

LINCOLN BOARD OF SELECTMEN

APPROVED

MEETING MINUTES

OCTOBER 24, 2016

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

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

**Staff Present:** Town Manager Burbank, Fire Chief Beard and Recording Secretary Wendy Tanner.

**Public Present:** Paul Beaudin, Tammy Gionet Dutilly, Jim Welsh, Debbie Celino, Alyssa Yolda, Justin Roshak, Olivia C. Bebeau, Paul Pinkham, Dave Beaudin, Mike Claflin, Philip Bennett, F. Myles Moran, Stewart Anderson.

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

*The meeting was called to order at 5:28 PM.*

**II. WORKFORCE HOUSING DISCUSSION WITH AHEAD PROPERTY MANAGEMENT and WESTERN WHITE MOUNTAIN CHAMBER OF COMMERCE**

Alyssa Yolda, Executive Director of the Western White Mountains Chamber of Commerce (“Chamber”), explained that people have been coming on a consistent basis to the Chamber for help with workforce housing. The challenge of lack of sufficient employees included, unskilled, management, seasonal, hospitality and manufacturing.

A partnership group was formed from a workforce round table between **AHEAD** (Affordable Housing Education & Development), **Plymouth State University** and **UNH Cooperative Extension** (“Extension”). Working with the Extension and a survey they had done, the survey was paired down to include only Lincoln and Woodstock communities.

From analysis of the survey came three things that the Chamber focused on: Housing, Transportation and the Workforce in general (employees and people).

To address the transportation piece, Yolda explained that one option is a bike sharing program. The concept is that there is a fleet of bicycles and docking stations placed strategically throughout the community. There would be about a \$30,000 startup cost.

Mike Claflin, Executive Director and Olivea Bebeau, Director of Development of AHEAD gave a presentation on the workforce housing project. Individuals making between 23,000 to 45,000 dollars income will be targeted. Rent would be restricted to 30% of their income. The goal would be to find resources to provide **20 units**. Acquisition of a site must be based on fair market appraisal.

Town Manager Burbank said that their initial inquiry was for the property called “The Airport” at the base of Mansion Hill Drive (Map 113, Lot 045), on Pollard Road along NH Route 93.

There was a brief discussion about different types of housing and the percentages people pay for rent versus subsidized housing such as section 8 where the New Hampshire Housing Authority pays a portion. This project would not be subsidized housing.

Stuart Anderson from ALBA Architects LLP showed a possible concept layout of the Airport site located at the end of Pollard Road and thought that the biggest challenge would be density.

There was a discussion about deed restrictions to ensure the property would remain Workforce Housing. Claflin noted that some of the programs require AHEAD to verify income every year.

Robinson said that one big obstacle would be garnering support from the town. Robinson would like the next step to be a public forum where this could be promoted and presented to the town.

(For more details, see attached.)

### **III. REVIEW AND APPROVAL- MINUTES OF THE PREVIOUS MEETING**

- October 12, 2016 Joint Meeting with Woodstock

**Motion to accept the joint Lincoln and Woodstock Select Board meeting minutes of October 12, 2016 as presented.**

**Motion: Tamra Ham**                      **Second: OJ Robinson**                      **2 in favor.**  
*Jayne Ludwig abstained.*

- October 17, 2016

**MOTION to approve the minutes of October 17, 2016 as amended.**

**Motion: Tamra Ham**                      **Second: Jayne Ludwig**                      **2 in favor.**  
*OJ Robinson abstained.*

- October 11, 2016 nonpublic minutes

**Motion to approve the nonpublic minutes of October 11, 2016 as presented.**

**Motion: Tamra Ham**                      **Second: OJ Robinson**                      **2 in favor.**  
*Jayne Ludwig abstained.*

- October 17, 2016 nonpublic minutes

**Motion to approve the nonpublic minutes of October 17, 2016 as presented.**

**Motion: Tamra Ham**                      **Second: Jayne Ludwig**                      **2 in favor.**  
*OJ Robinson abstained.*

### **IV. OLD/NEW BUSINESS**

The Board reviewed the MS1 Extension form submitted to extend the deadline for the property value inventory from September 1, 2016 to November 22, 2016 based on the fact that the town reevaluation is currently in process.

**Motion to accept the MS1 extension as presented.**

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

#### **□ Town Managers Report**

#### **Hanson Farm Road Bid**

The bid opening was on October 21, 2016. The bid plans have been reviewed by Town Engineer, Ray Korber and the project will likely be awarded to Caulder Construction.

#### **Loon Mountain Bridge Naming**

Dedication of the bridge will be organized on or about the second week of January, 2017. After consulting with Rick Kelley of Loon Mountain, there are no issues with naming the bridge, "Adams Memorial Bridge". Engineers have asked that nothing is attached to the bridge itself, and Town Manager Burbank suggested a stone boulder at the entrance to the bridge with a plaque attached.

#### **Town Report Committee**

The committee has made significant work on the cover of the report as well as the theme. The Loon Mountain Bridge will be the theme of the report.

#### **Ice Castle**

After meeting with Woodstock and Hobo Hills, Woodstock has agreed to sell water to the Ice Castle. Lincoln will be a backup source once we are back to adequate water. Ice Castle will be staying in Lincoln.



### **Drought Update**

20% of the state is experiencing abnormally dry conditions and 80% of the state is experiencing moderate to extreme conditions. Lincoln's drought state is moderate. North Country may see some relief by the end of January.

Loon Pond Dam is very low after having to drain the pond to repair the dam and has not gained any water from recent rains.

### **Light on Pleasant Street**

Ludwig has been receiving questions about the light on Pleasant Street. Town Manager Burbank stated that no one will claim ownership and will ask New Hampshire Electric Cooperative to look at the pole.

### **Water Meters**

Ham stated that after a recent water study the town was told that they need to start metering water, not to charge, but to at a minimum, begin to see where usage is highest and to discover possible leaks in the infrastructure. A long discussion about funds for replacing water meters ensued. Robinson stated that the town should start by finding out:

- How many water meters there are in town,
- Average cost of replacement,
- Average lifespan.

Not all Board members agreed that funds should be used to install meters unless there were penalties to enforced usage; i.e. not letting the water drip in winter. Town Manager Burbank said that regulations are in place if someone was abusing the system, the town has the right to turn their water off.

Town Manager Burbank will start working on some numbers for the Board to discuss at an upcoming meeting.

### **Levee**

The town is still waiting for the DES Wetlands Permit. Town Manager Burbank will call to check the status of the permit.

### **Beechwood Road**

The contractor said that paving will begin by the end of this month. Utilities are being moved with some question as to who is paying for moving utilities. It is clearly stated in the contract that the contractor and the utility companies have to work out utility issues.

### **Fire Truck**

Painting should be done this week. Parts and hose have been ordered to equip the truck. The hope is to have the truck in Lincoln the first week of November.

### **Old Fire Truck**

The town will soon begin to actively start advertising the old fire truck for sale. There was a suggestion to advertise the truck through a nonprofit organization such as the Firemen's Auxiliary. In this case the profits would be split with the Town of Lincoln. Town Manager Burbank will look at this possibility from a legal standpoint.

### **□ Public Participation**

Paul Beaudin asked if it was possible to get a copy of the survey and building information from the AHEAD meeting. A brief discussion of how the survey could be distributed ensued. The town will research to see if the documents are available online.

Paul Beaudin asked if the plowing of Beechnut Road would be put out to bid. Town Manager Burbank said that had not been determined. A long discussion ensued about plowing, how long it takes to salt, sand and plow town roads, and which roads support resort busses that go to Loon Mountain in winter. A discussion ensued regarding bidding out versus in house plowing of Beechwood I roads.

## 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: Tamra Ham**

**All in favor.**

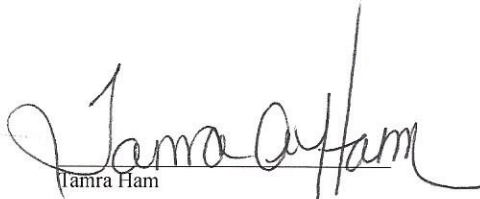
The meeting adjourned at 7:20 PM.

Respectfully Submitted,



Wendy Tanner

Approval Date 10 / 31 / 16

  
Chairman O.J. Robinson  
Tamra Ham  
Jayne Ludwig

## **I. WORKFORCE HOUSING DISCUSSION WITH AHEAD PROPERTY MANAGEMENT and WESTERN WHITE MOUNTAIN CHAMBER OF COMMERCE**

Alyssa Yolda, Executive Director of the Western White Mountains Chamber of Commerce (“Chamber”), gave background and history of how tonight’s discussion came about. A year and a half ago people started coming to the Chamber on a consistent basis about challenges related to workforce such as;

- lack of sufficient employees including,
  - unskilled
  - management positions
  - seasonal
  - hospitality
  - manufacturing

It was affecting businesses abilities to grow and to serve their customers. A partnership group was formed from a workforce round table between **AHEAD** (Affordable Housing Education & Development), **Plymouth State University** and **UNH Cooperative Extension** (“Extension”). A survey was completed within the Lincoln and Woodstock communities which uncovered the following matters.

- Recruitment challenges include
  - Competition for Employees
  - Lack of Housing Options
  - Inadequate Labor skills
- Lack of housing options
  - Lack of affordable housing

Fifty (50) businesses in the Lincoln and Woodstock area have said that “lack of affordable housing” is one of their biggest challenges in getting more employees. From analysis of the survey came three things that the Chamber focused on: Housing, Transportation and the Workforce in general (employees and people). Moving forward the Chamber began focusing on housing and transportation. AHEAD is here to speak to the housing piece. Alyssa Yolda continued by giving an example in the transportation section.

Yolda explained that one option is a bike sharing program. The concept is that there is a fleet of bicycles and docking stations placed strategically throughout the community. People can use the bikes by swiping a card. There would be about a \$30,000 startup cost. If a partnership were formed that included other businesses and involved the community, funds would be more manageable rather than an individual \$30,000 price tag.

Ludwig asked if when doing the research, did they survey or speak to the group of employees that are already present in the community. Where do they live, are there four people living in the same apartment, how do they make it on service wages, were some of the questions that Ludwig asked.

Yolda said, “Yes and No.” Yes, through the employers. Some of the questions asked to the employers were; how many of your employees are single family households, how many are two person, three person, how many are travelling from less than 5 miles, 10 miles or 15 miles. Out



of the 2189 people that work in Lincoln or Woodstock, 267 of them live and work in the community, about 10% of the workforce. In a healthy community 30% live and work in the community.

Ludwig asked if the survey included people that live and work in the community that are from different countries or here on visa programs.

Yolda said that number varies. In the summertime, there are a handful of employers that bring in 10 to 15 employees from outside the country, but that is not the average. More employers are bringing in 2 or 3. It is not ideal; it is a pain to bring in students on visas. It is costly and you have to provide housing so it is a significant cost in both time and money.

Mike Claflin, executive director and Olivea Bealeu, director of development of AHEAD gave a presentation on the workforce housing project. Claflin said AHEAD has been trying to develop workforce housing in the Lincoln-Woodstock area for about 10 years now. This study has given information that 289 additional positions could be hired in the community if they had a place for those employees to live. Impact to the area would be approximately 78 million dollars in a 3 year period.

Olivia Bealeu said that the type of housing that would be in demand would be one and two bedroom apartments for single individuals or couples. There is also a need for three bedroom homes that could be for managers that have a higher income. Based on the apartment size and the ability to obtain funding a concept was developed. This housing is not subsidized and there would be no rental assistance with it. It would likely be a USDA 538 type of program which allows for a higher income threshold. They target individuals making between 23,000 to 45,000 dollar income range. Rent would be restricted to 30% of their income. AHEAD owns and have developed over 400 apartment units in Northern Grafton and Coos Counties and have a property management line of business. Strict guidelines, background checks and criminal checks must be in compliance to rent. AHEAD has a strict guideline to follow. The goal would be to find resources to provide **20 units**. Acquisition of a site must be based on fair market appraisal.

Town Manager Burbank said that their initial inquiry was for the property called "The Airport" at the base of Mansion Hill Drive, on Pollard Road along NH Route 93.

Claflin said that this is what is referred to as workforce housing, it is not subsidized, and it is affordable. Anyone that lives here has to have a job and meet minimum standards. Typically this type of housing is labeled "Low Income Housing" and it is not, it is "Workforce Housing". One of the largest barriers for the AHEAD group is the cost of land.

Robinson asked if the property is not subsidized, how does this work.

Claflin said that it is income restrictive. You can't make \$150,000 a year and live in this property.

There was a brief discussion about different types of housing and the percentages people pay for rent versus subsidized housing.

Town Manager Burbank asked in your experience in this area today, what income this housing would be based upon.

Beleau said \$23,000 per individual or \$45,000 per couple. If we were able to do 3 bedrooms, that number would be higher. It is difficult to say.

Stuart Anderson from ALBA Architects LLP showed a possible concept layout of the Airport site located at the end of Pollard Road. The property is 2.8 acres of land. The makeup of the units would be 1 and 2 bedrooms. The building would be 20,000 square feet total. This parcel does allow them to achieve the parking of 2 spaces per unit. It also does allow for additional green space. The building is close to Mansion Hill Drive to buffer from the Interstate and allow easing the esthetics of parking. Another issue is that currently multi-family or workforce housing is not permitted in the Rural Residential District. Also given the density this concept well exceeds the land per square feet per unit. Funding sources have strict guidelines for building standards. This concept is to highlight some of the challenges we would have in order to develop in this area. The biggest challenge would be density.

Butch said that there has been no prior discussion about density on this property. It is the only piece of property that the town owns that could conceivably be used for this type of project.

Anderson sited other buildings in town that have the same density as this building.

Ham said that the biggest hurdle would be zoning because it would have to go to town meeting.

Ludwig asked why the concept was for one and two bedrooms and not three.

Beleau said that was a recommendation of a realtor who also manages properties in town. What they would see in Lincoln and Woodstock was that two individuals might want to get an apartment together.

A market study would be done to support their plans. This is an attempt at being assertive and proactive and will require a zoning change.

Town Manager Burbank asked Mike to bring the board up to speed of what other towns have said.

Claflin said that the largest barrier is that funding sources do not allow paying more than fair market value for property. The asking price for land is so high in Lincoln and Woodstock that their funding will not allow them to purchase land.

Robinson asked if AHEAD would consider putting a deed restriction on the purchase. For instance, if 10 years from now AHEAD goes under, would you put a deed restriction on it so that it would not become low income?

Claflin said that many of the funding suppliers make them put similar restrictions on deeds. The town could lease the land but, the lease would have to be longer than the time of the grant.



Beleau said that the town of Orford has a 99 year lease on the housing there at the Orford Academy building which was used for senior housing.

Claflin said that as a nonprofit, our goal is just to make the affordable housing, we do not care about who owns it in the end. We only care that the workforce housing requirement elements are entitled to it.

Ludwig asked if the amount increases with inflation.

Claflin said it does and with some of the programs they are required to verify income every year.

Robinson said that the big obstacle would be garnering support from the town. Robinson felt that residents in town take seriously their land and the investment they have in it. There is a whole discussion in the new Master Plan that has not been approved yet based on workforce housing, density and zoning. In general, does the town want to take a piece of town land and use it for this purpose? Robinson said that he would want significant input from the community. If you are going to build 40 units total, 70 people, we are short 289 positions. This will not solve the problem, but is a step in the right direction.

Claflin said that this was presented as a baby step so townspeople and taxpayers could see what is possible. We have to be in partnership with the town. AHEAD would be willing to have a public gathering.

Ludwig asked if the building is a traditional brick style building. Claflin said that would depend upon the funding.

Anderson said that the architectural style is to be determined. Some of the zoning related issues are bigger challenges.

Robinson would like the next step to be a public forum where this could be promoted and presented to the town. Let the townspeople ask questions about a growing problem in the town.