

**LINCOLN BOARD OF SELECTMEN**

**APPROVED**

**MEETING MINUTES**

**JULY 2, 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, Fire Chief Ron Beard, Chief Ted Smith & 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 p.m.

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

**MOTION: "To approve the meeting minutes of June 18, 2018 as amended."**

**Motion: Tamra Ham**

**Second: Jayne Ludwig**

**Motion carries.**

**MOTION: "To approve the Non-public meeting minutes of June 18, 2018 as presented."**

**Motion: Tamra Ham**

**Second: OJ Robinson**

**Motion carries**

**MOTION: "To approve the work-session meeting minutes of June 25, 2018 as amended."**

**Motion: Tamra Ham**

**Second: Jayne Ludwig**

**Motion carries.**

**III. PUBLIC HEARING TO ACCEPT UNANTICIPATED FUNDS (14,341.19)**

The Board of Selectmen for the Town of Lincoln held a public hearing on July 2, 2018 to accept \$14,341.19 from the State of New Hampshire. Monies must be deposited into a special account and used primarily for meeting expenses incurred by the Police Department in connection with drug-related investigations. Chief Smith explained that this money is the result of a drug arrest and seizure which was divided between the Town of Lincoln and State of New Hampshire.

At 5:41 p.m. Chairman Robinson opened up the public hearing for comment. There was no input from the audience and Robinson closed the hearing at 5:42 p.m. and Selectman Ham made the following motion:

**MOTION: "To accept the sum of \$14,341.19 from the State of New Hampshire to be deposited into a special account and used primarily for meeting expenses incurred by the Police Department in connection with drug-related investigations."**

**Motion: Tamra Ham**

**Second: Jayne Ludwig**

**Motion carries.**

**IV. OLD/NEW BUSINESS**

**Town Managers Report**

**Taxpayer Abatement Appeal Request Meetings**

A non-meeting with attorneys is scheduled for Monday, July 9<sup>th</sup> to review two (2) abatement appeal requests. A third appeal request is scheduled for Monday, July 16<sup>th</sup> at 4:30 p.m. prior to the regularly scheduled Board of Selectmen's meeting.

#### **Finance Director and Office Assistant Positions**

Johnna Hart has accepted the position as Finance Director and will begin working in this capacity on August 20, 2018 so that she has adequate time to train the new Deputy Town Clerk, Lisa Philbrick. Helen Jones will begin working with the Town of Lincoln part-time on an *as-needed* basis (hours not to exceed 20-hours per week) and will be working on special projects as well as helping to facilitate the new document management program. Brook Rose will be returning to Town Hall to fill the Office Assistant position working 20-hours per week.

#### **Clark Family Memorial Bridge/Proclamation**

Selectman Ludwig attended the Clark's 90<sup>th</sup> Anniversary celebration and read the following Proclamation issued by the Board of Selectmen:

#### *The Town of Lincoln officially proclaims that:*

*Whereas, the Clark Family established this attraction 90-years ago, and  
Whereas, the Clark Family has worked together through the generations to create a successful family business, and  
Whereas, the Clark Family has grown and adapted this high-quality and unique attraction to keep it vibrant and relative over the decades, and  
Whereas, the Clark Family has brought joy to thousands of families who visit or live in the Lincoln-Woodstock area, and  
Whereas, the Clark Family has contributed to making the Lincoln-Woodstock area a prime tourist destination, and  
Whereas, the Clark Family has hired dozens of workers and trained and nurtured them to be productive contributors to this business and to society, and  
Whereas, the Clark Family has been active in many ways in the communities of Lincoln and Woodstock, Therefore,  
We, the Lincoln Board of Selectmen, along with the State of New Hampshire, hereby officially declare the bridge on Connector Road to be named the "Clark Family Bridge." Additionally, we extend our thanks and congratulations to the Clark Family as they continue their journey of success in operating Clark's Trading Post and being productive and contributing members of the Lincoln-Woodstock community.*

#### *Hereby declared this 23<sup>rd</sup> day of June, 2018.*

Chairman Robinson has discussed signage options with the Clark family for the memorial bridge to determine whether or not they want something simple or more extravagant. The town is willing to pay for a standard bridge sign, however, anything fancier will be at the expense of the Clarks'. The Town will await to hear back from the Clark Family.

#### **Town Sign Rental**

Kevin McNamara has expressed an interest in renting the sign on Route 112 for \$500 per month. The Board approves and Burbank will draw up a rental agreement and move forward with the lease process.

### **Riverfront Park**

The New Hampshire Division of Historical Resources has confirmed that no historic properties or Native American artifacts are present or will be affected by the construction of the Riverfront Park. The only other issue at this point is sewer wastewater remnants from the old mill. Ray Korber has spoken with DES who verbally stated that the town can begin work on clearing the area for the skate park and parking lot (Phase I) as long as they provide a written agreement that the site will be cleaned of the old mill remnants (if any) prior to full construction of the park. The Town was approved to receive the full amount of the matching grant (\$200K). Once final approval is received from the National Parks Service (NPS) which is expected in September, 2018, we will need to spend this funding first and then get reimbursed for it (matching funds).

### **Pollard Road State Fence**

Debbie Celino explained to the Board that state workers came by to mow the grass near the downed fence on the state-side property and told her that another crew would be coming to remove and replace the damaged fence. Burbank also added that District One would be repairing the damaged fencing along Connector Road as well.

### **Water Storage Tank Circulators**

Selectman Ludwig asked if DPW Hadaway had any news on the purchase of the circulators for the water tanks. Water circulators may help resolve the problems associated with the water sitting in the tanks and the disinfection by-products associated with DES water violations. Burbank said there is not any news at this time and he will keep the board posted when he hears something.

### **Town-owned land near Riverfront Condos**

Selectman Ludwig asked if the Board should meet with the General Manager at Loon Mountain to discuss the parking lot that encroaches the town property. Burbank noted that he and Chief Beard have walked this land (approximately 5-acres) that the Town owns near Riverfront Condos, and it appears to be buildable land. Robinson noted that Burbank has reached out to Loon Mountain to make them aware of this situation as this is a similar situation to what happened with the Common Man parking lot which the town leased to the Common Man and eventually sold to them. Robinson suggested we pursue a similar course of action with Loon Mountain. Selectman Ham cautioned the Board to first see whether or not this track of land may be necessary for the town to access the remaining parcel of land before leasing it out to Loon or anyone else. Robinson feels before leasing any part of the land it should first be determined what the building potential is for the property, either through a surveyor or engineer. Burbank will get some costs for a land engineer and follow-up with the Board. Burbank and Selectman Ham feel workforce housing is the most practical thing to do with the land due to the shortage of affordable housing in town, and possibly AHEAD property management may be able to assist the town with developing this land. Robinson suggested Burbank speak with Ray Korber and AHEAD.

Selectman Ludwig did not agree with the Board that workforce housing was a viable solution and feels that local hotels and businesses should be responsible for providing housing for their employees and does not want the last parcel of forest used for housing.

### **Forest Ridge Retention Ponds**

Burbank explained that Horizons Engineering has come up with a fix that DES thinks may work. Ray Korber said that Rick Elliot is still waiting for final approval from DES on the plan and once received Rick Elliot will be able to hire a contractor to repair the ponds.

### **West Street Road Construction Project**

Burbank and DPW Hadaway met with the low-bidder today, and if the town agrees they can begin work around the second week of August with an expected completion date by November 1<sup>st</sup>. Ray Korber is working with the company and does not feel the town should wait another year to begin this project because the costs may go up next year due to labor shortages. If for some reason the project is not completed by early November, at the least, a base coat of asphalt will be laid so that winter plowing and road maintenance will not be affected.

### **Pollard Road Sidewalk Lighting**

Ludwig asked if anything further has happened concerning the lighting on Pollard Road. Burbank explained that lighting was not included in the project costs nor is the funding available in the budget. Roger Harrington does not feel the sewer drains were implemented properly and should have been engineered different and Ludwig is concerned that someone is going to get hurt.

### **Sewer Lagoons**

Selectman Ludwig commented that the next time the lagoons *roll-over*, the town should consider closing the Transfer Station down so that workers do not have to breath in the foul odors while trying to work. Burbank said that he did not receive any complaints or requests from employees to close the transfer station during this time and was just now hearing this for the first time. Robinson added that the employees must initiate this request and notify Town Manger Burbank or DPW Hadaway that they are unable to work with the foul odor and would like to close the Transfer Station. Robinson added that Nate and Jimmy should establish a protocol for when this event occurs as this is also a disruption to the public.

### **Levee Re-Stabilization Project**

Selectman Ham confirmed that the levee project was starting up again next week (7/9/18).

### **July 4<sup>th</sup> Parade**

Selectman Ham confirmed with Chief Smith that the department was prepared and ready to handle traffic detail on this busy holiday. Chief Smith responded that the department was prepared for the parade as well as the fireworks and noted he came across a Fireworks Ordinance from 1988 which he planned on enforcing.

### **Conn Easement**

Robinson asked if the easement was still with Mr. Conn's attorney. Burbank explained that it is with Bill's attorney, however, Bill said he was fine with signing it and has no issues.

### **Parking in Franconia Notch**

Robinson explained that the state recently put up signs for designated parking areas in the notch (Lafayette Place Campground and exit 34C) because tourists and hikers were parking their vehicles along the 93 North and South corridors. Vehicles regularly overflow from the parking lots onto the shoulders of Interstate 93. NH DOT stated that this is hazardous to both drivers and visitors getting in and out of their vehicles and is illegal. These designated parking changes add an additional 3-5 miles onto a hiker's trip and does not seem feasible. The Board thought it would make better sense to add signage along the corridor alerting vehicle traffic to pedestrian hikers. Burbank explained that the State of New Hampshire is working with the White Mountain National Forest and other local partners to seek alternative parking options for the future.

### **Water Plant**

Fire-flow analysis testing to begin on July 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup>. DPW Hadaway, Dave Beaudin, Chief Beard, Hoyle & Tanner, and Ray Korber will all be participating. We will be able to have discussions a month later to discuss the results.

**Draft Audit Report (from the State)**

Chairman Robinson and Helen Jones had asked permission from DRA to overspend the budget because of the \$400k law suit settlement and the uncertainty of how much money the town would need. After spending the \$400k the town was still under budget by \$250k (after that expense). The revenue was ahead of budget by \$100k and Robinson noted we really did not need permission to overspend but felt it was better to err on the side of caution. Robinson gave kudos to Town Manager Burbank and Town Department Heads for making this all possible.

**2018 MS-535 (Corrected)**

The Board reviewed and signed the corrected MS-535 which had to be adjusted for expenses from the Capital Reserve Fund and made the following motion:

**MOTION: "To approve the corrected 2018 MS-535."**

**Motion: O.J. Robinson**

**Second: Tamra Ham**

**Motion Carries.**

**Class Action Lawsuit**

The Board briefly reviewed paperwork concerning a class action lawsuit regarding the town's right to recover additional sums under the Payment in Lieu of Taxes Act [PILT Act] for fiscal years 2015, 2016, and 2017. Chairman Robinson wanted to thoroughly review the document and would follow-up at a later meeting.

**Public Participation**

Roger Harrington asked the Board if they were going to follow-up on the catch-basins and find out why they are not all the same. Robinson said he would and follow-up as soon as he gets a response. Harrington also asked about the Forest Ridge retention ponds. Robinson explained what was stated earlier and that Rick Elliot is waiting for approval from DES.

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

*There was no Non-Public session this evening.*

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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: OJ Robinson**

**Second: Jayne Ludwig**

**Motion Carries.**

The meeting adjourned at 7:10 p.m.

Respectfully Submitted,  
Jane Leslie

Approval Date 7 / 16 / 2018

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Chairman OJ Robinson

  
Selectman Tamra Ham

  
Selectman Jayne Ludwig

**July 2, 2018**  
**Board of Selectmen's Meeting**  
**Please PRINT Legibly**

**(Print Name)**

Roger Harrington

Debbie Celina

Jim Welsh

**(Sign Name)**

Roger Harrington

Debbie Celina

Jim Welsh



**Town of Lincoln, New Hampshire**

**Proclamation**

The Town of Lincoln officially proclaims that:

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Whereas, the Clark Family has worked together through the generations to create a successful family business, and

Whereas, the Clark Family has grown and adapted this high-quality and unique attraction to keep it vibrant and relative over the decades, and

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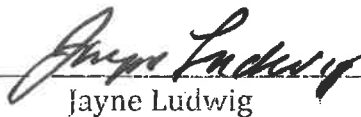
Whereas, the Clark Family has been active in many ways in the communities of Lincoln and Woodstock,

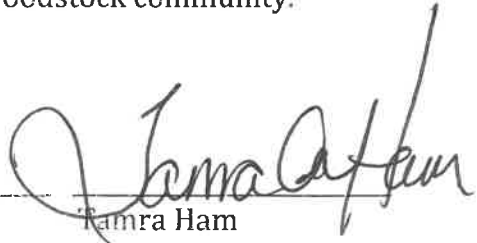
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Hereby declared this 23<sup>rd</sup> day of June 2018.

  
O.J. Robinson

  
Jayne Ludwig

  
Tamra Ham

