

**LINCOLN BOARD OF SELECTMEN**

**APPROVED**

**MEETING MINUTES**

**MAY 7, 2018 – 5:30PM**

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

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

**Staff Present:** Town Manager Burbank, Chief Ron Beard, & Administrative Assistant, Jane Leslie

**Public Present:** Roger Harrington, James Welsh, Debbie Celino, Mary Conn, Brent Druin and Mark Ehrman

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**I. CALL TO ORDER**

Chairman Robinson called the meeting to order at 5:34 p.m.

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

**MOTION: “To approve the meeting minutes of April 30, 2018 as amended.”**

**Motion: Tamra Ham**

**Second: Jayne Ludwig**

**Motion carries.**

**MOTION: “To approve the Non-public meeting minutes of April 30, 2018 as presented.”**

**Motion: Tamra Ham**

**Second: Jayne Ludwig**

**Motion carries.**

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**III. OLD/NEW BUSINESS**

**Grant Management & Town Personnel Policy**

The Board had voted on the two (2) policies during last week’s meeting and signed off on the revised versions this evening.

**Sale of Town-Owned land in Arthur Salem Business Park**

The Board reviewed the signed Purchase and Sales agreement and Property Disclosure Form (buyer, Roy Whitaker) and discussed the covenants and time-limits for building construction on the land (1-year to present a site plan, and an additional 18-months to build).

**Solar Energy Systems Exemption**

The Board reviewed and signed the town’s first Solar Energy exemption for a property located on White Birch Lane.

**Town Managers Report**

**Joe Chenard Junk Yard**

Town Manager Burbank has invited Mr. Chenard to attend the next Board meeting (May 14<sup>th</sup>) to discuss the issues concerning his property. Mr. Chenard could not guarantee his appearance but would do his best to attend.

**ZBA Appointment - Donald Landry**

There was some confusion on Mr. Landry’s part concerning the re-appointment process and he has requested the Board re-appoint him as an alternate for another term expiring in 2021. Chairman Robinson read the following email received from Mr. Landry dated May 2, 2018:

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*Good Morning Butch,*

*If there is an opening as an alternate on the ZBA, I would be interested in that position. I guess I didn't understand how the vote process worked this year for ZBA members. I wasn't aware that my position was up for re-election. I Carole and the Board needs me, I would be more than happy to continue to support our community by filling an alternate position.*

*Sincerely,  
Don Landry*

**MOTION: "To appoint Don Landry as ZBA Alternate for a term expiring in 2021."**

**Motion: Tamra Ham**

**Second: Jayne Ludwig**

**Motion carries.**

### **Public Works Summer Job Detail**

- a. Town-wide street sweeping has been completed.
- b. Multi-use trail to Loon has been swept.
- c. Removed the Juniper shrubs in front of the Library.
- d. Installed two (2) new dog waste dispensers at the Kanc.
- e. All three (3) water storage tanks and the water treatment plant are clear and have been cleaned and inspected.
- f. Ballfields have been prepped and infields have been nail dragged.
- g. Street painting has begun and will continue for the rest of the month.
- h. Liquid lime and fertilizer will be applied to ballfields and town properties this month.
- i. Community Center roof bid was awarded to the lowest bidder, Peter DeSalvo Contracting. Work to begin in June.
- j. This month will also be very busy at the cemetery as we have five (5) internments beginning with three (3) this weekend.
- k. Once street painting is complete, we will begin work on reinstalling a raised granite curb asphalt sidewalk from the Adams Memorial Bridge to the Octagon Lodge.

### **Pollard Road Sidewalk**

Town Manager Burbank has spoken with Taylor Beaudin (Lincoln Trucking & Excavating) who has agreed to begin work on Pollard Road sidewalk on May 22<sup>nd</sup>. Mr. Beaudin's anticipated completion date is set for July 2, 2018.

### **Tentative 2018 Levee Re-Construction Schedule**

- Pre-mobilization construction meeting is scheduled for Tuesday, May 22, 2018 at 9:00 a.m. (site trailer).
- Notice to Proceed (Re-mobilization by Coleman Construction) Tuesday, May 29, 2018.
- Thirteen (13) weeks of work remain in the contract:
  - 90 days to substantial completion, or August 27, 2018
  - 120 days to final completion, or September 26, 2018

### **Proposed Summer Meeting Schedule for the Board of Selectmen**

Town Manager Burbank proposed the following summer schedule: Monday, May 28<sup>th</sup> (Memorial Day Holiday) No Board meeting. Meetings will be every other Monday beginning June 4<sup>th</sup>, June 18<sup>th</sup>, July 2<sup>nd</sup>, July 16<sup>th</sup>, July 30<sup>th</sup>, August 13<sup>th</sup>, and August 27<sup>th</sup>. Weekly meetings will resume on September 10<sup>th</sup>.

### **State Fence at the end of Pollard Road (near D. Celino's home)**

DPW Hadaway has reached out to District I concerning the downed fence along I93. The state is aware this fencing is down and has stated that they have no plans on replacing it at this time. The cost to

replace this fence is approximately \$35. per foot (estimated 50-100' of fencing is down). Selectman Ham volunteered to reach to State Rep. Bonnie Ham to see if there is anything she can do or suggest to assist the town in getting the fencing replaced.

### **Community Center Roof Replacement**

Chairman Robinson noted that the town budgeted \$50K (operating budget) to replace the community center roof and the winning bid came in at a little over \$54K, therefore, the balance will have to come out of Tara Tower's Community Building budget.

### **Riverfront Park Environmental Study**

Town Engineer Ray Korber has received and reviewed the quotes which range from \$170K - \$200K for the environmental clean-up. Town Manager Burbank has a meeting scheduled for Wednesday, May 16<sup>th</sup> with Ray Korber and Tara Tower to review and discuss further.

### **Town Website**

Selectman Ludwig feels that the town's website is one-sided and mentions information on certain business's in town (Riverwalk Hotel) and leaves others out. Town Manager Burbank clarified to the Board that the town only puts information on the website when a request has been made. The ad Ludwig is referring to has to do with a fundraising event *Plunge for the Park* which is an event hosted *at* the Riverwalk Hotel on May 12<sup>th</sup> to raise funds for the skateboard park. Burbank explained the town does not host nor sponsor any marketing information or ads for local businesses (the Chamber of Commerce does that) and strictly adheres to its social media policy and provides a forum for local government and non-profit news and information. Ludwig was happy to hear this and just wants things to be fair.

### **Live streaming Board Meetings**

Mike Harrington will be meeting with Jane Leslie this week to determine camera angles and prepare to order the video recording equipment. Once the cameras come in, they will be installed and coordinated with the software program and hopefully be up and running by June.

### **Town Clerk's Motor Vehicle Report**

Chairman Robinson reviewed the monthly motor vehicle town revenue report thru April, 2018. The total year-to-date is \$120,683.62. The month of April is up by \$8,990.40 from April 2017.

### **Fire Department Flags**

Roger Harrington commented that one of the two flags hanging at the Fire Department is torn and tattered and should be replaced. Chief Beard responded that he is aware of this and would be changing the *Support our Troops* flag shortly.

### **Pollard Road Sidewalk**

Jim Welsh questioned the completion date for the sidewalk (July 2<sup>nd</sup>) and wanted to know why Taylor Beaudin was not incurring any penalties for going beyond the original contract date. Burbank explained that the July 2<sup>nd</sup> date is Taylor Beaudin's anticipated completion date, however, according to the contract the job has until the end of August to be completed (the accumulation of time stops at the onset of winter). Selectman Ludwig said she will review the contract and the Board will discuss next week.

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## **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: OJ Robinson**

**Second: Jayne Ludwig**

**Motion carries.**

The Board went into non-public session at 6:12 p.m.

**MOTION: "To re-enter public session."**

**Motion: OJ Robinson**

**Second: Tamra Ham**

**Motion Carries.**

The Board came back into public session at 7:25 p.m.

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## **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: Tamra Ham**

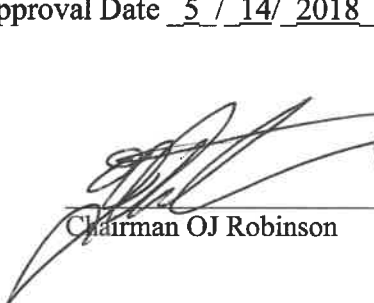
**Second: Jayne Ludwig**


**Motion Carries.**

The meeting adjourned at 7:30 p.m.

  
Respectfully Submitted,  
Jane Leslie

Approval Date 5 / 14 / 2018

  
Chairman OJ Robinson

  
Selectman Tamra Ham

  
Selectman Jayne Ludwig

**May 7, 2018**  
**Board of Selectmen's Meeting**  
**Please PRINT Legibly**

ROGER HARRINGTON  
(Print Name)

Debbie Celino

Jim Welsh

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Roger Harrington  
(Sign Name)

Debbie Celino

Jim Welsh

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