

LINCOLN BOARD OF SELECTMEN

APPROVED

MEETING MINUTES

MARCH 16, 2020 – 5:30PM

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

(MEETING VIDEO AVAILABLE AT WWW.LINCOLNNH.ORG)

Board of Selectmen Present: Chairman OJ Robinson, Vice Chair, Tamra Ham and Selectman Jayne Ludwig (*Selectman Ham arrived at 6:00 pm*)

Staff Present: Town Manager Burbank, Police Chief Chad Morris, Fire Chief Ron Beard, Sergeant Mike Stevens, and Administrative Assistant Jane Leslie

Public Present: Roger Harrington, Dave Beaudin, Debbie Celino, and Jim Welsh

I. CALL TO ORDER

Chairman Robinson called the meeting to order at 5:37 pm.

II. REVIEW AND APPROVAL- MINUTES OF THE PREVIOUS MEETING

MOTION: “To approve the meeting minutes of March 2, 2020 as presented.”

Motion: Jayne Ludwig **Second:** OJ Robinson **Motion carries.**

MOTION: “To approve the meeting minutes of March 9, 2020 as presented.”

Motion: Jayne Ludwig **Second:** OJ Robinson **Motion carries.**

MOTION: “To approve the non-public meeting minutes of March 9, 2020 as presented.”

Motion: OJ Robinson **Second:** Jayne Ludwig **Motion carries.**

III. VACHON CLUKAY AUDIT QUESTIONNAIRE

The Selectmen reviewed and answered a Governance Questionnaire submitted by the town’s auditor (Vachon Clukay & Company) that identifies and assesses the towns fraud risks, as well as the controls established to mitigate these risks.

IV. OLD/NEW BUSINESS

Town Managers Report

COVID-19 Outbreak

Town Manager Burbank informed the board that most of the recent activity at Town Hall has been centered around the outbreak of the COVID-19 virus, and how to best protect the employees and visitors to Town Hall. Burbank went on to explain that he has decided to close Lincoln Town Hall and all town offices (Town Clerk/Tax Collector, Police, Fire, Recreation, Library, Public Works Garage) to the general public beginning tomorrow (March 17th). Town Hall staff will be conducting all town business from Town Hall remotely and electronically. Burbank further explained that the Community Center will still be providing Food Pantry services on Tuesdays from 11am-2pm, however, these services will be conducted as drive-through services *only* until further notice. The Childcare Center held an emergency board meeting yesterday and will remain open until Wednesday (March 18th), and then they will be closing down. Burbank agreed to waive/pro-rate their daily lease fee during their closure.

Burbank also explained that it was confirmed earlier today that Loon Mountain recently had two (2) presumptive case of COVID-19, with one occurring on/about March 8th and another shortly thereafter.

Burbank added that this information was only reported to the town on March 15th. Burbank's goal is to keep all staff healthy and to continue on with all town business. Burbank recommended the Selectmen consider meeting bi-weekly until the current health crisis subsides, and call an emergency meeting in the interim if necessary. Selectman Ludwig questioned how long Burbank anticipates keeping Town Hall/Departments closed to the public. Burbank explained that they will have to monitor the situation and simply play it by ear at this point moving forward, however, if employees begin getting sick (any type of illness) they may have to work from home.

Chief Chad Morris updated the board on the current status of confirmed and presumptive cases of the COVID-19 virus with 17 presumptive cases in NH: (5) Grafton County, (1) Carroll County, (10) Rockingham County and (1) Hillsborough County (Nashua), and 525 persons are being monitored. The Chief explained that the Police Department lobby is closed to the public, however, the public is welcome to call into the Police Department to speak with staff and voice their concerns or questions. As far as emergencies are concerned, the Police Officers will continue to respond to emergencies as they arise, and the public can also call **211 NH** if they have any questions concerning COVID-19, or need referrals to resources that help with mental health issues. The Police, Fire and Linwood Ambulance Chiefs will be meeting tomorrow to review inventory for PPE (personal protective equipment) and other necessary emergency responder's equipment. Selectman Ludwig asked if there were additional supplies out back in the trailer that could be used during this time. Chief Beard explained that he will be going through the inventory in the trailer which is part of the overall Emergency Responses Preparedness Plan, and coordinating with the State to get items replenished.

The board discussed a temporary protocol for the Selectmen to continue taking care of town business moving forward, and will determine on a weekly basis whether or not the board will be meeting on the upcoming Monday night (this information will be posted on the town's website, www.Lincolnmh.org the Friday prior to the scheduled meeting).

Joint meeting with Linwood School Officials

Selectman Ham explained that she just attended a school board meeting and they have requested possibly scheduling a meeting with the SAU Superintendent, Principal, and School Board Chair, and the Town Manager and BOS Chair, as well as Police and Fire Chiefs (Woodstock as well) so that the entire community is on the same page concerning the COVID-19 emergency. This meeting does not have to be in person, and can be conducted remotely via a phone conference call. Town Manager Burbank thought it was a great idea and agreed to reach out to SAU Superintendent Judith McGann to coordinate a good date and time.

Transfer Station

Town Manager Burbank explained that he spoke with DPW Director Hadaway and Solid Waste Facility Manager, Jim Conn by telephone today and they have agreed to keep the Solid Waste Facility open, however, there will be no financial transactions in the small office area, and all transactions should take place outside with the 6' social distancing protocol. Additionally, if one of the employees should get sick, Burbank will reach out to both boards to discuss next steps.

Mansion Hill Land/Sale of Business Park Land

Chairman Robinson explained that Article 4 – Bond to purchase a parcel of land (Mansion Hill) was defeated at Town Meeting and all parties involved have been notified of the same, and the deposit has been returned to the town. Robinson also explained that Article 7 – Convey the Town-Owned land on Arthur Salem Way to Kurt O'Connell was also defeated, and suggested that Town Manager Burbank send a courtesy letter stating the same to Mr. O'Connell. Robinson further explained that a second offer from the Sullivan's had been received for the same parcel in question, however, the town was unable to act

upon this request until this petitioned warrant article was voted on at Town Meeting. This offer can now be considered a *valid* and *active* offer, and the board suggested Town Manager Burbank reach out to the Sullivan's to see if their offer is still valid and then to discuss next steps. Town Manager Burbank suggested possibly auctioning the available lots to the highest bidder, however, Robinson explained that he is not interested in auctioning off the town land, but rather attracting buyers that will offer quality employment in the town.

Capital Well

Chairman Robinson had some concerns over a report that Capital Well had provided to the town regarding testing that was done on the wells up at Mansion Hill, and was needed for Town Meeting to coincide with the warrant article to purchase the land on Mansion Hill. There was a discrepancy with testing results on one of the wells in the report that was an apparent administrative "typo" at the Capital Well office. This typo caused significant controversy and embarrassment to the town, and Robinson suggested Town Manager Burbank communicate the same with Capital Well and seek reimbursement towards the significant amount of money the town expended to have this report compiled.

Ad Hoc Water Committee

Selectman Ludwig asked what the status was of the Water Committee and if they were still considered an active committee. Chief Beard responded that they are waiting for the Raftelis Report (Water Rate Study) and will resume their meetings upon completion of the report.

Rompney vs. Town of Lincoln

Chairman Robinson explained that the town received a notice from their defense attorney in this case (Plaintiff appealed original decision to the Supreme Court) notifying the town that the appeal was withdrawn last week (the town had prevailed in the original decision).

RSA 91-A

Chairman Robinson commented that the town received a request for information for documentation relating to Bill Willey, and asked Town Manager Burbank if this has been followed up on within the legal time-frame. Town Manager Burbank explained that he believed this document was hand-delivered and sealed during a Board of Selectmen's meeting.

Board of Land and Tax Appeals (*Bentley White Mountain Real Estate & Lincoln Inn North Real Estate*)

Chairman Robinson explained that the town has been dealing with assessment appeals related to two (2) properties owned by Bentley White Mountain Real Estate & Lincoln Inn North Real Estate (*Old Beacon North and Woodward's*). The town's assessors have reached out to the Selectman concerning a working solution and appear to have reached an agreement. The 2019 sale price of the *Beacon North* was \$1.8M and the assessment that was agreed upon by the assessors and the Beacon North's legal representative was \$1,699,320 (difference of \$100,680 less than the sale price) which on a per unit basis = \$1,936 per unit which is an average per unit price that would include the items they are *not* being taxed on (beds, dressers, tv's etc.). The sale price for *Woodward's* was \$2,035,000, and the assessment was \$1,842,375, which on a per unit basis = \$2,266. Robinson feels that this is fair, and added that the assessor is very much in favor of this agreement as well. Robinson added that the other aspect of the settlement agreements is that the town does *not* owe any interest, and has to refund *only* the taxes related to the assessment changes. With no further discussion, the following motion was made:

MOTION: "To approve the assessments as recommended by Vachon Clukay."

Motion: OJ Robinson

Second: Tamra Ham

All in favor.

West Street Construction Project Winning Bid

Town Manager Burbank informed the board that AJ Coleman Construction is the winning bid for the West Street project (2nd lowest bidder). The original low-bidder met with Burbank and DPW Director Hadaway and felt that the project may be too taxing for their company. The start date will be determined shortly.

Fire Flow Issue

Chairman Robinson explained that the town will not be purchasing land on Mansion Hill, but did get authorization to work on the water storage tank, and a Request for Engineering Qualifications has been submitted. The second part of resolving the fire flow issues in town have to do with a new water storage tank & South Peak pump station. Robinson asked if South Peak's push-back was monetary or principle related. Town Manager Burbank suggested they discuss this further during a non-public session as it appears to be developing into a litigation issue.

School District Meeting Postponed

Selectman Ham informed the board that the school board meeting has been postponed for two (2) weeks (March 31st) and will be reassessed at that time.

Town Meeting

Selectman Ham gave kudos to Town Hall staff, and particularly to the *new* Town Clerk, Kristyn Brophy who had literally days to prepare for the meeting which she had never done before, and dove in with a smiling face. The entire staff pulled together to make Town Meeting Day a complete success. Ham personally acknowledged Moderator Wetherell, Finance Director Johnna Hart, Town Planner, Carole Bont, Nina Hayes, Janet Pelletier, Randy Farwell, Laurel Kuplin, Carol Riley and everyone that contributed to a successful annual meeting!

Certification of Yield Tax

The board signed the certification of the yield tax assessed for the cutting of the land in the Second Presidential Forest.

Public Participation

Dave Beaudin asked if the covenants were updated or changed for the Industrial Business Park. It was Beaudin's understanding that the Planning Board was tasked with looking at the covenants and possibly revising them. Chairman Robinson responded that the covenants have not changed and are registered with Grafton County Registry of Deeds.

Roger Harrington asked if there was any news on *The Pines* retention ponds. Chief Beard responded that DES has given *The Pines* 120-days (middle of June, 2020) to provide additional information or they will be denied.

Jim Welsh asked if Capital Well should be reimbursing the town some money due to the error they made. Chairman Robinson explained that a letter will be going out to Capital Well requesting the same.

V. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (c) Personnel Issue

MOTION: "To go into Non-Public Session pursuant to RSA 91-A: 3II (c) Personnel Issue

Motion: OJ Robinson

Second: Tamra Ham

Motion carries.

The Board went into non-public session at 6:42 pm.

MOTION: "To re-enter public session."

Motion: OJ Robinson Second: Tamra Ham

Motion Carries.

The Board came back into public session at 7:30 p.m.

VII. ADJOURNMENT

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

MOTION: "To adjourn."

Motion: Tamra Ham Second: Jayne Ludwig

Motion carries.

The meeting adjourned at 7:35 p.m.


Respectfully Submitted,
Jane Leslie

Approval Date: April 13, 2020

Chairman O.J. Robinson

Tamra Ham

Jayne Ludwig



Town of Lincoln



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PUBLIC NOTICE (March 16, 2020)

After careful review of the current situation, both in the state and across the nation, and discussion with our Emergency Management Director, it has been decided that Lincoln Town Hall and all Town Offices (Police, Fire, Recreation, Library) will be closing to the public at the conclusion of tonight's Board of Selectmen's meeting until further notice.

We will be conducting town business here at Town Hall remotely and electronically. If you need to contact any town staff, please call (603) 745-2757 or email Townhall@LincolnNH.org or Townclerk@LincolnNH.org. We will be checking email and voicemail regularly.

Car Registration: If you need to register your vehicle, please call the Town Clerk (603) 745-8971 to make arrangements.

Taxes: If you need to pay your taxes, you can mail them in or pay them online with a credit card. Visit our website at WWW.LincolnNH.org for the online link.

Building Permits: If you need to submit a building permit, you can mail the documents or information to the Planning Department, PO Box 25, Lincoln, NH 03251, or email Planning@LincolnNH.org. You can also leave a voicemail for Carole Bont, Town Planner with any questions at (603) 745-8527.

Property Files: If you need to view a property file, please call the Selectmen's Office and leave a detailed message at (603) 745-2757. We can scan what you need, or we can go through the file with you on the phone.

Property Tax Cards: If you need a property tax card, please go to the town website at WWW.LincolnNH.org and press the **Tax Card button** in the **Citizen Action Center**.

There will **NOT** be a Board of Selectmen's meeting on Monday, March 23rd. Future BOS meetings will be determined on the Friday prior to the regularly scheduled meeting and will be posted on the town's website under **News and Announcements**.

Thankyou,

Alfred "Butch" Burbank -Town Manager

