

**LINCOLN BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**DECEMBER 30, 2013 – 5:30PM**  
**LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN NH**

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**Board of Selectmen Present:** O.J. Robinson and Tamra Ham. Patricia McTeague arrived at 5:55pm.  
**Staff Present:** Town Manager Alfred Burbank, Finance Officer Helen Jones, and Administrative Assistants Brook Rose and Jane Leslie.  
**Public Present:** Darin Whipperman and David Beaudin.

**I. CALL TO ORDER**

O.J. Robinson called the meeting to order at 5:35pm. Patricia McTeague had not yet arrived at the meeting.

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**II. REVIEW AND APPROVAL- MINUTES OF THE PREVIOUS MEETING**

**MOTION: "To approve the meeting minutes of December 16, 2013 as amended."**

**Motion:** Tamra Ham      **Second:** O.J. Robinson      **Motion carries.**

Amendment was to include in the discussion regarding the dog ordinance that the Town does not have a current signed version of the dog ordinance. Also, the Board wanted it noted in the minutes that it was not just Sergeant Meier that physically removed the resident from the fire at 29 School Street but also the Woodstock firefighters that were on scene.

**MOTION: "To approve the non-public meeting minutes of December 16, 2013."**

**Motion:** Tamra Ham      **Second:** O.J. Robinson      **Motion carries.**

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**III. OLD/NEW BUSINESS**

**Letter of Recognition to Town of Woodstock Fire Department**

O.J. Robinson read the following letter of thanks from the Board:

*Dear Members of the Woodstock Fire Department:*

*The Lincoln Board of Selectmen would like to thank the Town of Woodstock Fire Department, and extend our sincere gratitude for Woodstock's quick and heroic response to our department's call for assistance on Friday, December 13, 2013 at 29 School Street in the early evening hours.*

*It is clear firefighters, Andrew Williams, Michael Donahue, and Shawn Wood's heroic efforts resulted in saving the life of the residence owner, Sam Decoursey. We are proud of, and grateful to all of these crucial members of our respective communities who are all dedicated volunteers.*

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*We are privileged and fortunate to have such professional and well-trained fire personnel as neighbors who help us protect our community and its many valuable assets. Many, Many, thanks to all of you!*

The Board signed the letter and will mail it tomorrow.

### **Public Participation – Review of Mr. Bill Conn’s E-mail Requests**

At the request of Mr. Bill Conn, O.J. Robinson read the following e-mail into the meeting minutes:

*In reviewing your minutes of your 12/9/13 BOS meeting the Town Manager is proposing contracting out water treatment for the Town of Lincoln. The town managers first cost savings proposal for the town was to eliminate the dispatch center, which would of eliminated 4-5 local jobs now it's the treatment of water, which will eliminate a local job also. Why would we do this when the water treatment plant operator holds the same licenses for the job as the public works supervisor? Just a few years ago the public works supervisor sent two employee's to water class, how much time have they spent at the plant and what were the results of the classes? The town manager's comment was that the contract with the sewer treatment plant works well, my question being have they ever run numbers on the cost savings and if so what were they? To my recollection the only cost savings we had at the sewer treatment plant was electrical and we could control that in house if that's the case.*

*I would also like to know how many hours a week does the town manager work for the Town of Lincoln, what the increase in the public works payroll and town government payroll for next year is?*

*I would like to request that this be read into the minutes of the BOS meeting for this evening 12/30/13 and my questions be answered at this meeting?*

*Also, I request to be put on the list to receive town minutes by email.*

*Thank you,  
Bill conn*

O.J. Robinson responded to Mr. Conn’s inquiries as follows:

*“In reviewing your minutes of your 12/9/13 BOS meeting the Town Manager is proposing contracting out water treatment for the Town of Lincoln. The town managers first cost savings proposal for the town was to eliminate the dispatch center, which would of eliminated 4-5 local jobs now it's the treatment of water, which will eliminate a local job also. Why would we do this when the water treatment plant operator holds the same licenses for the job as the public works supervisor?”*

O.J. replied that the above statement is not accurate as the Town Manager as well as the Police Chief were acting under the direction of the Board of Selectmen to investigate whether there was any significant cost savings to moving the Town’s dispatch services to Grafton County dispatch.

He went on to say that the Board also asked Mr. Burbank to research the various options for management of the water treatment plant. This request was made as the Board was recently made aware that Bill Willey would be retiring in the next few years and thus they need to start making arrangements to seamlessly manage town services. The plant cannot be run by one person 24 hours/day 365 days/year and thus the Town either needs to hire or train another licensed operator or contract out some of these services.

*"Just a few years ago the public works supervisor sent two employee's to water class, how much time have they spent at the plant and what were the results of the classes?"*

O.J. stated that he was unsure of the answer to these questions. Public Works employee and Water Treatment Plant Operator Dave Beaudin stated that both Daryl Hart and Andy Nicoll have taken the class but did not follow up to become licensed operators. They were not able to spend time at the plant to learn the operations.

*"The town manager's comment was that the contract with the sewer treatment plant works well, my question being have they ever run numbers on the cost savings and if so what were they? To my recollection the only cost savings we had at the sewer treatment plant was electrical and we could control that in house if that's the case."*

To this question, O.J. replied that the Town did not have the personnel to run the wastewater treat plant at the time it was contracted out so there is no way to, "run numbers on the cost savings."

*"I would also like to know how many hours a week does the town manager work for the Town of Lincoln, what the increase in the public works payroll and town government payroll for next year is?"*

O.J. replied that the Town Manager's hours vary week to week depending on the amount of evening meetings he has to attend. The position is a salaried contract. Town Manager Burbank added that over the past year he has worked a total of 2268 hours which averages out to 40.35 hours a week. Some weeks his hours were as low as 32 and other weeks his hours were as high as 50.

Tamra Ham stated that the payroll for next year is not finalized as the Budget Committee is just beginning their review of the 2014 budget. The proposal by the Board of Selectmen for payroll increase is as follows:

- 3% increase for those with a salary of \$0-\$49,900
- 2% increase for those with a salary of \$50-64,900
- 0% increase for those with a salary of over \$65,000.

### **Discussion Regarding Management of Water Treatment Plant**

As Dave Beaudin was in the audience, the Board inquired as to what his thoughts were in regards to the future operation of the plant in light of the pending retirement of the Public Works Director. O.J. stated that his thoughts were that if the Town were to hire a company to run the facility, they would require the company to hire someone who lives in Lincoln to run the plant. He added that this change should not be seen as a threat to Dave's job. Dave Beaudin stated that if the Town were to contract with a company to manage the plant, he would think the Town would require that there be two operators in town. He added that the Town currently has three employees that run the plant. The Town has a part time operator that works a few hours every other weekend and serves as a back up to Dave and Bill Willey. He also mentioned that Dave Dovoluk and Daryl Hart have expressed interest in the past in being certified to run the plant however they would need the time to spend at the plant to learn the operations. O.J. questioned how many hours David spends running the plant. David replied that unless he is plowing, he spends all of his time overseeing the water plant as well as the pump stations. Town Manager Burbank added that oversight of the Towns' water system is a full time position.

Tamra Ham stated that after the retirement of Bill Willey, the Town needs to consider forming a separate water department. Town Manager Burbank agreed and added that with the ever increasing demands and regulations from the State as well as the growth in the Town, this should be the plan for the future.

O.J. Robinson concluded the conversation by stating that the Board is considering all options at this point in order to make as informed a decision as possible. The Board thanked David Beaudin for his input.

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**IV. PUBLIC HEARING *on anticipated money received from FEMA to be used for Management Costs related to Irene disaster.***

Helen Jones informed the Board that the Town received \$5,873.86 in FEMA funds for the administration of the claim with FEMA for the Hurricane Irene disaster. The Town could have requested a greater level of funding for these costs but tried to keep expenses minimal. With these funds, the Town purchased a desk, a scanner, a table, a printer, a computer and a monitor. All of which are used to administer the claim. In order to receive the funds, the Board has to vote to accept the money.

At this time, O.J. Robinson opened the public hearing. There were no public comments.

**MOTION: "To accept funds in the amount of \$5,873.86 in FEMA funds for management costs related to Hurricane Irene."**

**Motion: Patricia McTeague**

**Second: Tamra Ham**

**All in favor.**

**Acceptance of Unanticipated Monies Less Than \$4,999**

**MOTION: "To accept five grants (\$586.28, \$586.28, \$586.28, \$586.26, \$732.85) from FEMA for reimbursement of labor costs for the management of the FEMA claim for Hurricane Irene."**

**Motion: O.J. Robinson**

**Second: Patricia McTeague**

**All in favor.**

**MOTION: "To accept a \$1,800 grant from NH the Beautiful for the purchase of a vertical bailer for the Solid Waste Facility."**

**Motion: Tamra Ham**

**Second: Patricia McTeague**

**All in favor.**

**Encumbrances**

**MOTION: "To encumber from the 2013 budget to the 2014 budget \$2,000 from the website line item, \$2,500 in the Chenard Settlement, and \$3,200 in patriotic purposes."**

**Motion: Patricia McTeague**

**Second: Tamra Ham**

**All in favor.**

**Review of Dog Ordinance**

The Board will review the State Statute and the various versions of the Town's dog ordinance and discuss at their next meeting.

**Review of Proposed Universal Pole and Licenses Forms**

After reviewing a proposed pole and license form from NHEC and deciding against using the form, the following motion was made:

**MOTION: "To adopt the Universal Pole and License form as proposed by the Town's attorneys, Donahue Tucker Ciandella PLLC."**

**Motion: Tamra Ham**

**Second: Patricia McTeague**

**All in favor.**

Town Manager Burbank informed the Board that the utility lawsuit scheduled to be heard in early 2014 has been postponed until early 2015. Mr. Burbank has invited Mr. Sansoucy to attend an upcoming meeting to update the Board on the case.

## **Town Manager's Report**

### **2003 Police Cruiser**

Town Manager Burbank informed the Board that there has only been one inquiry on the 2003 police cruiser. No bids were received. The Board decided to bring the vehicle to a salvage yard.

### **LUPU Violations**

Town Manager Burbank informed the Board that he did research the grandfathering of a junkyard and that unless a junkyard has been in place since 1968, it cannot be grandfathered per state statute. He added that most likely none of the landowners in Town that are violating the LUPU would meet these criteria. Tamra Ham asked that Mr. Burbank educate the landowners on this matter.

### **Resident Inquiries**

#### **Black Mountain Road**

O.J. Robinson stated that he had an inquiry from a resident about whether or not Loon Mountain Resort drives their x-country groomer up the newly paved Black Mountain Road. Town Manager Burbank will look into this. This matter came up in light of the fact that the Town no longer allows snowmobiles/groomers to use the side of Hanson Farm Road as it would destroy the newly reconstructed road.

#### **Afternoon Traffic from Loon Mountain Resort**

O.J. also received a complaint regarding the end of the day traffic departing from Loon Mountain Resort. The Board would like a police presence on Main Street during this time.

### **Abatement Request**

Per the request of the land owner, the Town's assessor adjusted the land condition of this parcel. The adjustment was made because of the facts that the building approval for the units has expired; there is only a roughed in road, no utilities, wetlands, and a tract 2-parcel. The first tax bill of 2013 had the property valued at \$1,922,900.00 with a tax due of \$12,239.00 and the second issue value after the adjustments is \$414,800.00 with a total tax due of \$5,326.00.

**MOTION: "To grant an abatement to Lincoln Development LLC for Parcel 2 Forest Ridge, 114-079 in the amount of \$6,913.00, which is the difference of the \$12,239.00 first issue tax bill and the \$5,326.00 second tax bill.**

**Motion: Patricia McTeague**

**Second: Tamra Ham**

**All in favor.**

### **CNP Assessing Contract**

**MOTION: "To accept the contract from CNP for the Town's 2014 general assessing services."**

**Motion: O.J. Robinson**

**Second: Tamra Ham**

**All in favor.**

29 School Street

Town Manager Burbank informed the Board that the homeowner plans to have the building demolished in the spring.

*fire-damaged*

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**V. NON PUBLIC SESSION PURSUANT TO RSA 91-A:3II(a)**

**MOTION: "To go into Non-Public Session pursuant to RSA 91-A:3II(a) personnel."**

**Motion: O.J. Robinson      Second: Tamra Ham      Role call vote was all in favor.**

The Board went into non-public session at 7:05pm.

**MOTION: "To re-enter public session."**

**Motion: Patricia McTeague      Second: Tamra Ham      Roll call vote was all in favor.**

The Board came back into public session at 7:25pm.

**MOTION: "To approve a revised employment agreement with Town Manager Burbank effective December 30, 2013."**

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

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**VI. ADJOURNMENT**

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

**MOTION: "To adjourn."**

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

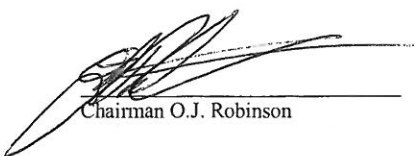
The meeting adjourned at 7:30pm.

Respectfully Submitted,

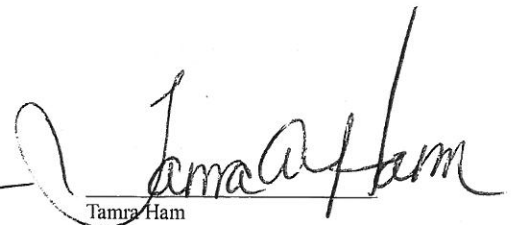
*Brook Rose*

Brook Rose

Approval Date 1/16/14

  
Chairman O.J. Robinson

  
Patricia McTeague

  
Tamra Ham