

**Town of Lincoln**  
**Board of Selectmen Meeting Minutes**  
December 10, 2012

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

**Staff Present:** Town Manager Butch Burbank and Administrative Assistant Brook Rose.

**Public Present:** Jim Welch, Kathy Duffy, Jane O'Conner, and Mike Harrington.

## **I. CALL TO ORDER**

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

## **II. MINUTES OF THE PREVIOUS MEETING**

**MOTION: "To approve the meeting minutes of December 3, 2012 as written."**

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

**MOTION: "To approve the non-public meeting minutes of December 3, 2012 as amended."**

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

## **III. PUBLIC PARTICIPATION**

### **Proposal for Lot Line Adjustment**

Jim Welch, Kathy Duffy, Jane O' Conner, and Mike Harrington appeared before the Board to request a lot line adjustment between their properties and Town owned property that abuts their land along East Spur Road. Mr. Welch explained that this adjustment would reduce the Town's right-of-way and give each of the landowners a bit more (approximately 45ft.) property. He added that he and the other property owners currently maintain this land. Butch Burbank stated that there is a large right-of-way here and there would not be any negative consequence to the Town to grant this request. He added that the land is mostly wetlands. Public Works Director William Willey has already visited the site and doesn't see any issue with their request. The property owners will pay for a survey to be done and will bring a lot line adjustment application before the Planning Board if the Board of Selectmen approves their request. Tamra Ham questioned why the property owners want this piece of land. Mr. Welch replied that it would add to the value of his property and that he already mows and maintains the land. It also makes the lots more subdivideable and adds to the Town's tax base. Tamra questioned whether any of the property owners had any intention to build. They replied that they did not.

The Board agreed that the value of this piece of property needs to be assessed and that the Town cannot just give this land away. Town Staff will contact the Town's assessing firm, Commeford Neider Perkins to have them assess the property. The Board would also like to get Peter Malia's opinion on this request before taking any action. Butch Burbank will follow up with the property owners.

### **Invitation from Speed Bear Repair and Customs**

Shaun Peterson of Speed Bear Repair and Customs invited the Board to attend a tow/wrecker class that their business will be hosting in March. The business brings in an expert to teach the course. He added that the course covers industry standards and is quite fascinating. Butch Burbank stated that he would

be interested in attending. Shaun will contact the Board prior to the course to see who would like to attend. The Board thanked Shaun for coming to the meeting and for the invitation.

#### **IV. OLD / NEW BUSINESS**

##### **Town Manager's Report**

##### **Update on Fire Truck Repairs**

Town Manager Burbank informed the Board that all of the trucks are back in service. He is awaiting invoices on the repairs and insurance claims were submitted.

##### **Sansoucy Engineering and Appraisal Services Invoice**

Butch Burbank informed the Board that he received a phone call from the Town of Deerfield regarding a recent invoice from Sansoucy Services. Deerfield was charged \$4,000 on their invoice for last month. They were inquiring as to whether all of the towns were charged that much and if so, that means that last month's bill amounted to \$40,000 for one month. This seems extremely high. O.J. Robinson stated that Mr. Sansoucy is reputable and straight forward individual and Butch should just give him a call to inquire about the invoice. Butch will contact Mr. Sansoucy.

##### **FEMA Update**

Mr. Burbank updated the Board on his recent meeting with FEMA. Tamra Ham also attended the meeting as did Chuck Henderson from Senator Shaheen's office. FEMA was displeased with some of the line items that HEB Engineers had included in the numerator for calculating the fifty percent which can only include items that are directly related to the site's damaged elements according to FEMA's written policy. Several of these items do qualify for reimbursement however they are not directly damaged elements. For example, the temporary bridge is not a damaged element and cannot be included in the numerator however it is an expense eligible for reimbursement. HEB Engineers is revising the project cover sheet to include only the damaged elements. The revised document will then be submitted to the State of NH who will submit it to FEMA. Tamra Ham added that the document had to be approved by the State, the regional FEMA division in Boston, FEMA Headquarters in Washington D.C. and then it will have to undergo congressional review. Butch added that FEMA made it clear during the meeting that the Town should not await FEMA funds to move forward with the bridge as it could be a year or more before the project is approved. Butch also stated that he submitted a request to the State for an extension of state aid funds. He will also update Loon Mountain on the status of the project.

O.J. Robinson mentioned that at their last meeting with FEMA, another FEMA representative reviewed the project costs with HEB Engineers and said nothing of these line items that could not be included as part of the damaged element.

Butch informed the Board that HEB Engineers has requested a payment of \$10,500 which is the remainder of what is owed to them. Consultation going forward will be billed on a monthly basis. After a brief discussion it was decided to take these funds from the Loon Mountain Bridge expenses line item in the general fund.

## **School Funding Formula Committee**

The SAU would like to schedule a meeting of the School Funding Formula Committee and asked that the Town appoint a Selectmen's Representative as well as a Community Member at Large to serve on the Committee. The Board agreed that Tamra Ham should serve as their representative. Tamra Ham recommended Paul Beaudin for the other seat. The Board agreed that Paul would be a good candidate to serve on the Committee.

## **Plowing at the School**

The Town was recently notified that the Town of Woodstock would no longer be assisting with plowing the School. After a brief discussion on the matter it was decided that the School needs to contract someone for this service. Every other school district is responsible for their own plowing. The Town may be able to act as a contractor for the School but Butch will have to seek an opinion on this from the Town Attorney. Butch will advise the SAU accordingly.

## **Industrial Park Lighting**

Butch Burbank questioned where in the budget the funds for the electrical work to install lighting in the Industrial Park would come from. The cost is approximately \$7,000. Additional funds for electrical work and paving would be needed if another business were to move into the park. All agreed that this expense should be put into a special warrant article.

## **Fire Truck Maintenance Stipend**

Tamra Ham informed the Board that she anonymously queried other local fire departments to see how they handled routine maintenance on their vehicles. In all of the other departments, the chief appoints one of the members to handle the record keeping for all routine maintenance and any repairs would be contracted out to a local garage. Butch Burbank stated that he already put an end to a stipend being given out to a member of the department to do the routine maintenance. From now on it will be handled by a member of the department as part of the general duties.

## **Town Offices Cleaning Contract**

Butch Burbank informed the Board that the cleaning contract was awarded to Maid It Green. They will start work this week.

## **V. 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 6:55pm.

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