

Town of Lincoln
Board of Selectmen Meeting Minutes
December 3, 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.

Public Present: Tom Tremblay.

I. CALL TO ORDER

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

II. MINUTES OF THE PREVIOUS MEETING

MOTION: To approve both the meeting minutes of the November 26, 2012 as written and the Non-Public meeting minutes of the same date as amended.”

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

III. PUBLIC PARTICIPATION

Tom Tremblay re: 152 Pollard Road Water/Sewer Tap Fees

Mr. Tom Tremblay, realtor for 152 Pollard Road, requested that the water and sewer hookup fees for this property (map 114, lot 63) be grandfathered, point for point for one bathroom, one kitchen, two bedrooms and one outside spigot. O.J. Robinson stated that the Town’s practice has been that any property that was on the system when the water and sewer fees were originally assessed, be given credit for. The Board agreed that the water and sewer tap fees be grandfathered as they were preexisting. Any additional hookups or bedrooms would have to be paid for. There was some dispute as to the bedroom fees being waived and the need to revisit and update the related ordinance to include a time frame for how long bedroom points can be transferred.

MOTION: “To waive the water, sewer, and bedroom point fees as requested by Coldwell Banker Linwood Real Estate by letter of December 3, 2012 for the new owners of 152 Pollard Road, Map 114, Lot 063 until December 31, 2014 provided a building is constructed.”

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

IV. 2013 BUDGET REVIEW *Final Review & approval of Selectmen / Town Manager's Budget*

The Board reviewed the final budget presented by Helen Jones and Butch Burbank. Town Manager Burbank informed the Board that he will be meeting with FEMA, NHDOT, and Senator Shaheen's office on Friday to discuss the Loon Mountain Bridge. Tamra Ham will attend the meeting on behalf of the Board of Selectmen. Butch Burbank warned the Board that there may be issues with FEMA coming through with all of the promised federal funds. The Board needs to keep this possibility in mind. Town Manager Burbank will also be sending out a memo to department heads to cease spending, other than immediate necessities through the end of the year as the Town is approaching the legally approved

budget.

Mr. Burbank informed the Board that it has recently come to his attention that there are some maintenance issues with the Fire Department trucks. In light of this, Butch has increased the maintenance budget for the Fire Department. On another matter, Butch informed the Board that he was made aware that one of the members of the Fire Department wired the wrong batteries into one of the fire trucks which burned out the vehicle's entire electrical systems. Town staff is filing an insurance claim to cover these expenses. The Board agreed that the Fire Department vehicles need to be better maintained. Records have not been kept and the Department needs to make sure these vehicles are receiving regularly maintenance. Mr. Burbank also informed the Board that he cut back on the Emergency Management budget. Butch proceeded to give Helen Jones kudos for her work on the budget. The Board thanked Helen for her hard work. After reviewing some additional changes, the following motion was made:

MOTION: “To approve the 2013 Budget of \$5,563,472.”

Motion: Tamra Ham

Second: Patricia McTeague

All in favor.

V. BOSTON POST CANE – *Announcement of Town's Oldest Resident*

O.J. Robinson explained that the Boston Post Cane was recently presented to the Town of Lincoln's oldest resident, Elizabeth Lowden. Several members of her family were present with her when O.J. presented the cane to her at the North Country Center for the Arts prior the production of A Christmas Carol. The presentation was very well received by Elizabeth and her family.

VI. OLD / NEW BUSINESS

Proposed increase for Kanc Ski Area non-resident rates

Tara Tower had given the Board a letter recommending that the rates for non-resident ski area rates be increased by fifty percent. It is the Recreation Department's belief that increasing the rates will help add to the perceived value that non-residents have for the Kanc Ski Area. The rates have not been increased in many years. The rate increase would not be effective until January 1, 2013. Tamra Ham was in favor of this but would like to see the season pass rate be discounted by fifty percent every fall until January 1st of each year so that local non-resident customers that buy the season passes every year are still able to purchase a pass at the discounted pre-season rate. The Board would like Tara Tower to bring the season pass rates and sale statistics made back to the Board for review this time next year.

MOTION: “To accept the proposed Kanc Ski Area non-resident rate increase effective January 1, 2013 and to ask that Tara Tower give a report on the season pass sales to the Board during the next budget season.”

Motion: Tamra Ham

Second: Patricia McTeague

All in favor.

Donahue Tucker Ciandella PLLC (DTC) Letter of Engagement

The Board reviewed the letter of engagement from DTC pertaining to the FairPoint 2011 Tax Abatement Appeal legal matter. The Board signed the letter.

Town Cleaning Service Contract

The Board reviewed the three proposals received for janitorial services at the town buildings. Wright-way Housekeeping Services and Maid It Green were the local companies that submitted proposals. There was another bid received from Capital Contractors out of Massachusetts. The bids were all competitive and were all less than what the Town has been paying in the recent past. The Board would like to use a local company. Town staff will review the bids further and check references. Patricia McTeague recommended Maid It Green as their work has an excellent reputation.

Update on the Request for Decorative Lighting on the Connector Road Bridge

Tamra Ham asked that Town Manager Burbank update her on the request for lighting on the Connector Road Bridge. Mr. Burbank informed her that he did speak with Public Works Director Bill Willey and found out that the bases and pipe were installed as a favor to the Town by the State of NH. No wiring has been done and no plans have been drafted for this work. To install lighting on this bridge, the Town would have to run the wiring and cover all of the project costs which would be upwards of \$10,000 (based on similar work recently completed in the Industrial Park). In light of the budget challenges the Town is facing this year, the Board decided not to move forward with this project at this time.

Sign by Citizens Bank

Patricia McTeague asked that Town staff contact the property owner of Lincoln Center North. During the recent parking lot construction the Do Not Exit sign by Citizens Bank was removed and traffic has been exiting there. The Board would like this sign put back up as soon as possible.

Industrial Park Lighting

The lighting project in the Industrial Park has been put out to bid. The \$3800 in escrow will cover the cost of the light poles. The unanticipated revenue from the sale of the lot will cover the remaining expenses although the expense to run the power will have to be listed as a separate line item expense as required by the Department of Revenue Administration.

VII. NON PUBLIC SESSION pursuant to RSA 91 A:3II (a,c) *personnel and 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 7:55pm. Brook Rose and Pat Romprey were also present.

MOTION: “To come out of non-public session and to seal the minutes in perpetuity.”

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 8:50pm.

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: Second: Patricia McTeague All in favor.

The meeting adjourned at 8:55pm

Respectfully Submitted,

Brook Rose

Approval Date ____/____/____

Chairman O. J. Robinson

Vice Chair Patricia McTeague

Selectman Tamra Ham