

**LINCOLN BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**JULY 21, 2014 – 5:30PM**  
**LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH**

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

**Staff Present:** Town Manager Alfred Burbank, Fire Chief Ron Beard, Police Chief Ted Smith, and Recording Secretary Brook Rose.

**Public Present:** Michelle Moren-Grey, Mark LeClair, Kathy Lyden, Dennis Ducharme, Joel Bourassa, Mark Scarano, Dave Beaudin, Paul Beaudin, Paula Strickon, and Jayne Ludwig.

## **I. CALL TO ORDER**

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

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## **II. PUBLIC HEARINGS: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION FOR THE RIVERWALK PROJECT, HOUSING AND COMMUNITY DEVELOPMENT PLAN (HCDP), RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN (ARRA)**

O.J. Robinson opened the CDBG Public Hearing at 5:32pm by reading the following notice:

CDBG grants are available to municipalities for economic development, public facility and housing rehabilitation projects and planning grants that primarily benefit low and moderate income persons. The Town of Lincoln is eligible for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects (including capacity building projects), as well as up to \$500,000 a year in emergency funds. Planning Grant funds are available for up to \$12,000 per year.

The subjects of the hearings are as follows:

1. A proposed Economic Development Application to the Community Development Finance Authority is for \$500,000 in Community Development Block Grant funds for the 2014 program year. \$480,000 of these funds will be sub-granted to the Grafton County Economic Development Council (GCEDC), who will in turn lend \$475,000 to the business known as RiverWalk at Loon Mountain LLC, a business to be located in Lincoln, New Hampshire. RiverWalk at Loon Mountain will create at least 31 jobs, of which at least 60% will be available to persons of low and moderate income. GCEDC will retain \$5,000 to cover their costs associated with preparing and collection of the loan. The remaining \$20,000 would be used by the Town to pay for costs associated with the application and administration of the grant.
2. Review and Adoption of the Town of Lincoln's Housing and Community Development Plan.
3. Review and Adoption of the Town of Lincoln's Residential Anti-displacement and Relocation Plan for this Project.

North Country Council Economic Planner Michelle Moren-Grey, Grafton County Economic Development Council (GCEDC) Director Mark Scarano, Loan Officer Bob Walker and Board Chair

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Mark LeClair, Riverwalk Project developer Dennis Ducharme and InnSeasons Vice President Kathy Lydan attended the meeting to discuss the proposed Community Development Block Grant (CDBG) application for the Riverwalk Project. Michelle gave an overview of the CDBG grant which is an economic development grant designed to create job growth. She explained that if the Town so chooses, they may engage North Country Council to administer the grant for a fee of \$14,500.

Project developer Dennis Ducharme explained the Riverwalk Project. He explained that the first phase of the project is the resort which will start as 80 units and a restaurant. He went on to explain the other phases of the project. The resort will eventually employ 110 people. It is Dennis' hope that local businesses around the resort will grow with it. He hopes to break ground on the project soon.

GCEDC Director Mark Scarano stated that GCEDC is in support of this grant. He stated that he and Dennis started talking about this project in 2008. He explained that if one were to look at the level of for profit investment in Grafton County, there are very few projects of this scale. With the number of jobs being created, this project is a real benefit for the Town of Lincoln and Grafton County. The CDBG program is not a new program. It has been around for a long time and is very successful. He added that GCEDC has worked with the Woodstock Station on a very successful CDBG for their addition and new brewery. He explained that the funds for the Riverwalk Project are not actually a grant but a revolving loan. He informed the Board that GCEDC's loan committee met this morning to review the loan proposal for this project and voted unanimously to support the loan. The loan process is a very public process which is reviewed by multiple parties including the Attorney General's office.

O.J. Robinson questioned what would happen if the developer does not follow through on the terms of the loan and whether the Town has any liability if that were to occur. Michelle Moren-Grey explained that NCC will monitor the project's hiring process and if the 31 jobs are not created as was agreed upon, NCC would then work together with GCEDC to notify the developer. If the company fails to create the jobs, they will be required to pay back up to \$20,000 per position to GCEDC. If the company fails to repay the loan, GCEDC becomes liable. The Town has no liability or expense related to this project. Mark Scarano explained that as with any other loan, there is collateral involved and that the GCEDC is in a good position to take on this loan.

Paula Strickon questioned whether the jobs being created are construction related. Mark replied that the jobs are all permanent jobs and are not construction related. Any construction jobs will be above and beyond the required permanent jobs.

**MOTION: "To close the Public Hearing on the CDBG Grant Application."**

**Motion: O.J. Robinson      Second: Patricia McTeague      All in favor.**

The hearing was closed at 5:50pm.

At this time (5:50pm) O.J. opened the Public Hearing on the Housing and Community Development Plan. Michelle Moren-Grey introduced the HCDP draft. She explained that this plan includes national and state CDBG objectives as required. A HCDP that is no more than 3 years old is a requirement of the CDBG application.

O.J. stated that the Town has never had a HCDP. He explained that the Board looked at three different versions of an HCDP from other municipalities for the general framework of the plan. The Board used Woodstock's HCDP and adapted it to the goals of the Town of Lincoln in accordance to the Town's Master Plan. O.J asked whether there were any comments from the public at this time.

Jayne Ludwig asked that the Board vote down this project as she feels that the Town has enough issues to address right now. She feels that the Board should focus on the current traffic problems, poverty problems, infrastructure problems etc. She added that this project is just more of the same businesses that the Town already has and that the Town doesn't need any more seasonal jobs. Michelle Moren-Grey stated that this project is creating 31 jobs that are year round full time benefitted jobs. O.J. Robinson asked that Dennis Ducharme address some of Jayne's concerns as he is most familiar with the proposed project.

Dennis explained that the resorts he currently owns and operates, Innseasons Resort and Pollard Brook, maintain high occupancy levels year round. He explained that even in the shoulder or offseason months, he keeps his workers employed to help in revitalizing and maintaining the resorts. He added that for the past 22 years at Pollard Brook, he is proud to say that there have been dozens of employees that have grown with the company. He has managers that live in Lincoln that started working for him as maintenance men and housekeepers. He added that his company would not be what it is today without these long term employees.

Jayne stated that the Town has a lot of cleaning up to do including addressing water issues, sewer issues, the Police Department, dumpster issues, crime, and a lack of enforcement of ordinances. She feels that the Board should address these issues before approving such a large scale project which will only add to these problems.

Paul Beaudin stated that as a taxpayer, he is in favor of this project. He stated that Dennis has brought a lot of jobs to this community. Being on the Planning Board, Paul has seen a lot of developers come and go and that Dennis is one of the developers that has bettered the community and has actually seen his projects through to completion. Paul questioned whether there is any way to see that local townspeople receive priority for these jobs. Michelle replied that oftentimes local townspeople do get these jobs but guaranteeing that is not part of the CDBG requirements. Paul questioned whether Dennis has considered the possibility of flooding being an issue for this project. Michelle replied that the project has Planning Board approval. Dennis added that there is not one corner of the project that is near the newly delineated floodplain.

Joel Bourassa, Manager of Pollard Brook, spoke in favor of the Riverwalk Project. He stated that Pollard Brook has 6,200 owners all of which pay taxes to the Town. The people that work at the resort all live nearby. He has worked with the resort for 8 years and no one has ever been laid off.

Paul Beaudin commented that there are other financial gains to be made for the Town including the impact fees to be collected for water and sewer. Some of the infrastructure upgrades needed by the Town will be paid for in part by this project. Dennis added that the impact fees for the first phase of this

project will be around \$300,000. O.J. added that this project will give the Town the funds necessary for the upgrades needed at the water treatment plant.

**MOTION: “To close the Public Hearing on the HCDP.”**

**Motion: Patricia McTeague**

**Second: Tamra Ham**

**All in favor.**

The hearing was closed at 6:05pm.

At this time (6:05pm) O.J. opened the Public Hearing on the Residential Anti-displacement and Relocation Plan. Michelle Moren-Grey introduced and explained the RARA plan draft. There were no questions or comments from the public on the RARA plan.

**MOTION: “To close the Public Hearing on the RARA Plan.”**

**Motion: Patricia McTeague**

**Second: Tamra Ham**

**All in favor.**

The hearing was closed at 6:08pm.

At this time the Board enthusiastically expressed their support of this project. O.J. stated that the Town cannot fathom turning down a project of this magnitude which will create jobs and help alleviate some of the poverty issues Jayne brought up. This project will give the Town the money to fix some of the current infrastructure issues. The Board noted Jayne’s concerns and opposition to the project; however O.J. stated that if the Board were to wait for everything to be fixed in Town, growth would never occur.

**MOTION: “To approve the submittal of the Community Development Block Grant application for the Riverwalk Project on behalf of Grafton County Economic Development Council.”**

**Motion: Patricia McTeague**

**Second: Tamra Ham**

**All in favor.**

**MOTION: “To adopt the Residential Anti-Displacement and Relocation Assistance Plan for the Riverwalk Project.”**

**Motion: Patricia McTeague**

**Second: Tamra Ham**

**All in favor**

**MOTION: “To approve and adopt the Housing and Community Development Plan for the Town of Lincoln.”**

**Motion: Patricia McTeague**

**Second: Tamra Ham**

**All in favor.**

**MOTION: “To authorize the Town Manager to submit the CDBG application and execute any and all documents necessary to effectuate the potential CDBG contract.”**

**Motion: Patricia McTeague**

**Second: Tamra Ham**

**All in favor.**

**MOTION: “To hire North Country Council to write and administer the CDBG grant on behalf of the Town of Lincoln.”**

**Motion: Patricia McTeague**

**Second: Tamra Ham**

**All in favor.**

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

**MOTION: “To approve the minutes of the July 14, 2014 meeting as amended”**

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

**MOTION: “To approve the non-public minutes of the July 14, 2014.”**

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

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

#### **Town Manager’s Report**

##### **Community Center Culvert & Area Drainage**

Town Manager Burbank informed the Board that engineer Josh McCallister has been retained to examine the drainage to the culverts at the Community Center. The Board will await his report.

##### **NH Emergency Management Performance Grant (EMPG) For School Emergency Notification System Project**

Chief Smith informed the Board that he recently applied for and received a NH EMPG in the amount of \$2,040 with a 50% local match. This grant will enhance communication between the school and the Police Department by enabling every computer at the school to connect to and alert dispatch (via a desktop icon) immediately without going through E-911. The Board supported the EMPG. The Town accepts the EMPG grant agreement terms as presented.

**MOTION: “To approve the application and grant agreement of the Lincoln Police Department with the NH Department of Safety Homeland Security for a NH Emergency Management Performance Grant in the amount of \$2,040 for a school emergency notification system project.”**

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

##### **Pollard Road Exit from School**

Town Manager Burbank and Chief Smith informed the Board that the school administration has contacted both of them to express their desire to use the Pollard Road exit for emergency purposes. Mr. Burbank explained that the School would have to get approval from both the Planning and Zoning Boards. Tamra Ham explained that there was an instance when DART landed at the school at the end of the school day and no one was allowed to leave the school grounds because of it. Having an emergency exit in situations like this would help to alleviate similar situations. Chief Smith mentioned that the SAU has also requested traffic control for the school in the afternoons starting at the beginning of the school year.

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## **Common Man Parking Lot**

Town Manager Burbank informed the Board that Alex Ray did see that the entrance to the upper parking lot was blocked. The lot will be blocked off until the Planning Board approves the improvement.

## **Cooper Memorial Bridge Report**

Town Manager Burbank discussed a recent engineering report on the Cooper Memorial Bridge. He stated that the condition of the Cooper Memorial Bridge has been an issue that he was made aware of since he started working for the Town. He has heard various reports and comments about the bridge including one that stated that the bridge was designed to sag in the middle. After a group site visit to the nearby levee (a separate town project), three different engineers brought it to the Town Manager's attention that it looked like the bridge was going to fall down and that the Town should hire someone to examine the structural integrity of the bridge. Thus, the Town recently hired a bridge engineer, Bruce Knox, to examine whether or not the bridge was safe for the Town's heavy equipment and fire apparatus to cross. According to the engineer's report, there are some serious issues with the current condition of the bridge. There is a 12 <sup>3</sup>/<sub>4</sub> -14 <sup>3</sup>/<sub>4</sub> inch sag in the bridge. The bridge also appears to be twisting. Paul Beaudin commented that he was there when the bridge was installed and the steel was twisted at the time of installation. Mr. Knox's report also suggested a more in depth examination of the bridge structure as it is his opinion that there are structural defects that seriously compromise the bridge. Town Manager Burbank contacted the owner of the bridge, Loon Mountain Resort to relay this information. He was informed that there was an inspection and engineering report done on the bridge in 2011 which reported that the bridge was safe. Town Manager Burbank also made Fire Chief Ron Beard aware of the bridge engineer's report. Chief Beard then contacted the State Fire Marshall as the safety of the bridge falls under the jurisdiction of the Fire Marshall. After his review of the report, the State Fire Marshall expressed grave concerns for the safety of the public and recommended that the bridge be closed until further examination by an engineer. After an in depth discussion regarding the construction of this bridge and various engineering reports on it, it was decided that the Board would leave the decision as to whether to close the bridge up to Fire Chief Beard. According to NH State Statute, the safety of the public falls to the Fire Chief. Town Manager Burbank will be in touch with Loon Mountain Resort and Town Attorney Peter Malia first thing tomorrow morning.

## **NH DRA Form**

The Board signed the NH DRA 2014 form, Application for Reimbursement to Towns and Cities In Which Federal and State Forest Land is Situated.

## **Kevin Winkley Complaint**

O.J. Robinson read an e-mail concerning a complaint made by Kevin Winkley about his neighbor (Tamra Ham's daughter) possibly raising chickens next spring. At this time, Tamra Ham recused herself from the conversation as a member of the Board. Mr. Winkley does not appreciate the possibility of having a chicken coop right outside his kitchen window as chickens/roosters can be quite noisy and foul smelling. Tamra Ham spoke on behalf of her daughter and explained that her daughter may get six chicks (the minimum order for chickens) next spring to raise for their eggs. She isn't going

to sell the eggs. There is an existing shed that has been in place for 25 years that she intends to use for the coop. O.J. explained that Mr. Winkley also mentioned that there was a shed that had been built on the property without a permit. Tamra replied that there is an 8x10 existing stand-alone structure. It has a roof with no sides and its posts are set in bricks so it is movable. Tamra also stated that Mr. Winkley has mentioned that he would sue her if she put a metal roof on the house, didn't pave the driveway or got light colored siding. She added that this probably wouldn't be his last complaint about her property. Town Manager Burbank stated that the Town doesn't have an ordinance in place that addresses raising chickens in Town. Paul Beaudin stated that in the past, he has had a neighbor complain about him raising turkeys. Any complaints such as this are handled through the State Department of Agriculture. The Department of Agriculture enforces best management practices for these animals. Town Manager Burbank stated that if this chicken coop becomes an issue when there are chickens there next spring, Mr. Winkley can contact the Health Officer or the Department of Agriculture. Tamra Ham came back to her seat as a member of the Board.

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## **V. NON-PUBLIC WORK SESSION *Pursuant to RSA 91-A:3(a,c)***

**MOTION: "To go into Non-Public Session pursuant to RSA 91-A:3II(a,c) personnel  
Motion: Tamra Ham      Seconded: Patricia McTeague      Roll call vote was all in favor.**

The Board went into Non-Public Session at 7:25pm.

**MOTION: "To re-enter public session"  
Motion: Patricia McTeague      Seconded: Tamra Ham      Roll call vote was all in favor.**

The Board came back into session at 7:35pm.

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## **VI. ADJOURNMENT**

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

**MOTION: "To adjourn."  
Motion: Patricia McTeague      Second: Tamra Ham      All in favor.**

The meeting adjourned at 7:45pm.

Respectfully Submitted,  
Brook Rose  
Approval Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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Chairman O.J. Robinson

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Patricia McTeague

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Tamra Ham

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