

**LINCOLN BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**JANUARY 27, 2014 – 5:30PM**  
**LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN NH**

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

**Staff Present:** Town Manager, Alfred Burbank, Administrative Assistant, Jane Leslie.

**Public Present:** Ron Beard, Bill Willey and Dave Beaudin

## **I. CALL TO ORDER**

O.J. Robinson called the meeting to order at 5:34 pm.

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

**MOTION: “To approve the meeting minutes of January 13, 2014 as amended.”**

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

**MOTION: “To approve the Non-Public meeting minutes of January 13, 2014 as presented.”**

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

**MOTION: “To approve the Work Session meeting minutes of January 16, 2014 as presented.”**

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

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## **III. REVIEW AND APPROVAL – 2014 TOWN MEETING WARRANT ARTICLES & CAPITOL RESERVE APPROPRIATIONS**

The Board reviewed and discussed warrant articles and capital reserve appropriations for Town Meeting.

**MOTION: “To approve the twenty-eight warrant articles and to approve the capital reserve appropriations.”**

Motion: Patricia McTeague    Seconded: Tamra Ham    Roll call vote all in favor

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

### **Public Participation – Fire Department**

Chief Ron Beard informed the Board, the Fire Department had responded to 14 calls this past week and remains busy. The Department is continuing its recruitment efforts with two additional members joining the Department in the near future.

### **Review of Attached Edmond Gionet Formal Complaint Letter to Chairman of the Board**

O.J. Robinson asked Public Works Director Bill Willey to explain his normal procedure when cleaning white ice off roadways. Mr. Willey stated, “This is not a common practice, and had been done approximately three times in all his years working for the town. It is very common to cut the ice, versus

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breaking it up with salt, which is a costly alternative.” Town Manager Burbank added Mr. Gionet is the only complaint he has received, and contrary, has spoken to several residents complimenting Bill Willey and the Public Works crew on their efficient cleanup efforts on Town roadways.

O.J. Robinson read Mr. Gionet’s comment that “Bill Willey has been trying to get the Town to take care of the condo drainage problem,” to which Bill Willey responded, “This has been an ongoing situation with Mr. Gionet and the condo development. The Public Works Department previously attempted to correct the drainage issues and obtain an easement from the condo association who was willing to cooperate and drain the water into the brook, however, Edmond Gionet or his daughter owns property on this side of the brook and refused to allow any drainage or water into the brook.” O.J. Robinson identified the Board is well aware of the drainage issue on that road, and feels it needs to be corrected that Bill Willey is not fixing the condo association’s drainage problem, but rather the Town of Lincoln’s drainage problem, on our town section of Rue de Gionet road that impacts the association. O.J. Robinson discussed one option would be to tear up the entire road and re-grade it back, or have a cooperative venture with the condo association to take care of our mutual water. In lieu of saving money, O.J. Robinson stated that it is in the best interest of the taxpayers, we continue to cooperate with the condos to work out a mutual solution to the water issue. O.J. Robinson also stated, “The town has not alleged rocks were sticking up out of the road.”

O.J. Robinson discussed the final issue Mr. Gionet raised concerning the Police Department at Fay Wayside during busy hours on Main Street. Town Manager commented that he has spoken with Chief Smith and acknowledged the positive aspects of Lincoln-Woodstock Police Departments strengthening their community relations.

### **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:

*Hi Butch,*

*I'd like to thank the board of selectmen for sending me the Town Managers Contracts. I'd also like to know how you justify the following:*

*Increase in Severance?*

*Why a 5 year contract?*

*Why a 15% increase in salary?*

*On the salary increase I'd like to know why the rest of the town employee's has no more than a 3% increase yet you gave the town manager a 15% increase, which results in a \$50,000. increase in 5 years had you done a 3% it would of been around \$10,000. for the 5 years.*

*Who actually wrote up the town managers contract?*

*I've attached water, sewer and public works budget comparisons for the years 2007-2012, please take note the water department has the lowest percentage of increase. With the Public Works Superintendent's looming retirement in the near future, should the Town of Lincoln also investigate the options of contracting out the cemetery maintenance, town mowing and Public Works Department?*

*On January 6, 2014 I requested information on sewer spillage at Connector Road pump station to date I have not received any information so now I am requesting it under 91-A. Also, under 91-A I am requesting copies of the 3 different sewer contracts for Woodard & Curran, United Water and currently Utility Partners.*

*I would like this request to be read at the BOS meeting tonight, 01/27/14 and the attachment attached to the 01/27/14 BOS minutes.*

*Thank you,*

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

"The Board of Selectmen negotiated a one year contract upon the hiring of Town Manager Burbank at a favorable rate to the town which was contingent upon the outcome and success of the relationship. The contract was drafted by the Board of Selectmen using the previous Town Manager, Peter Joseph's agreement as a template, and reviewed by Attorney Peter Malia. Nearing the conclusion of the first year, the Board was extremely pleased with Mr. Burbank's performance and sought to enter into a longer term contract at current market salary rates for this position. The counter-contract remained the same with slight modifications and a total salary and benefit package comparable and competitive with other Town Manager positions at which both sides agree and are pleased.

In response to Mr. Conn's inquiry, "Should the town investigate contracting options for Cemetery Maintenance, Town Mowing, and the Public Works Department?" Bill Willey responded, "We had previously considered contracting out cemetery maintenance and it was quite costly. We have been fortunate in the past that retired workers have gladly taken on this important job and it has worked quite well for the Town. The Public Works Department has a competent, qualified staff and there is no need to contract out. The Water Plant equally has qualified personnel, however, when Bill Willey retires, Dave Beaudin will be the only licensed employee to operate the Water Plant." OJ suggested we take the next 6 months to keep this an open discussion and seek an applicable candidate to eventually fulfill this position.

Town Manager Burbank responded to Mr. Conns, 91-A Request for Information concerning sewer spillage at the Connector Road pump station stating, "After thorough investigation and conversation with Town Employees at the Sewer Plant, there is no recollection of a sewer spill nor archives stating the same, therefore, there is no information to provide." Town Manager Burbank will follow up and forward Mr. Conn copies of requested Sewer Contracts immediately.

Mr. Burbank stated that the *5 Year Summary of Increases and Decreases of Budgets* that Mr. Conn submitted is a great indication that the Public Works and Water Departments are doing a wonderful job operating the three departments while keeping their budgets in line.

### **Town Letter of Thanks to Tom Bringola**

*Dear Tom,*

*The Lincoln Board of Selectmen would like to convey their sincerest thanks and gratitude for the years of tax accounting services you have dedicated to the residents of the Lincoln-Woodstock community. You're in-depth knowledge and accounting expertise provided a significant service to the members of our community that were in need of tax preparation assistance.*

*On behalf of the Board of Selectmen, and the Lincoln residents you served, we would like to say, "Thank You" for all of your help over the years.*

## **NH Electrical Co-op Energy Efficiency Grant for Municipal Buildings**

Town Manager Burbank to follow up and see if there is an application process to apply for Grants to enhance lighting efficiency issues, HVAC concerns at the Community Center, as well as enhancing our water pump systems.

### **Lin-Wood Middle School visit to Water Department**

Card of thanks from Rebecca Steeves, 8<sup>th</sup> grade Middle School Science Teacher to Bill Willey and Dave Beaudin for taking the Science Class on a tour of the Water Plant

### **RSA 91-A Request for Information**

Selectman Ham has requested that due to the increased amount of 91-A, Requests for Information, and the disproportionate amount of time that Town employees allocate to research, and the retrieval of specific recorded information, Town employees document a weekly time management log.

### **Riverwalk Tax Assessment**

The Riverwalk Tax Assessment meeting with Phil Bodwell of Commerford\*Nieder\*Perkins, LLC has been re-scheduled for Monday, February 3, 2014 at 5:30pm.

### **Town Managers Report**

Town Manager Burbank informed the Board that in accordance with his contract, he has established an ICMA 457 Compensation Retirement Plan with 100% employee contribution, at no cost to the Town. The Plan requires a vote of acceptance by the Board.

### **MOTION: “To adopt ICMA 457 Compensation Retirement Plan.”**

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

### **Levee Update**

O.J. Robinson updated the Board and explained the Dam Bureau of the DES has intervened and determined that they are the sole regulatory agency overseeing all business that goes on with the levee. After joint discussions with Army Corp of Engineers, and Dubois and King, there will be a DES statutory application fee of \$4000.00. Bob Durfee proposed we submit all previous engineering reports to DES Dam Bureau to review and accept, to avoid repeat spending. Bob Durfee will be presenting at the Public Hearing on February 6<sup>th</sup> as well as Town Meeting on March 11<sup>th</sup>.

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## **V. NON PUBLIC SESSION *Pursuant to RSA 91-A:3:II(a,c)*personnel**

### **MOTION: “To go into Non-Public Session pursuant to RSA 91-A:3II(a,c)**

**Motion: O.J. Robinson                      Seconded: Patricia McTeague                      Roll call vote was all in favor**

The Board went into Non-Public session at 7:40 pm

### **MOTION: “To re-enter public session”**

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

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The Board came back into session at 8:26 pm

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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: Patricia McTeague**

**All in favor.**

The meeting adjourned at 8:36 pm.

Respectfully Submitted,  
Jane Leslie

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

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Chairman O.J. Robinson

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Patricia McTeague

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Tamra Ham