

LINCOLN BOARD OF SELECTMEN
MEETING MINUTES
APRIL 13, 2015
LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

Present: O.J. Robinson, Patricia McTeague, and Jayne Ludwig.

Staff Present: Town Manager Alfred Burbank, Fire Chief Ron Beard, Police Chief Ted Smith, Recording Secretary Brook Rose, Finance Officer Helen Jones, Public Works Director Bill Willey, Trustees of the Trust Fund Lutz Wallem and Jim Spanos.

Public Present: Paul Beaudin, Roger Harrington, Joe Conn, Mike Simons, Louise Willey, Mary Conn, Dave Beaudin, Cindy Rineer, Susan Clark, and Edmond Gionet.

I. CALL TO ORDER

O.J. Robinson called the meeting to order at 5:30pm.

II. REVIEW OF MEETING MINUTES

Jayne Ludwig commented that for the record if an employee who is also a resident attends the meeting, they need to clarify if they are attending the meeting and speaking as an employee or a resident. All agreed that this would be a good policy going forward.

MOTION: “To approve the minutes of the March 30, 2015 Board of Selectmen’s meeting as amended.”

Motion: McTeague Second: Ludwig All in favor.

MOTION: “To approve the minutes of the April 6, 2015 Board of Selectmen’s meeting as amended.”

Motion: McTeague Second: Ludwig All in favor.

III. 2015 BUDGET REVIEW

O.J. Robinson began the discussion by explaining that since department budgets have been reduced significantly, he would like to see the Board fund the entire welfare budget (adding \$15,600) with the intention of not using the funds. However, if an emergency situation should arise, there will be funds allocated in the welfare budget as a kind of contingency. He would also like to see \$5,000 added back into the Kanc recreation budget for general maintenance. He proposed putting \$3,000 back into the planning budget to cover four months of North Country Council (prorated) dues and also putting \$1,022 back into the library budget. With these revisions, the budget will be exactly five million dollars. The Board was in favor of O.J.’s proposed changes.

The Board discussed recent staff changes. Deputy Town Clerk/Tax Collector Cindy Rineer was voluntarily laid off which allowed for Administrative Assistant Jane Leslie and Town Clerk Susan

Whitman to be brought back up to 40 hours. Planning Assistant Wendy Tanner will remain at 12 hours and Human Resources and Board Secretary Brook Rose will be brought back up to 20 hours.

MOTION: “To approve the revised 2015 Town of Lincoln annual budget in the amount of five million dollars.”

Motion: McTeague

Second: Ludwig

All in favor.

IV. OTHER BUSINESS AS PRESENTED

Meeting Materials

Jayne Ludwig stated that she would like to get the materials for the Board meetings prior to the meeting. Town Manager Burbank replied that a majority of the time the materials do not come in to the office until Monday and sometimes even after business hours on Monday. O.J. Robinson added that any work he does for the Board meeting he typically prepares over the weekend as his work schedule does not allow him the time to make all of the necessary preparations until the weekend. Jayne stated that getting the materials an hour before the meeting is not enough time for her. Town Manager Burbank stated that anything that comes in on Friday, he will have the office staff forward to her right away. Jayne stated that she is not requesting this but requiring that meeting materials be given to her on Fridays. She added that this is not unreasonable.

Solid Waste Facility Operating Schedule

The Board discussed an alternate operating schedule for the solid waste facility. It was decided to try closing the facility three hours early on Thursdays at least for the shoulder season. The facility will remain closed on Wednesdays and will be open Thursdays from 8:00am-1:30pm. Town Manager Burbank will forward this proposal to the Woodstock Board of Selectmen for their review and input.

Trustee of the Trust Funds Appointment

Herb Gardner met with the Board to discuss his interest in be appointed to the vacant Trustee of the Trust Fund position. He informed the Board that he was a school administrator and has served on budget committees in the past and thus has relevant experience to bring to the position. Trustees Spanos and Wallem both supported the appointment. Trustee Wallem would like to see the Town find a way to get more return on their investments. He hopes that Mr. Gardner will make some investment recommendations to the other trustees. The Board explained what the position entails to Mr. Gardner and thanked him for volunteering to serve in this position.

MOTION: “To appoint Herbert Gardener to the position of Trustee of the Trust Funds.”

Motion: McTeague

Second: Ludwig

All in favor.

Summer Projects Update

The following projects are scheduled for this summer:

Loon pond dam- The Town will proceed with the engineering and environmental studies utilizing the services of Hoyle & Tanner and Stevens Environmental. Bill Willey stated that he recently spoke with NHDES about the delay in this project. NHDES feels that there is some urgency to this project and will

be speaking with the Forest Service to see if there is any way to expedite the environmental review process.

The parts for the third cell addition to the water treatment plant have been ordered.

The South Peak booster pump station and sewer line relocation project is going out to bid within the next week. The project should be completed this summer.

The water treatment plant reservoir and culvert is being engineered by Weston & Sampson. The Town is looking to enlarge the culvert. This project may be put on hold until the third cell at the plant has been installed as the road to the plant cannot be reconstructed until the new cell is in place.

The Boyce Brook pump and Loon Pond pumps will be rebuilt this summer.

Annual manhole repairs and maintenance will be done as mandated by the State's Operation and Maintenance Plan with the Town of Lincoln.

Funds are set aside in the CIP for sidewalks repair and maintenance. Public Works Director Willey plans to start work at the gazebo and run west until he either runs out of money or sidewalk whichever comes first.

There are funds in the CIP for culverts and drainage work. The Town is going to focus on the culvert and drainage area around the community center. The public works department plans to clean up the stream and swale area.

Crack sealing projects will proceed as usual during the summer months.

Franklin, Labrecque, Boyle, and Bourassa roads will all be overlaid as outlined in the CIP.

The shed at the library will be demolished.

Community center repairs will be made by the public works department.

The usual annual summer maintenance projects will be done including painting the crosswalks. Bill Willey explained that he will use up the green paint currently in stock for the town roads.

Storm Protocol Procedure

Town Manager Burbank informed the Board that the Public Works Director and Police Chief will be working with him to compose a written protocol for both winter and summer storms. The protocol will cover a formal reporting procedure as well as a checklist for a heavy rain, snow or ice event. O.J. Robinson stated that he would like to participate in this process. Mr. Burbank added that there is a process in place but that it hasn't been formalized in writing.

Town Manager's Report

Loon Mountain Bridge

Town Manager Burbank informed the Board that the Town may have to apply for a tax anticipation note (TAN). If the tax payments start coming in, the Town may not need a TAN. However, the Town is receiving large invoices for the project and has to front a great deal of money. The State and FEMA are

slow in paying their portion of the project invoices making cash flow an issue for the Town. O.J. Robinson stated that he would rather that the Town borrows from its other funds rather than taking out a TAN.

Request from Emily Noel

Emily Noel has requested permission to plant a flower garden in the cul de sac on Liberty Lane. Town Manager Burbank and Public Works Director Willey conducted a site visit and do not see any problem with granting her request. Ms. Noel was informed that she would have to contact DigSafe prior to digging out the cul de sac. Improvements would be made at no cost to the Town.

Junkyards Update

Mr. Burbank informed the Board that he is preparing to proceed with further action in regards to the outstanding junkyard violations. Mr. Chenard has had two years and has yet to comply with the settlement agreement. The Town has yet to hear from Ed Peterson Sr. and Ed Peterson Jr. regarding their properties. The Town has received an additional complaint regarding the condition of the Petersons' properties. Mr. Robinson read the attached complaint received from a neighbor of the Petersons. He then brought Ms. Ludwig up to date on the violations. Town Manager Burbank stated that none of the involved parties have applied for a special exception to permit them to have a junkyard. The Board agreed to refer these cases to the town attorney. Town Manager Burbank did note that the Town has had at least one success as the Lavigne properties were cleaned up and are no longer in a junkyard status.

Levee Maintenance

Town Manager Burbank is awaiting direction from town attorneys as to whether the Town should be conducting any maintenance work around the levee. Bill Willey stated that he does not want to put his crew in harm's way as the granite slabs are subject to move and are not safe.

Beechwood Update

Town Manager Burbank stated that it is his understanding that at least one homeowner has retained an attorney and will be naming the Town and Loon Mountain Resort in a suit. Nothing official has been submitted to the Town.

Public Participation

Mr. Gionet re: Meeting Minutes

Edmond Gionet stated that he did receive an e-mail this afternoon with a copy of the draft minutes of the last meeting. He stated he believes the draft minutes are supposed to be available sooner than 5 days. Town Manager Burbank replied that the law is that non-public meeting minutes are available within 72 hours and draft public minutes are available within 5 working days.

Mr. Beaudin re: Meeting Minutes & Other Business

Paul Beaudin stated that in the meeting minutes of March 23rd and March 30th he is listed under staff participants as a department head. He stated that he was in attendance as a taxpayer and not as a department head. Recording Secretary Rose will note this correction in tonight's minutes.

Paul also explained that in the March 23rd minutes, Town Manager Burbank stated that Primex is the only entity offering property liability insurance. He stated that Healthtrust also offers this coverage. Town Manager Burbank agreed that this is the case however Healthtrust has been mandated not to accept any new customers. This may change in the near future and if they are permitted to offer this coverage, Mr. Burbank was already planning to get a quote. Any changes will not be made this year as Primex requires a 90 day notification to withdraw from the policy and that time period has already lapsed.

Mr. Beaudin submitted a request to be appointed to one of the vacant positions on the Budget Committee. Tamra Ham commented that the Budget Committee makes its own appointments. Budget Committee Chairman Mike Simons was present and noted Paul's letter of interest.

Cindy Rineer

Cindy Rineer thanked the Board for accepting her proposal to be laid off from the Deputy Town Clerk & Tax Collector position. She wanted the Board to know that Town Clerk Whitman is an excellent worker and that Cindy's request had nothing to do with Mrs. Whitman. Patricia McTeague stated that the Board wouldn't have thought otherwise. The Board was in total agreement that Susan Whitman is a wonderful asset to the Town and does an excellent job.

Mary Conn questioned what would be done with the vacant position. O.J. replied that the position was eliminated and Mrs. Rineer was laid off. The position will not be reopened this year but could be in the future.

E-mail from Bill Conn

Hi,

I have a few questions.

Why are we employing a part time Police Chief?

When you were considering your budget cuts did you consider eliminating the Public Works Director's position and replacing him with the Solid Waste Manager who has the qualification's, he ran a 3-5 million dollar operation in construction budget at Loon Mountain. He also has 5-7 years left to work and you made the statement that the PW Director only has a couple years to retirement and that statement was made a year ago.

I am also requesting under 91-A the following information:

What did the Town of Lincoln pay KD Partners for the construction contract and the observation of the Pollard Road job?

I'm requesting that this be read at tonight's (4/13/15) BOS meeting and put in the minutes.

Also, would someone acknowledge receipt of this email?

Thank you,

Bill Conn

Town Manager Burbank stated that he did respond to the email to let Mr. Conn know it was received. O.J. Robinson stated that the Board discussed the reduction in the Police Chief's hours at last week's meeting. Throughout the budget review process, the Board considered all possibilities. Town staff will provide Mr. Conn with the information he has requested regarding KV Partners.

Part Time Police Chief Concerns

Joe Conn expressed his concern with Chief Smith's lack of contributions to the NHRS funds. There was a brief discussion about the function of the retirement fund. Town Manager Burbank noted that it is

not the Town of Lincoln's concern to worry about financing the retirement system. The Town is recognizing a \$30,000 savings at this time. He added that Mr. Gionet is present at the meeting and if the Legislature so desires, they can work to fix the system. It is up to them and they have not been able to fix it yet.

Paul Beaudin stated that he does not know how Town Manager Burbank can say that it is a benefit to go from a full time to a half time police chief. He stated that he thinks it is ridiculous that the Town does not have a full time chief.

Mike Simons clarified later in the meeting that the position is not being reduced to a half time position but rather a $\frac{3}{4}$ time or 32 hours/week position.

Tax Deeded Properties

The Board updated Jayne Ludwig on the process of tax deeding properties. These properties are brought before the Board because they have three years of unpaid taxes. The Board can choose to either start the process to take the properties or to waive the deeding process. Town Manager Burbank suggested the Board proceed with deeding the properties as it may prompt the property owners to pay their outstanding taxes. Patricia McTeague hates to see anyone potentially lose their property however, the property owners do have until May 22nd to pay their bills.

MOTION: "To proceed to tax deed on the following parcels."

Motion: McTeague Second: Ludwig All in favor.

| | | |
|----------------------------|----------------|----------------|
| 130-116 | 107-049 | 107-050 |
| 108-029 | 107-048 | 107-051 |
| 126-018000-MC-1044B | 107-047 | 107-052 |
| 133-012 | 107-046 | 107-053 |
| 117-121000-0B-00308 | 107-045 | 107-061 |
| 107-056 | 107-044 | |

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V. ADJOURNMENT

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5 After reviewing the weekly accounts payables, the Board made the following motion.

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7 **MOTION: "To adjourn."**

8 **Motion: McTeague Second: Ludwig All in favor.**

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10 The meeting was adjourned at 7:10pm.

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12 Respectfully Submitted,

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14 Brook Rose

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16 Approval Date ____/____/____

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21 _____
Chairman O.J. Robinson

Patricia McTeague

Jayne Ludwig

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