

**Town of Lincoln**  
**Board of Selectmen Meeting Minutes**  
November 26, 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, Planning Board Chairman Pat Romprey, and Budget Committee Chairman Marilyn Sanderson.

## **I. CALL TO ORDER**

O.J. Robinson called the meeting to order at 5:30PM.

## **II. OLD/NEW BUSINESSES**

### **Update on Vacant Position**

Town Manager Burbank updated the Board on the vacant administrative staff position. The application period closes on Friday. There have been several applicants thus far.

### **Industrial Park Update**

Town Manager Burbank informed the Board that the Donahue's have signed the easement and were made aware of the light selection for the light posts in the Industrial Park. The work order for the lights has been placed and the meter for the center vault has been installed. Pat Romprey stated that the Sullivans have no problem with the lights being installed on their property either this fall or in the spring. Town staff will work on putting this project out to bid. The Board would like the decision left up to the contractor as to whether to install the lights this year or in the spring.

## **III. NON-PUBLIC SESSION**

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

**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 5:50pm. Brook Rose and Pat Romprey were also present. Marilyn Sanderson and Helen Jones left the room.

**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 re-entered public session at 6:30pm.

**MOTION: “To seal the Non-Public Meeting Minutes of this November, 26, 2012 meeting until these matters have been resolved.”**

**Motion: Tamra Ham            Second: Patricia McTeague**

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

#### **IV. 2013 BUDGET REVIEW *Personnel Administration***

##### **Executive Budget**

Town Manager Burbank presented the Board with a proposal to stagger employee wage increases according to set salary ranges rather than just giving an across the board percentage increase to all employees as has been done in the past. Salaries have become skewed over the years due to granting all employees the same increase which has given higher paid employees a much larger raise as opposed to employees that aren't paid as much and thus end up with less of a raise. With a staggered approach, raises would be more equal for all employees. This would also simplify the budget process every year. This plan excludes the Union. The Board was in favor of Mr. Burbank's proposal. Mr. Burbank added that this system could be built into the pay and classification study as well. He informed the Board that the study would cost approximately \$7500 and would cover everything from all new job descriptions to employee interviews to surveying other similar municipalities. The Board was in favor of Mr. Burbank's recommendations. The Board also thanked Helen Jones for all of her work on the budget.

#### **V. REVIEW AND APPROVAL – MINUTES OF THE PREVIOUS MEETING**

**MOTION: “To approve the meeting minutes of November 19, 2012 as amended”**

**Motion: Patricia McTeague            Second: O.J. Robinson            Motion carries.  
Tamra abstains as she was not present at that meeting.**

#### **VI. OTHER BUSINESS**

Tamra Ham mentioned to the Board that Roger Harrington recently approached her about installing lights on the bridge on Connector Road. He thought there was an agreement in place between the State and the Town allowing the Town to install decorative lighting at the four corners of the bridge. This agreement would have been made approximately eight years ago. Mr. Burbank will speak with Bill Willey about this matter and report back to the Board.

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

The meeting adjourned at 7:25

Respectfully Submitted,

Brook Rose

Approval Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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Chairman O.J. Robinson

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Vice Chair Patricia McTeague

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Selectman Tamra Ham