

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

APPROVED

NOVEMBER 27, 2017 – 5:30PM

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

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

Woodstock Board of Selectmen Present: Joel Bourassa, Gil Rand

Excused: Jim Fadden

Staff Present: Town Manager Butch Burbank, Fire Chief Ron Beard, Finance Officer Helen Jones & Administrative Assistant Jane Leslie.

Public Present: Roger Harrington, Dave Beaudin, Paul Beaudin, Jim Welsh, Debbie Celino, Kim Catucci and Patrick Griffin

I. CALL TO ORDER

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

II. JOINT DISCUSSION WITH WOODSTOCK BOARD OF SELECTMEN

Community Center

Chairman Robinson discussed the priorities for repairs at the Community Center as well as future funding options and focused on three (3) specific items: 1) the building's roof is at the end of its life (30-years old) and must be replaced in 2018 (estimated \$60K-\$70K). 2) the replacement of flooring in the main meeting area (original tiling is asbestos) and, 3) insulating the exterior walls of the community center. Robinson explained that the town has been working on insulating the building over the past couple of years with assistance from the NH Electric Coop (NHEC) matching funds program, and has completed the roof and heating system, and the exterior walls are the final aspect of that project. Robinson emphasized that the roof replacement is imminent and really needs to be taken care of in 2018, and the other two (2) items can wait and be addressed in the near future. In addition to these repairs, there is an old barn next door to the community center (not part of the community building) that is used for storage and in need of structural repairs as well.

Robinson questioned if it would be wise to consolidate these three (3) projects and borrow the money in 2018 to repair as one (1) big project rather than being spread out over the course of several years, and recommended both towns act uniform in their funding methods. Selectman Bourassa said that he feels the roof is a priority, however, the costs appear to be steep for the additional projects which he estimates to be in the range of \$250K. Selectman Rand added that this is going to be a hard sell for Woodstock as this is a very expensive project, but does agree the roof is a priority.

Town Manager Burbank suggested the two (2) Boards focus this evening on replacing the roof and how they would like to go about funding the project, then decide down the road how they will proceed with the insulation and replacement of the flooring. Selectman Ham added that she fears the matching grant funds from the NHEC program may run out if the town's wait too long, which equates to approximately \$50K in grant money. Selectman Rand feels that funding these three (3) projects together is going to be a difficult sell for Woodstock residents due to the high dollar amount, however, agrees the roof is a necessity and would pursue funding for the same. Selectman Bourassa noted that conventional financing appears to be cheaper these days than bonding, and would opt to borrow from a local bank. Robinson emphasized that no decisions have to be made this evening, however, he wants everyone to be prepared in February when the towns are addressing their budget process (what needs funding, and how we fund it). Robinson also noted that if the Rotary is willing to pitch in with the garage next to the

community center as a project, the town would work jointly, however, he does not feel this is as much of a priority as the other two (2) projects. Selectman Ham explained that the reason the Rotary was considering the garage as a project is because prior to Chief Moorhead's retirement, he stored numerous items for Rotary that they used for various fundraising events throughout the year, and the barn at the community center could be a terrific space for storage (once the flooring is leveled off).

Solid Waste Facility

Chairman Robinson explained that the Transfer Station will also be in need of a new roof (not as imminent as the Community Center roof) and the town of Lincoln has been saving funds through their Capital Improvement Plan (CIP) for their portion of this expense, and wanted Woodstock to be aware of this anticipated expense. Selectman Bourassa explained that Woodstock does in fact have a *Building Capital Reserve Fund* that is replenished when circumstances allow. Selectman Ludwig asked what year we anticipated replacing the roof and what the issues were. Robinson explained that the metal roof has leaks and is scheduled for replacement in 2018 according to Lincoln's CIP at a cost of \$36K (\$18K per town).

Solid Waste Scale

Robinson explained that current practices at the transfer station charge customers for construction debris (C&D) by the size of the load in the vehicle that is transporting the materials (the town is charged to dispose of C&D by weight also) and he feels the employees at the transfer station are fair and honest, however, Robinson questions if we should make this process more precise by introducing a scale that can calculate exact weights of C&D. Selectman Bourassa asked resident Paul Beaudin if he recalls the cost for a new scale. Beaudin said they are expensive, however, there are good second-hand scales that can be purchased for a fraction of the cost, although they do require maintenance which can be costly. Town Manager Burbank feels the town(s) are missing out on a major revenue stream by *not* weighing C&D material, which outweighs the costs of purchasing and maintaining a weight management system (average pricing for a second-hand scale is from \$25K-\$40K plus annual maintenance costs). Selectman Rand recommends we seek out the most cost-effective approach to purchase and install a weight management system.

Solid Waste Hours of Operation

Chairman Robinson reviewed the current transfer station hours and explained it would cost an additional \$2000 (labor costs) to keep the station open on Thursdays' full-time for half of the year (May – October), or, \$4000 to keep it open all year long (Thursdays'). Burbank added that from a management standpoint there is not enough business to keep staff busy during the slow season (November – April) and has nothing to do with money. Selectman Rand said there are many residents that utilize the transfer station on a daily basis, and it causes a great inconvenience when it closes early on Thursdays. Rand also feels it would confuse residents with seasonal hours. Bourassa asked if the employees could be used in other town departments on days when the transfer station is slow. Burbank explained that he is looking at this prospect seriously in anticipation of resuming full-time hours of operation on Thursdays.

Robinson noted that the proposed 2018 budget is based on current hours of operation and will have to be adjusted. At this time, both Boards were in full agreement to extend Thursdays hours of operation to a full-day all year long, and will begin the week of December 18th. This change in hours will be posted on signage throughout the town and on the town's website. Chairman Robinson opened this discussion up for public comment:

Paul Beaudin thanked the Boards for extending Thursday's hours of operation to a full-day, and that it was the right thing to do. Beaudin referenced the town's CIP for the Transfer Station's roof and wanted it noted that the roadway into the facility (Recycle Road) is in horrible shape and desperately needs

repair before the roof is repaired. Finance Officer, Helen Jones explained that this is part of the CIP (2020). Robinson said he would look into this, however, it is not scheduled to be fixed until 2020.

Woodstock resident, Kim Catucci thanked the Boards for opening the Solid Waste Facility full-time on Thursdays.

Roger Harrington asked if the town owned or rented the compact containers at the facility. Burbank explained they belong to Waste Management and are part of our contract with them. The C&D containers belong to the town.

Woodstock resident, Pat Griffins told the Board that he is at the Transfer Station quite a bit and has heard from a lot of residents saying they wanted the facility to re-open full-time on Thursdays and thanked the Boards. Griffin also noted that a lot of condominium complexes are not separating their aluminum cans properly and showing up at the facility with their garbage comingled which ends up costing the town(s) money. The big violators are the larger condo associations (i.e., Coolidge Falls) and restaurants, and suggested a letter be sent to them requiring cooperation with cleaning/separating aluminum cans. Robinson explained that over the years there has been an inconsistency with the process of separating aluminum cans because of the bee problems at the facility. Robinson added that it is confusing to members of the community who are new or here on a temporary basis, as each town has its own protocol with recycling trash, and the key is consistency and to educate the public.

July 2016 Parade and Fireworks

The Board briefly discussed a written complaint filed in 2016 (Woodstock) concerning confetti from the July 4th parade. This is a moot point, as the 2017 parade went off without a hitch. The issue with the fireworks had to do with the pyrotechnics' failure to calculate tree heights accordingly, and has been discussed with the new company that has been contracted to do our fireworks next year.

MOTION: "To adjourn the Woodstock Board of Selectmen's meeting."

Motion: Gil Rand

Second: Joel Bourassa

Motion carries

The joint session with Woodstock Board of Selectmen adjourned at 6:28 pm

III. REVIEW AND APPROVAL- MINUTES OF THE PREVIOUS MEETING

MOTION: "To approve the meeting minutes of November 20, 2017 as amended."

Motion: OJ Robinson

Second: Jayne Ludwig

Motion carries.

Abstained: Tamra Ham

MOTION: "To approve the Non-public meeting minutes of November 20, 2017 as presented."

Motion: OJ Robinson

Second: Jayne Ludwig

Motion carries.

Abstained: Tamra Ham

IV. OLD/NEW BUSINESS

Town Manager's Report

Beechwood Water Main Break

There was a water main break at the intersection of Black Mountain Road and Beechwood Road. The Public Works Department will be shutting the main water line down (effecting The Landing, Octagon Lodge and possibly Beechwood) to search for the break.

Kanc Rec Pump House

Public Works Director Nate Hadaway has a spare pump as well as Loon Mountain, so in the event there is an issue with the Kanc pump, we are prepared and have sufficient backup.

The Pines Drainage Issues – Rick Elliot

The Town is still awaiting a response from Mr. Elliott. He also has thirty (30) days to respond to DES's request concerning his *Alteration of Terrain Permit*.

Storm Water and Asset Management Meeting

Town Manager Burbank met with Hoyle and Tanner to review the town's current storm water and sewer drainage assets and infrastructure on November 21st. The town received a grant from the Governor's Council for \$60k to fund the study which is currently underway at this time.

Old/New Business

Town Water Meters

Selectman Ham asked the Board why there was not a line item in the draft budget to initialize funding for water meters, and asked what the final decision was concerning this discussion. Chairman Robinson explained that the Board never made a formal decision about this. Selectman Ham requested this be discussed at the next Board of Selectmen's meeting, particularly now that the study has been completed.

Town Signage

Town Manager Burbank explained that at the last Planning Board meeting (11/21/17), the Board discussed sandwich board signs and expressed an interest in including this signage as a *counted sign* (this would be one (1) of a business's four (4) allowable signs) and would *not* have to be taken in at the end of the day. If a business already has four (4) signs, they would not be allowed to have a fifth (5th) sandwich sign. Chairman Robinson explained that major parts of our Sign Ordinance are no longer valid as a result of a recent U.S. Supreme Court ruling that states the content of a sign cannot determine if it is a legal/illegal sign (content neutral). Selectman Ludwig noted that the town can still regulate the size of the signage, but not the content. The Board continued discussing the issue of signage in town.

Public Participation

Paul Beaudin reminded the Board that the School Funding Formula for Lincoln-Woodstock School is expiring in May 2018 and recommended the Board begin discussing options. Beaudin reminded the Board that Lincoln's share is exorbitant and it is important that the town leaders voice their opinions and concerns to the School Board. Selectman Ludwig also reminded Mr. Beaudin that Lincoln taxpayers should vote and not rely solely on the funding formula. Town Manager Burbank added that he heard recently the school budget is approaching \$8M (eight million dollars) with 336 students enrolled. Selectman Ham was going to contact Deb O'Connor at the School to confirm the approximate time-frame for discussions concerning the funding formula in 2018.

Roger Harrington asked if the town was going to put a Christmas tree in the gazebo this year. Harrington feels the town should plant a large tree in town to do something different, as lighting the gazebo is not enough. Chairman Robinson said it is too late to do anything this year, however, will budget for next year and look into planting a mature Blue Spruce type tree in town.

Budget Review

The Board began reviewing the budget line items as follows:

Executive Budget:

Selectman Ludwig questioned the increase in *overtime* in the Executive budget, as she felt this would decrease with the hiring of a new office assistant. Burbank explained the anticipated overtime will come from the document management program being implemented which will require town staff to copy and scan all files (including those in storage) in addition to their daily work schedule. Burbank said he would follow-up with more detailed information at the next meeting. Chairman Robinson also noted that he would like further detailed information on salary and wage adjustments (raises) as some appear to be higher than 3%.

Jean's Playhouse

Selectman Ludwig asked why the town is paying *dues* to Jean's Playhouse. Burbank explained that Jeans Playhouse submitted a request for funding this year and he was not certain if this was a one-time request for a specific reason or an ongoing request. Burbank also noted that five (5) years ago the town appropriated money for the playhouse up until they had acquired a tax-exempt status, at which time the funding ended. The Board unanimously agreed the town *not* fund Jean's Playhouse this year and removed this line item.

Certified Computers (Contracted services)

Burbank explained that the maintenance and replacement of all town computers (Police & Town Hall) and electronic equipment has been bundled into one (1) contract which is amortized over five (5) years. With this agreement there will be no additional costs throughout the year for computer or server replacement and maintenance.

Civic Streaming

The Board discussed the process of live-streaming all public meetings. Chairman Robinson asked how this will affect the meeting minute process, and if it will speed it up and save money. Burbank explained by live-streaming meetings, the minutes do not have to be specific but rather a summarization of the Board meeting, although they will continue to be the official record of the meeting as required by law. Burbank also noted that having the recorded meetings available to the public (via our town website) will help speed up the 91-A process by allowing the public to search for information on their own. Chairman Robinson does not feel there is enough of a demand for live-streaming to justify the expense and recommended the Board hold on to the audio recordings from public meetings and make them available upon request to the public. The discussion continued and Selectmen Ludwig and Ham were in agreement to leave this line item in, and pass it along to the budget committee to discuss further. Chairman Robinson agreed and took questions and comments from the audience.

Dave Beaudin thought that live-streaming Board meetings could spark the public's interest in actually attending the meeting based on viewing it from the outside.

Jim Welsh expressed his opinion stating that if someone is really interested in attending a meeting, they will leave their home and attend.

Town Clerk/Tax Collector

The Board noted this budget went up slightly due to the addition of the credit card machine. The Town Clerk will also be looking into registering snowmobiles and RV's in the coming year. Selectman Ludwig wanted to know why the expense for election ballot printing and coding was increased. Burbank

explained that each election requires specific printing on the electronic ballots, and the more elections per year, the higher the costs.

Legal

Town Manager Burbank explained that the legal expenditures will remain the same as this year (\$135,000) just to be safe as we are currently approaching this line item amount for this year. Selectman Ham noted that the budget committee will need a breakdown of expenditures due to some items going over budget.

Planning Department

Chairman Robinson asked if there was an updated budget for the Planning department. Town Manager Burbank explained that this budget reflects the promotion of Carole Bont to Town Planner, and everything is in the budget except *offsetting revenue, tax map maintenance* and GPS. Selectman Ham asked if the recording secretary was part of the Planning Administrator's job description. Burbank explained that Carole does not have the time to transcribe the meeting minutes, and Mary is busy assisting Carole with Planning Board business and other department activity, therefore, he has contracted this service out to Ellyn Gibbs.

Property Liability Insurance

Insurance is down around 7% and the town will continue working with Primex.

Police Department

The department's budget is up slightly.

Fire Department

Department budget is down 5% overall, and the budget decrease is in part due to adding only two (2) additional firefighters to the department.

VI. NON PUBLIC SESSION Pursuant to RSA 91-A:3:II

There was no non-public meeting this evening.

VII. 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: Tamra Ham

Motion Carries.

The meeting adjourned at 8:00 p.m.

Respectfully Submitted,
Jane Leslie

Approval Date 12/12/17


Chairman O.J. Robinson


Selectman Jayne Ludwig


Selectman Tamra Ham


Woodstock Selectman Joel Bourassa


Woodstock Selectman Gil Rand