

Town of Lincoln
Board of Selectmen Meeting Minutes
November 12, 2012

Board of Selectmen Present: O.J. Robinson, Tamra Ham, and Patricia McTeague.

Staff Present: Town Manager Butch Burbank, Finance Administrator Helen Jones, Administrative Assistant Brook Rose, Public Works Director William Willey, and Solid Waste Facility Manager Paul Beaudin

I. CALL TO ORDER

Patricia McTeague called the meeting to order at 5:30PM.

II. REVIEW AND APPROVAL – MINUTES OF THE PREVIOUS MEETINGS

MOTION: “To approve the meeting minutes of November 5th and November 12, 2012”

Motion: Tamra Ham **Second:** Patricia McTeague **O.J. Robinson abstained as he was not present at the November 5th meeting. Motion carries.**

MOTION: “To approve the non-public meeting minutes of September 24, October 1 (as amended), October 15, and November 12, 2012.”

Motion: Tamra Ham **Second:** Patricia McTeague **All in favor.**

III. 2013 BUDGET REVIEW *Health Agencies*

The Board reviewed the Health Agencies budget which primarily remains the same as last year. With the support of Town Manager Butch Burbank, Brook Rose recommended an increase of \$1,000 for the Bridge House homeless shelter. This would bring the allocation to the Bridge House up to \$3,000 for 2013. She explained that utilizing this resource not only assists the homeless population but also saves the Town a great deal of money. The Board was in favor of the increase.

IV. APPOINTMENTS – Alex Ray re: Common Man Lot Drainage Issues

Public Works Director Bill Willey informed the Board that he and Butch Burbank conducted a site visit to the Common Man parking lot today. He explained the drainage issue to the Board. Alex Ray stated that he leases the property from the Town and there has always been a slight drainage issue in the south west corner of this lot. He added that he has tried to swale that area which hasn't been overly effective. There was some discussion about the culvert that runs under Kanc Rec Road. Bill Willey suggested having an engineer take a look at the site and design a drainage plan. Butch Burbank suggested that any upgrade be constructed and installed by Alex Ray but then it would be maintained by the Town. Alex Ray stated that he could contour the parking lot to get the water to flow into the culvert. Butch Burbank added that it appears that the culvert may be too small to handle the current drainage. Mr. Ray explained that a sump would be installed on the leased lot side of the culvert below the pipe to catch any sediment before it runs into the culvert. Mr. Ray agreed to hire an engineer to look at the grade of the lot. He will also pay for the engineer to assess the practicality of the culvert and make recommendations on the culvert and road at the same time. He added that he could also pave from the top of the contour to the Kanc Rec Road. All agreed that the culvert is Alex's responsibility and the maintenance of it and the road is the Town's responsibility. Mr. Ray will have the engineer meet with the Town as soon as possible. The Board wants to budget and do the paperwork now for this project so that the reconstruction can begin in the spring. The Board thanked Mr. Ray for coming in.

V. 2013 BUDGET REVIEW *Solid Waste, Long Term Debt, and Contingency.*

Paul Beaudin presented the Solid Waste budget. He explained the household hazardous waste collection activities at the Facility and the required training. Primarily the budget remained the same. Revenue projections are around \$70,000. He stated that the disposal rates have remained the same for the past fifteen years and only approximately \$2000 in disposal costs was lost over the last year.

Helen Jones presented the Long Term Debt budget. The Board discussed the Loon Mountain Bridge project, the Town Hall roof replacement, the Granite Block Levee Project, and other ongoing projects. Butch Burbank stated that he believes the Town is in a good position in regards to long term debt.

The Board discussed the Contingency budget. The Town is not allowed to have a Contingency budget thus any funds for emergency circumstances has to be reworked into the budget under specific line items assigned to each department.

Butch Burbank discussed allocating funds in the upcoming budget to conduct a professional salary survey for all Town departments. Mr. Burbank believes this is long overdue for the Town of Lincoln. The last survey was over a decade ago. He explained that this survey is necessary to be consistent department wide, to maintain employee morale, and to promote equity among employees. The survey would examine written job descriptions, pay, classifications, and benefits. The Board agreed that now is a good time to undergo a salary survey. Mr. Burbank will work on a proposal to present to the Budget Committee and the Board at their next meeting. He also informed the Board that Recreation Coordinator Heather Hoyt has put together a presentation for updating the Town's website which was be presented at the Board's next meeting as part of the Executive Budget review. The Board also discussed financing options for the Police Department vehicles.

VI. OLD/ NEW BUSINESS

Town Manager's Report

Butch Burbank informed the Board that he met with Town Attorney Peter Malia last week. Peter brought Mr. Burbank up to date on the Town's ongoing legal issues.

Mr. Burbank also mentioned that Rick Kelley called him this week to discuss moving forward on the Loon Mountain Bridge project. Mr. Kelley and Mr. Burbank will be meeting soon to discuss the project. Mr. Burbank will be speaking with Senator Kelly Ayotte's office to discuss the project in the near future. Mr. Burbank will also be composing a letter on behalf of the Board appealing to the NH Legislatures to try to move this project along.

Mr. Burbank informed the Board that in response to a complaint from Mr. Edmond Gionet made to Tamra Ham last week, he and Bill Willey did a site visit to Mr. Gionet's property. Mr. Gionet is complaining about a drainage issue on his property. Bill Willey agreed to do some maintenance to the two large culverts there and Mr. Gionet was satisfied with this solution.

Mr. Burbank also informed the Board that the Town received the invoice from Grafton County for the 2012 county tax for 2012 in the amount of \$1,271,608.00.

VII. NON-PUBLIC SESSION

MOTION: "To enter into non-public session pursuant to RSA 91-A:3II(c,e) personnel & legal."

Motion: Tamra Ham Second: Patricia McTeague

**Roll Call Vote: Tamra Ham in favor
Patricia McTeague in favor
O.J. Robinson in favor.**

The Board entered non-public session at 7:45pm. Brook Rose was also present.

MOTION: “To come out of Non-Public Session.”

Motion: Tamra Ham Second: Patricia McTeague

**Roll Call Vote: Tamra Ham in favor
Patricia McTeague in favor
O.J. Robinson in favor.**

The Board came out of non-public session at 8:25pm. No decisions were made. The cleaning contract for the Town Buildings was discussed. The Town’s current contractor has resigned and thus a Request for Quotes will be advertised.

VIII. ADJOURNMENT

After reviewing the weekly payables and with no further business to attend to, the Board made the following motion.

MOTION: “To adjourn.”

Motion: Tamra Ham Second: Patricia McTeague All in favor.

The meeting adjourned at 8:35

Respectfully Submitted,

Brook Rose

Approval Date ____/____/____

Chairman O.J. Robinson

Vice Chair Patricia McTeague

Selectman Tamra Ham