

Lincoln Board of Selectmen – Meeting Minutes
April 13, 2009 – 5:00 pm

Present: Town Manager Peter Joseph, Chairman Peter Moore, Selectman Deanna Huot, Selectman Patricia McTeague and Administrative Assistant Susan Chenard

Presenters: Ray Korber of KV Partners and Public Works Director Bill Willey, Recreation Director Tara Tower, Forest Rangers Molly Fuller and Tom Giles of the Pemigewasset Ranger District

Audience Members: Charlie Cook, John Conn, Tom Smith, Laura Briere, James Shortell, Jim Donahue, Julie Rolando, Robert Rolando, Barry Avery, Jody Avery and other interested parties

The Chairman called the meeting to order at 5:05 pm.

Routine Business

- **Approval of the Public Meeting Minutes of April 6, 2009** - A motion was made by Selectman Huot, seconded by Selectman McTeague, to approve the public meeting minutes of April 6, 2009, as amended. The vote was unanimous.
- **Community meeting about Bog Brook, Parker, Maltais Farm and Goodbout Roads** – Public Works Director Bill Willey and Ray Korber of KV Partners explained to the audience and Board of Selectmen that the project would mainly involve surveying this year, and hopefully construction next year. Mr. Korber outlined a rough schedule as follows:
 1. A complete field reconnaissance is in progress already to identify constructibility issues and site issues. Field surveys in both neighborhoods will start April 27th, after street sweeping. Five to twelve workers doing mark-outs will be around for about 2 weeks. They will be going up to buildings and in front yards, and it is fine to talk to them. The surveyors are from Promised Land surveyors.
 2. NH Boring will have a drill rig in the roadway at about the same time to do borings. This is not very noisy, but tends to draw children, so please beware.
 3. Once the above information has been gathered, a set of drawings will be created. Mr. Korber will walk the site with Bill Willey to utilize his knowledge of the history, infrastructure, ponding, and more in this area.
 4. Based on those results, a design memorandum will be issued.
 5. This will lead to the design development effort, including putting together plans for contractors to bid on and assessing property impacts, like moving fences, or how trees could be impacted.
 6. When the plans and specifications are about 60% complete, KV Partners will again meet with Mr. Willey to make sure everything is meeting all town specifications.
 7. Next, a constructibility review is done by someone else at KV Partners, who will not have been involved in the first portions, but thinks like contractor, to give ideas on how to tweak the project for savings and quality.
 8. At 90% completion, the plans are turned in to the Town, and when they are signed, KV Partners will have completed their project to 100%.
 9. KV Partners will also prepare construction cost estimates at that time, for us to have when we go out to bid. We should be ready to bid the project by October, in order to have the contractor picked out prior to town meeting.

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10. A communication program will also be implemented. KV Partners will keep Town staff appraised, but let Mr. Willey and the Town Manager do their own work. Most likely, two more public meetings will be held, at the 60% and 90% stages, with plans on the wall. This will allow residents to point out anything they feel may have been missed. Their comments and knowledge of the area are welcome.

The meeting was opened to discussion. There should be no interruption of services, as long as the drill doesn't hit a water line. Questions could be directed to Town Manager Joseph, Public Works Director Willey or the crew on site. Selectman McTeague also asked that the Town write a memo to everyone that owns or lives in the project area, with a simple description of the planned activities. The Selectmen want to make sure everyone is happy and involved, so we can "sell the project" at the next Town Meeting. They reiterated that anyone with questions or comments should contact us, and asked the audience to spread the word as well. The Town Manager also noted that if anyone had specific issues they felt should be addressed; they should let Town staff know as soon as possible. Changes made later in the process would cost more, so early comments are invaluable. Anyone planning to build on a vacant lot or add a service line in the near future should also let us know, so there is no need to cut up a new road. Public Works Director Willey noted that we could not make improvements on private property, but could work with the contractor so that the homeowner would get a similar rate as the Town. He explained drainage proposals, such as crowning Maltais Farm Road, and a closed drainage system on Parker Road, saying he would try not to raise either road any more than necessary. Bog Brook and Parker Roads are slated for new water, sewer and drainage systems, with the water line having a hydrant at the end. Maltais Farm and Goodbout Roads would see some water and some sewer work. One would be able to flush the system, allowing better protection. He explained that the normal width of road is 22 feet, but Bog Brook and Parker Roads could be an issue. The goal would be at least 20 feet from edge of pavement to edge of pavement, with any extra for shoulders. There was a discussion of how many bids would be taken, whether one for each road or one for the project. We hope to have just one contractor for the whole project, solicited by a combination of invited bids and newspaper publication. The start of construction would be slated for next May, once frost is out. There would be a lot of work, so we would need to start as soon as possible. It could be that the contractor could work with two crews, or work on one road after another. It was agreed that the surveyors would have identification badges visible. Most surveying work will be done on Bog Brook Road. Maps used will be a combination of deed research with pins in field. The Town Manager mentioned that our tax maps are all new based on much deed research, and KV Partners could work with Cartographic Associates to get this digital data. In summary, we will send a letter or memo to all owners, including those out of state, and plan to meet again at the 50% or so mark, with a month's notice. This should also let non-residents know that they can contact us in meantime. Most of the audience, along with Mr. Willey and Mr. Korber, left at 5:45pm.

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- **Recreation Department – 2009 Camp Fees review** – Recreation Director Tara Tower distributed a spreadsheet showing breakdowns over the past several years for various summer camps. There are roughly 170-185 participants per session. Besides residents, children of employees of local chamber of commerce businesses can also join, at higher rates. The board also reviewed descriptions of notices, fees, schedules of events and staffing. Mrs. Tower described how she takes advantage of cost savings such as “locals week” events, locals discounts, etc. The Selectmen felt that for the amount of activities and time offered, the summer camp programs were a bargain. We have also had some parents, particularly second-home owners, who pay for other children’s trips who could not otherwise have afforded them. (Adventure camp costs per week for activities range from \$23-\$41, besides session costs.) The camps do work with local daycare centers, shuttling kids from camp to the daycares around town. Session rates were last increased in 2004. Chairman Moore asked Mrs. Tower to compare our programs to other towns, but the variables of 6, 7 or 8 week sessions, inclusion or not of food or trips, makes this somewhat difficult. After some discussion, a **motion** was made by Selectman McTeague, seconded by Selectman Huot, to raise resident of Lincoln and Woodstock rates for the 4-week session from \$70 to \$80, the 8-week session from \$120 to \$140, and all drop-in rates to \$10. The vote was unanimous. The Selectmen opted to discuss winter rates later.
- **Pemigewasset Ranger District Ranger Meeting** – District Ranger Molly Fuller introduced herself and Assistant District Ranger Tom Giles. They are district rangers for the White Mountain National Forest, in charge of the 20 towns in the Pemigewasset district. She explained that new district offices were being constructed in Campton, at Blair Bridge. This will house offices for the Ammonusuc and Pemigewasset districts, and supervisors, replacing the ones in Bethlehem, Laconia and Plymouth. It is due to open late September or early October and will be a LEEDS certified building with a bio-mass generator, allowing it to be off-grid. Mr. Giles pinned up a map showing the National Forest in the Lincoln area, with color variations for different types of allowed uses. He noted that recreation fees are proposed to be increased next year, from the rates set 8 years ago, and that 85% of collected fees are used in the forest in which they are collected. For example, deferred maintenance work could be completed and costs covered for parking facilities, picnic tables and other improvements. Some low use shelters, such as Coppermine shelter on Kinsman Ridge, could be closed and there is a plan to remove an 80-foot suspension footbridge about 3 miles in on the Wilderness Trail. They encourage comment on any Forest Service issues at their website. He explained that the campgrounds are run through a concessionaire, who has requested a modest increase in those rates. Mr. Giles noted the annual salmon fry stocking will continue in the Pemigewasset River, although the Hancock branch did not meet water quality standards, and may be dropped. Loon Mountain ski area, in order to be in line with management approaches prescribed, must have a vegetation management plan, to include glades, tree work, etc. and this is on-going. Apparently the water permit the Town has with the Forest Service has expired, but this is not a unique situation, and they will be in touch eventually to resolve this. There was considerable discussion

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regarding keeping a wilderness character in the forest, seeking to achieve an undeveloped state, and how this was the reason for removing the bridge mentioned above. It also meant using hand tools, torches and stock animals to haul the pieces out. This would also decommission a section of trail near Bond Cliff to Black Brook. Public opinion is welcome. The Pemigewasset wilderness is the biggest wilderness in the forest, while other parts of the forest are for other recreation activities. There was also discussion of Forest Plan litigation with the Sierra Club, which continues regarding Kanc 7 and Millbrook, even though there are so many supporters for management of the forest. Tom Giles added that he is the son of Arlene Boyle, and grew up on Church Street, and he had an appreciation for the Town because of that. The Selectmen thanked District Rangers Fuller and Giles for coming, and then they left.

➤ **Town Manager's Report**

- We have been very busy with 6 welfare case appointments today, and 4 on Friday. Layoffs and reduced hours in this season seem worse than usual.
- The Town Manager will be meeting with Rick Kelley, Steve LaFrance, Bill Willey and Larry Sinsimer regarding Beechwood Roads on Thursday at 1pm. He invited Selectman McTeague to join them.
- Town Manager Joseph presented the Selectmen with an “Intent to Cut” form from Loon Mountain.
- Jane Duguay had order a DVD through our local library that she and the Town Manager felt would be interesting for the Selectmen. It was produced by NHPTV, is called “Communities and Consequences” and is about demographic shifts in New Hampshire. It is out under her name.
- Tim Fountain of Cartographic Associates met with the Town Manager and went over what is in the engineering and planning fund for mapping, and how to utilize it. We have about \$7,600 left from last year and another \$23,000 for this year. This year's project would include setting up software on a workstation at Town Hall and to link parcels and all attributes, as he showed us last year. Public works information management data collection will include adding water, sewer, pipes, hydrants, etc. as layers onto that computer. Tie cards (scans of Mr. Willey's handwritten book) would provide much of this information. There is not quite enough money to do all of this, but we could collect data by geographic area, possibly starting with the downtown areas, and do as much as possible. This would keep the process moving forward. Our maintenance agreement continues, where we pay \$400 per year and \$12.95 for each new building. Chairman Moore and Selectman Huot are in favor of moving forward.
- Our current North Country Council representatives are Joe Chenard and Tom Smith. A **motion** was made Selectman Huot, seconded by Selectman McTeague, to have Joe Chenard and Tom Smith remain as the town of Lincoln's representatives to North Country Council. The vote was unanimous.
- Police Chief Ted Smith is applying for a grant that we have a very small chance of receiving, which would cost share for another police officer. We can decide to accept these funds or not, if we are approved. We could discuss this in the fall, when the SRO position will also be discussed.

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- The red tax deed folders are on the Town Manager's table for review. Notices will go out on Wednesday, with deeding scheduled for May 20th. There are waivers in each folder for those properties the Board does not want to pursue for various reasons. Chairman Moore asked that they be prioritized, and placed on the agenda for discussion at our next meeting.
- Treasurer Pauline Paste had provided updated cash flow information in an email to the Town Manager. We did receive some funds from Woodstock and InnSeasons today, but the payments due the school are more than that. Town Manager Joseph spoke with the school superintendent today, and they will look if their cash flow would allow them to let us hold off any amounts until July 1st, when the majority of the next property tax income should be received. Otherwise, we will look for authorization to spend from other accounts, in effect taking a loan from ourselves. Helen Jones will check with the auditors again that we can do this, as long as we pay ourselves the interest that those funds would currently be earning. Pauline Paste would decide how much to borrow based on the bills we need to pay and would work with the Town Manager on this. A **motion** was made by Selectman McTeague, seconded by Selectman Huot, to authorize Pauline Paste, the Town Treasurer, to borrow from other Town funds in anticipation of tax receipts, specifically the sewer tap fee and water treatment cell funds, amounts subject to approval from the Town Manager, via a system to be approved by our auditors. The vote was unanimous. The Selectmen noted that they can work with payers to create a payment plan with reduced interest fees, if necessary. It seems that the Community Building heating costs are about the same amount as last year. Our budget looks good on other expenditures, but the heat at the community center is too high. The Town Manager felt that we should investigate the tank and what other reasons could be the cause for this excess cost. The Town Hall heat is also over budget, but electricity is down. Welfare costs are also up considerably.

Other Business

Administrative Assistant Chenard noted that Municipal Officials classes are scheduled for May 12th and 19th at the Mountain Club on Loon, here in Lincoln.

Audience Participation

There was none at this time.

At 7:51 pm, the meeting was adjourned and the Board of Selectmen reviewed payroll and accounts payable check registers for the week ending April 12, 2009.

Date: _____

Approved by:

Chairman Peter Moore

Selectman Deanna Huot

Selectman Patricia McTeague