

**LINCOLN PLANNING BOARD  
REGULAR MEETING MINUTES  
WEDNESDAY, OCTOBER 24, 2018 – 6:00PM  
LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN NH**

**APPROVED**

**Present:** Chairman Jim Spanos, Selectmen's Representative O.J. Robinson, Alternate Stephen Noseworthy

**Members Excused:** Vice Chair Joe Chenard, Member Mark Ehrman, Alternate Norm Belanger, Alternate Callum Grant

**Members Absent:** None

**Staff Present:** Town Planner Carole Bont, Town Manager Alfred "Butch" Burbank, Fire Chief/Forest Fire Warden/Code Enforcement Officer/Health Officer Ronald R. (Ron) Beard – (*sat in the audience*),

**Staff Excused:** Ellyn Franklin, Recorder

**Guests:**

- **Jayne S. Ludwig**, resident, 12 Pleasant Street, Lincoln, NH 03251 (Map 113, Lot 092) and Selectman for the Town of Lincoln.
- **Scott McIntyre**, resident of Woodstock, NH and property manager for the condotel called "The Lodge at Lincoln Station", 36 Lodge Road (Map 117, Lot 121), Lincoln, NH 03251 for Applicant and Property Owner Walter Reed, Resident of Lodge at Lincoln Station Condominium Association, Inc., PO Box 897, Lincoln, NH 03251-0897.
- **Deanne Chrystal**, resident, owner of 18 Pleasant Street, Map 113, Lot 089, Deanne M. Chrystal, Trustee of the Deanne M. Chrystal Revocable Trust of 2012, PO Box 872, Plymouth, NH 03264-0872 and NH & MA Attorney & NH Realtor with Re/Max in the Mountains, with two mailing addresses: (1) 18 Pleasant Street, Lincoln, NH 03251 and (2) Deanna Chrystal Law Office, 81 Highland Street Suite C, PO Box 872, Plymouth, NH 03264-0872.

**I. CALL TO ORDER by the Chairman of Planning Board (PB); announcement of excused absences, if any, and seating of alternates(s), if necessary.**

*Vice Chair Joe Chenard, Member Mark Ehrman, Alternate Norm Belanger, Alternate Callum Grant were excused.*

*Alternate Steven Noseworthy was seated.*

**II. CONSIDERATION of meeting minutes from:**

- **October 10, 2018**

**Motion to approve the minutes with presented change: Robinson**

**Second: Noseworthy**

**The Board voted in favor (3-0)**

**Motion carries.**

### **III. CONTINUING AND OTHER BUSINESS (Staff and Planning Board Member/Alternates): 6:00 PM.**

#### **A. Presentation of Capital Improvement Plan (CIP) to Planning Board by Capital Improvement Plan Committee (CIPC).**

*Note: The Planning Board will hold a Public Hearing on the Capital Improvement Plan on Wednesday, November 14, 2018, at 6:00 PM. Copies of the CIP will be available on the Town website and at the meeting and at the Town Offices after it is presented to the Planning Board.*

Chair of the CIP Committee Robinson presented the proposed changes from last year's CIP to the Planning Board.

#### **1310-323 Property & Building Maintenance:**

**Item 42 – Town Building Infrastructure:** The CIP Committee was scheduled to allocate \$4,000 this year and each year going forward, however, instead they are putting in \$12,000 for the next five (5) years to address a struggling HVAC system in the Town Hall building. They are hoping that the current HVAC system lasts until 2023 but they are saving money and preparing for its possible failure.

#### **1310-318 Planning & Engineering:**

**Item 2 - Engineering:** The CIP Committee has been putting \$10,000 into this slot yearly, but they raised that number to \$30,000 because there are infrastructure issues that are going to require significant engineering. These are funds allocated to specific, approved and anticipated projects for which they will need some engineering assistance. Town Engineer Ray Korber will be involved with this. The Town is facing the possibility of multiple projects associated with water, sewer, fire flow, etc.

**Item 25 – Update Town Master Plan:** The CIP Committee bumped up the annual amount to be saved for the Master Plan Update from \$3,000 to \$4,000 based on the cost of the most recent master plan in 2016.

**Item 31 – 1310-324 Village Ctr & Riverfront Park:** The CIP Committee added \$10,000 per year every year going forward so they would have enough money in this account for future developments, as well as for preparing applications to have matching funds for possible grants.

#### **1310-304 Fire Dept:**

**Item 46 – E2 Intl'490 Pumper:** Last year, after the CIP process, the Selectmen and Budget Committee cut funding for the pumper completely out of the Capital Improvement Plan because they wanted to fully fund West Street instead. Now the CIP Committee is playing "catch-up", so they bumped the annual amount up from \$50,000 to \$60,000 for the next three (3) years to make up for what we did not fund in 2018.

#### **Department of Public Works:**

##### **A. 1310-308 Water Rehabilitation**

**Item 3 – Pumps, Controls, Valves, Monitors:** Based on the age and number of these items that need replacement, the CIP Committee raised this number to \$7,000. This

expenditure is not in the operating budget because the Town may go several years without needing replacements and then need to do multiple replacements at once.

**Item 48 – Replace Rivet Intake Pumps Reserve:** This project was scheduled for 2021, but after discussion with the Public Works Director Nate Hadaway, the CIP Committee pushed the project out to 2024. The CIP Committee was scheduled to put \$25,000 into that account this year, but they have reduced that down to \$0 until 2022.

**Item 77 – Four (4) River Crossings:** This item needed a couple changes. Initially this project was labeled only for the where utilities cross the river near Cold Springs, referred to as “River Crossing up near Cold Springs”. The crucial part of that project has been completed, however, it is not essential to do the remainder of the project immediately. The CIP Committee changed the name of this line item to “Four River Crossings”, because the Town has three (3) other river crossings that need to be attended to. The CIP Committee was scheduled to put in \$30,000 this year, but the Committee reduced it to \$10,000. Initially, the estimated project cost was \$65,000, which only covered the Cold Spring Project. The CIP Committee raised that sum to \$250,000, which will cover the ten (10) year budget for all four (4) crossings.

**Item 91- Replace PLC:** The PLC is the control panel that runs the water treatment plant systems. This is an aged item that needs replacement. The CIP Committee is putting in \$10,000 this year and increasing that sum to \$20,000 for the next two (2) years and then \$25,000 for the next two (2) years. The goal is to have \$100,000 in this account by 2023, so they can replace both the hardware and software.

**B. 1310-307 Sewer Rehabilitation:**

**Item 53 – Replace Motor Control Center and Var. Freq. Drives:** This project was scheduled for \$0 for this year, but the CIP Committee bumped it up to \$10,000 this year and every year going forward. This Motor Control Center is very old and outdated, and the Town will be updating that as need be.

**Item 60 – Dredge Lagoons and Sludge Removal:** This project was scheduled for 2019, but the CIP Committee bumped it out one year to 2020. Originally the CIP Committee was scheduled to put in \$135,000 in 2019, but they reduced that sum to \$70,000 this year and scheduled \$65,000 for 2020.

**C. 1310-317 Public Works Equipment:**

**Item 66 – Replace 2011 Ford 550 Dump Truck w/ Access:** The CIP Committee increased the estimated cost from \$60,00 to \$80,000, but they also pushed the target date out from 2018 to 2020. That estimate also includes the new attachments the Town will need.

**Item 69 – Replace Front End Loader:** Nothing was appropriated for this project last year, so the CIP Committee accelerated the next three (3) years. The CIP Committee put in \$30,000 this year, \$36,000 for next year, and \$38,000 for the following year which will be enough to replace the front-end loader in 2021.

**D. 1310-306 Roads and Streets:**

**Item 71 – Reclaim and Pave West Street and Engineering:** The CIP Committee based this last year’s estimate on the projected project cost. Now the bids are out and

the Town has “harder costs”. The CIP Committee realized that they did not have enough money to complete this project. The CIP Committee put in enough money so that the Town will be able to complete the West Street project in 2019.

**Item 107 – Levee Maintenance:** Going forward, the Town will need to maintain the levee according to the terms and conditions called for in the 1960 agreement between the Town of Lincoln and the US Army Corps of Engineers. The CIP Committee put in \$5,000 this year and next year and then upped it to \$10,000 going forward.

#### **1310-328 Cemetery Maintenance Expansion Trust**

**Item 99 – Cemetery Expansion:** The original cost of this project was \$150,000 but that cost has increased up to \$160,000. The CIP Committee was originally scheduled to put \$3,000 in this year, but they have upped it to \$10,000 this year and next year. Then in 2021 going forward, it is at \$5,000 a year to cover future expenses in the final phase.

#### **BOND PROJECTS After 2014:**

**Item 105 – Community Building Repairs:** This project was in last year’s CIP. The Board of Selectmen and the Budget Committee cut this project out of the CIP and put it into the ongoing operating budget. It is still a line item, but the funding has been reduced to \$0 every year going forward.

***Just a note:*** The bonds listed under this section are not all the bonds that the Town has. CIP Chair Robinson said that while doing the CIP planning, there were capital items that eventually got moved from the CIP section to the bonds section. Just because the bonds in this category on the spreadsheet does not mean the CIP Committee wants the Town to spend the budgeted amount plus the bonds. The CIP Committee believes that practice would defeat the purpose of trying to have multiple level funding of town capital needs. The CIP Committee noted that once these items are on the bond list, these items should be taken off the targeted amount from the CIP. The bonds are now paying for capital needs that were initially listed in the CIP back when that target was first set. The difference is that now those capital items have been converted to bonds.

The CIP Committee also took line items and either zeroed them out or reduced them last year to free up cash in the total budget because the Town had to front \$200,000 for the Riverfront park project.

CIP Chair Robinson said the CIP Committee continues to maintain a 3% increase over last year’s target.

**Motion to skip item III:B and move on to IV.C: Robinson**

**Second: Noseworthy**

**All in favor (3-0). Motion carries.**

#### **B. Master Plan Implementation Plan Review and propose possible changes.**

Chair Spanos led the Planning Board through the items on the Master Plan Implementation Spreadsheet.



**LU 2 – Study all zoning districts to allow for workforce housing and greater density in order to accommodate mixed use and compact neighborhoods at appropriate locations.** The Planning Board will begin work on this November 14<sup>th</sup> with Planner Mark Fougere coming in to discuss this and NHMA Attorney Stephen Buckley coming on December 12<sup>th</sup> to talk about legal applications. We also have an application for a possible grant.

**ED 2 – Encourage other non-tourist related businesses in the RL 3 Corridor area that provide services and jobs to residents of Lincoln.**

Planner Bont said she has discussed the business enterprise tax with a number of people and lets people know it is available for projects along the US Route 3 corridor.

**PF 1 – Ensure public infrastructure meets the needs of the town's future growth needs and goals.**

Selectmen's Representative Robinson said that the Board of Selectmen is establishing an ad hoc water committee to look at both the water system as a whole and the fire flow in Town. The Board of Selectmen is discussing these issues with Town Engineer Raymond Korber of KVPartners, LLC and will eventually create a priority list.

**CH 1 – Preserve the remaining historical sites and assets where practical.**

Planner Bont suggested the Planning Board reach out to Librarian and Historian Carol Riley who in charge of the Historical Society, to discover if there is anything the Historical Society believes the Town can or should be doing for this section.

**C. Schedule for presentations re: how to address Town's obligation to provide opportunities for Workforce Housing.**

1. November 14, 2018, Planner Mark Fougere, AICP (Fougere Planning & Development, Inc.)
2. December 12, 2018, Stephen Buckley, Esq., Attorney for the NH Municipal Association

**III. NEW BUSINESS:**

**A. Discussion re: 2018 Fire Flow Analysis**

Town Manager Burbank suggested each Planning Board Member read this analysis, and recognize the fact that the Town has significant fire safety issues which the Fire Chief is extremely concerned about. The Town needs to be concerned about the fire insurance rates, because as our current system cannot handle domestic water and fire suppression with the current water system, the Town needs to come to terms on how the Town will protect its tax investments. The Town cannot predict what people's insurance rates will be.

Town Manager Burbank said that the Town has an ISO rating that is currently 6/6x on the insurance scale. The change has been in recent surge of development. We have run into issues during fire emergencies, for instance the simple filling of a swimming pool interfered with water storage tank levels.

Town Manager Burbank said he suggested to Planner Bont that she include a requirement on the Site Plan Review checklist that the presenting architects and engineers show us the water (i.e., show the Town that they have is enough water to protect their property). Town Manager Burbank said it is important for the Planning Board to remember that an understanding of the town's current "water capability" has to take into consideration what projects the Planning Board has already approved to be built, but have not been built already – for example, all of the unbuilt units in South Peak Resort, Forest Ridge Resort, The Rapids Resort, The Landing at Loon Mountain, Coolidge Falls Resort, RiverWalk Resort and possibly others.

Selectman's Representative Robinson said that he wanted to make it clear that the new developments in Town have not caused these problems, the new developments have just made the Town aware of the problems. The cause of the fire storage problem stems from the amount, the elevation, and location of the Town's water storage tanks. Chief Beard said the Fire Department will not be able to rely on the hydrants, but will need to start trucking water in.

**B. Sign Mylar for Site Plan Review Plans for The Lodge at Lincoln Station, approved January 10, 2018.**

Planner Bont presented two Mylars of a Site Plan Review Plan for The Lodge at Lincoln Station to convert three (3) storage areas to hotel rooms that was approved on January 10, 2018, for the Chair of the Planning Board to sign. She will record the Plan next Monday.

**C. NONPUBLIC SESSION Pursuant to RSA 91-A:3,II(e)**

**Motion to move to Nonpublic Session according to RSA 91:3-II(e) Pending litigation filed against the Planning Board and the Town.**

**Motion: Noseworthy**

**Second: Robinson**

**Roll Call Vote:**

**Chair James Spanos – Yes;**

**Selectmen's Representative OJ Robinson – Yes; and**

**Alternate Stephen Noseworthy – Yes.**

**All in favor (3-0). Motion carries.**

The Board went into non-public session at 7:00 PM.

Other persons present during the Nonpublic Session: Town Manager Butch Burbank and Planner Carole Bont.

Brief Description of the subject matter discussed and any final decisions made:

Presentation and explanation of a letter received from Morrison Mahoney, LLC by Town Manager Burbank re: **Ronald Patrick Romprey v. Town of Lincoln Planning Board and Town of Lincoln.**

**Motion to Reconvene the Public Session.**

**Motion: Selectmen's Representative OJ Robinson.**

**Second: Stephen Noseworthy.**

**Roll Call vote:**

**Chair James Spanos – Yes;**

**Selectmen's Representative OJ Robinson – Yes; and**

**Alternate Stephen Noseworthy – Yes.**

**All in favor (3-0). Motion carries.**

The Board reconvened the public session at 7:20 PM.

**Motion to disclose the minutes for the nonpublic session.**

**Motion: Selectmen's Representative OJ Robinson.**

**Second: Stephen Noseworthy.**

**All in favor (3-0). Motion carries.**

**PUBLIC PARTICIPATION AND OTHER BUSINESS:** Public comment and opinion are welcome during this open session. However, comments and opinions related to development projects currently being reviewed by the Planning Board will be heard only during a scheduled public hearing when all interested parties have the opportunity to participate.

**VI. ADJOURNMENT**

**Motion to adjourn at 7:02 pm: Robinson**

**Second: Noseworthy**

**All in favor (3-0):**

**Motion carries.**

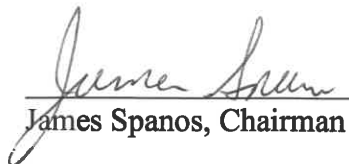
Respectfully submitted,

*Ellyn Franklin*

*Recorder*

November 28, 2018

Date Approved:

  
James Spanos, Chairman

