

Lincoln Board of Selectmen – Meeting Minutes
May 2, 2011

Board of Selectmen Present: Chairman Peter Moore, Selectman Patricia McTeague and Selectman O.J. Robinson.

Staff: Town Manager Peter Joseph, Public Works Director Bill Willey and Administrative Assistant Brook Rose.

Members of the Public: Kathy Cook, Charlie Cook, Chris Rand, and Hugh Kelly.

I. CALL TO ORDER

Peter Moore called the meeting to order at 5:35 PM.

II. MINUTES OF THE PREVIOUS MEETING

MOTION: Patricia McTeague made a motion that the meeting minutes of April 18, 2011 be approved. O.J. Robinson seconded the motion. Motion carries unanimously.

III. APPOINTMENTS

Kathy Cook attended the meeting to discuss the future of Lincoln Green with the Board. She informed the Board that Lincoln Green's contract with HUD expires December 20, 2012 and the owners have yet to make any decisions on the building. Patricia McTeague questioned whether there is a new elderly housing complex being opened in Woodstock. Kathy Cook replied that she has heard there is one in the works and that it is going to be exclusively elderly housing (as opposed to elderly/disabled). Peter Moore questioned what the requirements are to be accepted into Lincoln Green. Kathy Cook explained that you have to be 62 or older or 18 and older with a disability. The income limit for one person is \$24,400. Lincoln Green is currently full with a small waiting list. Peter Moore stated that the Town will need some advance notice from the owners if they plan to continue working with the Town. He added that the Board has considered writing another letter to the owners and will most likely do so in the near future. Kathy Cook stated that if the owners were to sell the building, they are required by HUD to give residents a one year notice and after that year, HUD will usually end up giving the residents a housing voucher to assist with their rent and remain in their units. The Board thanked Kathy Cook for coming in to give them an update.

IV. OLD / NEW BUSINESS

Public Works Department Review of Summer Work

Bill Willey explained to the Board the process he follows when planning the summer construction season. He contacts all of the local construction companies to find out their labor, equipment, and materials costs as well as an inventory of their equipment. The contractor with the lowest rates is then awarded what has previously been referred to as the "summer work contract". This would usually cover most of the projects the Public Works Department would be doing over the summer, but not larger projects, like last year's reconstruction of Parker/Bog Brook/Maltais Farm/Goodbout Roads. He explained the process of putting individual construction projects out to bid and stated that he believes it is not necessarily the best practice for the Town on smaller projects. Most smaller projects do not have engineered plans and bid specifications, and this makes it difficult for contractors to accurately bid on these projects. Bill Willey explained he does not have the

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expertise to draft accurate bid documents that the Town could use to hold contractors to. He is comfortable going this route if the project has been designed by a professional engineer, but he would not be comfortable doing this work himself.

Peter Joseph distributed a draft of the "on-call services agreement" that he and Bill Willey had been developing. It is similar to the "summer work contract" that had been used in the past. The difference is that this agreement would be a more formal document that would help to minimize misunderstandings about what exactly the contract would entail. The Board reviewed the document. Peter Joseph told the Board that the major question that remained is which projects would be covered by this agreement and which projects should be designed and bid separately. He agreed with Bill Willey that it was not necessarily efficient to bid out every project. The "on-call services agreement" would allow the Town to use a sole source provider for the smaller projects. Larger projects obviously should be designed and bid separately. Peter Joseph is looking for guidance from the Board on what the appropriate scope of a "large" and "small" project would be and would like to know the Board's opinion on the matter. He felt it was important to define exactly what would be covered under this agreement and what would be covered under separate contracts to avoid misunderstandings between the Town and whoever was awarded the "on-call services agreement". He suggested that perhaps a dollar amount may be appropriate.

After an extended discussion on the topic, Peter Moore suggested that projects that are designed by a professional engineer and have bid documents created are appropriate to bid separately. Projects that are designed and supervised directly by the Public Works Director should be covered by the "on-call services agreement". The Board was in agreement that this was the appropriate course of action and asked Peter Joseph to edit the draft "on-call services agreement" to reflect this change.

Peter Moore stated he believes Bill Willey is trying to do what is in the best interest of the Town as well as be fair to all interested contractors by giving them a chance to compete for the work. Contractors who work for the Public Works Department need to be aware that the Town's construction projects are done at the discretion of the Town and that the Town is free to do business with whoever the Town Manager or Board chooses. The Board does not always have to go with the lowest bidder if it is not in the best interest of the Town to do so. Patricia McTeague stated that if the Town does decide to contract work out by the hour, clear and concise records need to be kept on each project.

Peter Joseph informed the Board that the Town is holding a meeting for any contractors interested in bidding on the Town's summer construction work under the "on-call services agreement". The meeting will be held on Friday, May 6th at the Town Hall. The Board asked to receive a dated copy of the final document that was distributed at that meeting. Peter Joseph asked if the Board would like to review the quotes submitted for the agreement before an award was made. The Board would review the quotes that but asked for a recommendation from Bill Willey and Peter Joseph to go along with the quotes. The Board thanked Bill Willey for attending the meeting.

Consideration of Proposal to Rename Towle Road

Peter Joseph informed the Board that Peter Govoni came into the office last week. Mr. Govoni thought renaming a portion of Govoni Lane after Nora Parent was a great idea as she contributed much to the community. Mr. Govoni planned to speak with his family about it but didn't think they

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would have any concerns. Mr. Govoni also proposed changing what is currently Towle Road back to its original name, Pest House Road. Mr. Govoni acquired the property from the Towle family. He said that their family all lives out of State now and they have no problem with the road name being changed. Pest House Road was named by J.E. Henry back in the day of the lumber camps. Anyone who was contagious with disease was sent to the pest house. Mr. Govoni is the only one who owns property that surrounds the road so there would only be one 911 address change. Peter Moore would like to know more about the history of the pest house and would also like Peter Joseph to contact the Towle family to see if they have any input on renaming the road.

Plymouth Regional High School Students

Chris Rand and Hugh Kelly from Plymouth Regional High School attended the meeting as part of their Civics class. Peter Moore welcomed them to the meeting and explained the function of a town meeting to them.

Review of Veterans' Tax Credit Applications

Peter Joseph informed the Board that the Department of Revenue (DRA) periodically reviews all of the Town's records to assist the Town with ensuring that all of the files are in order. DRA went through all of the exemption files and found that several veterans exemptions are still listed under the deceased veterans though their widows are now the recipients of the credit. DRA recommended that the Town get a new exemption form filed under the widow's name with her signature. Town Clerk Susan Whitman drew up the new forms, had them signed by the recipients and asked that the Board sign off on the new forms.

MOTION: O.J. Robinson made a motion to approve the Veterans' Tax Credit for the following individuals: Kay Micheline, Gloria Frank, Martha Patterson, Lois Conway, Thelma Branscombe, and Elizabeth Beaudin. Patricia McTeague seconded the motion. Motion carries.

Update on Status of Order Pursuant to RSA 155-B re: 69 Main

Peter Joseph informed the Board that the Town Attorney filed the Order on 69 Main Street with the Court on April 20th. The matter should be heard by the Court soon and hopefully the building will be able to be torn down around May 15th. Patricia McTeague would like Peter Joseph to get a bid for the demolition.

Tax Deed Waivers

Peter Joseph went over the parcels scheduled for tax lien. Several of the tax bills have been paid. There are four properties that belong to Mr. Chenard that have not been paid and eight that belong to the developer at Forest Ridge. Peter Joseph has a meeting scheduled with the Property Manager of Forest Ridge to discuss the matter. There is also a single townhouse unit at Coolidge Falls owned by someone out of state, a 1/4 share condo on Loon Mountain Road, an occupied mobile home (land and building) on Labreque Street, and a house owned by a local resident on Mansion Hill Drive. The Town Clerk expects that some of these will be paid at the last minute. The Board will discuss the waivers again at their next meeting.

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Review of Candidates for Town Moderator

O.J. Robinson has a meeting with Robert Wetherall next week to discuss the Moderator position. He added that he is comfortable with either candidate. The Board will discuss the position at a later date after O.J. Robinson has met with Mr. Wetherell.

Town Manager's Report

Peter Joseph informed the Board that a local resident brought a complaint to him about a potential junkyard in Town. The complaint was that there are several unregistered vehicles on the corner of Bog Brook and Parker Roads. O.J. Robinson was familiar with the area and stated that the vehicles are on two separate lots owned by two different people. The Board examined the photos provided by the complainant. Peter Moore questioned whether there were two or more unregistered vehicles on one lot. Peter Joseph replied that that appears to be the case. Peter Moore stated that the owners need to be notified that they either have to apply for a junkyard license or pull some of the vehicles off the lot. Mr. Joseph added that the complainant was pleased that the Board is addressing these issues throughout the Town.

Peter Joseph informed the Board that the Fire Department has narrowed down their search for a new fire truck to two New Hampshire companies. A decision on the purchase should be made soon.

Abatements

MOTION: Patricia McTeague made a motion to grant the following abatements: AWM Real Estate LLC in the amount of \$204.77 plus interest for property at 15 Riverside Terrace 3H reduced from \$586,900 to \$565,240, John & Mary Gould in the amount of \$456.78 plus interest for property at 5 Eagle Cliff Road reduced from \$143,300 to \$94,900, John Cianchi in the amount of \$54.54 plus interest for property at 11 Rue De Gionet Road reduced from \$308,110 to \$302,340, Andrew Duerwalk & Susan Devito Furin in the amount of \$59.32 plus interest for property at 5 Autumn Ave, Unit #3 reduced from \$220,170 to \$213,880, Beverly Hall in the amount of \$309.21 plus interest for property at 227 Main Street, Unit #321 reduced from \$160,480 to \$127,690, Thomas Miranda & Melissa Wyant in the amount of \$169.79 plus interest for property at 67 Easterly Road #2 reduced from \$272,770 to \$254,770, and William Grogan & Allison Lauretti in the amount of \$304.89 plus interest for property at 3 Riverside Terrace #1A reduced from \$537,260 to \$505,000. Peter Moore seconded the motion. Motion carries.

V. ADJOURNMENT

As there was no further business to attend to, the Board adjourned at 8:30pm and reviewed the accounts payable for the week ending April 29, 2011.

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Respectfully submitted,

Brook Rose

Approval Date: ____/____/____

LINCOLN BOARD OF SELECTMEN:

Chairman Peter Moore

Selectman Patricia McTeague

Selectman O.J. Robinson