

MEETING MINUTES

TUESDAY, JANUARY 03, 2023 – 4:30PM

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

(THE RECORDING OF THIS MEETING CAN BE FOUND ON YOUTUBE)

Lincoln Board of Selectmen Present: Chairman, OJ Robinson and Selectman Jack Daly

Excused: Vice Chair, Tamra Ham

Staff Present: Town Manager, Carina Park, Fire Chief, Ron Beard, Police Chief, Chad Morris, Deputy Fire Chief, Ryan Fairbrother, Assistant Fire Chief, Mike Weden, Firefighter, Lauren Bennett, Town Clerk, Kristyn Brophy and Executive Assistant, Jane Leslie.

Public Present via Zoom: Ivan Strickon

Public Present: Debbie Celino, Jim Welsh, Tyler Clark, Budget Committee Members Walter Baltzer, Herb Gardner, Dennis Ducharme and Tracy Brumlik

I. CALL TO ORDER

Chairman Robinson called the meeting to order at 4:30 pm.

II. BOARD OF SELECTMEN'S BUDGET REVIEW/WORKSESSION

The Board met with Town Clerk Kristyn Brophy to review her proposed budget. Town Clerk Brophy read from a prepared statement to respond to some of the Selectmen's concerns on some of her line items (see attached). There was a brief discussion regarding the Town Clerk's wages (increase from \$24,253 to \$26k – 13% increase) and travel expenses. Robinson noted that the previous Town Clerk was also the Tax Collector and a full-time/benefited position, and with Kristyn only being a part-time employee, he was not opposed to this increase due to the money being saved from this non-benefited position. Robinson agreed to fund one (1) overnight conference but not two conferences. Selectman Daly expressed concerns over a 13% wage increase when all other town staff will not be receiving the same.

MOTION: "To approve the Town Clerks wage increase from \$24,253 to \$26,000; and to keep the Town Clerk's annual conferences at \$750."

MOTION: Jack Daly

Second: OJ Robinson

Motion carries.

III. APPROVAL OF MEETING MINUTES FROM PREVIOUS MEETING

The approval of the meeting minutes was postponed until the next scheduled BOS meeting on Tuesday, January 17th, 2023 at 4:30pm.

IV. PROPOSED POLICE/FIRE SAFETY SERVICES BUILDING

The Board discussed LaVallee Brensinger's (LBA) project estimate for the proposed Police & Fire facility which came with a price tag of \$24M. After the presentation, Chairman Robinson spoke with both Chief Beard and Chief Morris and recommended that the Board have a discussion concerning what the town really *needs* versus what it really *wants*, and to come up with a comparable solution to begin this project this year (see attached).

Robinson recommended that they have a conversation with LBA (architects) and ask them to do a complete revamp of the project beginning with the Police Station on a 3-4,000 sq. ft. footprint for the building that is 2-stories and a full basement; grade the site that would allow for a drive-in, walk-in basement so that it could be fully utilized, in addition to a fully enclosed carport. Robinson discussed other recommended features based on discussions with the both of the Chiefs, in addition to speaking with the Town Manager in Tilton, NH who had recently built a new safety services facility in 2020 at a cost of \$4.68M (\$200k-

Engineering/Architecture) and was built on town-owned land. After discussions with Chief Beard, Robinson feels that the current Fire Department could be expanded and improved to make it a viable/useful building for the short-term, in addition to adding on an addition to the building and making repairs (Robinson suggested that they get an architect/engineer to look at the current Fire Department building).

Selectman Daly commented that the \$24M building cost was sticker-shock to many people, however, he questioned with the revised conceptual, whether or not it would have the capacity to have future additions built on to the facility. Robinson noted that the plan will be revised to allow for future expansion. Assistant Fire Chief, Mike Weden commented that prior to expanding the Fire Department, they need to first repair the structural inadequacies and deficiencies of the building (i.e., roof leaking in multiple locations getting fire gear wet). Robinson referred to a structural evaluation that Hoyle & Tanner conducted several years ago, and thought it may be wise to ask Town Engineer, Ray Korber or another engineering firm to take a look at the Fire Department and determine what structural repairs should be prioritized (Robinson would like this to occur prior to March Town Meeting).

Carina noted that there will be a tight turn-around to get all of this done prior to Town Meeting, however, she will reach out to LBA with the revised target dollar amount of \$7M for building costs (opposed to \$24M) and a modified conceptual design.

V. OLD/NEW BUSINESS

Town Managers Report:

NH-DOT One-Time Bridge Payment:

The Town has received a one-time bridge payment from NH-DOT in the amount of \$122,103.81. These funds can only be utilized for the maintenance, construction and/or reconstruction of municipally owned bridges. These funds are non-lapsing, and will be accounted for similarly to the Highway Block Grant funds.

New Fire Department Engine 2 Pumper Truck Bond Quote:

Northway Bank provided the Town with a quote for a 10-year bond at 4.40% with no payment due until 2024. Finance Director, Johnna Hart is still waiting to hear back from the Bank of NH.

Jeannine Wood Litigation Update:

The Judge has ruled in the Towns' favor in Jeannine Wood's motion to reconsider with regard to her attempt to amend her initial claim, and her motion to seal exhibits in the case. However, the Judge did not rule in favor of the Town in regard to Ms. Woods 91-A claim. The Judge mis-interpreted that the individual in question whom the 91-A pertained to, was a Lincoln Police Officer. The Town has filed a motion to reconsider to clarify further in hopes of a different outcome. (The Wood Mediation date is scheduled for Thursday, January 19th at 9:00am).

Fire Department – Engine 2 Fire Truck Replacement:

Carina explained to the Board that Engine 2 Pumper Truck is on the CIP schedule for replacement in 2025, however, there is an approximate two (2) year build time for this vehicle which would bring the actual replacement time out to 2026/2027 (the Fire Chief is not confident that this truck will make it until 2027). The Fire Department has obtained three (3) separate quotes on the replacement of this fire truck which ranges from \$701k to \$902k, and Carina is recommending that the Town consider making a down payment next year on the departments truck of choice (\$314,000 will be in the CIP at the end of 2023).

Town Holiday Party:

The Town’s Holiday Party has been re-scheduled for Friday, January 6th at the Mountain Club. Cocktail hour will be in the Black Diamond Bar (cash bar) from 6-7pm, and dinner will be served in the Seasons Dining Room at approximately 7:00pm.

The Selectmen ended their session at 5:30pm so that the Budget Committee could convene their meeting.

VII. ADJOURNMENT

With no further business to attend to, the Board made the following motion:

MOTION: “To adjourn.”

Motion: Jack Daly

Second: OJ Robinson

Motion carries.

The meeting adjourned at 5:33 p.m.

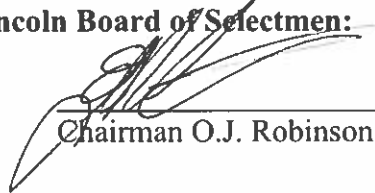
Respectfully Submitted,

Jane Leslie

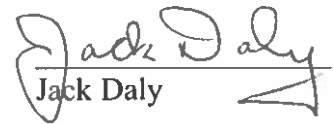


Approval Date: January 17, 2023

Lincoln Board of Selectmen:


Chairman O.J. Robinson

Tamra Ham


Jack Daly

From: [Town Clerk](#)
To: [Town Manager](#)
Subject: Re: 2023 Proposed Budget
Date: Tuesday, January 3, 2023 11:11:00 AM

Hi Carina,

I am planning on coming in, but if I cannot, will you please pass along the following explanations?

Salary: The average Town Clerk annual salary ranges from \$54k-\$86k for FT clerks (\$25.95 to \$41.34/hr). The previous Town Clerk left with an hourly rate in the \$24/hour range. With cost-of-living increases alone, \$25.00 is a very reasonable request. I work incredibly hard at bringing my office's technology to where it should be to better accommodate the customer, but I have also created real, genuine connections and relationships between the residents and myself. I think \$25/hr is not only fair but deserved.

Conferences:

The budget of conferences has increased for a few reasons. One being the costs of lodging have increased about 50% over last year. The other is the addition of the NEACTC (New England Association of City and Town Clerks) which will allow for more trainings (I had the money to attend this year, but the not funds for lodging as it was on the Cape). I intend to continue attending all the CE classes that are available and this allows me to do so.

I take pride in my position as Town Clerk. Overall, this is a fair, accurate and acceptable budget for this position and what it requires to continue providing the most efficient and accurate service possible to our residents.

Thank you,

Kristyn Brophy
Town Clerk

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From: Town Manager <townmanager@lincolnnh.org>
Sent: Friday, December 30, 2022 10:39:20 AM
To: Town Clerk <townclerk@lincolnnh.org>
Subject: 2023 Proposed Budget

Discussion notes for BOS re: New Police/Fire Building

Ask Architect to revise plans to include only a police station, leaving room for possible future addition.

Police Station:

3,000 – 4,000 sf footprint, 2-story plus full basement.
Grade site to allow for drive-in / walk-out basement.

Basement level to include:

- Sally port
- Drive-in garage for storage (signs, trailers, bicycles, etc.)
- Booking Room
- Holding Cells
- Monitoring office
- Evidence processing room
- Evidence storage
- Mechanical room and systems

Main level to include:

- Dispatch
- EOC / Community meeting room:
 - direct outdoor access with no unsecure access to rest of building. This will allow non-Lincoln PD groups to use the room without having access to any other part of the building without a key.
 - Capacity 25 +/-
 - Bathroom
 - No kitchen, but counter w/small sink for coffee, microwave
 - Technology equipped
- Patrol room with direct access to carport

Second level to include:

- Admin
- Offices: Chief, Deputy Chief
- Men's and Women's locker rooms
- 3 unisex bathrooms w/ sink, toilet, shower

Secure parking

Carport: fully enclosed

Target price: \$5M 7⁺m -

Fire Station:

Invest in our current building:

- Vehicle exhaust system
- Fix bathrooms
- Vinyl siding

Add addition to right side of building:

- 15' +/- wide, leaving all current parking spaces with room for snow from roof.
- Addition can be a few feet lower than main building in order to maintain the same roofline.
- One-bay garage w/ OH door for storage of rescue equipment.
- "Dirty Room" w/ washer, dryer, hanging space.
- Storage space for Cascade system, air bottles.

Investigate possibility of adding stairways and finishing the cupola area for office/training/storage area.