

**LINCOLN BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**AUGUST 4, 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, and Recording Secretary Brook Rose.

**Public Present:** Paul Beaudin, Roger Harrington, Dave Beaudin, and Jayne Ludwig.

## **I. CALL TO ORDER**

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

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

**MOTION: “To approve the minutes of the July 28, 2014 meeting as amended”**

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

*Amendments were to add Molly Mahar to the public present, to change the word “Beechwood” to “Westwood” and to add the words “their” and “fire trucks” to the sentence to read: “driving their heavy equipment (i.e. fire trucks) across the bridge.”*

**MOTION: “To approve the non-public meeting minutes of July 28, 2014.”**

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

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## **III. TOWN POLICIES REVIEW**

### **Fund Balance Policy**

The town’s recent audit cited that the town does not have a fund balance policy and should adopt one. The board reviewed a draft policy provided by the NHDRA. The purpose of the policy is to establish a key element of the financial stability of the Town of Lincoln by setting guidelines for the balance of governmental funds.

**MOTION: “To accept and adopt a Fund Balance Policy for the Town of Lincoln.”**

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

## **IV. PUBLIC PARTICIPATION**

### **Bridge Lights**

Roger Harrington questioned what the status is on the installation of the lights on the Connector Road Bridge. It was his understanding that they would be installed by the town's 250<sup>th</sup> anniversary. Town Manager Burbank replied that the contract for the work was given to Mike Harrington. Mike started the work but then there were several delays. First, NHDOT intervened and halted the process. NHDOT owns the bridge and informed the town that they have to review any work done on the bridge. Then, NHEC informed the town that two separate meters have to be installed. Lastly, Mike Harrington did not order the light posts right away and they have yet to come in. It takes 4-6 weeks to receive them. Roger was not happy with how long it is taking the town to install the lights. Town Manager Burbank will update the board on the status of the bridge at their next meeting. Roger suggested having NHDOT inspect the other bridge on Route 3. Town Manager Burbank will follow up with NHDOT to see if that is a possibility. The board confirmed that they will consider putting lights on the second bridge and thought this would be a good item to put on the warrant.

### **Paul Beaudin Statement Regarding Westwood Homeowners**

Paul Beaudin stated that he believes the town should be doing something for the homeowners affected by the overflow of the culvert at Westwood. He stated that it is unfair to use taxpayer dollars to fix the private road and yet not help the private homeowners. O.J. Robinson questioned how the board would make the determination on how to help every homeowner that is affected by a storm in the future. Paul replied that the town elects the board to make these decisions. O.J. replied that that is exactly what the board is doing in this case. Town Manager Burbank stated that historically, the town has split the cost of taking care of this private road with Loon Mountain Resort because the road goes to the town's water treatment plant. Paul stated that the leadership in the community should help the homeowners out in a situation like this. He encouraged the board to reconsider their decision in this case.

### **Forest Ridge Development Drainage Concerns**

Roger Harrington mentioned that the board should have the engineers working on the new Forest Ridge development look at the little brook that runs through Forest Ridge. The brook is getting bigger and more turbulent. New development will only add to this problem. O.J. Robinson agreed and mentioned that the Planning Board did address this concern. The biggest concern with the new development is the drainage. NHDES approved the detention pond as well as the entire drainage plan for this section of new development. Roger informed the board that there is also a sewer issue that the board should have NHDES look at. There is stagnant water with a strong smell of sewer and sheen of oil on top of it behind Mr. Aldridge's property. The board was unaware of this and will have Public Works Director Bill Willey follow up.

## **Plummer Hill Road Culvert**

O.J. Robinson mentioned that he is aware of the problems with the culvert on Plummer Hill Road. Mrs. Labreque has approached the town numerous times about this culvert. The board would like to help Mrs. Labreque but this is a private road. Mr. Harrington replied that a good rainstorm can plug the culvert and that it has been cleared out many times. He added that a larger culvert needs to be installed. O.J. stated that he has researched to see who owns the driveway and cannot determine the ownership. Roger replied that the driveway isn't in the right place. The board discussed this matter further with Mr. Harrington. Paul Beaudin suggested using impact fees from the developers at Forest Ridge to address some of these issues.

## **Dumpsters**

Jayne Ludwig questioned what was being done about the dumpster on Pleasant Street. Town Manager Burbank replied that Health Officer Beard did attempt to contact the owner. Chief Beard added that the next step is to issue a citation. O.J. asked that Police Chief Smith follow up on the matter.

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

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

#### **Deputy Town Clerk/Tax Collector/Office Assistant Position**

Mr. Burbank informed the Board that the interviews for this part-time position have been completed. The town was fortunate to have three very qualified candidates interview for the position. The position was given to Cindy Rineer, who worked for the town many years ago. Her first day was today. Mr. Burbank is confident that she will do very well in this position.

### **Pollard Road Reconstruction**

This project was awarded to Lincoln Trucking and Excavating, as they were the low bidder on the project.

### **Walsh/Harrington/McCarthy Land Sale**

**MOTION: "To authorize the sale of excess town land to Jim Walsh, Mike Harrington, and Jane McCarthy as it abuts their property. The sale will be five cents per square foot for a total amount of \$1,866.78."**

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

### **Loon Bridge Update**

Town Manager Burbank informed the Board that the land swap agreement for the bridge is being reviewed by the attorneys for Loon Mountain Resort. The review of the agreement has been a very

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involved process and has already been reviewed by four other attorneys. The deeds are drafted but the state will not allow the project to go to bid until the signatures are on the land swap paperwork.

### **Common Man Lot Appraisal**

O.J. Robinson questioned the status of the Common Man lot appraisal. Town Manager Burbank replied that he is very disappointed with this firm. He has contacted them numerous times to see where they're at with the appraisal and has been told he would have the appraisal several weeks ago. O.J. Robinson would like to see the engagement letter the town signed with this firm as soon as possible.

### **Riverwalk Project Letters of Support**

O.J. Robinson mentioned that the owners of the Riverwalk project have requested letters of support from the town for their project. Mr. Burbank already submitted a letter of support for the project. O.J. drafted an additional letter of support from the board. The board will review the draft and sign it at their next meeting.

### **Board Appointments**

**MOTION: "To appoint Jim Spanos and Paula Strickon to a three year term and Taylor Beaudin to a one year term on the Planning Board. The terms are staggered and aforementioned members are currently serving on the said board."**

**Motion: O.J. Robinson      Second: Patricia McTeague**

**All in favor.**

### **River Intake Structure Project Update**

Town Manager Burbank informed the Board that the project is making good progress. More pumps were moved in today and the contractor hopes to have one of the structures reset this week. There have been some delays with the turbidity of the river from recent rainfalls.

### **250th Anniversary Event / Time Capsule**

Tamra Ham stated that the 250<sup>th</sup> Anniversary Committee did an amazing job with all of the events. The Board agreed that entire week of events was great. Everything was well planned out and very successful. All seemed to enjoy the events. The board was impressed with the fire department's performance of the Macarena and the police department's YMCA performance. The board gave kudos to both departments. Tamra mentioned that the Committee has discussed holding a smaller scale annual event similar to an old home day with the Town of Woodstock.

Mr. Burbank stated that Tamra Ham delivered the time capsule to the town offices today. The capsule will be built into a display case at the town hall.

### **Hazard Mitigation Grant**

The town's Hazard Mitigation Plan expires in June 2015. The total project cost of rewriting the plan is \$8,000. With a Hazard Mitigation Grant the town will only be responsible for 25% of the project cost.

**MOTION: "To sign the Hazard Mitigation Grant application and to accept the funds for updating the town's Hazard Mitigation Plan from the NH Department of Safety."**

**Motion: Tamra Ham**

**Second: Patricia McTeague**

**All in favor.**

## Grafton County Economic Development Council Annual Meeting

O.J. Robinson will attend the GCEDC annual meeting on September 18<sup>th</sup> on behalf of the board.

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

**MOTION: “To go into Non-Public Session pursuant to RSA 91-A:3II(a,c,e) personnel and legal**  
**Motion: Tamra Ham      Seconded: O.J. Robinson      Roll call vote was all in favor.**

The board went into non-public session at 6:37pm.

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

The board came back into public session at 7:05pm.

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### VII. 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 7:05pm.

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