

LINCOLN BOARD OF SELECTMEN
MEETING MINUTES
AUGUST 25, 2014 – 5:30PM
LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

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:. Dave Beaudin.

I. CALL TO ORDER

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

II. MINUTES OF THE PREVIOUS MEETING

MOTION: “To approve the minutes of the August 18, 2014 meeting as amended”

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

Amendments were as follows:

To delete the sentence on line 41 & 42 “O.J. stated that the owner of the land that Mrs. Labrecque’s mobile home is located on is responsible to make repairs to the road and culvert” as it does not accurately reflect the conversation.

To replace the words “He added” with “O.J. stated” on line 42.

To add “prior to going to town meeting” on line 59.

Line 77 to insert the words “away from” after staff.

Line 83 to change the word “quit” to “leave.”

Line 129 to replace “four half day” with “four evening”

Line 187 to change the word “they” to “Loon” and insert the word “monthly” before the word bill.

MOTION: “To approve the non-public meeting minutes of August 18, 2014 as presented.”

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

III. OLD / NEW BUSINESS

Battle of the Badges Softball Game

Fire Chief Beard informed the Board that the softball match between the Police Department and Fire Department was a great game. The Police Department won by one with a score of 21/20. The Fire Department will be buying the Police Department pizzas. The Woodstock Fire Department covered Lincoln during the game. Lincoln also covered for Woodstock’s Fire Department during their Lobster Fest event. Tamra Ham stated that the Lobster Fest was a busy, great event and was enjoyed by all.

Public Participation – Letter from Mary Conn

O.J. Robinson read the following e-mail he received from Mary Conn into the meeting minutes:

Good Afternoon OJ,

After reading the 8.11.2014 minutes regarding the proposed draft compensation time policy, I would like to share my thoughts. In all honesty, I am not a big fan of 'comp' or 'reward' time given to a salaried employee unless they are required to work 45 hours before they begin to accumulate 'reward' time. After all, they are already rewarded with the fact that if they work less than 40 hours, no compensation is deducted from their pay. And not to mention, all town employees receive very good wages and benefits for their work performed.

If it is necessary to give 'reward' time to salaried employees, then the employee should have to use their accumulated 'reward' time first when taking time off before using their vacation or personal time. I am employed with the Town of Thornton and we have a couple of salaried employees that can accumulate 'reward' time. Salaried employees shall not accumulate compensatory time in excess of 40 hours. Therefore, the taxpayers will not be burdened with a large pay out at the time the employee resigns.

I also don't think it is fair to the taxpayers of Lincoln to allow the employee to accumulate 'reward' hours over the years. Let's just say the employee accumulates 'reward' hours throughout his years of employment starting at \$10.00 per hour and he leaves his position making \$30.00 per hour. If the employee cashes out 500 hours, that is a pretty good return! I feel this is double dipping.

I hope you don't mind me sharing our policy on sick time as well. Full time employees are granted 10 days of sick leave annually, applied annually to the employees the first week of January. Unused sick time will be allowed to accumulate to a maximum of 30 days which is permitted to carry over into the following year. Employees who leave the Town of Thornton employment for any reason are not entitled to any pay for unused sick days.

If you would like to review our personnel policy, I would be happy to share it with you. If you would like to speak with our Town Administrator for information regarding our policy, I can ask her. She is very knowledgeable with town government and does an excellent job for both the Taxpayers and Employees of the Town of Thornton.

Thank you for your time.

*Sincerely,
Mary Conn*

O.J. commented that he agrees with Ms. Conn about salaried employees not being able to receive comp time. Mr. Burbank agreed and stated that this is exactly why he has brought the necessity for a comp time policy to the Board's attention. However, the dilemma lies with the fact that this comp time

procedure allowing salaried employees to accumulate comp time has been a practice for many years. The Board is in the process of drafting a new comp time policy.

Dave Beaudin stated that he believes employees should be allowed to carry over sick time from year to year in the event an employee has a catastrophic health event. However he does not believe employees should be paid for accumulated sick time when they cease employment with the Town. The Board agreed and would like to make some amendments to the sick time policy. O.J. would like to see this policy reviewed and revisions made prior to the upcoming budget season.

Town Manager's Report

Town Easement Across Welch/Harrington/McCarthy Land

The Board reviewed a draft easement provided by Tower Surveying of land being purchased from the Town by Jim Welch, Jane McCarthy, and Mike Harrington. The Board reviewed the proposed easement. Mr. Burbank explained that he and Public Works Director Bill Willey walked the proposed easement area and approve of its location. Tamra Ham brought up a possible issue with Mike Harrington's pre-existing gravel driveway not having a permit which could cause problems if Mr. Harrington were ever to sell the property. Mr. Burbank will follow up with Bill Willey.

MOTION: "To approve the drawing of Tower Surveying for the Welch, McCarthy, and Harrington lots with the condition that a permit from the Town for the gravel driveway located on Map 113-040 owned by Mike Harrington be obtained if there is not one currently in place. If Mr. Harrington does not obtain a permit, the driveway must be removed from the survey and deeds."

Motion: Tamra Ham

Second: Patricia McTeague

All in favor.

NHMA Legislative Policy Conference

Town Manager Burbank will provide a copy of the 2015-2016 legislative policies proposed by the NH Municipal Association. The Board will review the policies in preparation for the September 26th meeting.

FLSA Checklist

Town Manager Burbank provided the FLSA guide to determining exempt/non-exempt employees. He stated that the Town's job descriptions should have an exempt/non-exempt label on each of them if they do not already.

Common Man Lease

Mr. Burbank recently spoke with Moe LaFreniere regarding the recent appraisal of the Town's property currently leased by the Common Man. Mr. LaFreniere thought the proposed new lease amount was high. He will speak with owner Alex Ray about renegotiating the lease. The Town will wait to hear from them.

Fee Schedule for Certificates of Compliance

Town Manager Burbank informed the Board that he queried other municipalities to see what other similar towns have in place for a fee schedule. He found that no other municipalities charge for certificates of compliance or occupancy. A vast majority of towns do charge a great deal more for a building permit and set their fees according to the scope and estimated cost of the proposed project. The Board would like to schedule a work session to review the fee schedule.

Loon Mountain Bridge – Revised Schedule

Town Manager Burbank informed the Board that the Loon Mountain Bridge project will be advertised as of September 3rd. The revised project schedule is as follows:

Pre-Bid Meeting:	September 23, 2014
Bids Due:	October 16, 2014
Sign Contract:	November 10, 2014
Start Construction:	December 1, 2014
Substantial	
Completion:	November 18, 2016
Final Payment:	January 18, 2016

Update on the Town Siren

Tamra Ham questioned what the status of the siren is. Mr. Burbank explained that Mike Harrington is looking into a battery backup for the current switch.

Kanc Groomer

Mr. Burbank informed the Board that the groomer at the Kanc Rec Ski Area was recently vandalized. It appears to have BB gun shots in it. The damage is estimated to be \$1,000 or higher. The Town filed a claim with Primex. Caulder Construction and other places around town were also vandalized. The Police Department is investigating.

Stairs to Upstairs Storage Area at Town Hall

Tamra Ham questioned what the status of the installation of stairs to the second level of the town offices is. Mr. Burbank replied that the few contractors he has spoken to about the project will not do the work until the Town provides engineered plans for the design. Mr. Burbank will contact the engineering firm that designed the building to see if the plans already exist before seeking further engineering for the project.

Time Capsule

Town Manager Burbank informed the Board that the time capsule will be installed into a wall within the meeting room utilizing one of the closets to provide the framework to hold the capsule. Tamra Ham stated that there is money in the 250th Anniversary budget to complete the installation work.

IV. NON-PUBLIC WORK SESSION *Pursuant to RSA 91-A:3(e)*

MOTION: "To go into Non-Public Session pursuant to RSA 91-A:3II(e) Legal

Motion: O.J. Robinson Seconded: Tamra Ham Roll call vote was all in favor.

The Board went into non-public session at 6:38pm.

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 6:40pm.

V. ADJOURNMENT


After reviewing the weekly accounts payable and with no further business to attend to, the Board made the following motion.

MOTION: "To adjourn."

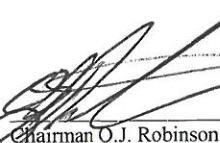
Motion: Patricia McTeague Second: Tamra Ham All in favor.

The meeting adjourned at 6:45pm.

Respectfully Submitted,


Brook Rose

Approval Date 9 / 8 / 14


Chairman O.J. Robinson

Patricia McTeague


Tamra Ham

