

LINCOLN BOARD OF SELECTMEN

APPROVED

MEETING MINUTES

APRIL 9, 2018 – 4:00PM

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

Board of Selectmen Present: Chairman OJ Robinson, Tamra Ham and Jayne Ludwig

Staff Present: Town Manager Burbank, Chief Ron Beard, DPW Nate Hadaway, Water Plant Operator, Dave Beaudin & Administrative Assistant, Jane Leslie.

Public Present: Chris Mulleavey President, CEO, Hoyle & Tanner, Dave Edson, Senior Consultant, Hoyle & Tanner, and Joseph Ducharme Jr. VP, Regional Manager, Environmental Services of Hoyle & Tanner Associates, Roger Harrington, Paul Beaudin, Jay Scambio, Paul and Carolyn Peterson (Mt. Liberty Lodging Proprietors).

I. CALL TO ORDER

Chairman Robinson called the meeting to order at 4:00 p.m.

II. HOYLE & TANNER WATER STUDY *DISCUSSION*

(See attached Power Point Presentation)

Engineers from Hoyle & Tanner reviewed their previously submitted water studies from 2008 and 2016. The discussion addressed fire protection for current developments as well as the overall fire flow availability in the system. Lincoln and Waterville Valley share many common denominators as tourist communities dealing with water consumption challenges such as: lack of consumption data, concerns over need for sustainable supply and billing practices, as well as how to pay for improvements. Some solutions that were proposed consisted of obtaining funding for system improvements; installing meters to confirm consumption and developing new well supplies. The engineers agreed that there is a need to quantify current and future expected consumption, and to develop a long-term Capital Improvement Plan (sustainable supply, treatment capacity, storage and distribution). Engineers understand that it is important for the Town of Lincoln to be able to grow and develop as it deems fit while having adequate water suppression that is satisfactory to the Fire Chief and Public Works Department, and the town must determine how they want to go about addressing these needs.

Town Manager Burbank explained that the Board must focus on what direction they must go now as there is no disputing that water is being wasted and fire protection and water supply are major concerns and it is important that the town gets a handle on this sooner than later. There are several new hotels in a conceptual stage and seeking Planning Board approval, and Chief Beard has grave concerns over his capacity to successfully protect these buildings in the event of a fire.

Chairman Robinson added that based on what he has read in the 2016-2017 water reports, the town must meter its water because the data collection will help identify usage versus waste and help plan for the future of the town's water system. Robinson also referenced the 2001 Proven & Lorber water report and questioned the difference between these reports (Hoyle & Tanner/Proven & Lorber) and what the town's priorities should be.

Dave Beaudin feels that water meters are the only true way of measuring how much water is being produced, consumed, and wasted. Dave Edson agreed and added that based on his experience it will be difficult to approach the state and request increasing our level of water production while showing a large amount of unaccounted water loss. Eliminating unaccounted water supplies is a major regulatory priority

(EPA), and they typically use 10% of production as the regulatory guideline figure for unaccounted water loss. This means that the town will have to account for its water loss which can only be done through the implementation and monitoring of water meters. Edson believes that fire protection/storage is the most pressing problem, in addition to prioritizing where the tanks will be the most beneficial and feels that installing tanks up at Boyce Brook or the south side of the East Branch are both great ideas. Selectman Ham asked if storage/fire protection is a higher priority than implementing water meters at this point in time. Chris Mulleavey explained that this is going to be a costly project and will require significant data to justify this expense to the taxpayers, and water meters will be one way of compiling information.

Town Manager Burbank agrees that this is going to take many future discussions and his primary concern is that the town currently has three (3) projects pending before the Planning Board. As they move forward with the Planning Board process, they could potentially be assessed water improvement fees or will be responsible for addressing their own fire protection needs on their property. Burbank noted that once these projects are approved, the town cannot go back and assess water fees and will lose out on this revenue.

The Board established that the first issue is the three (3) building projects; then water meters and grant funding for the same and adding storage tanks for water/fire suppression storage. Chairman Robinson questioned where we go from here, moving forward. Chris Mulleavey explained that they understand the town's pressing issues and concerns at this time and have enough information to come up with a course of action. Town Manager Burbank explained that the Town's Purchasing Policy requires them to go out to bid for jobs costing \$5,000+ (unless waived by the Board) and it is his recommendation that the town continue on with Hoyle & Tanner due to the history with the organization. The Board agreed that they would like for Hoyle & Tanner to submit a written proposal for them to review before proceeding further.

CHAIRMAN ROBINSON ADJOURNED THE MEETING FOR A SHORT BREAK AT 5:20 PM AND RECONVENED AT 5:34 PM

III. REVIEW AND APPROVAL- MINUTES OF THE PREVIOUS MEETING

MOTION: "To approve the meeting minutes of April 2, 2018 as amended."

Motion: Tamra Ham Second: Jayne Ludwig Motion carries.

MOTION: "To approve the Non-public meeting minutes of April 2, 2018 as presented."

Motion: Tamra Ham Second: Jayne Ludwig Motion carries

IV. MT. LIBERTY LODGING DISCUSSION

Paul and Carolyn Peterson, owners of the Mt. Liberty Lodging on Route 3 approached the Board to discuss the unlicensed junkyard up on Route 3 directly across from their motel (property owned by Mr. Joe Chenard). The Peterson's have owned the Mt. Liberty Lodging for the past seven (7) years and have recently put their property on the market for sale. Mrs. Peterson asked the Board if they would consider re-opening litigation with the Chenard property for an *illegal junkyard* which sits directly across from their vacation lodging business. The Petersons work hard to maintain a reputation of cleanliness and a family vacation destination, only to have negative comments submitted to Trip Advisor by their guests who are shocked at the lodgings surroundings. Many of the potential buyers of their property have expressed deep concern for the "eye-sore" across the street, and the Peterson's fear they will never be able to sell their property. The Peterson's are appealing to the town to assist them with this matter as this

is having a negative impact on their business. Town Manager Burbank explained that the town had closed this case out (with stipulations) as it appeared Mr. Chenard was making progress with the clean-up of his property. The Town has the option to re-file this case in court if it so chooses. Chairman Robinson explained that the Town has a signed agreement with Mr. Chenard who admitted to operating a junk yard and stated that he will refrain from operating in this capacity in the future.

Dave Beaudin asked if Mr. Chenard ever received the money the town had set aside (\$2,500) to assist with the clean-up. Robinson responded that he did not receive any of this money because Mr. Chenard failed to complete the cleanup.

Paul Beaudin suggested the town put a high fence up with shrubbery or some type of screening on the town land that abuts Mr. Chenard's property and use the \$2,500. set aside for reimbursement for the clean-up so that guests at Mt. Liberty will not have to look at this property. Chairman Robinson thought this was a great idea as a start and noted that if the town filed court paperwork tomorrow, it could take years and expensive legal fees to begin this process all over again.

Selectman Ham feels the Board is in agreement that they will have to do this legally and re-file a motion to begin this process all over again. In addition to this, the town should also consult with counsel about putting up fencing/screening of some sort to shield the property from the Mt. Liberty.

Mr. Peterson asked if there was any way the town could amend their ordinances to include a substantial fine for junk yards in town. Chairman Robinson asked Town Manager Burbank to reach out to NHMA legal counsel to see if there is any downside to the town implementing fencing on town property (and tearing up part of the wide roadway) to shield Mt. Liberty Lodging from Mr. Chenard's land, and if this would be detrimental to the town's legal case in court.

Selectman Ludwig suggested the town reach out to DES to see if there is anything they may be able to do (hazardous materials such as batteries on property).

V. OLD/NEW BUSINESS

Chairman Robinson followed up with brief comments from the Hoyle & Tanner water discussion and suggested he and Town Manager Burbank meet later in the week to discuss this matter further. Robinson asked about the Northern Border Regional Commission grant and if there was enough time to submit the grant application. Town Manager Burbank explained that the application deadline is May 8th and just not enough time to compile all of the required documentation. Notification was originally sent out in February (the town did not receive the initial notification) and at this point it is too late to meet all of the criteria of the application process (engineering reports, etc.).

Chairman Robinson asked the audience if there was any public comment on the water discussion. Paul Beaudin noted he did not hear any mention of alternatives for fire suppression such as the logistics of using Loon's snowmaking line that runs through town. Chief Beard was going to follow up with Ken Mack to discuss the possibility of using certain hydrants along Loon's snowmaking line as well. Beaudin also noted if the Fire Department could gain access to the river they would have a greater fire-fighting capacity by pulling water from these sources. The discussion continued on possible alternatives for fire suppression.

Town Managers Report

Burndy Water Connection

Town Engineer Ray Korber and DPW Nate Hadaway both reported that all of the illegal water connections have been dealt with and no longer exist.

Sewer Lagoon Brush

Town Manager Burbank is waiting to hear back from DES. The past several years the town has passed DES inspection, and there has been no mention nor violation pertaining to the town keeping this area cut back. Paul Beaudin added that Bill Willey used to be concerned with the leaves going into the lagoon, which is why he used to trim the banks back.

JLMC

The first meeting is scheduled for April 12th at 1:00 pm.

Street Sweeping

Avery's will be street sweeping on or about Saturday, April 28th providing all goes well with the weather.

Thanks to Captain Burnham

Selectman Ham noted she has seen Captain Jeff Burnham at various activities around town and at Lin-Wood School (Harlem Rockets event at Lin-Wood) and wanted to say "good job" for getting involved in local activities.

SRO (School Resource Officer) Lin-Wood School

Selectman Ludwig was at a meeting and heard that Lin-Wood School decided to hire a social worker rather than a Resource Officer and asked Town Manager Burbank to confirm whether or not this was true. Burbank confirmed the town would not be paying for a social worker, and only contributing towards an SRO.

Town Manager Review

Selectman Ludwig asked if it was time to schedule an annual review for Butch. The Board agreed and would set something up in the near future.

Environmental Study

Chairman Robinson asked if the town was receiving bids for the next phase of the Environmental Study. Town Manager Burbank explained that two (2) companies have expressed interest and Town Engineer Ray Korber was working on this.

MS-535

The Board reviewed and signed the MS-535

Public Participation

Roger Harrington said the roadway across the street from Sherm Adams home (Pollard Road) is an absolute mess and all torn up from winter plowing. Town Manager Burbank told Roger to reach out to DPW Nate Hadaway if he sees any other spots damaged during winter plowing.

IV. NONPUBLIC SESSION *Pursuant to RSA 91-A:3:II(a,c,e) legal, Real Estate*

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

Motion: OJ Robinson

Second: Tamra Ham

Motion carries.

The Board went into non-public session at 6:25 pm.

MOTION: "To re-enter public session."

Motion: OJ Robinson Second: Jayne Ludwig

Motion Carries.

The Board came back into public session at 6:39 p.m.

V. ADJOURNMENT

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

MOTION: "To adjourn."

Motion: OJ Robinson Second: Jayne Ludwig

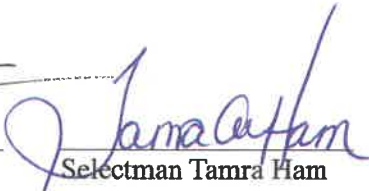
Motion Carries.

The meeting adjourned at 6:50 p.m.



Respectfully Submitted,
Jane Leslie

Approval Date 4 / 16 / 2018


Chairman OJ Robinson
Selectman Tamra Ham
Selectman Jayne Ludwig

Recent Hoyle, Tanner History With Lincoln Water System

- 2005 – South Peak Resort Review**
- 2006 – Water Distribution Model Update**
- 2011 – Filter Media Replacement**
- 2015 – Technical Support with The Landing**
- 2016 – Water System Assessment**
- 2017 – Water System Asset Management**

Good Afternoon!

* **Chris Mulleavey, PE**

* President, CEO

* **Joe Ducharme, PE**

* VP, Regional Manager – Environmental Services

* **Dave Edson, PE**

* Senior Consultant

Waterville Valley Water Project

*Challenges

- * No consumption data
- * Concern over need for sustainable supply
- * Concern with billing practices
- * How to pay for improvements

*Solutions

- * Obtained funding for system improvements
- * Installed meters to confirm consumption
- * Billing practices unchanged
- * Developed new well supply

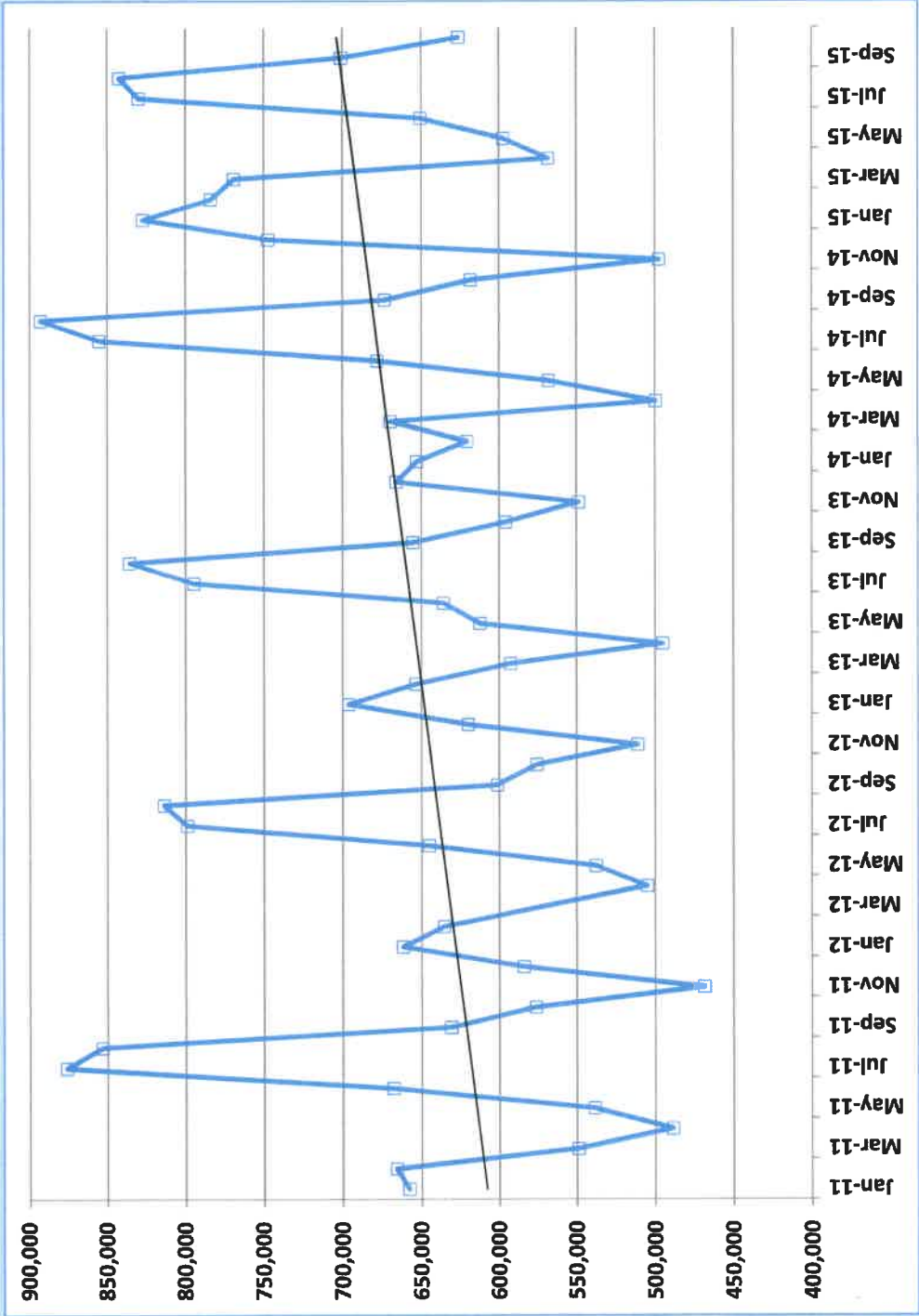
Next Steps(?)

- * **Address fire protection for current developments**
- * **Assess overall fire flow availability in system**
- * **Quantify current, future expected consumption**
 - * Focus on unaccounted-for water question
 - * Update, read water meters
- * **Develop long-term Capital Improvement Plan**
 - * Sustainable supply, treatment capacity
 - * Storage and distribution

Unaccounted-for Water

- * **Recent system consumption from 3 am to 5 am**
 - * ± 42,000 gallons or about 350 gpm
 - * Equivalent to 500,000 gallons over 24 hours
- * **Where is this water going?**
- * **How much does it cost to produce this water? And treat it at WWTF?**
- * **Does it occur all year?**

Average Monthly Water Production Past 5 Years - gpd



Municipal Fire Protection

- * **Who decides how much fire flow is needed?**
 - * Local fire officials
 - * Insurance rating agencies
 - * Fire protection engineer for proposed building
- * **How much can the water system provide?**
 - * Depends on location, system hydraulics
 - * From storage (tanks) and sources with backup power
 - * Criteria: System pressure should not drop below 20 psi for any customer

Water System is hydraulically complex!

General Fire Flow Availability

