

**LINCOLN BOARD OF SELECTMEN**

**APPROVED**

**MEETING MINUTES**

**DECEMBER 11, 2017 – 5:30PM**

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

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

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

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

**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 December 4, 2017 as amended.”**

**Motion: Tamra Ham      Second: Jayne Ludwig      Motion carries.**

**MOTION: “To approve the Non-public meeting minutes of December 4, 2017 as presented.”**

**Motion: Tamra Ham      Second: Jayne Ludwig      Motion carries.**

**III. OLD/NEW BUSINESS**

**Union Bank Municipal Corporation Note**

A “Note” was signed for the amount of \$525,000 (Five hundred twenty-five thousand dollars) on June 13, 2016 for the construction of the Pollard Road Sidewalk project. According to the terms of the original “Note,” the Town had until December 31, 2017 to withdraw funds out of the account to build the sidewalk, and then on January 1<sup>st</sup> (2018) it converted to a regular “Note” to be repaid. At this point, the sidewalk project is not complete and the Board must sign an extension as follows: *“The draw period for the line of credit will be extended another eight (8) months until August 1, 2018. Thereafter, the “Note” shall become a term loan with semi-annual payments of principal payments of Sixty-Five Thousand, Six Hundred Twenty-Five and 00/100 (\$65,625.00) plus accrued interest until February 1, 2019, and semi-annual interest payments due August 1, 2019 until paid-in-full on or before maturity date August 1, 2025.”*

**MOTION: “To sign the Union Bank Municipal Corporation Note Extension.”**

**Motion: Tamra Ham      Second: Jayne Ludwig      Motion carries.**

**Town Manager’s Report**

**Union Bank Vault**

All construction work is complete and the vault is ready for storage. Town Clerk Johnna Hart will be moving valuable records over to the vault soon.

**Solid Waste Facility daily vehicle count**

The transfer station will begin tracking vehicular traffic on a daily basis, and will be reviewed for trends.

### **Bridge House – Plymouth Homeless Shelter**

The town has finally received a request for funding in the amount of \$2,000 (Two thousand dollars).

### **Cease and desist update – Mr. Bill Conn's property**

Town Manager Burbank updated the Board on his meeting with Bill Conn at Town Hall (Carol Bont and OJ Robinson were also in attendance) last week. The Town does in fact have an easement for the sewer line that cross's the Conn property which is now part of his lawn because of a State requirement that Mr. Conn relocate his driveway. Mr. Conn has agreed to provide the Town with a *Right-of-way* to the pump station in addition to an easement to the sewer lines. Chairman Robinson added that the Town has agreed to waive the Water & Sewer Tap fees for a half-bath in the garage on the property. The Town will also be paying attorney fees to draft this agreement. The result of the meeting was that Mr. Conn will complete a *Change of Use* application to park commercial equipment on his property.

### **Water Study**

Town Manager Burbank has reached out to Town Engineer Ray Korber who will be reviewing Hoyle & Tanner's water study reports. Burbank noted that the Town has paid in excess of \$30,000 (thirty thousand dollars) for the past three (3) water studies. The Board discussed different options for water storage (putting more responsibility on the developers).

### **Budget Committee Meeting**

Selectman Ludwig informed the Board that the budget committee is requesting estimated expenditures for attorney settlement fees (how much the town pays out in lawsuits). Chairman Robinson responded that it is impossible to estimate these future costs/fees, however, the Board may be able to share what the pending litigations are at present that could potentially involve a settlement. Ludwig also noted that the Budget Committee continued asking where the settlement money comes from if the town does not appropriate it. Robinson explained that settlement funding can come from either fund balance, short-term or long-term notes.

### **Kanc Rec Rate Increases**

Selectman Ham explained that she is not in favor of increasing the Kanc rates as they were increased in 2013. Selectman Ham provided the following statistics: Last year 76 individual resident passes were issued at \$30 each (totaling \$2,280) and if we raise it to \$40 that will equal an additional \$760. Last year 57 resident family passes were issued at \$75 each (totaling \$4275) and if we raise it to \$100 that will equal an additional \$1425. The total increased revenue with the new proposed rates is \$2185.00. Ham went on to explain that the *Friends of Rec* paid \$2191 in scholarships, and Ham personally paid \$909 in scholarships for children who cannot afford to ski (total scholarships issued in 2017 = \$3100) and feels that residential tax-payers are being charge three (3) times (residents contribute with their tax dollars to operate the Kanc Rec, residents are charged to ski at the Kanc, and residents financially support the *Friends of Rec*) and does not feel it is fair. Town Manager Burbank asked if maybe a committee should be created that can review and issue scholarships to families in need. Ham also noted that many scholarship recipients have the money for the pass, but the problem is the family neglects to fill out and return the paperwork for the child(ren) to ski. Selectman Ludwig feels that there is a conflict-of-interest if Selectman Ham is donating her personal money to the children at the Kanc Rec. Chairman Robinson said there is not a conflict of interest and suggested the discussion move on. Ludwig requested this conversation continue when the Lincoln and Woodstock Selectmen hold their combined budget meeting.

### **Holiday Selectmen's schedule**

The Board of Selectmen will *not* be meeting on Monday, December 25<sup>th</sup> and January 1<sup>st</sup> due to the holidays. The Selectmen will discuss an alternative meeting date if necessary.

### **Public Participation**

*There was no public participation.*

### **Budget Review**

The Board picked up their budget review process from the last Selectmen's meeting (12/04/17).

### **Patriotic Purposes**

The Board reviewed the July 4th Fireworks, the purchase of Town Banners to finish up Main Street and Route 3, and the planting of a permanent large Christmas Tree in town.

### **Levee Damage**

The Board discussed options for repairing the levee from the sustained storm damages incurred a few months ago, and alternative funding sources in the event that FEMA is unable to help pay for repairs.

Chairman Robinson noted that the town will be paying off substantial debt over the next five (5) years, and the town will have more flexibility and bonding capacity to address some of the larger infrastructure issues and projects that need attention.

### **2018 Capital Reserve Funds**

The board reviewed the Capital Reserve funds and discussed the future prospects of building a new town building. The Board also discussed the installation of external security cameras for the perimeter of the town building.

### **VI. NON PUBLIC SESSION *Pursuant to RSA 91-A:3:II***

**There was no non-public**

### **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: Tamra Ham**

**Second: Jayne Ludwig**

**Motion Carries.**

The meeting adjourned at 6:50 p.m.

Respectfully Submitted,

Jane Leslie



Approval Date 12 / 18 / 2017

  
Chairman O.J. Robinson

  
Selectman Tamra Ham

  
Selectman Jayne Ludwig

**December 11, 2017**  
**Board of Selectmen's Meeting**  
**Please PRINT Legibly**

Debbie Celino

(Print Name)

Jim Welsh

Roger Harrington

Debbie Celino

(Sign Name)

Jim Welsh

Roger Harrington