

**Town of Lincoln**  
**Board of Selectmen Meeting Minutes**  
December 17, 2012

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

**Excused Absence:** Patricia McTeague.

**Staff Present:** Town Manager Butch Burbank, Public Works Director Willey, and Administrative Assistant Brook Rose.

## **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 10, 2012 as amended.”**

**Motion:** Tamra Ham

**Second:** O.J. Robinson

**All in favor.**

## **III. OLD/NEW BUSINESS**

### **Review of Fats, Oil, Grease (FOG) – Sewer Use Ordinance**

Public Works Director Bill Willey brought the FOG portion of the Sewer Use Ordinance before the Board for their review. Bill explained that this has been a long term issue that he would like to see addressed. Ninety five percent of the businesses in Town do comply with the ordinance. He added that there is one business on Route 3 that refuses to comply with the ordinance. Butch Burbank stated that this non-compliance is costing the Town thousands of dollars every year and is damaging the Town's infrastructure. Bill stated that he needs the support of the Town Manager and the Board so he can begin enforcement.

Bill went on to explain the FOG monitoring process to the Board. He informed them that the State regulations require 50mg/l and the Town's current ordinance is 75mf/l. He added that other communities have had strict FOG requirements in place for many years. The Board also reviewed the fee structure contained in the ordinance. It was agreed that the ordinance would be revised to reflect the State's regulations. Butch and Bill will work together to further review the ordinance and bring it back before the Board at their next meeting. The Board expressed their full support for enforcement of the ordinance. Once it is revised, a letter will be sent out to the businesses informing them of the changes.

### **Water Treatment Plant Modifications**

Bill Willey informed the Board that the SCADA system upgrade is \$8500 and the engineering for the work is \$21,000. The project construction will cost approximately \$119,000. This leaves \$157,000 in the bedroom tap fees for future modifications. Bill explained the modifications in detail to the Board.

### **Failure of Fairpoint Lines**

The phone lines in the area of the Water Plant are still failing and causing the pump at the Water Plant to constantly switch on and off. Butch stated that he is surprised that the lines haven't blown and the pumps haven't failed from this. The Board discussed having Time Warner install cable lines rather than

using the phone lines. They also discussed purchasing a radio system. Bill Willey stated that Fairpoint has no plans to install new lines. The Board then discussed future public works projects budgeted for in the Capital Improvements Plan (CIP). They would like Bill Willey to get an updated estimate on purchasing a radio system using funds from the CIP to get this issue resolved. They concluded that the best approach to take is to purchase a radio system as it is imperative to protect the equipment at the Water Plant.

## **Town Manager's Report**

### **Granite Block Levee Project Update**

The Board reviewed the draft easement documents for this project. The Town Attorney has already reviewed the documents and made revisions. The Board would like Dubois & King to conduct another public hearing on this project to gauge whether there is support from the Town. The Board discussed the project in depth. Butch updated the Board on a recent conversation he had with property owner Russ Cooley. The Board would like Butch to have the Town Attorney thoroughly research ownership of the levee. Town Staff will contact Dubois & King to schedule a hearing in January.

### **Deputy Police Chief / Captain Position**

The hiring process for the Deputy Chief / Captain position is progressing. The field has been narrowed down to five candidates and the next step is the citizen panel interview which will be held in early January.

### **Fire Station**

Town Manager Burbank informed the Board that there are some major structural issues at the Fire Station. There are large cracks in the floor and walls. The station needs to be evaluated. The Town is going to hire a structural engineer to take a look at the building.

### **Fire Truck Update**

The Town's insurance company has informed Butch that they will not cover the employee error (installing the wrong batteries and burning out the truck's electrical system) pertaining to the fire truck. The Town will have to cover these costs.

### **Holiday Season Meeting Schedule**

As the Board will not meet on Christmas Eve or New Year's Eve, they will meet on Friday, December 28<sup>th</sup> at 3:00pm.

### **Chenard Update**

Butch Burbank forwarded sealed bids to Mr. Chenard for him to open and take action on for the clean up of his property.

## **Update on Plowing**

Butch Burbank spoke to the medical center and the school and they are both planning to hire a contractor to handle the plowing.

## **Solid Waste Facility Grant Award**

Tamra Ham informed the Board that the Solid Waste Facility received another NH the Beautiful Grant. This grant is to purchase a new baler. The Facility's current baler is in need of repair. Another town desperately in need of a baler is going to pay for the repairs in exchange for the baler once the Town gets the new baler. The Board commended Paul for getting these grants

## **FEMA Update**

Butch informed the Board that after he spoke with Ray Burton's office he has received calls from the State and FEMA. Kelly Ayotte's office sent a letter of support to FEMA who contacted the State right away. The project is progressing.

## **IV. 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 8:20pm.

Respectfully Submitted,

Brook Rose

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

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Chairman O.J. Robinson

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Selectman Tamra Ham