

LINCOLN BOARD OF SELECTMEN'S

APPROVED

MEETING MINUTES

VIA ZOOM VIDEO CONFERENCING

APRIL 20, 2020 – 5:00PM

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

(MEETING VI ZOOM VIDEO CONFERENCING)

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

Staff Present: Town Manager Burbank, Fire Chief Ron Beard, Police Chief Chad Morris, Town Clerk/Tax Collector, Kristyn Brophy, and Administrative Assistant Jane Leslie

Public Present: *There was no public present*

I. CALL TO ORDER

Chairman Robinson called the meeting to order at 5:11 pm.

II. REVIEW AND APPROVAL- MINUTES OF THE PREVIOUS MEETING

MOTION: "To approve the meeting minutes of April 1, 2020 as amended."

Motion: Tamra Ham **Second:** OJ Robinson **All in favor.**

MOTION: "To approve the non-public meeting minutes of April 1, 2020 as presented."

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

MOTION: "To approve the meeting minutes of April 13, 2020 as presented."

Motion: Tamra Ham **Second:** Jayne Ludwig **All in favor.**

III. APPOINTMENT OF KRISTYN DAIGLE-BROPHY AS MUNICIPAL AGENT

There was a brief discussion concerning the appointment of Kristyn Brophy as the town's Municipal Agent and the following motion was made:

MOTION: "Pursuant to RSA 261:74A, the Town of Lincoln Board of Selectmen on this 20th day of April, 2020 hereby approve the appointment of Kristyn Daigle-Brophy as Municipal Agent for the Town of Lincoln, New Hampshire."

Motion: Jayne Ludwig **Second:** Tamra Ham **All in favor.**

IV. CLOSED CAPTIONING SERVICES

Chairman Robinson explained that the town has received a request to include *Closed Captioning* services to the livestreaming platform that presents live and recorded public meetings on the town's website. Town Manager Burbank added that after checking into the ADA Requirements, it appears to be longstanding policy for public meetings to have provisions in place for the hearing impaired. Burbank added that this has not been standard practice for the town, nor have there been any requests thus far, however, a complaint/request had been made around the same time the COVID-19 outbreak began, and this matter is being researched as the current livestreaming platform does not support Closed Captioning options and must be purchased through a third-party provider. At this time, the costs are unknown, as well as how this

system will be implemented, which must be compatible with the current livestreaming equipment. Chairman Robinson recommended the following motion be made:

MOTION: “The Board of Selectmen direct the Town Manager to investigate the process, solution, and costs affiliated with implementing a closed captioning service for the town’s livestreaming.”

Motion: OJ Robinson

Second: Tamra Ham

All in favor.

V. OLD/NEW BUSINESS

Town Manager’s Report

West Street Repair Project

Town Manager Burbank confirmed that the West Street Road Repair Project is still scheduled to begin on May 18th.

Riverfront Park

The Riverfront Park Project has run into a problem concerning the Alteration of Terrain permitting process. DPW Hadaway and a representative from DES were able to walk the park property and conduct the required soil sampling necessary to obtain the Alteration of Terrain permit, and discovered after digging 3-4 foot holes that water began bubbling out, and they will need to implement a water tank system to retain the excess water run-off that typically appears during high-water season. At this point, Town Engineer, Ray Korber must go back and look at the final design and come up with an alternate plan that will remedy this issue, as the town cannot move forward until the Alteration of Terrain permitting is in place. Selectman Ham was concerned with the grant deadline dates, and commented that the town is in its second year (the town has two-years to complete project) which is due to expire December 31, 2020. Burbank replied that he will have to reach out to the grantors to request an extension because there is nothing that can be done about this until this issue is taken care of. Ham reiterated that this must be taken care of as soon as possible so that the town does not risk losing the matching grant funds.

Raftelis Water Rate Study

Chairman Robinson asked if there were any updates on the water rate study. Town Manager Burbank replied that he has a call into Raftelis and is awaiting a response. Selectman Ludwig questioned why the town would still be proceeding with the water rate study if the article for the water meters was defeated at Town Meeting. Chairman Robinson responded that the water rate study was done for, (1) to determine a rate for charging for water usage, and, (2) possibly changing the tap fees that the town charges (the amount and categories). The latter, the water and sewer tap fees are still relevant and valuable information that the town needs. Robinson further explained that the water meters were not voted on by the townspeople, but rather the Budget and Water Committee’s wanted to know what proposed rate structure would accompany the water meters, and then put it out to a Town Meeting vote next year. Selectman Ham added that the Board of Selectmen decided to not put this article on the warrant because the rate study had not been done. Burbank also noted that the next step will be to get the report out to the Water Committee along with feedback from Raftelis, which they will review, edit, and discuss any proposed or recommended changes that will become part of the final report.

Water Storage Tank

Robinson asked if there were any updates on the Route 3 water tank. Town Manager Burbank replied that they had additional questions for the two (2) finalist bidding for the project, and once their answers are received (Tuesday or Wednesday), they will be making their final decision. Burbank added that this coming Friday they have a meeting scheduled with a US Forest Service Field Rep. to discuss the prepping of the site.

Town Operations

Town Manager Burbank commented that from his perspective the current crisis is not easy for anyone, however, the job is getting done. Burbank is hoping that once the curve flattens, the state will begin working on the various phases outlined by the government to resume local government and business operations. Burbank commented that he was on a conference call with Senator Maggie Hasson and Congresswoman, Annie Kuster last week discussing the current situation, and the long road to recovery ahead.

Planning Application Fee Structure (*Revised*)

Chairman Robinson asked Town Manager Burbank if he spoke with Carole Bont (Town Planner) about revising the Land Use Planning Application fee structure. Burbank asked if Carole emailed them a copy of the Town of Hanover's Schedule of Rates and Fees which is comparable to the Town of Lincoln's and may shed some light on current fee structures. The Selectmen had not received this sample, however, once received they will review it and discuss at the next meeting.

Tax Anticipation Notes - Interest Rates

Chairman Robinson discussed the two (2) quotes received from the Bank of New Hampshire and Union Bank, and discussed the tax rates on Tax Anticipation Notes (borrow money on anticipation of taxes) and noted that the Bank of New Hampshire rates were a little bit lower. Robinson also asked if the tax bills are being prepared and coordinated between the new Tax Collector and the Finance Director so that they are ready to be mailed out to meet the July 1st due date. Town Manager Burbank responded that he believes so, and that they have been working together (Finance and Tax Collector) to get the bills out by the end of May. Robinson suggested Burbank follow-up with an email to both the Tax Collector and Finance Department to make sure there are no hiccups in getting the bills out on time. Burbank added that Vicky Fogg from Municipal Resources Inc. (MRI) has been working closely with the Tax Collector and Finance Director on the coordination of the tax billing.

Vachon Clukay Governance Questionnaire

Chairman Robinson asked the board if they reviewed the final draft of the Governance Questionnaire, and if they had any questions or comments. There was no further discussion and the following motion was made:

MOTION: "To approve and send Vachon Clukay the Governance Questionnaire that is filled out and signed by OJ Robinson."

Motion: Tamra Ham

Second: Jayne Ludwig

All in favor.

NHMA Survey

Selectman Ludwig asked if the survey has been submitted to NHMA that details the financial impact of COVID-19 on the Town of Lincoln and its related losses. Town Manager Burbank responded that the survey was filled out and submitted to NHMA. The data collected will assist NHMA in advocating for financial assistance and funding for towns, and the results of the survey will be presented in summary form to the Governor's Office for Emergency Relief and Recovery (GOFERR). Burbank added that the overall unknown impact lies with the rooms and meals tax revenues, on a statewide level.

Reducing Operating Budget

Selectman Ludwig questioned how things were coming along with reducing the operating budget. Burbank responded that he currently has one (1) employee out on furlough, and Department Heads are reviewing their CIP to see what projects can be pushed out a year or two. Burbank went on to explain that once we know whether or not there will be a summer recreation program, we can then take a look at staff reduction there, however, at this point it is day-to-day with much riding on what Governor Sununu has to

say and proposes. Chairman Robinson commented that he wants the Selectmen and Town Manager to both be on the same page when it comes to staff reductions in the operating budget, and he does not see any cutting to Police and Fire personnel, however, Robinson questioned whether or not a request has been relayed to the Library Trustees to see if they have considered any recommended cost reductions. Burbank responded that he has not spoken directly to the Trustees, however, he did reach out to the Library Director and asked her to query the Trustees and make them aware of the town's current position concerning reductions to the operating budget.

Recreation Department

Chairman Robinson commented that it was his understanding that the Recreation Department currently has projects that are being done (physical work and the planning of future programming), and the Selectmen had agreed to make this a part of their weekly discussion. Robinson asked Town Manager Burbank if there have been any changes, or if he recommends any changes at this time. Burbank responded that there are two employees, the Recreation Director, Tara Tower, and the Community Recreation Coordinator, Dan Lamoureux. Dan is the primary physical presence at the Lincoln-Woodstock Food Pantry which operates on Tuesdays. Tara is working from home coordinating and scheduling trainings. Burbank feels that the key to the Recreation Department is going to be how long the Governor's stay-at-home order remains in effect. If this order remains in effect through late May, early June, Tara agrees it will be very tough to start-up any kind of summer programming at all. At that point, if all of their mandatory trainings and certifications have been completed, then the Selectmen can look at possibly furloughing the Recreation staff until the fall season gets underway. Burbank added that the Food Pantry is extremely busy at this time with everyone out of work, and is seeing record numbers of families lining up on Tuesdays. Burbank noted that Linda McIntyre is furloughed because of her concern for her health and her family's health, and Brook is picking up the slack on that end and coming into Town Hall during non-business hours to get this work done. Carole Bont is working from home and getting ready to coordinate a Planning Board meeting via Zoom Video Conferencing. The Public Works Department is currently working on spring projects, and working hard to keep their 6-foot social distancing when they are working together. The Solid Waste Facility is extremely busy and letting the customers dispose of their own trash, and all transactions are taking place outside.

Selectman Ludwig asked how often the Food Pantry is open to the public, and whether or not this is part-time or a full-time position. Burbank explained that this is a part-time job that has been integrated within a full-time position. The Food Pantry is open one (1) day per week, although there are other tasks involved with stocking shelves and picking up food (canned and refrigerated goods) from stores.

Town-Wide Street Sweeping/Street Painting

Town Manager Burbank noted that the street sweeping operations began on April 17th, and Main Street is scheduled to be swept tomorrow (4/21). The street painting will take a little bit longer, and will be an ongoing (weather permitting) operation as they will be re-striping all of Main Street (parking spots and crosswalks).

Police Department Electronic Sign

Selectman Ludwig asked Chief Morris if he planned on putting the electronic message board back out on Main Street that reminds the public about the 14-day mandatory quarantine. Morris responded that he would be happy to put that back out.

New Police Officer

Chief Morris congratulated Andrew ("Drew") Formalarie who will be heading down to the Police Academy on Monday, May 4th to begin training. Morris and the department are very excited for Drew to

join the force. Morris also informed the board they he hired a new full-time Dispatcher, Jason Fullerton on April 1st who is from the North Haverhill area, and has EMT and Firefighter experience as well.

Coolidge Street Parking

Chief Morris commented that he would like to have discussion in the near future concerning a parking issue on Coolidge Street, and possibly making “No Parking” on this very narrow street. Town Manager Burbank added that he would also like to discuss the same for Maple Street because this seems to be the same issue there, and if a fire apparatus needed to get down these streets when vehicles are parked on the road, they may not be able to get through. Chairman Robinson asked Morris to send a memo to both the Board of Selectmen and Town Manager requesting the same, and it will be an item on next week’s agenda. Selectman Ludwig requested Chief Morris measure the width of the roadway, and Chief Beard take one of his firetrucks down this road while cars are parked on it to see how much clearance there actually is.

Public Participation (Questions submitted via email to Townhall@LincolnNH.org)

“Can you tell taxpayers the amount that has been spent to date on legal fees for the Chenard case” – Paul Beaudin

Chairman Robinson explained that the Chenard case dates back years, prior to Robinson’s tenure as Selectman. Town Manager Burbank responded that according to his last tally, the total was approximately \$30K in costs over the past ten (10) years, and the final bills have not come in yet. Burbank added that once the final bill(s) are received, he will have a more accurate total.

“If it is okay to put off capital projects due to current situation, then why not reduce unnecessary services and have employees take furlough, which would allow them to get unemployment compensation as well as federal stimulus \$600 which will most likely give furloughed employees the same amount if not more in some cases. For example, the Town of Woodstock has furloughed 2 public works employees. Some of the work that is being done at home, I am sure could be put off until a later date. We also have less visitors during this time. Are all police personnel necessary or can a temporarily reduced force do the job? I think we need to look at what real services that every taxpayer is getting, and has access to and then consider possible reductions from there. Staffing is a big part of Lincoln’s budget and thus should be looked at to see what actually has to be provided, and what we can do the work with. There are many people who had no choice to work from home, many businesses that are closed, and we do not want to give the perception that it is okay to have taxpayers who are making sacrifices at this time see that just because Lincoln has their tax dollars that we should not look for ways to reduce expenses.” -Paul Beaudin

The board agreed that this question was covered earlier during this evening’s discussion. Selectman Ludwig feels that the Police Department is necessary now more than ever based on the Governor’s Executive Orders

“I would like to know what the Selectmen are projecting for revenue shortfall due to COVID-19 shutdowns in town departments, rooms and meals loss revenue, and highway block grant loss?” – Paul Beaudin

Chairman Robinson responded that at this point, the largest revenue shortfall appears to come from the Recreation Department. The shortfall would come from *not* operating the summer camp program, although, the town would also lose the expenses related to summer employee staffing. There would also be a loss in revenue from Woodstock’s portion of this. Robinson was not certain what revenue losses

would result from other town departments. Selectman Ham questioned whether or not the Solid Waste Facility was running the scale. Burbank responded that they are using the scale, however, because the Solid Waste Facility is taking in more C&D than usual, it is also costing the town more money to get rid of it due to the high volume of debris. Burbank also commented that the Recreation Director, Tara Tower estimates that the loss of revenue from both the Kanc and Recreation total approximately \$125K. Ham added that the off-setting expenses for the summer camp program are relatively the same, therefore it would be a wash.

Robinson explained that as far as loss revenues from the Rooms & Meals tax, that will be dependent upon when the Governor orders business to re-open. Burbank commented that the Highway Block Grants are determined by when the federal government sends the funding to the states, which will not be known until the fall.

“Funding for CIP cannot be moved or not collected. It has to be collected and put into appropriate voted on articles, am I right?”- Paul Beaudin

Town Manager Burbank responded that this is correct, and the money cannot be moved. Robinson added that we do not have to spend the money out of it this year (even if it was planned to be used), however, Robinson questioned if the town appropriated a certain amount of money for an item in the Capital Reserve, does the town have the option to “underspend” the funds on a particular project? Town Manager Burbank will reach out to DRA to confirm whether or not this can be done.

“I wish every person who is laid-off or furloughed from their place of employment worked for the town, they would still have a job based on our town’s position.” – Paul Beaudin

There was no response to this comment.

“I would also like to know who is enforcing that there be no short-term rentals and how are they finding those who are still renting?”- Paul Beaudin

Police Chief, Chad Morris responded to this question, and explained that the Department is not driving around checking license plates or looking to see if short-term rentals are operating, however, if someone suspects that someone is violating the Governor’s Emergency Orders and renting, they can reach out to the Police Department and they will look into it (there have been no complaints at this point). The Chief noted that they are expecting people to be doing the right thing and following the law. Morris feels that a lot of this is about education and counseling the public on the Governor’s Orders, rather than punishing those that may not be aware of the orders.

With a loss of \$100k of revenue in Rec. Department, shouldn’t you be considering any cost-saving options?”- Paul Beaudin

The board responded that they have canceled the summer field trips, reduced part-time recreation staff, canceled the summer van rentals, and they will not be hiring part-time summer staff.

VI. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III)

There was no non-public session this evening.

VII. ADJOURNMENT

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 6:40 p.m.



Respectfully Submitted,
Jane Leslie

Approval Date: April 27, 2020

Chairman O.J. Robinson

Tamra Ham

Jayne Ludwig

