

**LINCOLN BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**MARCH 19, 2018 – 5:30PM**  
**LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH**

**APPROVED**

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**Board of Selectmen Present:** Chairman OJ Robinson, Tamra Ham and Jayne Ludwig  
**Staff Present:** Town Manager Burbank, Chief Ron Beard, Town Planner, Carole Bont & Administrative Assistant, Jane Leslie.  
**Public Present:** Steve Noseworthy, Debbie Celino and James Welsh

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## **I. CALL TO ORDER**

Chairman Robinson called the meeting to order at 5:38 pm.

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

**MOTION: “To approve the meeting minutes of March 12, 2018 as presented.”**

**Motion:** Tamra Ham                      **Second:** OJ Robinson                      **Motion carries.**

**MOTION: “To approve the Non-public meeting minutes of March 12, 2018 as presented.”**

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

**MOTION: “To approve the Non-public meeting minutes of March 12, 2018 as presented.”**

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

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## **III. BOARD OF SELECTMEN COMMITTEE APPOINTMENTS**

The Board discussed the various Selectmen appointments to committees and made the following motion:

**MOTION: “To re-appoint OJ Robinson as Chairman to the Board of Selectmen; Tamra Ham as Vice Chair; Jayne Ludwig as Selectman’s Budget Committee Rep.; OJ Robinson as Selectman’s Planning Board and CIP Rep.; Tamra Ham as Selectman’s Joint Loss Rep. and Riverfront Park Committee Rep.”**

**Motion:** Tamra Ham                      **Seconded:** OJ Robinson                      **Motion carries**

**MOTION: “To appoint Normand Belanger as a Planning Board alternate for a term of three (3) years.”**

**Motion:** Tamra Ham                      **Seconded:** Jayne Ludwig                      **Motion carries**

The Board discussed an upcoming ZBA hearing scheduled for April 4, 2018 and asked Town Planner, Carole Bont to join the discussion to review who will be in attendance, as well as special appointments for the upcoming hearing. Bont explained she has a full Board for the April 4<sup>th</sup> hearing (Jon Ham, Myles Moran, James Martin, Paul Beaudin, and Delia Sullivan), however, the Board is comprised of two (2) alternates due to some members having a conflict of interest. Bont was concerned if one of the regular board members does not show up, she has no alternates to sit in their place. Resident Steve Noseworthy volunteered to sit in on the hearing as well as becoming a third (3<sup>rd</sup>) permanent alternate. After further discussion the Board made the following motion:

**MOTION: “To appoint Steve Noseworthy as a permanent alternate member to the ZBA for a three (3) year term ending in 2021.”**

**Motion: Tamra Ham**

**Seconded: OJ Robinson**

**Motion carries**

**Abstained: Jayne Ludwig**

*At this time, Town Planner Carole Bont departed the meeting.*

Chairman Robinson reviewed the revised election results for Articles two (2) through six (6) and explained that when the results were read at Town Meeting they were the *actual* results, however, the number count for the five (5) articles that was presented to Moderator Wetherell was incorrect because it did not include the results from the election ballot machine, and only the results that were paper counted. Robinson read the following official results:

<b>Article Two (2):</b>	<b>YES-163</b>	<b>NO-67</b>
<b>Article Three (3):</b>	<b>YES-200</b>	<b>NO-71</b>
<b>Article Four (4)</b>	<b>YES-192</b>	<b>NO-80</b>
<b>Article Five (5)</b>	<b>YES-199</b>	<b>NO-69</b>
<b>Article Six (6)</b>	<b>YES-208</b>	<b>NO-60</b>

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

##### **Town Manager’s Report**

###### **Eldest Resident**

The Board agreed to meet on Monday, April 2, 2018 at 4:30 p.m. providing this date/time works for the resident. Tara is reaching out to the resident’s family and will follow up shortly.

###### **Conn Easement**

Town Manger Burbank has emailed Mr. Conn to see if he has any feedback concerning the easement the town has submitted and is awaiting a response. When Mr. Conn returns to Lincoln in the spring we will address this issue.

###### **Riverfront Park Update**

Four (4) companies have expressed an interest in participating in an environmental analyses evaluation, and Town Engineer Ray Korber will be meeting with one (1) of them tomorrow.

###### **Loon Bridge FEMA Funding update**

There is \$1,900 outstanding from the State of NH (they are waiting for the funds from FEMA also), and an additional \$118,520 from FEMA (totaling \$120,430). Per FEMA, they are presently waiting for the funding from the federal government to be disbursed.

###### **Town Banners on Route 3**

Town Manager Burbank reported that DPW Hadaway removed the weather-tattered banner from Route 3 and will not be able to replace all of the seasonal banners until the snow banks recede.

###### **Email from Herb Gardner (Trustee of the Trust Funds)**

Trustee Gardner emailed Chairman Robinson to update the Board on the total interest earned year-to-date which is approximately \$6,000. Robinson felt this was very impressive and is confident the Trustees will keep up the good work. Gardner is now the Chairman of the Trustees, and Lutz Wallem is Vice-Chair. Gardner also informed the Board that they are looking to open up another Certificate of Deposit fund (CD) and will discuss further at their next meeting. Selectman Ludwig asked if their

meeting minutes were available on the town's website. Burbank explained that they are, however, the board is behind on submitting approved Trustee meeting minutes for this calendar year. Selectman Ham suggested draft minutes be available at Town Hall at all times so that they are available for the public until at such time they are approved.

### **Email about Kanc Rec Hours of Operation**

Chairman Robinson received an email about the Kanc Rec ski area questioning who was responsible for making decisions concerning the Kanc Rec. The ski area had only been operating on the weekends due to the recent snow melt, and the resident questioned why the hours of operation were not extended after the recent nor'easter. Robinson forwarded this concern to Recreation Director Tara Tower for a response (**see attached**) and explained that Tara Tower, Nate Hadaway (DPW), and Jack Bartlett decided to only open the ski area on the weekends and to close down during the week as well as cancelling the Splash Party due to the cold temperatures. Tower also explained in her response that the hourly cost to operate the Kanc Ski area is \$177 per hour, and on weekends when the Kanc is open for daily operations (10am-4pm) it costs approximately \$1000 per day. Weekend staff had also moved on, and only one (1) or two (2) volunteers remained. It was not cost-effective to keep the ski area open, nor safe to have the Slush Party event with the frigid temperatures, which all contributed to management's decision to close. Robinson also noted that Tara has a budget to abide by and trusts her judgement after eighteen (18) years of service to the Recreation Department and wanted Tara to know that the Board of Selectmen fully support the collaborative decision that was made.

### **HB 1802 (School Funding) and HB (Utilities)**

Chairman Robinson had received requests from residents asking if the town could post direct links on the town's website to both HB 1802 and HB 324 so that they may follow the progress of the bills.

### **Assessment-sales ratio**

The Department of Revenue Administration (DRA) conducted a sales-assessment ratio study using market sales which have taken place in Lincoln between October 1, 2016 and September 30, 2017. Based on this information, DRA has determined the average level of assessment of land, buildings, and manufactured housing as of April 1, 2017. DRA has determined a median ratio for the land, buildings and manufactured housing in Lincoln for Tax Year 2017 to be **92.4%**. DRA has also determined the overall equalization assessment – sales ratio for land, buildings, and manufactured housing in Lincoln for Tax Year 2017 to be **91.6%**. The ratio will be used to equalize the modified local assessed valuation for all land, buildings, and manufactured housing in Lincoln. This ratio does not include any public utility property in Lincoln, nor will it be used to equalize the net local assessed value of public utilities.

### **MS-232 Report of Appropriations**

The Board reviewed and signed the MS-232 to the Department of Revenue which shows exactly what was voted on at Town Meeting.

### **Public Participation**

Jim Welsh asked the Board when residents are voting on the articles, how the Board and Moderator knows that everyone voting is a registered Lincoln voter. Robinson responded they do not know and assumes those participating in the vote at Town Meeting are registered voters in the Town of Lincoln. Town Manager Burbank explained that if a resident has doubts about another voter, they should bring that to the attention of the Moderator immediately so that the individual's right to vote in Lincoln can be verified.

Welsh also commented on the weight ban signs on Pollard Road and noted that a 10-wheeler truck hauling lumber came down Pollard Road. Steve Noseworthy added that it is possible the truck pre-authorized its ride down Pollard Road with DPW Nate Hadaway if the temperatures were below freezing. Burbank said he would follow-up with Hadaway and report back on his findings.

## 2018 Board of Selectmen Goals

The Board reviewed and updated their goals from 2017 and discussed the following:

- **Water sources on State Land:** The Board determined that this goal is a low priority and will remain on their list.
- **Water Meters:** There are two (2) aspects to this goal: (1) Replacement of old meters, and (2) reading of commercial/residential meters. These items will remain on the list as a low priority. Selectman Ham noted that the Board had previously discussed a *water usage ordinance or schedule* that addresses excessive water usage (residents running water all winter to prevent pipes from freezing). Town Manager Burbank feels this can be controlled by water meters to determine how much water is being used. The Board agreed to add this goal to the list.
- **Water usage ordinance or schedule**
- **Village at Loon water pipe to the tank feeding Coolidge Falls and Clearbrook:** This item will remain on the list. Chairman Robinson noted that the town must work on obtaining a maintenance agreement with the Village at Loon.
- **Controls on the Loon Pond Dam:** Burbank said this aspect of the project has been fully engineered and just needs the funding to be completed (funds exhausted upon completion of original Loon Pond project). Robinson noted there should be money in the CIP to complete this project. Goal will remain on the list.
  - ✓ **Document the status of all privately-owned water systems in town:** This has been completed.
- **Work on obtaining written agreements (defining responsibilities) for PORS:** Protocol, testing, include fire hydrants. This will remain a priority.
  - ✓ **Discuss new protocols for PORS systems to be submitted to DES as a condition of Planning Board approval:** Goal complete.
- **Process and timeline to resolving water pressure issues (raising Village at Loon tank; installing a pump on the tank output, adding addition to the planned South Peak tank, additional tank at a new location):** Burbank said these questions will be addressed when the Board meets with Hoyle & Tanner on April 9<sup>th</sup>. This item will remain on the list.
- **Crosswalks:** The crosswalk at Clark's is on hold; and the crosswalk at Gordy's needs a light. The board decided to add the Gypsy Café to the list and remain a priority. Burbank is going to research costs for lighted signs.
  - ✓ **Video Conferencing:** This goal is complete and will be implemented now that the funding has passed.
  - ✓ **Office Technology & Cloud Storage:** Complete.
- **Traffic Issues:**
  - ✓ Bypass Road (South Peak) has been addressed and removed from list.
  - ✓ The alternative route (to Rt. 3) Removed from list.
- **Multiple lanes on Main Street:** Low Priority
- **Castlebury Fairs:** New to list, to be discussed further (Columbus Day traffic issues).
- **Connector Rd. & School crosswalk:** Medium priority
- **Public Parking/Riverfront Parking:** 2018 Project
  - ✓ **Pollard Road:** Stop signs installed and removed from list.
- **South Peak (Master Plan):** Planning Board issue but will remain on list.

- ✓ **Sewer Dept. (in-house department):** Removed from list.
- **Health Insurance:** Town is currently going out to bid for Health Insurance effective 7/1/2018.
- ✓ **File Retention Committee:** Committee has been created and removed from list.
- ✓ **Kancamagus Recreation Area (rates & relationship with Woodstock):** Goals reached however Robinson wants to add parking as a goal and keep on list.
- ✓ **Workforce Housing:** Will remain an ongoing priority.
- ✓ **Sewer Issues (capacity & town growth):** Will remain an ongoing priority.
- **Additions to the Goal list:**
- **Clearbrook Lots:** Begin the process of listing the two (2) town-owned lots for sale.
- **Community Center Building:** Flooring and insulation.
- **Kanc Rec Area:** Separation of expenses (snowmaking, labor, Public Works Dept. hours).
- **Trustee Notice of Meetings/Minutes (Cemetery, Trust Funds, and Library):** Committees should post agendas and meeting minutes and have copies at Town Hall.

### *End of Goals List*

## **IV. NONPUBLIC SESSION *Pursuant to RSA 91-A:3: II(a) Reputation, Real Estate, and Legal***

**MOTION: “To go into Non-Public Session pursuant to RSA 91-A: 3II (a,c,e) Reputation, Litigation, Real Estate.**

**Motion: Tamra Ham**

**Second: Jayne Ludwig**

**Motion carries.**

The Board went into non-public session at 7:19 pm.

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

**Motion: OJ Robinson**

**Second: Tamra Ham**

**Motion Carries.**

The Board came back into public session at 7:58 p.m.

## **V. 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: Tamra Ham**

**Motion Carries.**

The meeting adjourned at 8:00 p.m.

Respectfully Submitted,  
Jane Leslie

Approval Date 3 / 26/ 2018

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Chairman OJ Robinson

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Selectman Tamra Ham

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Selectman Jayne Ludwig