

**LINCOLN BOARD OF SELECTMEN JOINT MEETING  
WITH WOODSTOCK BOARD OF SELECTMEN  
MEETING MINUTES**

**APPROVED**

**JUNE 6, 2016**

**LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH**

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**Lincoln Board of Selectmen Present:** Chairman O.J. Robinson, Jayne Ludwig and Tamra Ham.

**Lincoln Staff Present:** Town Manager Burbank, Fire Chief Beard, Police Chief Smith, Public Works Director Hadaway, Firemen, Steve Bomba and Ryan Fairbrother, and Recording Secretary Wendy Tanner.

**Woodstock Board of Selectmen Present:** Chairman R. Gil Rand, James Fadden and Joel Bourassa

**Public Present:** Paul Beaudin, Tammy Gionet Dutilly, James Welsh and Deborah Celino

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**I. CALL TO ORDER at approximately 5:30**

*Chairman Robinson called the meeting to order at 5:30 PM.*

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

- May 23, 2016

*The minutes were reviewed later in the meeting.*

**III. LINCOLN-WOODSTOCK BOS Joint Inter-Municipal Discussion**

**Fire Fighting**

Town Manager Burbank mentioned that a recent fire in Lincoln required both the Lincoln and Woodstock Fire Departments to fight the fire. Town Manager Burbank said that the actions and teamwork of the two Fire Departments was commendable. Both towns should be proud of their Fire Departments and their efforts to prevent a possible catastrophe. The two Fire Departments showed a good working relationship with surrounding towns as well. While Woodstock Fire Fighters were at the fire, Campton/Thornton covered the Woodstock Fire Station and while Lincoln Fire Fighters were at the fire, Franconia covered the Lincoln Fire Station. Both the Woodstock and Lincoln Select Boards congratulate and thank all the Fire Fighters involved in both towns for their positive teamwork.

**Primary Emergency Shelter**

During a recent Hazard Mitigation meeting, meeting members talked about the need for a primary emergency shelter in Lincoln. Currently the Community Center is the primary emergency shelter for the Town of Lincoln and the Woodstock Inn is the primary emergency shelter for Woodstock. Robinson asked the Woodstock Board of Selectmen if they had any interest in pursuing the use of the school as the primary emergency shelter for both towns.

A generator for the shelter was discussed. There is grant money available for a generator, providing it is a reasonable shelter.

A brief discussion ensued about who the emergency coordinator is going to be in Woodstock now that Chief Moorehead has retired.

The Woodstock Select Board was also in favor of talking to the School Board about the use of the Lin-Wood Public School as an emergency shelter. Chairman Robinson will move ahead to see what would be required to use the school as an emergency shelter.

Neither Select Board was sure how receptive the School Board would be to the idea of the shelter. First the Select Boards will gather more information about using the school as an emergency shelter and about the cost of the generator, and possibly a grant, before presenting this to the School Board. Most members of both boards thought that using the school was a good idea and felt that many other towns use their schools as emergency shelters.

Creating an emergency shelter involves multi-agency coordination with the State, Lakes Region Community Mutual Aid and others. Town Manager Burbank felt that the school is already set up as a hub for pandemic mass inoculations, are in the State system, and have run drills for such occurrences.

Before going to the school, an outline will be created with enough information that the School Board will be able to make an informed decision that both the Lincoln and Woodstock Select Boards will have pre-approved.

Woodstock Chairman Rand agreed that creating a basic outline that both boards are in agreement on would be enough to present to the School Board.

This project will move forward and will be updated at future Select Board meetings.

#### **Lincoln Town Owned Land (Riverfront Park)**

Chairman Robinson explained the thoughts of the town to build a park on the town land located between the transfer station and Jean's Playhouse. The Skateboard Park Committee has already received permission from the Town of Lincoln to be located on this parcel. Chairman Robinson asked the Woodstock Select Board if there was any interest from Woodstock in participating in this park and making it a community park for both towns versus only a Lincoln town park. It was also mentioned that an answer was not required at this time.

The park would be under the management of the Recreation Department in Lincoln.

More detail was explained to the Woodstock Select Board about the committee that has been planning this park as well as some of the features that are being discussed such as public restrooms and parking. With the railroad tracks being next to the park, access to snowmobiling in the winter would be available. Signage for events such as horseshoes, Frisbee golf or fishing, to encourage kids to fish in the river have been discussed by the committee. Having a lot of green space was one of the things on the committee's list.

Woodstock Chairman Rand asked if there were any conceptual drawings that the Board could consult. Tamra Ham explained that it was still in the planning stages.

Town Manager Burbank explained that a Land Planner has been hired for an eight hour period to walk the property with representatives of the committee. The Land Planner will then write a recommendation of next steps, not only for the committee but for the town as to where to spend money and what a Land Planner will need. The cost for a Land Planner for this project is large enough that it will require the Town of Lincoln to put the hiring of a Land Planner for the project out to bid.

There has already been an environmental report done on the property and a copy of the executive summary of that report will be supplied to the Woodstock Select Board.

A discussion ensued about skateboard parks, the type of people that attend skateboard parks, the cost to maintain the park and if supervision would be required in the park.

Some of the possible areas of the park were discussed. A playground, picnic area, gazebo and perhaps a kayak launch were mentioned as well as maintenance of the park, mowing and trash removal.

There was a discussion about the park committee and if there were any Woodstock members on the committee. It was agreed by both Select Boards that Woodstock residents should be added to the Riverfront Park Committee. Tamra Ham will follow up with the committee and Woodstock residents that have expressed an interest.

### **Recreation Center Revenues**

Selectman Ludwig asked Selectman Ham if she should recuse herself as a part time seasonal employee of the Recreation Center during the winter months. Selectman Ham said no, she did not.

### **After School Programs**

The increase from \$8,000 per year to \$21,000 per year was based on the needs of the community. The requirement of a session from 2:30 to 3:30 pm each day would be added. The reason for this change is there are about 10 children now that pay the \$120 for a 2:30 to 5:00pm session rate and only stay until about 3:30 pm.

These rates have not been changed in 2 or 3 years.

There was a discussion about the After School Program and the rates. Several times there have been waiting lists for admittance into the programs. These are usually short lists of 2 or 3 children and are filled in order of availability. Drop-ins are also accepted on an availability basis.

**Motion to give the Recreation Director the go ahead to go with the proposed fees and rates as outlined beginning in the next school season.**

**Motion: Tamra Ham    Second: Gil Rand    All 6 members of both Boards were in favor.**

### **Kanc Ski Area Rates**

Chairman Robinson noted the current rates. There was a brief discussion about the 50% discount given if purchased before January 1, 2016. Jim Fadden asked if there is a scholarship program for tickets to the Kanc Ski Area. Tamra Ham said that there is if the parents fill out the paperwork.

The suggestion of the Recreation Director is to keep these rates the same. The Recreation Director understands the people that are using these facilities. Town Manager Burbank is comfortable leaving the decision of the rates schedule up to Recreation Director Tower. There was a discussion about the \$5 per day and \$3 after 3PM. Some thought that these figures should be higher. Tamra Ham said that if it were people that had full time jobs and plenty of money, she would agree, however, that was not the type of people that are using this facility. Tamra Ham also wanted to note that second homeowners here in Lincoln or Woodstock are considered residents for the purpose of purchasing tickets at the Kanc Ski Area because they are taxpayers.

Non-residents do not pay property taxes in either town.

Woodstock Chairman Rand asked if the non-resident fees have ever been raised and if there was any feedback when they fees were raised. Tamra Ham said that they were doubled three years ago and there was feedback, which is the reason the “50% off if paid before January 1” was created.

Joel Bourassa mentioned that the Kanc Ski Area was originally meant to be a recreational opportunity for the kids and was not meant to generate revenue.

Jayne Ludwig did not think that all the people using the Kanc Ski Area were the children it was meant for and felt that the fees should be looked at more closely, perhaps not this year, but next year to ensure the rates were fair for all taxpayers.

Fees for food at the Kanc Ski Area were discussed as a hotdog, chips and a Kool-aid® are a minimal fee. Tamra Ham said that fee is augmented by the Friends of Rec group. It costs the Friends of Rec group to have that low fee for food, but they hold fundraisers during the year so that the food rates can stay low. Tamra Ham felt that the kids in both communities are fortunate to have it.

Woodstock Chairman Rand said that the only think that he would change would be the non-resident fees.

Ron Beard asked if anyone other than Lincoln or Woodstock used the ski area. Tamra Ham said that the Plymouth High School Ski Team and the Loon Race Team rent the area for 2 hour periods.

Jim Fadden felt that Jayne Ludwig has a legitimate concern with 2 or 3 percent increases in wages and insurance each year. Everyone agreed that the rates should be watch closely in the future and Woodstock Chairman Rand remembered in 1965 it cost 50¢ for a ticket.

Town Manager Burbank felt that the fees are an emotional issue and not meant to be a money generator and that raising the fees to try and zero the expenses is not a realistic thing.

Lincoln Chairman Robinson said that the revenues were 20% and the town tax base is supporting 80% of the cost of the ski area.

The consensus between the two boards was to leave the current fees as is for next season.

### **Summer Camp**

Jim Fadden asked if there is a scholarship program available. Tamra Ham said that as long as the parents fill out the paperwork, yes there is. The scholarship is only for the session rate and does not cover the field trip costs. In the Adventure Camp program, there is a \$40 per week fee that is mandatory for field trips.

There is a limit to the amount of children in the program. Van space is limited and staffing is limited. There is always a waiting list for both the Adventure Camp and the Kanc Camp. To increase the amount of children that can register, there would have to be another vehicle rented and more staff hired.

Both Boards agreed with the rates as is for the next season.



## **Solid Waste**

Lincoln Chairman Robinson said that the CIP committee talked about getting a scale for the Solid Waste Facility. The scale would weigh the truck or vehicle before unloading and then again after unloading to figure the exact tonnage of the load to be charged. Currently the employees at the Solid Waste Facility estimate by the size of the vehicle how much to charge for the load. Lincoln Chairman Robinson said that although the scale would be fairer when weighing the scrap in a vehicle, the towns would also have to pay for the maintenance and upkeep of the scale as well as staffing to maintain and watch the scale during use.

There was some discussion about the size of trucks. Currently the town is charging \$110 for a one ton pickup and only \$25 for a half ton pickup, which did not seem fair. Public Works Director Nate Hadaway said that the Solid Waste employees could possibly make an estimate on the bed size and charge by the square footage of the truck bed.

Town Manager Burbank said that he had talked to other towns that were using scales and did not find any town that had bought a new scale, but new scales and used scales would be researched for best price. Town Manager Burbank said that scales quickly pay for themselves because people are paying for what they brought in. A scale would not be a money maker, but it would make it easier to break even.

A discussion about a scale and how it could not only be used to weigh construction debris coming into the Solid Waste facility, but it could also be used for scrap metal that is leaving the facility.

Joel Bourassa asked what was involved in the installation and site work for a scale. Public Works Director, Nate Hadaway said that it depends upon the set up. Some scales have bars on the sides so that vehicles cannot drive off the side of the scale which would require a lot of site work. A discussion ensued about scales at other towns and different types of scales such as a platform scale.

Town Manager Burbank felt that at first a scale would show spikes in specific types of debris because of the estimations in the past. A scale would ensure that whatever it costs the town to get rid of the scrap would be what we would charge the person bringing it in.

There was a discussion about tipping fees and if the Board had the numbers for each type of scrap such as televisions, appliances, construction debris and metal. Hadaway will supply these numbers for the Board at a later date.

Jim Fadden brought up that some debris weighs more than other debris and would you charge the same for a truck load of old roof shingles as you would for wood that would take up more space, but weigh less.

Town Manager Burbank will ask other towns that have installed scales, like Lisbon, what they saw historically after installation of their scale which would give a better idea what to expect for construction and demolition material as well as scrap metal.

More detailed figures will be gathered from the Solid Waste facility as well as some research on new versus used scales and there will be another meeting once we are into the budget season.

*The Woodstock Select Board were thanked and left the meeting.*

#### **IV. BEAR ACTIVITY AND DUMPSTER VIOLATIONS with Dunkin Donuts and McDonalds Restaurant.**

Robinson read an email from Andrew Timmins of the New Hampshire Fish and Game Department about complaints with bears getting into dumpsters at both the Dunkin Donuts and McDonalds. There was some question as to whether Lincoln had an ordinance in effect and if that ordinance was signed.

Chief Smith called the New Hampshire Fish and Game Department to ensure that the bear ordinance in Lincoln is being enforced. Town Manager Burbank then received a call from New Hampshire Fish and Game Executive Director Glenn Normandeau apologizing for that email and his staff. They were not informed before sending the email and have now had an educational meeting. Lincoln's ordinance is a signed ordinance and is enforced. The department has had numerous contacts with both Dunkin Donuts and McDonalds. That dumpsters at both restaurants are not in very good condition. The new owner at Dunkin Donuts is working to repair the dumpsters and the enclosure.

Town Manager Burbank was also informed that two sows and three cubs in the Lincoln area had to be put down recently because of people feeding them. Once bears get use to human food they cause problems and must be put down.

#### **Portable Electronic Signs**

Currently one of the electronic signs is on Pollard Road to try and cut down speeding.

The possibility of installing speed bumps on Pollard Road was discussed. There are several different types of speed reducing actions, including putting dips in the road. It was decided that dips were not the preferred method because they require the road to be dug up and Pollard Road was recently paved.

In the past the police have tried parking an empty police car along the road, but Police Chief Smith believes that is only a temporary fix, similar to a speed sign. People have been measured doing 40 or 50 miles per hour on Pollard Road where the speed limit is posted at 25 miles per hour.

Temporary speed bumps that are screwed to the pavement were discussed. When winter comes they take the screws out and remove the bumps so that plowing can be done. Town Manager Burbank offered to work with Police Chief Smith to get more information on cost and use of temporary speed bumps.

Tamra Ham mentioned that residents may complain about the noise of "thump, thump" each time a car goes over a speed bump.

Chairman Robinson was in favor of researching costs for temporary speed bumps, checking with other towns to see how they have worked elsewhere and determining how many would be required for Pollard Road.

Police Chief Smith will gather more information for a future meeting.

**Rock Walls**

Recently in Lincoln, a rock wall at a condominium association gave way and seriously injured a man that was standing on the wall.

Town Manager Burbank said that with the heavy rain and the age of these walls some of these walls are getting unstable.

**JJ Bujeaud**

JJ Bujeaud recently received a \$750 scholarship to be used toward training. The Select Board gave JJ praise and congratulations for the award.

**Village at Loon**

There has been no response from the Village at Loon regarding a recent letter sent by Town Manager Burbank asking the Village to comply with the 911 addressing standards. More time will be given for a response.

**PETA (People for the Ethical Treatment of Animals)**

PETA has told Police Chief Smith that they will be protesting at Clark's Trading Post.

Tamra Ham feels strongly that the Town of Lincoln should support local businesses but was not sure how to do that in this case.

Chairman Robinson asked if their protest is limited to a 2-3 day period. Chief Smith said that they have not said that but he will keep in touch with his contact to see if he can obtain more information.

**V. INVESTMENT POLICY REVIEW Discussion**

*The investment policy will be reviewed later in the meeting.*

**VI. OLD/NEW BUSINESS**

☐ Town Managers Report

**Castleberry Craft Fair**

The fair has been coming to downtown Lincoln for a number of years and have enjoyed the use of all of the municipal parking located in the lot by the Village Shops. Next week the fair representatives have been invited to the Select Board meeting to talk to the Board about granting the use of not only the municipal parking but the town common, gazebo and the grassed area. The town has a 100 year lease agreement on the property housing the gazebo which expires in 2074. The public works department is responsible for maintaining the property. There are 26 municipal parking spaces that the town gives up to have the fair in this lot. When the patrons and booth owners could park out back in the dirt, there were not many issues, however, now RiverWalk is there and is opened so there is no excess parking. Town Manager Burbank has asked the Castleberry Fair representatives to come before the Select Board to review if the Board is still in agreement with the location of the fair and the use of the municipal parking and town common. It is Town Manager Burbank's opinion that the fair has almost outgrown this location but that it is an activity that draws a crowd into Lincoln.

The owners of the Village Shops have given permission for the fair on their property, but a majority of this craft fair is located on town owned or leased property. Historically the Castleberry Fair has not applied for or received a permit to hold this fair in Lincoln. Since the

town has raised the issue of parking, the Castleberry Fair representatives have contacted the school trying to obtain alternate parking. There is about a week to decide if the Board is still ok with them taking up the 26 municipal parking spaces. Town Manager Burbank has not issued the special event permit because he believes that this event needs to be reevaluated.

As part of the permit all alternate parking permissions received by Castleberry Fair will be submitted in writing to the town.

This will be on the agenda for next week.

### **Lahout's Country Clothing**

Town Manager Burbank contacted Joe Lahout and was told that the majority of the hedges are on Lahout's property and can be trimmed. Mr. Lahout would prefer not to have a stop sign behind the building. Public Works Director Nate Hadaway will also be painting a stop line behind Lahout's to help enforce a stop when coming out from behind Lahout's onto School Street.

### **Loon Pond Dam**

The pre-construction meeting was on June 2 and all went well, the project is moving along.

### **Peterson Junk Yard**

A formal complaint was received regarding the alleged junkyard at the Petersons. The complainant counted 13 unregistered vehicles on the property. When Town Manager Burbank spoke with Mr. Peterson who thought that he was allowed to have 3 unregistered vehicles on each of his properties and where he has 3 properties, he believes he can have 9 unregistered vehicles. This will be worked through the Police Department.

### **Landing**

Potential buyers of land at the Landing were questioning the status of building at the Landing. Town Manager Burbank said that the town is not issuing any more Land Use Permits until the water system and fire suppression systems are dealt with through the bankruptcy court. The Town Manager thought that message had been spread to all the realtors in town, but apparently it had not. It is now posted on the town web site for everyone to see so there is full disclosure of what the restrictions are at the Landing. This is going through the bankruptcy process and at some point will be solved. There should not be any question now as far as the Town of Lincoln is concerned because the status of the property is posted everywhere. The realtors can still sell the land, but the land, at this time, cannot be built on.

### **Hanson Farm Road Construction**

There was a meeting with some of the property owners at Hanson Farm Road to work through the construction. The design is being updated based on that meeting because Hanson Farm Road is a very complicated road to drain and the homeowners have given a good contribution. They have had excellent cooperation by the property owners. It is progressing and is moving forward slowly.

### **Beechwood I Roads**

Preconstruction meeting is this Wednesday, June 8, 2016. By the end of June or first week in July they will be mobilizing or getting equipment up in the Beechwood area.

### **Chenard Junkyard**

The court date for the litigation is set for mid-July and there is a visit scheduled in the next week to go over and photograph the site.



### **Cemetery on Memorial Day Weekend**

Three or four complaints came into the Town Hall that the cemetery was unkempt. These complainants were referred to Bill Conn as the head of the Cemetery Trustees. This was not a Town Manager or Select Board issue and will be handled by the trustees.

### **ZBA Training**

All members of the ZBA except one attended and several Planning Board members attended and was well received by all members.

This same type of training for the Budget Committee and the Planning Board will also be researched.

### **Audit**

The town received the audit back from Vachon Clukay & Company. The Select Board has not had the time to review the report, it will be discussed at a future meeting.

*2 minute break was taken at 7:37 PM.*

### ☐ **Public Participation**

**Tammy Gionet Dutilly** thanked the Select Board for working to make the exit at Lahout's safer. The retaining wall behind Lahout's was mentioned in that the wall is leaning outward. Town Manager Burbank mentioned it to Mr. Lahout who was not sure if the retaining wall was his.

**Wendy Tanner** mentioned that there is a large dead birch tree behind the Community Center close to where the children play. This will be brought to the attention of the Public Works Director.

**Jim Welsh** mentioned a dead branch from a poplar tree that stretches across Maple Street. This will be brought to the attention of the Public Works Director.

### **Investment Policy**

The policy was reviewed by the Board. There was a brief discussion about what was updated. The RSA's attached to the Policy were updated as well as the forms for Money Transfers and the MS50 (Treasurer's Report of Borrowing).

**MOTION to adopt the current Investment Policy as presented with minor amendments.**

**Motion: Tamra Ham                      Second: Jayne Ludwig                      All in favor.**

### **Letter from Edmond Gionet on NHDOT funding.**

This pertains to the Pollard Road side walk. Town Manager Burbank has called to get more information about this possible funding and was told that there is such a high demand for this type of funding that it would be 2 or 3 years out. Town Manager Burbank will make another call but did not think there would be any funds left.

### **Review of Minutes of May 23, 2016**

**MOTION to approve the minutes of May 23, 2016 as amended.**

**Motion: Tamra Ham                      Second: Jayne Ludwig                      All in favor.**

**MOTION to grant the abatement on 90 Loon Mountain Road, 949A, in the amount of \$1,360.92 plus interest of \$12.75 for a total of \$1,373.67.**

**Motion: Tamra Ham                      Second: Jayne Ludwig                      All in favor.**

**VII.      NON PUBLIC SESSION Pursuant to RSA 91-A: 3 II (a,c,e,d)**

**MOTION to enter nonpublic session.**

**Motion: Tamra Ham                      Second: Jayne Ludwig                      All in favor.**

**MOTION to come out of non-public session**

**Motion: Jayne Ludwig                      Second: Tamra Tam                      All in favor.**

**VIII.      ADJOURNMENT**

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

**MOTION: "To adjourn."**

**Motion: O.J. Robinson                      Second: Tamra Ham                      All in favor.**

The meeting adjourned at 8:15 PM.

Respectfully Submitted,

Wendy Tanner

Approval Date 7 / 12 / 16

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Chairman O.J. Robinson

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Tamra Ham

\_\_\_\_\_  
Jayne Ludwig

R. G. Rand  
Woodstock Chairman Gil Rand

Jim Fadden  
Jim Fadden – Selectman

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Joel Bourassa – Selectman