

**Town of Lincoln**  
**Board of Selectmen Meeting Minutes**  
June 18, 2012

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

**Staff Present:** Town Manager Peter Joseph and Administrative Assistant Brook Rose.

**Excused Absence:** Selectman Tamra Ham.

**Public Present:** Chris Fournier, Shawn Woods, and Ed Peterson Jr.

## **I. CALL TO ORDER**

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

## **II. REVIEW AND APPROVAL -MINUTES OF THE PREVIOUS MEETING**

The Board postponed the approval of the minutes as Tamra Ham was not present and Patricia McTeague was not at the last meeting and thus cannot vote to approve them. The draft minutes are available for review at the Town Hall.

## **III. APPOINTMENTS**

### **HEB Engineers / Chris Fournier**

Chris Fournier from HEB Engineers presented the Board with the revised engineering study as well as the NHDOT comment response letter. Chris explained that NHDOT has supplied comments on the draft study and HEB Engineers has prepared responses to those comments. Chris would like the Board's approval to send the revised study to NHDOT.

Chris explained that the most significant comment from NHDOT is that they noted the amount of steel needed was too conservative and the price of steel was inconsistent with the going rate. NHDOT provided updated pricing on steel. Purchasing a larger amount of steel for the project actually brought the price of the steel down. Therefore HEB Engineers is changing their project recommendation and now suggests that building an entirely new bridge is the most cost effective option. It is also the best option for the Town in the long run as the existing old steel beams will not have to be reused on the bridge. Building a new bridge will ease the time constraint for construction which will also bring the project cost down. Additionally, a detour wouldn't be necessary throughout construction.

Chris Fournier also informed the Board that NHDOT would like the temporary bridge project to be included in this project thus inflating the total project cost. However, the Town will be reimbursed by FEMA for this expense. The Board had an extended conversation on submitting the study to FEMA as well as the project schedule and FEMA funding.

**MOTION: "To accept the revised Loon Mountain Bridge Study as well as HEB Engineers recommendation to construct a new bridge and to allow HEB Engineers to submit the revised study to NHDOT."**

**Motion:** Patricia McTeague

**Second:** O.J. Robinson

**Motion carries.**

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

##### **Continuing Discussion re: Sign Ordinance and Enforcement**

O.J. Robinson stated that the Planning Board discussed the matter of temporary signs and enforcing the sign ordinance at their last meeting. The Planning Board directed Michael Asciola to draft a friendly reminder letter outlining the temporary sign ordinance for business owners. Michael will hand out the letters this week.

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

Peter Joseph informed the Board on the following issues:

##### **Revised Police Department Policy on the Display of Tattoos**

The Police Chief has revised an internal employee policy regarding the display of tattoos by officers on duty. Previously, employees have been barred from displaying tattoos while on duty. Employees with tattoos were required to cover them at all times, or risk being held in violation of this policy. The revised policy will allow employees with tattoos below the elbow to wear short-sleeved shirts during the summer time, effectively displaying tattoos. Previously, employees with tattoos below the elbow were required to wear long sleeves at all times. This policy change includes a test period, after which any input (positive or negative) received by the Police Chief from residents will be reviewed. Barring a lack of negative input, this policy will become permanent. Peter added that the proposal has his full support and that while some may perceive tattoos on police officers as unprofessional, he believes that an equal, but mostly silent portion of the public supports the freedom to display non-offensive tattoos. As with any proposal, there will be some residents in support of, and some in opposition to. Any input will be evaluated after the test period.

##### **Recreation Department Summer Staff Evaluations**

Recreation Director Tara Tower has requested permission to perform "360 degree" employee evaluations of summer staff, in addition to traditional "supervisor reviewed" employee evaluations, which will still be conducted. Peter Joseph provided the Board with a copy of the proposed evaluation form for their review. While not prohibited by the Town's personnel policies, 360 degree evaluations differ slightly from standard reviews received by other employees. Ms. Tower feels that these reviews will help the supervisors perform a better review at the end of the season by providing more input. She also believes that they will lead to increased staff teamwork and cohesion. There was no opposition to these evaluations from the Board. Peter Joseph will authorize these reviews on a trial basis.

##### **Update on the Water Plant**

A contractor servicing monitoring equipment at the water plant's river intake shorted the main power supply in the water plant's computer monitoring system (aka SCADA system), completely disabling the water plant for approximately 16 hours last Wednesday. A quick replacement of the blown power supply by the contractor (at no cost to the Town) restored water by Thursday morning. Sufficient water tank levels and output from the Cold Springs Wells prevented the loss of water to the Town. Peter Joseph has asked Public Works Director Bill Willey to investigate whether it would be appropriate to obtain backup parts (such as the main power supply) for the SCADA system to prevent similar failure in the future.

Video inspection of the siltation problem at the river intake was performed today, and was inconclusive. Fine silt was found well out into the intake structure. Bill Willey will test the recovered sand to determine its size, and compare it to the size of the intake screen. This will determine whether the problem lies with the intake screen itself, or if the problem is merely the presence of fine sand outside of the intake screen that is not being filtered out. This problem will need to be closely monitored. O.J. Robinson questioned whether the screens are under water. Peter Joseph replied that they are 4ft. underground. Peter added that as the divers are paid by the day and the camera

project only required about four hours worth of work, Bill Willey kept them busy the rest of the day doing routine filter replacements.

### **Fire Department Command Structure Recommendations**

Peter Joseph provided the Board with Fire Chief Dennis Rosolen's monthly report. Chief Rosolen has made recommendations regarding the command structure promotions. Peter stated that he is in agreement with Chief Rosolen's promotion proposal. He added that although he previously held reservations about how the chain of command would be filled at the Fire Department, Chief Rosolen's leadership has satisfied these reservations. The Board and Peter Joseph both agreed that they would like to see Ron Beard promoted however Ron needs to complete the necessary certifications prior to advancement and Ron's work schedule hasn't allowed him the opportunity to take the classes. The Board supported Chief Rosolen's promotion of Shawn Woods and Ed Peterson Jr. to the position of Deputy Chief. Ron Beard will remain Administrative Captain, Kristin Peterson will be promoted to Captain and Rob Emerson to Safety Lieutenant.

### **El Greco's Cooking Oil Spill**

At this time, Ed Peterson Jr. and Shawn Woods came into the meeting to address the Board. They informed the Board that El Greco's had a large cooking oil spill in their parking lot. A 55 gallon drum full of used cooking oil was knocked over by a bear and the drum's lid was not fastened shut at the time. The entire parking lot is covered in a thick layer of oil. Bill Willey had asked that the Fire Department take a look at the spill and perhaps even clean it up. Initially, Shawn and Ed were unsure about what the substance was and whether it was a hazardous material. Thus, they took precautionary measures and used some of the Department's equipment and material necessary for a hazardous spill. This was until they realized it was used cooking oil. Patricia McTeague stated that the drum containing the oil is a poor setup and doesn't meet the standards for containment set forth in the Wild Animal Ordinance. Shawn and Ed were unsure of how to proceed and asked for the Board's input. After some discussion on the matter, the Board instructed Shawn and Ed to inform the owner of El Greco's that they are in violation of the Town's Wild Animal Ordinance and that the spill must be taken care and cleaned up by the owner tonight. Peter Joseph called Bill Willey who offered to let the owner use sand from the public works garage to put over the oil spill. The oil is in no way to be washed into the sewer drain as it would be hazardous to the sewer system. O.J. Robinson stated that if the spill is not cleaned up tonight, the Fire Department can call the phone number on the side of the drum which would involve NHDES and be more costly for the owner.

### **Pending Litigation**

The Town of Lincoln v. Chenard has been scheduled for November 2012 due to the unavailability of opposing council Norman Jackman during July and August of 2012.

### **South Mountain Drive**

Peter Joseph stated that Dennis Ducharme has informed him that he will be repairing the potholes on South Mountain Drive (shared driveway for Village Shops/Lincoln Center North/NCCA/Riverwalk) this week.

### **North Country Center for the Arts (NCCA)**

O.J. Robinson questioned what the status of the new theater building is. Peter Joseph replied that NCCA is doing all of the finish work to the property and the Town is awaiting project completion.

## **V. ADJOURNMENT**

As there was no further business to attend to the Board made the following motion.

**MOTION: "To adjourn."**

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

The meeting adjourned at 7:20pm.

Respectfully Submitted,

Brook Rose

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

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Chairman O. J. Robinson

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Vice Chair Patricia McTeague