

LINCOLN BOARD OF SELECTMEN

APPROVED

MEETING MINUTES

SEPTEMBER 11, 2017 – 5:30PM

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

Board of Selectmen Present: Vice Chair, Tamra Ham and Selectman Jayne Ludwig

Excused: Chairman Robinson

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

Public Present: Cayla Kevlik, Laurian Weden, Jim Welsh, Debbie Celino, Tammy Gionet-Dutilly, Roger Harrington and Dave Beaudin

I. CALL TO ORDER

Vice Chairman Ham 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 July 27, 2017 as presented.”

Motion: Tamra Ham Second: Jayne Ludwig Motion carries.

MOTION: “To approve the Non-Public meeting minutes of July 24, 2017 as presented.”

Motion: Tamra Ham Second: Jayne Ludwig Motion carries.

MOTION: “To approve the Non-Public meeting minutes of July 28, 2017 as presented.”

Motion: Tamra Ham Second: Jayne Ludwig Motion carries.

The Meeting Minutes of August 7, 2017; Non-Public Minutes of August 7, 2017 will be approved at the September 18, 2017 meeting.

III. LINCOLN FIRE DEPARTMENT AUXILLARY *Discussion*

Cayla Kevlik and Laurian Weden approached the board and reviewed their request to Selectman Ham (she was absent from August 21, 2017 meeting) about establishing the Lincoln Fire Department Auxiliary Trust. Town Manager Burbank explained to the board that every time the auxiliary has money to deposit into the fund, they must meet with the board so that they can officially *accept it*. Burbank also noted that pending on how often the auxiliary will be making deposits, he believes that the board can authorize the Town Manager to accept the money on behalf of the board. Burbank also noted that after consultation with DRA (Department of Revenue Administration) a “petty cash” account is *not* recommended (requested by the auxiliary at August 21, 2017 Board of Selectmen meeting) so in the event the auxiliary needs emergency funds for food or supplies, they will be able to utilize Chief Smith’s credit card as well as town accounts established throughout the community in the event of an emergency. Ms. Kevlik presented a letter of request from the Lincoln Fire Department Auxiliary and a check in the amount of \$2207.99 to formerly create the trust (see attached).

The Auxiliary informed the board that they sponsored a Stair Climb Event earlier in the day up at Loon Mountain with all proceeds going to the National Fallen Firefighters Fund, and thanked the board for graciously sponsoring this very important Auxiliary Trust Fund.

Town Manager Burbank also publicly conveyed a special “thank you” to Loon Mountain for donating the space for the Stair Climb event

MOTION: “To accept the sum of \$2,207.99 (Two thousand, two hundred seven dollars and ninety-nine cents) from the Lincoln Fire Department Auxiliary for the establishment of their trust fund.”

Motion: Tamra Ham Second: Jayne Ludwig Motion carries.

IV. OLD/NEW BUSINESS

Town Manager’s Report

FEMA Storm Damage (Water Treatment Plant)

Several weeks ago, Grafton County sustained extensive damage because of a torrential storm, and FEMA will be covering reimbursement costs for a filter at the Water Plant that was clogged with mud and damaged.

Pollard Road Sidewalk Project

The project was awarded to Lincoln Trucking & Excavating. A pre-construction meeting will be scheduled sometime next week.

Levee Project

The Levee Project is coming along great and quite impressive. The weather has been cooperating and the job is progressing on schedule.

Fire Department Command Vehicle

Chief Beard picked up the command vehicle and has been using it for his daily duties. Selectman Ham noted that she was happy to see Chief Beard not having to use his own personal vehicle to respond to calls.

Sealed Meeting Minutes

Town Manager Burbank informed the board that additional sets of sealed meeting minutes have been discovered amongst older files of stored minutes that Jane Leslie located. and will be presented to the board over the course of the next two to three Selectmen’s meetings.

Kanc Rec Area Survey Update

The survey of the Kanc Rec area has been completed in anticipation of determining what property the town has available for additional parking. It has been confirmed that several markers (pins) have been removed and thrown over the outer banks. New property markers are being installed, as it appears there may be encroachment issues with structures on the town’s land. There are also some woods and a swale across the street that go into the existing parking lot, and the town may be able to create additional parking there with closed drainage.

Kanc Rec Garage

Town Manager Burbank met with Nate Hadaway to discuss the sad events of the week and the loss of Dave Dovholuk, a dedicated and talented town employee. The garage at the Kanc that Dave was building was nearing completion, and is expected to be complete before winter. Burbank will be meeting with Rec Director, Tara Tower and Nate Hadaway later this week to discuss filling the vacant public works position.

Riverside Motel and Burndy Sewer Pipes

Deanna Huot asked Selectman Ludwig if she could intervene in the process of Burndy's high-power pressure cleaning outside her home. Town Manager Burbank informed Nate Hadaway that under no circumstances should the high-pressure cleaning take place on that section of piping until a temporary solution is determined, which will be discussed with Ray Korber and Burndy officials.

Bog Brook Road

Selectman Ludwig asked if Mike Donahue needed a permit for the work he was doing up on his property on Bog Brook Road. Ludwig stated it was brought to her attention that there appears to be a "pit" on the residential property, and questioned if any permits had been issued for the same. Town Manager Burbank explained that he does not believe Mr. Donahue is doing any excavation work on his land, but may be storing and processing materials, which is not the same as excavating and removing the material from his property. Ludwig asked if the "big mounds of boulders and loam" would constitute a "pit?" Selectman Ham explained that Mike's goal is to eventually create a house lot, and he should be able to do whatever he wants with his property (within regulation). Town Manager Burbank added that he and Carole Bont (Planning Administrator) will be working on this later in the week, and if necessary, will have Mr. Donahue come before the Planning Board to clarify his intent. Chief Beard also noted that NH Division of Forests and Lands is harvesting timber from 250 acres of the Second Presidential State Forest, and is accessing the forest through Mike's property, and suggested the material may belong to the Forest Service.

Pollard Road Stop Sign

Selectman Ludwig asked if a *No Parking from Here to Corner* sign is being installed outside Dolores Reed's home on the corner of Pollard and Church St. and if the flowers would be cut back as they are a visual obstruction. Burbank responded that the fence outside Ms. Reed's home is on the town right-of-way, and will be maintained between the town and Ms. Reed.

Town Signage Violations/Enforcement

Selectman Ludwig asked if the town is enforcing the town's Sign Ordinance, as she has noticed an increase of new signage that is obstructing the view of drivers trying to turn onto Main Street from the town's side streets, and is extremely dangerous. Town Manager Burbank admitted that the town has not been as aggressive or diligent as they could be in addressing sign violations. Burbank feels the sign ordinance is controversial and fraught with holes and not a well-thought out ordinance. Selectman Ham noted that the board was aware of this and had discussed it in the past, and was hoping to re-visit the ordinance soon. Town Manager Burbank asked Chief Beard to investigate this particular sign issue Selectman Ludwig was referring to, and see if there are any obstructions and ordinance violations.

Dovholuk Memorial (Namesake) at the Kanc Rec Discussion

Selectman Ham wanted it noted that numerous requests have come in suggesting the garage at the Kanc Rec area be dedicated in memory of Dave Dovholuk, and that it be discussed further at the next board meeting on September 18th. Selectman Ham noted she will speak this over with Dave's family once things settle down.

Public Participation

Debbie Celino asked if there is any way the town can contact the Highland Games officials to reinforce the shuttle busses abide by the speed limit on Pollard Road. Town Manager Burbank said he would look into it and make sure the shuttle buses are all aware.

Jim Welsh asked if there is a time limit on the Pollard Road Sidewalk Project. Town Manager Burbank explained there are sixty (60) days allotted from the time the contract is signed to completion of the project. Adverse weather conditions may affect this time frame and will be dealt with at that time.

Roger Harrington wanted to make the board aware that vehicles are violating the speed limit on Pollard Road and driving/speeding carelessly. Selectman Ham asked Mr. Harrington if he notified the Police Department, which he had not.

Selectman Ham thanked Chief Beard for the Stair Climb event earlier in the day.

V. NON PUBLIC session Pursuant to RSA 91-A:3:(III)

MOTION: "To go into Non-Public Session pursuant to RSA 91-A: 3(III) Sealed Meeting Minutes

Motion: Tamra Ham Second: Jayne Ludwig Motion Carries.

The Board went into non-public session at 6:26 pm.

MOTION: "To re-enter public session."

Motion: Tamra Ham Second: Jayne Ludwig Motion carries.

The Board came back into public session at 6:40 p.m. and made the following motions:

MOTION: "To un-seal the meeting minutes from November 8, 2004 and August 19, 2013."

Motion: Tamra Ham Second: Jayne Ludwig Motion Carries.

MOTION: "To re-seal the meeting minutes from August 5, (no year available) and July 11, 2015."

Motion: Tamra Ham Second: Jayne Ludwig Motion Carries.

VI. 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 6:50 p.m.

Respectfully Submitted,

Jane Leslie


Approval Date 9 / 18 / 2017

Chairman O.J. Robinson


Tamra Ham


Jayne Ludwig

September 11, 2017

Town of Lincoln Board of Selectmen

P.O. Box 25 Lincoln, NH 03251\

RE: Donation of Private Funds to Establish Trust

Dear Board Members:

I write to make this gift of \$ 2,207.⁹⁹ to the Town of Lincoln to hold as a trust fund pursuant to RSA 31:19, and thereafter to be called the Lincoln Fire Department Auxiliary Trust Fund.

The purpose of the trust fund established with these monies is to purchase firefighting and rescue equipment, provide support to fire department personnel at emergency scenes and training drills, provide scholarship, obtain necessary firefighting and rescue training, sponsor community and special events, conduct fundraising activities, provide fire prevention education and promotional materials, support to our firefighters during times of sickness and troubles, and to perform such services as may be requested by the Lincoln Fire Department.

The trust fund established with these monies is to be unrestricted. Further, additional donations from other individuals or entities may be made to and accepted into this fund to be used for the purposes stated herein.

The Board of Selectmen shall have the sole and continuing authority to expend the monies from this fund upon request to the Trustees of the Trust Funds.

If the Board has any questions, please do not hesitate to let me know.

Sincerely,

The Lincoln Fire Department Auxiliary



OFFICIAL CHECK

057-0012
0115

514375500-6

September 11 2017

PAY **** \$2,207.99 **** DOLLARS

TO THE
ORDER OF * Lincoln Fire Dept Aux Trust Fund *

MEMO:

Drawer: Citizens Bank, N.A.



Catherine Kelly NH418
AUTHORIZED SIGNATURE

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