

Town of Lincoln
Board of Selectmen Meeting Minutes
November 19, 2012

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

Excused Absence: Tamra Ham

Staff Present: Town Manager Butch Burbank, Finance Administrator Helen Jones, Administrative Assistant Brook Rose, Recreation Coordinator Heather Hoyt, Planning Board Chairman Pat Romprey, and Budget Committee Chairman Marilyn Sanderson.

Public Present: Taylor Beaudin.

I. CALL TO ORDER

O.J. Robinson 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 12, 2012 as amended”

Motion: Patricia McTeague **Second:** O.J. Robinson **Motion carries.**

MOTION: “To approve the non-public meeting minutes of November 12, 2012 as written.”

Motion: Patricia McTeague **Second:** O.J. Robinson **Motion carries.**

III. 2013 BUDGET REVIEW *Executive, Personnel Administration, Insurance, Capital and Special Warrant Articles*

Executive Budget - Proposal on Town Website

Recreation Coordinator Heather Hoyt presented the Board with a proposal for a new Town website. She explained that when she was hired for the position the Town was aware and planned to use her background in marketing, graphic design, and photography. She explained that when she worked for the Town of Milford, they went through a website overhaul and were very happy with the results. The Town’s website is approximately ten years old and is very outdated. Brook Rose is the only one that can update the site as she is the only one that has the software needed to do the updates. With a more functional and efficient website, department heads could tailor their own web pages and updates could be posted much faster. The site would have a website based logon which could be accessed from any device with internet capability and thus updates would be made continuously. Brook confirmed that updating the website is a somewhat time consuming task that may not always get done as quickly as it needs to be if she has other more pressing work.

Town Manager Burbank stated that he is in favor of updating the Town’s website. The website is the face of the Town and is vital to bringing business to Town as well as keeping our residents informed. Hundreds of people access the site every week. He is in favor of taking a phased approach to implementing a new site.

Heather presented the Board with estimates from three local New Hampshire website development businesses. The quotes were for developing a new website platform and content migration. They ranged from \$3,000-\$6,000 and each company had various additional services included in their quotes. The website development can be done in phases and creating a new website would give the Town the building blocks to add on additional services in future years if need be. The Town would also own the new site.

The Board extensively reviewed the proposals with Heather and decided to allocate \$4,000 to start the process of building a new website.

The Board asked that Heather to make a presentation on the new website to the Budget Committee. They thanked her for taking the initiative on this project.

The Board went on to review the remaining budgets. They put off determining salary increases until their next meeting. The COLA raise was briefly discussed. Town Manager Burbank informed the Board that the Property Liability coverage is increasing 13% over last year. The contract with Primex expires June 30, 2013. Mr. Burbank will get a quote on this coverage from NH Local Government Center. The Board reviewed each line item in depth of the Executive, Insurance, Capital and Special Warrant Articles Budgets. The Board discussed the cost of purchasing a new server versus cloud based backup. Mr. Burbank suggested that the Town pay a flat fee for IT support rather than on a per call basis. The Board would like Certified Computer Consultants to attend one of the Budget Committee meetings to review the needs of the Town.

IV. OLD / NEW BUSINESS

Planning & Zoning Administrator Position

O.J. Robinson stated that at the last Planning Board meeting, the Board discussed the vacant Planning & Zoning position. It was decided that at this point in the Town's development, a professional planner is not necessary. They decided that it would make more sense to hire another administrative assistant with a planning background if possible and to have the appointed boards make the planning decisions. The position would become less technical and more administrative. There would be a slight cost savings for the Town. Pat Romprey added that we pay North Country Council over \$6,000 annual to assist with our planning and the Planning Board feels that the Town should utilize their professional planning services. The North Country Council wrote the Town's last master plan. Also the Town Attorney and the NH Local Government Center could assist with planning decisions. O.J. Robinson added that this position would be shared and would have two managers, the Planning Board and the Town Manager. Staff will work together to create the new job description.

Industrial Park

There was some discussion on the lights in the Industrial Park. O.J. Robinson stated that the lights have not yet been ordered. The Board would like Mr. Donahue to look at the lights prior to them being ordered. Town Manager Burbank spoke with NH Electric Co-op and they are moving forward with the meter installation. Pat Romprey stated that he will get several options for the lights together and provide them to Mr. Burbank. The Town can then put the electrical work out to bid. The Board would like the lights staggered with one on the left, one on the right, and one in the middle.

Levee Project

The Board briefly discussed the levee project and the fact that there are existing maintenance easements written into deeds of the homeowners that live along the levee. The homeowners have confirmed this. The maintenance easement runs along the top of the levy. The engineer has requested that the Board advise him as to whether or not a flap gate should be installed on the existing culvert.

Loon Mountain Bridge Project

Town Manager Burbank informed the Board that he met with Senator Shaheen's office regarding the Loon Mountain Bridge. The Town's engineer Chris Fournier was also present at the meeting. Senator Shaheen's office has three major projects they are taking up with FEMA with the Loon Bridge being their first priority. Mike Poirier from the State of NH recently received a request from the FEMA office in Boston to discuss the project. Mr. Burbank will also speak with Senator Ayotte's office in the near future.

V. PUBLIC PARTICIPATION

Taylor Beaudin requested to speak with the Board in Non-Public Session regarding a personnel matter.

VI. NON-PUBLIC SESSION

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

Motion: O.J. Robinson Second: Patricia McTeague

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

The Board entered non-public session at 8:40pm. Brook Rose and Taylor Beaudin were also present.

MOTION: "To come out of Non-Public Session."

Motion: O.J. Robinson Second: Patricia McTeague

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

The Board came out of non-public session at 9:30pm. No decisions were made.

VII. ADJOURNMENT

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

MOTION: "To adjourn."

Motion: Second: Patricia McTeague All in favor.

The meeting adjourned at 9:35

Respectfully Submitted,

Brook Rose

Approval Date ____/____/____

Chairman O.J. Robinson

Vice Chair Patricia McTeague