

Lincoln Board of Selectmen – Meeting Minutes
July 11, 2011

Board of Selectmen Present: Chairman Peter Moore and Selectman Patricia McTeague.

Excused Absence: Selectman O.J. Robinson.

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

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 June 28, 2011 be approved. Peter Moore seconded the motion. Motion carries.

III. OLD / NEW BUSINESS

Capital Improvements Program (CIP) Update

The Board discussed the CIP and having O.J. Robinson serve as the Selectmen's Representative to the CIP Committee. Peter Joseph stated that the Committee is slated to have their first meeting next Wednesday. In addition to O.J. Robinson, Charlie Cook, John Hettinger and Peter Joseph will also serve on the Committee.

Review and Approval of Social Media Policy

Peter Joseph provided the Board with a draft Social Media Policy that he would like their input on. He explained that there are several Town departments are currently using Facebook pages including the Library, Recreation Department, Police Department and Fire Department. There is currently no policy in place to guide the official use of social media within the Town. He explained that he is in favor of the use of social media as a communications tool, but feels that it is important that guidelines be established in order to make sure that this resource is used appropriately. It is also important to monitor sites so that inappropriate comments are not left unattended. The Board reviewed the proposed guidelines at length. They decided that it was a good idea to see what other municipalities are doing in regards to Facebook and to move forward with a Town page, as it is an excellent tool for communicating with the public. If monitoring the page gets to be overly time consuming for staff, the account could always be cancelled. Peter Joseph will meet with department heads to discuss the draft policy and report back to the Board.

Town Manager's Report

2011 Town Revaluation

Peter passed along an update from Helen Jones to the Board on the revaluation. All work is proceeding on schedule. The Vision software has been installed at the Town Hall and Vision has completed the conversion from Proval. Training on the new program will commence the first week of August.

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NH Retirement System (NHRS) Changes

NHRS recently sent out a summary of the 2011 legislative changes, which outlines and explains the significant changes to the retirement system enacted during this legislative session. Peter Joseph is reviewing the changes and relevant information will be passed along to Town employees in the near future.

Update on River Intake

Peter Joseph informed the Board that his suggestion to jet the river intake structure seems to have been a good idea. The jetting of the river intake was quite successful and Public Works Director Bill Willey is reporting a higher water output from the intake as compared to the previous method of using compressed air to blow out the intake structure. While jetting is slightly more expensive than using compressed air, Bill is hopeful that cleaning the intake by jetting may only be necessary once per year, as opposed to the twice per year that was necessary when cleaning with compressed air.

Sewer Pump Repair

Peter informed the Board that a minor crisis was averted on Monday, July 4th at the sewer lift station behind the Riverbank Motel and Cabins. A 4" float broke off of its tether and became lodged in the intake of the primary pump. David Beaudin and Bill Willey had to troubleshoot extensively to discover the problem. They both worked several hours on the holiday to resolve the issue. Thanks go out to both of them.

Draft Watering Agreement

Peter Joseph gave the Board a copy of the proposed watering agreement between the Town and the School he had drafted for their review. The agreement is regarding the use of the Town's irrigation sprinkler for watering the ball fields. Peter and Bill Willey met with School Board Member, Mike Donahue this week to discuss the drafting of an agreement. Mr. Donahue asked that the Town draft the agreement for him to present to the School Board for their review.

Fireworks

Feedback on the Fourth of July Fireworks was very positive. The Towns of Woodstock and Lincoln were both pleased with the display. The Board would like to contract with American Thunder for 2012.

Administrative Assistant Position

The Board inquired as to what would be done when Brook Rose is out on maternity leave. Peter Joseph replied that an ad would be placed next week to hire a full time temp while she is out. Whoever is hired will be brought on board mid-August to commence training.

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IV. ADJOURNMENT

As there was no further business to attend to, the Board adjourned at 6:50pm and reviewed the warrants from the prior week.

Respectfully submitted,

Brook Rose

Approval Date: ____/____/____

LINCOLN BOARD OF SELECTMEN:

Chairman Peter Moore

Selectman Patricia McTeague