

**Town of Lincoln**  
**Board of Selectmen Meeting Minutes**  
October 22, 2012

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

**Staff Present:** Finance Administrator Helen Jones, Fire Lieutenant Shawn Woods, Public Works Director William Willey, Planning Board Chairman Pat Romprey, and Administrative Assistant Brook Rose.

**Public Present:** Chester Kahn.

## **I. CALL TO ORDER**

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

## **II. OLD / NEW BUSINESS**

### **Discussion re: Industrial Park**

O.J. Robinson informed the rest of the Board that the closing on the Industrial Park lot went smoothly. However, an issue has arisen relating to the installation of a culvert on this lot. The approved subdivision plan, which was what the buyer took into consideration when deciding to purchase the lot, shows a culvert in place. Chester Kahn stated that the culverts were never installed because the installation is subject to the location of the driveway.

Bill Willey stated that the buyer's builder, Caulder Construction LLC called him today looking for a 40 foot culvert. Bill informed the builder that he is not going to install a culvert without the Board's approval. After a brief discussion, the Board agreed that as the culvert was on the plans that were presented to the buyer when the Town was marketing the lot, it is the Town's responsibility to install a 20 foot culvert. Going forward, the culverts will not be part of the sale of these lots.

As Caulder Construction LLC is doing the work in the Park now for the buyer, it would benefit the Town to have Caulder install the culvert. The Board asked that Bill determine an adequate installation, nothing more or less, and the Town will cover this cost on this lot only.

O.J. Robinson informed the Board that the Town received the invoice today from NHEC to provide 3 phase power up to the first vault which will be run up to the following two vaults. The invoice was for \$22,000 which was what the Town anticipated. There was further discussion on the streetlights and placement of the poles in the park. Bill Willey will follow up on these matters and report back to the Board. Chester Kahn asked that the Board keep him informed so he is able to represent the park to potential buyers going forward.

### **Hanson Farm Road**

The Board reviewed Chief Smith's recommendation to install a stop sign at the intersection of Hanson Farm Road and Hanson Farm Road/Georgiana Falls Road. Bill Willey saw no problem with the Chief's recommendation. Tamra Ham is going to bring the suggestion of a yield sign rather than a stop sign to the Chief to see what he says and then report back to Bill Willey.

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

**MOTION: “To approve the meeting minutes of October 15, 2012 as amended.”**

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

### **IV. 2013 BUDGET REVIEW**

The Board met with Public Works Director William Willey and Finance Administrator Helen Jones to review the Public Works, Water, Sewer, and Cemetery proposed budgets for 2013. The Board examined the proposed budgets. There is no change to the Cemetery budget other than an increase in the fuel costs. The details of the proposed sewer and water budgets were also reviewed. O.J. Robinson informed Bill that the Town should put what is typically in contingency for these budgets into each actual budget as a separate repair/replacement line item.

### **V. OLD/NEW BUSINESS**

#### **Public Works Projects Update**

#### **Discussion / Adoption of Cross Connection Control Regulations**

The Board reviewed the proposed regulations needed to maintain the safety and potability of the water in the Town's public water system by establishing these regulations to prevent the contamination of public drinking water by the backflow of water from an approved source or other fluids. Bill Willey further explained the regulations and testing fees. NHDES requires the Town to have this plan in place according to NH Administrative Rule Env-Ws364 and have already approved the proposed regulations. After a brief discussion on the matter, the following motion was made:

**MOTION: “To approve the Town of Lincoln Cross Connection Control Regulations.”**

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

#### **Dental Insurance Renewal**

The Board signed the renewal for dental insurance with NHLGC. There is a 1.2 percent increase effective July 2013. In August 2013 the Town will not have to pay the monthly bill as the bill will be offset by a return of funds from NHLGC to the Town.

#### **Police Department Business**

The Board discussed the proposal from the Chief to purchase a new workstation for the dispatch office. The current station is falling apart. Tamra Ham informed the rest of the Board that she went to look at the setup and the computer equipment really needs to get off of the floor. The Board would like to look different alternatives for the dispatch center rather than replacing the entire workstation but they did agree that something does have to be done. Tamra will speak with the Chief.

#### **Education Tax Warrant**

The Town received the education tax warrant. It is 2.435 cents per thousand.

## **Revised Agreement For Engineering Services with Weston & Sampson Engineers, Inc.**

The Town contracted with Weston & Sampson Engineers, Inc. in December 2011 for engineering services for the Water Treatment Plant addition. This amended contract now includes oversight of the bidding process, on site clerk of the works, and construction administration. The estimated cost is \$21,500.

**MOTION: “To approve the amended contract with Weston & Sampson Engineers, Inc. for the Water Treatment Plant addition.”**

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

## **Abatement Request**

Town Clerk Susan Whitman recommended that Frank and Laura Csongor receive an abatement in the amount of \$165.12 for their property at 21 Riverside Terrace. The property was purchased by the Csongor's in June 2011 but the transfer was not received by the Town until May 2012. As they never received a tax bill, it was sent to Federal National Mortgage Association and thus Susan does not think the Csongors should be charged any extra fees. The taxes have been paid in full.

**MOTION: “To grant an abatement to Frank and Laura Csongor of 21 Riverside Terrace, Map 118-014000-00-00005 in the amount of \$165.12.”**

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

## **VI. NON-PUBLIC SESSION**

**MOTION: “To enter into non public session pursuant to RSA 91-A:3II(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 8:10pm.

**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 came out of Non-Public Session at 8:25pm.

## **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 8:45.

Respectfully Submitted,

Brook Rose

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

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Vice Chair Patricia McTeague

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Tamra Ham