

**Town of Lincoln**  
**Board of Selectmen Meeting Minutes**  
August 6, 2012

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

**Staff Present:** Town Manager Peter Joseph, Administrative Assistant Brook Rose, Planning and Zoning Administrator Michael Asciola, Planning Board Chairman Pat Romprey, and Planning Board Vice-Chairman Jim Spanos.

**Public Present:** Andrew Noyes and Rick Kelley.

## **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 reviewed the July 30, 2012 meeting minutes.

**MOTION: “To approve the meeting minutes of the July 30, 2012 as amended.”**

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

## **III. APPOINTMENTS**

### **Discussion with Planning Board representatives re: Land Use Plan / Sign Ordinance Violations**

Planning Board Chairman Pat Romprey, Vice Chair Jim Spanos, and Planning and Zoning Administrator Michael Asciola attended the meeting to discuss recent ordinance violations. Pat Romprey explained that he and Michael have come up with a partial solution regarding sign violations. Michael added that after doing some research, he has come up with three sections in the Land Use Plan Ordinance and Street and Sidewalk Vendor ordinance that unnecessarily overlap. He is looking for some clarification from the Board between the Vendor Ordinance and portions of the Land Use Plan Ordinance that cover special events and temporary sales. There was an extended discussion on the differences between a vendor and a special event temporary sales location. Michael mentioned one difference being that a vendor is gone overnight while a temporary sales location stays up. Pat Romprey proposed having a minor and a major permit with any mobile business that is gone overnight only needing to get a minor permit. The Board was in favor of this idea. O.J. Robinson stated that a minor permit would be anything that is completely mobile, gone at night, and is 3 consecutive days or less. Anything longer than 3 days or which stays up overnight would be considered a major permit. Any business that applies for a minor permit would also require a vendor permit. Major permits would require site plan review and possibly a vendor permit. The Board would like Michael to review both minor and major permits. They also asked that Michael draft revisions to both ordinances and bring them back to the Board for their review.

The Board then reviewed a proposed sign permit application drafted by Michael for the Board's approval. Temporary signs would be limited to up to two weeks or the duration of a special event but no more than 2 weeks. Pat Romprey stated that the ordinance as it is written currently is not working. He added that the Planning Board will discuss this further at their next meeting.

There was a brief discussion regarding the construction yard on Connector Road and the need for it to go through site plan review. Pat Romprey also brought up the regulation regarding unregistered vehicles. He believes that keeping more than two unregistered vehicles on your property is a violation of the junkyard

ordinance and he wants to ensure that the Town is consistent in the enforcement of the Town's regulations. There was a brief conversation on this matter and the Board asked that Michael look up the exact language in the ordinance. Jim Spanos stated that he believes this regulation is state law. Michael will look into the matter and report back to the Board. The Board thanked Michael Asciola, Pat Romprey, and Jim Spanos for meeting with them.

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

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

##### **Public Hearing – Loon Mountain Bridge**

Peter Joseph informed the Board that the public hearing to accept public comment on the proposal from Loon Mountain to close the bridge during the Highland Games will be held next Monday. The Board asked that Peter Joseph speak with Town Counsel regarding the legalities of closing the road prior to the hearing. They also mentioned making the Mountain Club aware of the request.

##### **Personnel**

Peter informed the Board that Police Officer Jeannine Wood is joining the National Guard thus there will be some scheduling disruptions next year. Officer Wood will be gone for 20 weeks of basic training.

##### **Public Records Request**

Peter Joseph informed the Board that there has been a public records request from State Representative Gionet and Roger Harrington regarding the maintenance of what is commonly referred to as the “back alleys and loop roads”. Mr. Gionet is requesting a waiver of all duplication fees. Mr. Joseph spoke briefly with Town Counsel regarding the waiver of the fees and was advised that it is the Board's decision whether to waive the fees or not. Peter added that he has never heard of waiving the fees as duplication is typically charged at actual cost. O.J. Robinson mentioned that Mr. Gionet sat on the Board of Selectmen that made the decision on maintaining these roads. He added that his inclination is to copy everything in the folder except the attorney client privileged information at no charge. If Mr. Gionet requests further information, he will be required to pay the reproduction costs.

**MOTION: “To waive the reproduction costs incurred on the public records request of Mr. Gionet and Mr. Harrington and to not release the attorney client privileged documents that are part of this file.”**

**Motion: Tamra Ham      Second: O.J. Robinson      All in favor.**

##### **Town Manager Hiring Process**

The Board discussed the process they would like to follow for hiring the next town manager. The Board will review the applications at the end of the month and conduct an initial round of interviews. After the initial interview, an interview committee will conduct a second round of interviews with the final candidates. The Board discussed who would serve on the interview committee. Finally, the Board will hold a public meet and greet as the final element of the hiring process.

##### **2013 Budget**

Peter Joseph is planning to start the budget process soon. He will begin meeting with department heads in September. Peter also plans to compose a parting document that lists all of the ongoing projects and the

status of each.

## **V. ADJOURNMENT**

After reviewing the weekly payables 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 7:55pm.

Respectfully Submitted,

Brook Rose

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

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Chairman O. J. Robinson

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Vice Chair Patricia McTeague

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Tamra Ham