to be replaced because of age or technology.

Robinson agreed with Tanner and said that it isn't so much to charge for the water but to track the water usage. Accumulatively a lot of water is wasted from water being left on. Robinson agreed that to do this efficiently you have to have the remote readers for the water meters which would require replacing many of the current meters in town. This will be discussed with the Public Works Director to see how many water meters would be required and the cost to replace older meters.

Dutilly said that in later winter early spring each year she is asked by the Public Works Department to run the cold water to help keep the water pipes under her driveway from freezing. Burbank asked if that has been a request while he was working for the town. Dutilly said yes. Burbank will look into why this request is happening.

Dutilly said that they have a little playhouse out behind the garage that they would like to move and asked if they needed a Land Use Permit for that. Tanner said that a permit is not necessary but that she should submit a new site plan to the town Planning Department with the new location of the playhouse.

## V. REVIEW AND APPROVAL- MINUTES OF THE PREVIOUS MEETING

- September 12, 2016

**MOTION to approve the minutes of September 12, 2016 as presented.**

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

**Motion to approve the Non-Public minutes from September 12, 2016 at 4:35 PM as presented.**

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

**Motion to approve the Non-Public minutes from September 12, 2016 at 6:15 PM as presented.**

**Motion: Jayne Ludwig                      Second: OJ Robinson                      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"**

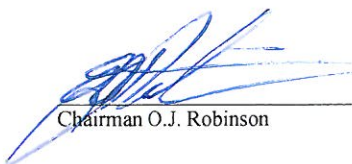
**Motion: O.J. Robinson                      Second: Jayne Ludwig                      All in favor.**

The meeting adjourned at 7:38 PM

Respectfully Submitted,

Wendy Tanner





Approval Date 9 / 26 / 16

  
Chairman O.J. Robinson

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Tamra Ham

  
Jayne Ludwig

September 19, 2016  
Board of Selectmen's Meeting  
Please PRINT Legibly

Tracy Steele (Print Name)	 (Sign Name)
Jane Anderson	
Patrick McCosker	
Tom Tremblay	Thomas Tremblay
Gail Tremblay	Gail Tremblay
WAYNE WRIGHT	Wayne R. Wright
Myles Moran	
IVAN STRICKON	
CAROL Riley	Carol Riley
Terry Ross	Terry Ross
Charlene Cochrane	Charlene Cochrane <sup>2ccochrane@gmail.com</sup>
Kim Lamotte	Kim LaMotte
Marie Duquette	Marie Duquette
Darin Whippmann (Confer)	Steve + Carol Smith
Charlene Boyle	DENNIS LYNCH (CONFERAS) <sup>617-697-2518</sup>
Susan Whitman	

September 19, 2016  
Board of Selectmen's Meeting  
Please PRINT Legibly

(Print Name)

(Sign Name)

Jim Bujead

Bujead

Nancy Bujead

Bujead

Debbie Celino

Debbie Celino

Jim Welsh

Jim Welsh

Melanie Hayes

Melanie Hayes

Sarah Harrington

Sarah Harrington

Roger Harrington  
victoria.j.martinehitchcock.org

Roger Harrington

Vicky Martin

Vicky Martin

Tammy Bonnet Dutilly

Tammy Bonnet Dutilly

Jim MARTIN  
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Karin Martel 520-7100

Jim MARTIN

JEFF MARTEL

Jeff Martel

DON LANDRY JR.

Leo Marier -  
603-727-2121

Leo Marier



Print

Linda K. Bradshaw

Paula Strickan

Sign

LK Bradshaw  
Paula Strickan



Chairman O.J. Robinson

Selectman Tamra Ham

Selectman Jayne Ludwig

**Town of Lincoln NEW HAMPSHIRE**  
**OFFICE OF THE**  
**BOARD OF SELECTMEN**

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September 19, 2016

To: Rick Kelley, General Manager  
Loon Mountain Recreation Corp.  
Lincoln, NH

From: Board of Selectmen  
Town of Lincoln

Rick,

Over the past several decades, Loon Mountain and the Town of Lincoln have had a good working relationship. We want you to know that we do not take this for granted.

We want to express our sincere appreciation for the outstanding cooperation and assistance from Loon during the last two major projects.

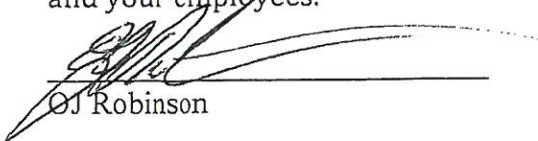
The Town is extremely pleased with the new Loon Mountain bridge. Although there are always unexpected circumstances with every major project, the construction of this bridge went relatively smoothly. Nancy Mayville of NHDOT commented to us that this was one of the smoothest projects she has overseen.

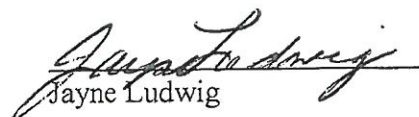
We are extremely pleased with the finished product and are happy that we were able to work out a solution to the entrance width that satisfied all parties.

We are proud of this grand new entrance to our Town's premier attraction.

The Town is especially appreciative of the cooperation from Loon Mountain during the reconstruction of the Loon Pond Dam. Your employees were extremely helpful in accommodating the needs of our employees and contractors. We appreciate the access to the dam site during the construction period. The Selectmen have heard many positive comments about your company and employees during this project.

Before these two projects, there were many others where Loon and the Town worked well together. We are sure there will be many more in the future. We extend our sincere appreciation to you, your company, and your employees.

  
O.J. Robinson

  
Jayne Ludwig

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Tamra Ham