

Lincoln Board of Selectmen – Meeting Minutes

April 6, 2009 – 5:00 pm

Present: Chairman Peter Moore, Selectman Deanna Huot, Selectman Patricia McTeague, Town Manager Peter Joseph, and Administrative Assistant Susan Chenard
Woodstock Board of Selectmen: Jim Fadden, Joel Bourassa and Gil Rand
Audience Members: Solid Waste Manager Paul Beaudin and recreation Director Tara Tower

The Chairman called the meeting to order at 5:10 pm.

Routine Business

- **Approval of the Public Meeting Minutes of March 30, 2009** - A **motion** was made by Selectman McTeague, seconded by Selectman Huot, to approve the public meeting minutes of March 30, 2009, as amended. The vote was unanimous.
- **Review of new rates for police department detail revolving fund** – Town Manager Joseph that these rates include payroll, related taxes and administrative fees. He believed the new rates were \$61 for just a policeman, plus an additional \$5 if a cruiser were needed as well. This would meet our objective of covering all costs. Last year, actual costs were \$53-\$58, but only \$48 was being charged.
- **Review of investment policy** – Town Manager Joseph presented the Board with the proposed investment policy, which is based on RSA's and practices already in place. A few new features include monthly updates of distribution of Town funds and a money transfer form. The policy is an outline of what the duties are and who should be doing them. A **motion** was made by Selectman Huot, seconded by Selectman McTeague, to accept the investment policy, delegation of duties and money transfer form for the Town of Lincoln. The vote was unanimous.
- **Review of room rates** – The Town Manager asked the Selectmen if they had any changes to the revised room rates for Town Hall facilities. They felt the rates were fair. There was a brief discussion regarding the gazebo, but it was decided that there should be no charge for that facility as it was located in a park, though we would handle the scheduling and have users sign an indemnification. A **motion** was made by Selectman McTeague, seconded by Selectman Huot, to approve the revised room rates for the conference room and small office. The vote was unanimous.
- **Town Manager's report**
 - The Town Manager noted that Energy and Water Conservation Committee Chairman Lutz Wallem had found some opportunities to take advantage of the deregulated market for energy purchases. We could look at month to month systems, where the cost varies, or, like FCI, use a 3rd party broker who regulates the cost more evenly over the course of a year. Savings of 5-20% can be realized with either system. New Hampshire Electric Cooperative would still do the transmission of power and keeping the lines maintained, but the actual energy would be purchased from a separate vendor. The Selectmen were in favor of getting a quote.

At this point, the Woodstock Board of Selectmen arrived, and the balance of the Town Manager's report was postponed to later in the evening. Chairman Moore welcomed the

Lincoln Board of Selectmen – Meeting Minutes

April 6, 2009 – 5:00 pm

Woodstock Selectmen to a joint meeting, introducing it as a round table discussion of issues that affect both of our towns.

- Woodstock Selectman Bourassa described the Woodstock Town Meeting, which was an uneventful hour. The biggest issue was a warrant article for taking over a road, which was denied a second time. He was happy to hear that Lincoln's tow hut article was passed.
- Lincoln Town Manager Joseph started a discussion of the accounting practices between Lincoln and Woodstock for the departments that both Towns participate in. These include recreation, the community center and solid waste. The Town of Lincoln has managerial oversight for the community center and recreation department, and bills Woodstock for their part, while solid waste is managed by the joint board. There was discussion of why the community center went over on its budget, which was mainly because heating costs that had been underestimated due to an inaccurate quote from contractor who put in the new heating system. We have fixed valves in the meantime, switched heaters, and will be doing insulation and window replacement. Woodstock Selectman Fadden asked if we had increased this budget for 2009, which we did. We also now have baseline of amounts of fuel used, so the new budget is based on the amounts used. Woodstock Selectman Bourassa and Woodstock Selectman Fadden noted that Tara Tower had done everything in her power to decrease controllable costs in that department when faced with the uncontrollable heating costs.
- When discussing the solid waste budget, it was noted that, under the joint management system, Peter Moore, Woodstock Selectman Fadden and Paul Beaudin meet on a regular basis to keep track of over or under budgeting. It was suggested that the board members overseeing the community center and recreation departments could meet more often as well. Woodstock also discovered that their end-of-year accounting is slightly offset from Lincoln's system, and they will work to switch their accounting to pay end of December bills by January 14th, rather than counting all bills received in January as counting towards the new year
- There was further discussion of the recreation and community center budgets. The high phone cost was due to a switch from Nextel back to US Cellular. Fuel and equipment overage was affected by repair costs for the red van and higher vehicle fuel costs, even at the state pumps. Town Manager Joseph noted that we would also look at having just one van and then chartering a local bus company for bigger events.
- Lincoln Selectman Huot gave an update on the conversation with AHEAD regarding Lincoln Green a week ago, noting that we did talk about Woodstock at that time as well. The Woodstock Selectmen agreed that it is an important feature of the area.
- Paul Beaudin wondered if Woodstock was aware of Representative Gionet's gambling bill. Yes, they were aware, but thought that it had died this past week, although the Rockingham version was still floating around. Woodstock Selectman Bourassa said the Chamber of Commerce was also listed as a supporter of Representative Gionet's bill, though they had not been contacted

Lincoln Board of Selectmen – Meeting Minutes

April 6, 2009 – 5:00 pm

and were not in favor. Woodstock Selectman Fadden said it was 3 to 1 against the bill, amongst the representatives at a recent luncheon.

- Tara Tower suggested that the Community Center Committee, which includes Selectmen from both Towns, could meet more regularly to keep closer oversight over her departments. There was discussion of what to do when unforeseen “act of god” events occurred, like a snow cat catching fire. Paul Beaudin suggested a contingency line, but Woodstock Selectman Fadden said it was hard to sell that to a budget committee. Woodstock Selectman Fadden felt as long as it was these boards and these managers, communication should be satisfactory. However, he wondered if we should set a policy of communication for the future. After some discussion of various options, all of the Selectmen agreed on a proposal by Selectman Moore, “If the total budget that is shared is to exceed the agreed-upon budget amount, then the Towns will meet to decide upon an agreed upon course of action.” This would allow for appropriate resolutions to any occasion.

Selectman Moore thought that we had municipal agreements for both recreation and solid waste and could add that clause to both, but Tara Tower and Selectman Huot said we do not have such an agreement for recreation. The Community Center group cannot make decisions on funding. We may have MOU’s for billing, and could build on those instead.

- At 6:38 pm, the audience left, and a **motion** was made by Selectman Huot, seconded by Selectman Bourassa, to enter into **non-public session** as a joint board per RSA 91-A:3 II(c). The vote was unanimous. The Board discussed that general differences have arisen between an employee of each Town that has become a cause for public comment. It was agreed that each Board of Selectmen would address the issue with their respective employee. At 6:50 pm, a **motion** was made by Selectman McTeague, seconded by Selectman Bourassa, to reconvene the public session. The decision was unanimous.

- Woodstock Selectman Fadden noted that Woodstock had only raised \$5,000 to the solid waste capital reserve fund, while Lincoln had raised \$10,000. They expect us to raise a lesser amount in future years while they catch up.

- There was some discussion of percentage budget increases in each town. Woodstock noted that there had been no subdivision since last September, and they couldn’t remember when they signed their last building permit.

- At 7:00 pm, the Woodstock Board of Selectmen left, the joint meeting was ended, and we reopened the Lincoln Board meeting.

➤ **Town Manager’s Report, continued**

- Town Manager Joseph and Public Works Director Bill Willey had opened the summer contractor bids on Friday. J&M Donahue Excavating and Caulder Construction gave us their quotes. Mr. Willey calculated labor and equipment used on a typical day, resulting in a cost of \$2,222 from Donahue versus \$2,137 from Caulder. Therefore, Caulder Construction would be the first company we call for assistance on this summer’s projects. It was agreed that while Caulder was less expensive on most of the equipment. However, if Donahue was less expensive for a specific job or piece of equipment, they should be used.

Lincoln Board of Selectmen – Meeting Minutes

April 6, 2009 – 5:00 pm

- The Town Manager distributed a draft purchasing policy to the Selectmen for review and discussion at an upcoming meeting.

Other Business

- The Town Manager asked the Selectmen for input regarding a Veteran's Credit issue. This is usually for someone who lives in town, and must be on their primary place of residence. However, this owner now lives in Virginia with a family member. Selectman McTeague knew of the situation and said that this person would be here if he were not too ill. He lived here for along time and did not buy any replacement property, so the Board agreed it was appropriate to give that credit.
- The Town Manager reminded the Board that they were invited to a dinner with the Lord Provost of Glasgow, Scotland at a residence on Loon Mountain the next evening. There was discussion of an appropriate local gift.
- Town Manager Joseph presented the latest motor vehicle registration revenues. They were down in January, and up the last few months, but down overall so far this year.
- Quality Design pools had requested a waiver of water and sewer tap fees for the in-ground outdoor swimming pool they were installing at Forest Ridge. They said they would bring their own water in trucks, and wouldn't need to empty the pool in the winter, but rather just blow out the pipes. Therefore, they felt there would be no use of Town water and no drainage into the Town sewer system. Selectman Huot noted that she fills the outdoor pool at her motel all the time due to evaporation from people and the sun. Selectman McTeague agreed based on experience with the outdoor pool at a complex that she manages. Chairman Moore said that the pool was not connected to the sewer system, so no sewer tap fees seemed appropriate, but Selectman Huot said she has to drop her pool level 22 inches to flush the lines, and then fill the pool back up. The Selectmen instructed the Town Manager to inform Quality Design Pools that the Board would waive the sewer tap fees, but the company would still have to pay water fees. It should also be communicated that they are prohibited from dumping treated water into the sewer system without contacting the Public Works Department, and they may need a groundwater discharge permit if they dump to the ground, depending on the volume.
- The Selectmen noted when they would not be available for upcoming meetings. Selectman McTeague will not be available April 27, Selectman Huot will not be available on April 20th and Chairman Moore will not be available May 4th through the 13th.

At 7:20 pm, Administrative Assistant Chenard left, and a **motion** was made by Selectman Huot, seconded by Selectman McTeague, to enter into **non-public session** per RSA 91-A:3 II(a). The vote was unanimous. The Board discussed a personnel issue regarding compensation. The Selectmen agreed to reexamine the issue after the Town Manager had assembled more information. At 7:30 pm, a **motion** was made by Selectman Huot, seconded by Selectman McTeague, to reconvene the public session. The decision was unanimous.

Lincoln Board of Selectmen – Meeting Minutes

April 6, 2009 – 5:00 pm

At 7:35 pm, the meeting was adjourned and the Board of Selectmen reviewed payroll and accounts payable check registers for the week ending April 5, 2009.

Date: _____

Approved by:

Chairman Peter Moore

Selectman Deanna Huot

Selectman Patricia McTeague