

LINCOLN BOARD OF SELECTMEN

APPROVED

MEETING MINUTES

APRIL 30, 2018 – 5:30PM

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

Board of Selectmen Present: Chairman OJ Robinson, Tamra Ham and Jayne Ludwig

Staff Present: Town Manager Burbank, Chief Smith, Chief Ron Beard, DPW Nate Hadaway & Administrative Assistant, Jane Leslie

Public Present: Roger Harrington, Gloria Morin, James Welsh and Debbie Celino

I. CALL TO ORDER

Chairman Robinson called the meeting to order at 5:30 p.m.

II. REVIEW AND APPROVAL- MINUTES OF THE PREVIOUS MEETING

MOTION: “To approve the meeting minutes of April 23, 2018 as amended.”

Motion: OJ Robinson

Second: Jayne Ludwig

Motion carries.

Abstained: Tamra Ham

MOTION: “To approve the Non-public meeting minutes of April 23, 2018 as presented.”

Motion: OJ Robinson

Second: Jayne Ludwig

Motion carries.

Abstained: Tamra Ham

III. OLD/NEW BUSINESS

Town Managers Report

Town Employee Retirement

Finance Officer Helen Jones submitted her letter of resignation (retirement) this day. Jones will continue working in her capacity as Finance Director until June 30th. Burbank explained he will be working diligently to fill her position and hopefully have the new employee train under Jones for the remainder of her employment. Jones has also requested an audit of her books prior to her departure. Burbank noted that Jones took on the responsibility of GIS Mapping and suggested this task be transferred over to the Planning Department prior to Helen's retirement.

NH Electric Co-Op Utility Poles

Town Manager Burbank reached out to NHEC Field Rep. Jim Horan concerning several utility pole concerns around town. The utility pole in front of Citizens Bank that is leaning will be checked out by the utility crew. Mr. Horan did not feel the leaning pole was a big issue as it has been like this for years. The utility pole in the community center parking lot can be relocated at the town's expense, and the Co-op will put another pole along the street. The co-op will also be looking at the utility pole in front of the Library that impedes the parking area.

Street Sweeping

The town will begin street sweeping operations on Wednesday, May 2nd.

Community Center Roof Project

Four (4) bids were received this day (see attached) ranging from \$54,519. To \$72,000. After careful review and consideration, Town Manager Burbank and DPW Nate Hadaway decided upon DeSalvo Construction out of Hudson, NH (\$54,519.) for the winning bid.

Levee Construction Update

Town Manager Burbank reported that the original *Notice to Proceed* was scheduled for April 2nd but passed due to the conditions of the river. The new mobilization date is schedule for around May 22nd – May 29th which is contingent upon the river flows and weather conditions. Coleman Construction and the engineers will be monitoring both the river and weather for conducive conditions to re-open operations. Chairman Robinson noted that previous discussions had Mr. Bob Durfee coming in to meet with the Board around mid-May to discuss the FEMA storm damages and other items. Burbank explained a conference call is scheduled for May 3rd with FEMA that will discuss FEMA's process for reviewing storm damages (Durfee will be participating via telephone) and should provide further information to all. Robinson would like costs for storm-related damages as well as costs for additional work going into the deeper part of the river. Burbank will follow-up with Durfee after the phone conference and try to schedule a meeting date as soon as possible.

Water Meter Quote

Chairman Robinson reviewed a previous water meter quote he had from E.J. Prescott for 2300 water meters (\$295.05 per meter and radio read totaling \$678,615). Robinson questioned if this number was correct because the figures they are now reviewing for water meters is over \$1M. Hadaway explained that the quotes are for two (2) totally different systems; one system is for a radio-read system and the other is for a real-time data system (older vs. newer technology). Robinson agreed that it would be wiser to invest in current up-to-date technology rather than older outdated systems.

Gypsy Café Utility Pole

Selectman Ludwig asked Burbank if he had any further information on the utility pole across the street from the Gypsy Café. Burbank explained that the pole has cable and telephone utilities on it and NHEC will not move anything until the cable and telephone wiring is removed from the pole. Burbank will continue his dialogue with the utility companies and hopefully resolve this matter soon. The issue is not the Co-Op, but rather the cable and telephone companies appear to be dragging their feet on this one.

Street Paving

Selectman Ham asked DPW Hadaway if any state roads were going to be paved this summer. Hadaway explained the only road scheduled for resurfacing this summer is Connector Road.

Industrial Park Land Sale

Chairman Robinson reflected on last week's discussion on the town-owned land sale in Industrial Park and noted comments made by Dave Beaudin on time-frames and building conditions (covenants). After a brief discussion on the land sale Chairman Robinson made the following motion:

MOTION: "To accept the counter-offer from Roy Whitaker for one (1) lot in the Arthur Salem Business Park (Lot #2)."

Motion: OJ Robinson

Second: Tamra Ham

Motion carries

Town Manager's Annual Review

The Board agreed to begin the process this evening during the Non-public and complete next week.

Personnel Policy Revisions

The Board reviewed the suggested revisions from the town's attorney. Robinson asked why two (2) paragraphs on *suspension* and *dismissal* were crossed out. Burbank explained that these two (2) items are discussed in another section of the personnel policy.

MOTION: "To accept the Town of Lincoln's Personnel Policy as amended."

Motion: Jayne Ludwig

Second: Tamra Ham

Motion carries

Grant Policy

The Board reviewed the town's draft Grant Policy and made some suggested edits.

MOTION: "To accept the Town of Lincoln's Grant Management Policy as amended."

Motion: Tamra Ham

Second: OJ Robinson

Motion carries

Pollard Road Sidewalk Project

Selectman Ham asked if a date was set for the Pollard Road sidewalk construction to begin. Burbank has not received a start date yet from Lincoln Trucking and will hopefully have more information next week.

Joe Chenard Junk Yard

Chairman Robinson suggested the Board invite Mr. Chenard in to speak with them prior to commencing any litigation in the courts. Burbank will reach out to Mr. Chenard to see if he will be available next week and offer him the opportunity to conduct this discussion in non-public. Chief Beard has been speaking with Mr. Chenard and noted that he claims to be making an effort to move items around on his property and organize them so that it does not look so bad. Robinson asked DPW Hadaway if he had any suggestions concerning the type of fencing that could be installed in front of Mr. Chenard's home. Hadaway said he would check on pricing for various types of fencing and will follow-up with the Board.

Veterans Tax Abatements

Selectman Ludwig had questions about the Veteran Tax Abatements that are offered to the surviving spouses of deceased veterans and the Board had a brief discussion.

Riverfront Park Environmental Assessment/Clean-up

Town Engineer Ray Korber has received two (2) bids from contractors for the clean-up of the property. One of the bids was approximately \$180K and a meeting is being scheduled to meet with Rec. Director Tara Tower and Ray Korber to review the bids and discuss a course of action.

Activities in Progress Report

Chairman Robinson asked that this report be updated to include: Chenard Junk Yard, Riverfront Park Project, The Landing, Water System Upgrades, Clearbrook Property (Town-owned land), Arthur Salem Business Park, and *The Pines* at Forest Ridge (Retention Ponds).

Committee/Boards Meeting Agendas and Public Notice Postings

Chairman Robinson wanted all boards and committees (Cemetery, Library, Trustees of the Trust Funds, Planning and Zoning Board, and Budget Committee) to be mindful of the legal time-frame and obligation to notify the public when a board/committee meeting is scheduled. The Board requested Jane Leslie remind all of the boards and committees of the same. The Board specifically noted that the Cemetery Committee had met to hire a new employee, and this work session was not publicly noticed.

CADY (Community for Alcohol and Drug-free Youth) Annual Meeting

The Board received an invitation to attend the Annual Breakfast scheduled for May 25th at 8:00 a.m.

Public Participation

Debbie Celino addressed the Board concerning a state chain-link fence that abuts her property and asked if the town could create a makeshift barricade so that the public cannot access I93 and cross the highway. The fencing is practically collapsed and this is causing unnecessary foot traffic. DPW Hadaway said he would reach out to the state to see what can be done.

Resident Gloria Morin (Maple Street) expressed her dismay over the tree-cutting being done by the NH Electric Co-op all over Lincoln. She feels Veterans Park has been destroyed by the tree cutting and does not feel it is fair as a tax-payer. Morin also questioned if NHEC pays taxes on the 15 feet of land (NHEC easement) throughout the town. Chairman Robinson explained that the utilities in the Town of Lincoln are assessed at \$22M which they pay taxes on. Robinson reiterated that the town has nothing to do with this and the Co-Op was not required to get the town's permission prior to the tree-trimming process. Robinson explained that according to the laws of the State of New Hampshire if you own a property or have property rights (e.g., easement) the town cannot dictate whether or not the owner cuts down a tree or not (this is illegal). The property owner can speak directly with the easement holder, but the town cannot get involved.

Ms. Morin also asked if the town could clean out her front yard from the town's winter plowing. DPW Hadaway said he would go up to her property on Maple Street to see if the town caused any damages to her property resulting from winter plowing.

Jim Welsh commented to the Board about the Pollard Road Sidewalk project concerning the completion date of the project. Welsh said the project was supposed to be completed last November and thought there was a clause in the agreement that stated the contractor would be fined a certain amount of money daily if the project went over that time frame. Welsh went on to say that the past two (2) weeks the weather has been good enough for work to commence and asked if the town had reached out to Lincoln Trucking confirming a start date. Burbank responded that he has reached out to the contractor to find out when they would be returning, and they said soon. Burbank said Mr. Welsh's point is well-taken and the contractor is well within the contracts guidelines.

Roger Harrington asked if there was any news on The Pines at Forest Ridge concerning the retention ponds. Burbank said their engineers are working with contractors now and Ray Korber will be following up with them shortly thereafter. Harrington asked if new construction was still taking place and if the town was going to prevent further building. Robinson said the town has no immediate plans to issue a cease and desist on The Pines at this time.

IV. NONPUBLIC SESSION *Pursuant to RSA 91-A: 3:II(a) Personnel*

MOTION: "To go into Non-Public Session pursuant to RSA 91-A: 3II (b) Personnel

Motion: Tamra Ham Second: Jayne Ludwig Motion carries.

The Board went into non-public session at 6:55 p.m.

MOTION: "To re-enter public session."

Motion: Jayne Ludwig Second: Tamra Ham Motion Carries.

The Board came back into public session at 8:00 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

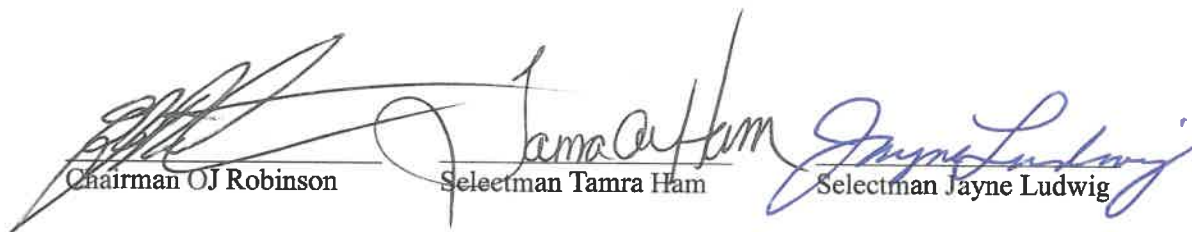
Second: Tamra Ham

Motion Carries.

The meeting adjourned at 8:05 p.m.

Respectfully Submitted,
Jane Leslie

Approval Date 5 / 07 / 2018



Chairman OJ Robinson Selectman Tamra Ham Selectman Jayne Ludwig

Town of Lincoln

April 30, 2018



Sealed Bid Opening Summary

Closing Time: 3:00 pm

Community Center Roof

Item #1

Description: Four (4) bids received and were opened at 3:00 pm. Town Manager Butch Burbank, Public Works Director, Nate Hadaway were present.

Winning Bid:

Name	Address	Phone Number	Bid Amount
1.AVATAR Construction	4 Raymond Ave., Salem NH	603-513-2878	\$65,600.
2. Peter DeSalvo Contracting	43 Lowell Rd, Unit 202-12, Hudson, NH 03051	603-521-7992	\$54,519.
3. PREP Contractors	208 DWH, Plymouth	603-536-7737	\$56,525.
4. Weather Gurad,	36 Smith St., Northampton, MA	617-284-3536	\$72,000.
5.			
6.			
7.			
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10.			
11.			
Guaranteed Purchase			
Name	Address	Phone Number	Bid Amount
DESALVO Contracting	43 Lowell Rd., Hudson, NH	603-521-7992	\$54,519.

