

**LINCOLN BOARD OF SELECTMEN**

**APPROVED**

**MEETING MINUTES**

**NOVEMBER 6, 2017 – 5:30PM**

**LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH**

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

**Excused:** Tamra Ham

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

**Public Present:** Roger Harrington, Debbie Celino, Jim Welsh and Dave Beaudin

**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 October 23, 2017 as amended."**

**Motion:** OJ Robinson

**Second:** Jayne Ludwig

**Motion carries.**

**III. DEDICATION OF SECTION OF ROUTE 3 TO CLARK FAMILY IN HONOR OF CLARK'S TRADING POST'S 90<sup>th</sup> ANNIVERSARY**

Chairman Robinson explained that next year (2018) will be Clark's Trading Posts 90<sup>th</sup> Anniversary (1928) and he and Senator Jeff Woodburn were discussing naming either a section of roadway or the Connector Road Bridge in honor of the Clark Family. Route 3 is already named after Daniel Webster; therefore, they were both in agreement that the bridge between Clarks and the Riverbank Motel would be ideal. In order to do this, the Town of Lincoln would need to approve the proposal and then the legislature would be able to act upon it. The idea was to do this in a quiet manner in an effort to surprise the Clark family, however, according to state law this discussion must be held in a public forum and not non-public. Not in opposition but for public discussion, knowledge, and in fairness to all prominent citizens, Selectman Ludwig questioned the reasons for the decision. Robinson explained that Clarks Trading Post has been a prime destination in Lincoln for 90 years, and the Clark's family is not only a prominent name in the community but also a prominent business that has employed many residents over the years, and with next year being their anniversary celebration it would have been appropriate to coincide the anniversary and bridge naming at the same time.

Chairman Robinson opened up the discussion for public comment:

Jim Welsh added that attractions such as the Wolf man and Segway's have utilized the Connector Road Bridge over the years and feels that naming the bridge in honor of the Clark's family is appropriate and well-deserved.

Debbie Celino added that Clark's Trading Post had employed countless generations of town residents and Woodstock residents over the years, and thinks this would be a great idea and honor.

Town Manager Burbank also added that his children and grandchildren have worked at Clarks, and to this day he has a family member that continues to work at Clarks and feels this is a great idea.

Upon conclusion of public comments, Chairman Robinson made the following motion:

**MOTION: “To take the necessary steps to have the bridge named in honor of the Clarks family.”**

**Motion: OJ Robinson      Second: Jayne Ludwig      Motion carries.**

As a final note, Chairman Robinson asked the audience to try to keep this public discussion quiet in hopes of surprising the Clark family when the bridge is named.

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

##### **Town Manager’s Report**

##### **Employee Update**

The town has hired Zachary Vigneault as the new Public Works Department employee. Zach lives in Woodstock and comes to the town from Caulder Construction. Zach’s first day of work is today, and he will be a great addition to the Public Works Department.

##### **Tax Bills**

Property tax bills were mailed on November 2<sup>nd</sup>. Property owners will now have the option of paying their bills online by credit/debit card. Customers will be able to go onto the town’s website ([www.lincolnnh.org](http://www.lincolnnh.org)) and go to the Town Clerk/Tax Collectors page and click on the TAX icon. There is a nominal fee for credit card and ACH fees that are passed on to the property owner.

##### **Old Fire Truck**

The 1978 Hahn Ladder Truck has been sold. The town received two (2) bids: one in the amount of \$2500 from a local bidder, and the other for \$5000 from the Manassas, Virginia Fire Department. The fire truck was originally purchased by the Manassas Fire Dept. in 1978, and is re-purchasing it to use as a parade piece in Manassas, Virginia. They are sending a flatbed up to retrieve the truck.

##### **Levee**

The recent rain event caused substantial damages to the diversion dike, and all of the granite blocks were dislodged because of high-water at various spots downriver. The breach caused major damage to the recently repaired levee and two things were noted upon review of the damages: 1) it was previously discovered that the “old hole” was actually 4’-5’ deeper than engineers originally anticipated requiring additional state approvals to do this work, and resulted in a substantial loss of time and productivity. As a result of the rains and lost time, a good portion of the levee washed away to the point where an excavator almost was lost to the river. 2) There have been temporary repairs administered at an additional cost (not known at this time) however, the contractor will be shutting the project down until spring. Chairman Robinson asked if all of the temporary diversions in the dam were out of the river and if the roadway was washed out. Burbank explained that the diversionary dam and roadway had succumbed to the heavy flow of the river and will be recovered from downstream next spring. Selectman Ludwig commented that she had walked the levee several times on Sunday and noted four (4) specific areas that needed repairs, and was in awe with the extent of damages. Chairman Robinson asked if there would be a declaration and an opportunity for FEMA to pick up some of the repair costs associated with the storm damage. Burbank and Chief Smith explained that preliminary damage estimates have been put together and the town is waiting for FEMA’s final determination. Selectman Ludwig questioned what the town’s future responsibility will be in repairing the levee (after dam is repaired) in the event of future storm damage, and when does that obligation end. Burbank explained that this will forever be the responsibility of the town. In the event of significant damage to the dam

(major weather event), the Army Corp. of Engineers (ACE) may repair the dam if they deem it a major catastrophe, however, in order to remain "active" the town must make any/all repairs (based on the 1960 ACE Maintenance Agreement).

### **Drainage around town**

Chairman Robinson asked how the Beechwood Road drainage held up in light of recent rain events. Burbank responded that all of the major drainage worked well and as-intended with the significant rains. There were a few minor issues with the section of Black Mountain Road that the town owns, and will require significant work in the years to come. Burbank also noted that Hanson Farm Road drainage worked well, and the Community Center drainage that was completed with the new culvert and swale worked great and did not affect any homes in the area. We do continue to have a flooding problem with the Community Center parking lot, as the original drainage was not installed according to the original plans in the 90's (concrete culvert across the entire parking lot), but rather two (2) smaller culverts that cannot sustain the heavy rain waters that travel down the hill.

Chairman Robinson asked if there was an update from Town Engineer, Ray Korber and "The Pines" engineer(s) on the Forest Ridge (The Pines) drainage issues. Burbank explained that per town counsel, the drainage from the entire Forest Ridge Resort is working as designed, however, the issue is emanating from the ponds in "The Pines" development which are not draining out properly once the rain event is over. The issue remains between Rick Elliot and Horizons Engineering firm. The town has submitted a formal letter requesting the status of this issue and what "The Pines" plans on doing about the drainage concerns. Burbank also noted that he and Town Engineer Ray Korber are in agreement that any future development of this area of land (Mansion Hill and Forest Ridge) in that watershed without serious consideration of water drainage will be detrimental. Robinson added that the town now has a tool (the *Storm Water Management Ordinance*) which states they cannot increase the flow of water off of their property, and suggested the Board invite Mr. Elliot to come in and have a discussion about this ongoing issue. Robinson noted that Mr. Elliot must be aware that if we are not provided with an adequate explanation within an appropriate amount of time the town will have no choice but to cease the issuance of any further occupancy permits for this area.

### **Health Insurance Committee**

At the close of last year's budget season, the Budget Committee discussed the formation of a Health Insurance committee to review benefits and options for employee health coverage plans. Burbank explained that the town won't be going out to bid for a plan until July 2018 allowing adequate time to create a citizen committee. Selectman Ludwig feels that this is something we should look into as the future of health insurance and the Affordable Care Act (ACA) remains uncertain these days, and feels creating this committee would be a good thing. Chairman Robinson suggested the committee be comprised of at least a Selectmen's representative, an Employee representative, and a Budget committee representative to reflect varying points of view, and to discuss this further when Selectman Ham is present.

### **Document Management Update**

The program is being implemented and town employees are working with Certified Computers to begin creating the matrix for the program. The Planning Department will be the first area of Town Hall to begin the process of document management (scanning current and historical documentation) due to the volume of paperwork this department generates. The ultimate goal will be to go as completely paperless as possible in an effort to substantially reduce administrative costs. Tablets will also be ordered this year for the Board to further reduce the need for generating paperwork and receiving emails, and all scanned Town Hall information will be available electronically. Robinson questioned how much the tablets will cost and if the funds were available in this years' remaining budget. Burbank explained that the cost for

four (4) tablets, (3) for Selectmen and one (1) for Town Manager) will run approximately four thousand dollars (\$4,000) including software and installation. Robinson asked what the cost would be for organizing and scanning Town Hall documents into the document management system (above and beyond the initial costs of program). Burbank explained that Town Hall staff will be responsible for the scanning and uploading of information as it begins to get closer to that phase of the project. Selectman Ludwig offered to assist in the labor-intensive efforts of scanning current and historical information into the document system. Burbank also noted that the budget reflects the funding necessary to live-stream all town board meetings and should be fully operational in the coming months. The public will be able to view all board meetings at their convenience on the Town website.

### **Riverfront Park Land & Water Conservation Grant**

The town's project for public recreational area development (Riverfront Park) has been approved to apply for assistance under Grant Round 29 of the State of New Hampshire's Land and Water Conservation Fund Program. The application must be submitted by January 12, 2018 with final approval by the National Park Service expected sometime in September, 2018. Recreation Director, Tara Tower will be spearheading this process and coordinating all grant paperwork. Following approval by the National Park Service, the town will have three (3) years to begin and end the project. Burbank also noted that Town Engineer Ray Korber and a representative of Calnex Environmental met with DES concerning the entire Riverfront Park site, and the state feels it is an exciting use for the *Old Mill* property. The state did have four (4) specific areas of concern at the site and requested Calnex explored them further. Burbank also added that upon completion of the Calnex study, the funds have been exhausted for this project and further discussions will be necessary concerning funding above and beyond the anticipated grant money in 2018.

### **Old/New Business**

#### **Email from Mary Conn**

Selectman Ludwig discussed an email she and other selectmen received concerning budgetary accounting questions resident Mary Conn put forth to the Board. Robinson summarized what he believes are the software programs the Finance Department uses for daily town finance operations. Budget items are calculated in Excel, and year-to-date (actual expenditures versus budget expenditures) are calculated in a financial accounting software. The question was when the budget is presented, can the year-to-date expenses be entered to show exactly what funds were expended (can they be electronically merged together). Burbank responded that they cannot be merged together electronically and would have to be entered manually which could become time-consuming if done on a regular basis. Robinson added that he feels Mary makes a great point, and suggested the final proposed budget report reflect the merged totals and be available to the Selectmen, the Budget Committee, and to the public.

#### **Pollard Road Sidewalk**

Town Manager Burbank updated the Board with the current work status of the project. The sidewalk should be base-paved down to Maple Street by the end of this year (two (2) sections will not be completed due to drainage work), and most likely it will *not* be top-coated. The granite curbing should all be laid by tomorrow, and depending on when the asphalt plants close down for the season, will determine whether or not the project can be completed by its scheduled due date. Burbank also noted that Lincoln Trucking is doing an awesome job, and if weather permits, they will complete as much work as possible. The Board discussed various painted crosswalks that could be used outside the Mountain View Condos and agree that bright painted lines will distinguish its crosswalk features.

### **Emergency Management Plan (Lin-Wood School Shelter)**

Chairman Robinson explained that the Emergency Management Plan recommended the town utilize the Lin-Wood School gymnasium as an emergency shelter. The school's engineer informed school officials that if the town was to use the gym as a shelter, the entire roof structure would have to be replaced as it is not structurally sound (approximately \$275K). The school sent a letter to the town stating they were fine with the shelter, however, requested participation in paying for the replacement of the roof. Town Manager Burbank feels that the Town of Lincoln already pays a substantial portion of money to the school, and did not recommend sharing in the costs of replacing the roof. Selectman Ludwig added that the replacement of the school roof has been an ongoing discussion over the years (during her tenure with the school board) and should have been looked at when the gym floor was put in. The Board was all in agreement that they have no desire to participate in the replacement of the school roof, and agree that the Community Center offers many of the same options the school does.

Jim Welsh cannot understand that if the school roof is not safe for a shelter, how can it be safe for children to go to school? Chief Smith explained that there are various state codes for different buildings, and a shelter have very high strict codes. The Board directed Mr. Welsh to discuss this matter with the School Board as this is not a town issue.

### **HVAC Report**

Town Manager Burbank summarized a report recently received as a result of an HVAC inspection conducted by an outside source. When the Town Hall building was upgraded in the late nineties there should have been eight (8) HVAC units installed (according to the plans), however, there are only six (6). The plans and thermostat zones do not match, and a new set of plans was drawn up to accurately reflect the buildings HVAC. Chairman Robinson briefly reviewed the report and feels the immediate items that need attention are 1) repair the leaks in the system, 2) correct the air flow.

### **Pleasant Street "Dead End" sign**

Chairman Robinson asked if the Public Works Department has determined whether or not it was feasible to install a *Dead-End* sign on Pleasant Street. Chief Beard explained there are *Dead-End* signs, however, they are flushed to the roadway and not visible to traffic and may just need to be moved back. Robinson suggested Nate (PWD) use his discretion and place the signs where it is most practical.

### **Public Participation**

Roger Harrington asked the Town Manager for a copy of the Mountain View Condo sidewalk easement. Burbank told Harrington that it is public information and to stop by Town Hall to pick it up. Harrington also asked about a patch that was dug up on Hanson Farm Road. Robinson explained that when the road was constructed, it was *not* done to the slope designed by the engineer, and the corner had been a problem for quite a while because it was not pitched properly, so the engineer had the contractor come back in and dig it up and re-grade it at no additional expense to the town.

Debbie Celino explained to the Board that there is a fire hydrant outside of her house that collects water after heavy rains and floods her driveway, and wanted to know if there is anything that the town could do. Chief Beard seems to think it has to do with the debris and material that has collected over the years and created a berm. Town Manager Burbank said that he would have the Public Works Department take a look at it to see if it can be diverted.

Chief Smith informed the Board that the Police Department was wrapping up their "Beards for Bucks" fundraising campaign, and one of his dispatch operators (JJ Bujeaud) is in the top five (5) for the State

of New Hampshire for raising funds (approx. \$770) and the officers will be wrapping up the campaign at the end of the month.

**VI. NON PUBLIC SESSION *Pursuant to RSA 91-A:3:II(a,c)***

**MOTION: “To go into Non-Public Session pursuant to RSA 91-A: 3II (a,c)**

**Motion: OJ Robinson      Second: Jayne Ludwig      Motion carries.**

The Board went into non-public session at 6:45 pm.

**MOTION: “To re-enter public session.”**

**Motion: OJ Robinson      Second: Jayne Ludwig      Motion Carries.**

The Board came back into public session at 7:00 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: OJ Robinson      Second: Jayne Ludwig      Motion Carries.**

The meeting adjourned at 7:00 p.m.

Respectfully Submitted,

Jane Leslie

 Approval Date 11 / 13 / 17

  
Chairman O.J. Robinson

  
Jayne Ludwig