

**LINCOLN BOARD OF SELECTMEN'S
MEETING MINUTES
OCTOBER 4, 2021 – 5:00PM
LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH**

APPROVED

Board of Selectmen Present: Chairman, OJ Robinson, Vice Chair, Tamra Ham and Selectman Jack Daly

Staff Present: Fire Chief Ron Beard and Administrative Assistant Jane Leslie

Staff Present via Zoom: Town Manager Burbank

Public Present via Zoom: Paul Beaudin and Dave Beaudin

Public Present: Debbie Celino, Jim Welsh, and Gloria Morin

I. CALL TO ORDER

Chairman Robinson called the meeting to order at 5:00 pm.

II. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (b) *The hiring of any person as a public employee.*

MOTION: “To go into Non-public session pursuant to RSA 91-A:3 (III) (b).

Motion: OJ Robinson

Seconded: Jack Daly

All in favor

The Board of Selectmen went into Non-public session at 5:00pm

MOTION: “To re-enter public session.”

Motion: OJ Robinson

Seconded: Jack Daly

All in favor

The Board of Selectmen came out of Non-public session at 5:28pm

III. APPROVAL OF MEETING MINUTES FROM PREVIOUS MEETING

MOTION: “To approve the BOS public meeting minutes of October 1, 2021 as presented.”

Motion: Tamra Ham

Seconded: Jack Daly

All in favor

MOTION: “To approve the BOS non-public meeting minutes of October 1 2021 as presented.”

Motion: Tamra Ham

Seconded: Jack Daly

All in favor

IV. 2021 BOARD OF SELECTMEN'S GOALS

The board postponed this discussion until later on in the meeting.

Water Meter and Water Rates –

The board discussed whether or not they wanted to put this before the budget committee again this year. Ham felt it was too late in the year to do this, but would like to revisit this again in the near future.

Sewer Issues (capacity & town growth) sewer upgrades and funding

Robinson explained that they had a sewer capacity study done, and he is comfortable that the town is fine with all of the approved permits issued to date. Robinson noted that the sewer lagoons are reaching capacity, and they are continuing to fund this item in the CIP. This item will remain on the goals list.

Village at Loon water pipe to the tank feeding Coolidge Falls & Clearbrook

Robinson explained that they are using private water system piping to feed the Village at Loon tank which has been like this since the 1970's. There are no plans to change this at the present time but will remain on the list.

Work on obtaining written agreements (defining responsibilities) for PORS (privately owned redistribution systems).

Robinson explained that they have not had any written agreements drawn up defining responsibilities with any of the towns PORS (Privately Owned Redistribution System). Robinson noted that there are two separate PORS that have issues that the town is currently dealing with individually, (1) South Peak, and, (2) Village at Loon. Robinson explained that they have received a letter from South Peak stating that they will be coming further into compliance with the way that the booster pump station system was designed, and they are working on feeding a greater portion of the high-pressure zone with the booster pump (only private homes and not the Pemi Base Camp). Robinson explained that this will cost the town money to hire someone (i.e., Ray Korber) to help draft written agreements with the individual PORS.

Process and timeline to resolve water pressure issues, adding addition to the South Peak tank, and additional tank at new location -

Robinson explained that they are making progress on this, and this item will remain on the list.

Main Street Crosswalks -

All street lights have been added to the crosswalks and this item can be removed off of the list.

Public parking/Riverfront Parking Area-

This is part of the environmental review. Town Manager Burbank explained that the town did not make the fall grant round because of the project priority, however, the town is close to the top for the spring cut.

Kanc Recreation Area parking –

Robinson explained that this project should be moving forward next summer.

Workforce Housing -

This item will remain on the list.

Obtaining viable members to join town committees –

Robinson explained that this is still a need, although most board and committee seats are filled.

Short-term Rentals

This item was discussed earlier in the evening.

Parking/access to Old Hole

Selectman Ham suggested adding this item to their goal's list.

V. OLD/NEW BUSINESS

OLD BUSINESS:

There was no old business to discuss.

NEW BUSINESS:

Short-term Rentals:

The board discussed an email that they received from Planning Assistant, Lisa Peluso with updated short-term rental totals and billing questions for the upcoming year. Robinson noted that 2022 short-term rental invoices cannot be mailed out with the tax bills, and it will have to be done as an independent mailing either in-house or contracted out to a third-party. Selectman Ham noted additional questions Lisa had concerned (1) would there be an increase in the registration fee or would it remain the same, and, (2) do we want to bill annually or every two-years? The board discussed the current annual registration fee which is \$50 per parcel, and Selectman Daly commented that he feels that this is way below the national average. Daly explained that an increased fee of \$200 annually multiplied by the 389 current registrations would equate to approximately \$80k which would more than cover the costs to hire an individual to oversee the short-term rentals for the town. Ham explained that she would prefer hiring Granicus who specializes in the short-term rental business and utilizes a software program that locates, tracks, and manages the town's short-term rental industry. Robinson commented that he will not be voting on any decisions that the board makes tonight due to a conflict of interest, however, he cautions the board against creating a "bait-and-switch" appearance one-year into implementing the Short-term Rental Ordinance (i.e., going from \$50 annually to \$200). Robinson feels that doubling the fee (going from \$50 to \$100) may be a substantial increase, however, it would be more doable for the property owners opposed to increasing it to \$200. Daly thought it would be good to hear from the town's people and some of the short-term rental owners, as well as neighbors to short term rentals to hear how they feel about this. The board discussed multi-year billing, and Selectman Ham noted that it would be easier billing annually for budgetary purposes. Ham referred to the June 21st BOS meeting minutes when the board met with Bruce McCaskill of Granicus (a/k/a Host Compliance) who explained that there were 773 short-term rental properties located in Lincoln that were actively renting on various short-term rental platforms, and the median nightly rate was \$225 per night (96% of the rentals are for an entire home, and 4% are for partial homes-single room rentals in a private home). The board discussed the various programs that Granicus offers, and Robinson commented that he sees two decisions that need to be made: (1) what is the cost going to be to do the administrative work necessary, and, (2) a plan to utilize some of this money for enforcement purposes. Robinson noted that whatever decision the board makes will have to go through the budget committee because it is an expense. Robinson also supports going through Granicus for at least a year to identify the town's short-term rental properties, and then decide whether or not to continue with their expanded services, or to end the relationship (they will at least have a good basis for this decision). Paul Beaudin asked the board if they had any idea how much staff time this would involve, and if this is a consideration when figuring out the costs. Town Manager Burbank responded that it is his understanding that Granicus would be doing all of this work, and then later submit reports to the town. Ham added that there is absolutely no cost to the taxpayers because this is fully self-sustaining program. Beaudin commented that other towns using Granicus must have commentary about their experience with Granicus and answers to many of the questions raised this evening, and his biggest concern is how much staff time this will involve. Beaudin feels that it would be worth reaching out to other towns to get answers to many of these questions as the budget committee and taxpayers will want to know the same as well. The board made the following motion:

MOTION: "To raise the annual Short-term Rental fee to \$100"

Motion: Tamra Ham Seconded: Jack Daly motion carries.

Abstained: OJ Robinson

Robinson suggested the board keep this in mind when they are preparing the budget for next year. Selectman Daly commented that he will reach out to Conway about their experience with Granicus.

New Part-Time Interim Tax Collector

Chairman Robinson explained that the board held a non-public BOS meeting on October 1st to discuss a personnel issue. When the Selectmen came out of non-public session, they made a motion to appoint Sandy Dovholuk as the part-time interim Tax Collector for the Town of Lincoln. Robinson further explained that Sandy was Lincoln's Town Clerk/Tax Collector many years ago, and has also worked for the Town of Woodstock as their Tax Collector, and she comes to Lincoln with a wealth of knowledge and experience.

New Town Clerk Office Hours

Selectman Ham noted the following change in Town Clerk office hours as follows:

Monday – 10:00am to 5:00pm
Wednesday – 10:00am to 4:00pm
Friday – 10:00am to 3:00pm

Ham noted that these are hours set by the Town Clerk, and the Board of Selectmen have nothing to do with this, as this is an elected position.

Public Participation:

Email received from Ivan Strickon:

Selectman Ham read the following email received from resident/taxpayer Ivan Strickon:

Please pass this on to the select board. It is time we put mask mandates back in place regardless of what the state is doing. This article is from the NY Times. We are now higher than NY City in new infections.

Grafton County, N.H.

Unvaccinated people in Grafton County are at a very high risk for Covid-19 infections. The average number of new cases in Grafton County fell to 28 yesterday, a 1 percent decrease from the day before. Because of high spread, the C.D.C. recommends that even vaccinated people wear masks here. Since January of last year, at least 1 in 17 people who live in Grafton County have been infected, and at least 1 in 2,996 people have died.

Robinson commented that there is a current mask mandate in Town Hall and all town offices.

Town Manager Search:

Paul Beaudin asked for a Town Manager update. Chairman Robinson responded that he will be prepared to give an update when there is an update to be made. At the present time, they do not have a signed contract, and they are working through this process.

Cemetery Costs:

Gloria Morin addressed the board and asked why she has to pay all of the additional burial fees and charges that have been created in recent years when she paid for her burial plot 38-years ago. Robinson directed Ms. Morin to reach out to the Cemetery Trustees (Bill Conn, Peter Govoni, and Mike Conn) as the board has no jurisdiction over any cemetery business and/or the Cemetery Trustees. Morin feels that it appears that the town is looking to make money off the families of the deceased, and further explained that the cemetery currently has no single lots for sale at this time, and the public would have to purchase a double lot when they only need a single burial. The board reiterated that she must reach out to one of the Cemetery Trustees.

VI. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (b,c) (2) Personnel Issues, the hiring of a town employee.

MOTION: "To go into Non-public session pursuant to RSA 91-A:3 (III) (b,c) Personnel Issue(s) and Town Manager Candidate.

Motion: OJ Robinson

Seconded: Tamra Ham

All in favor

The Board of Selectmen went into Non-public session at 6:56pm

MOTION: "To re-enter public session."

Motion: OJ Robinson

Seconded: Jack Daly

All in favor

The Board of Selectmen came out of Non-public session at 7:40pm

VII. ADJOURNMENT

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

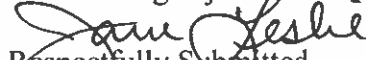
MOTION: "To adjourn."

Motion: Jack Daly


Second: Tamra Ham

All in favor.

The meeting adjourned at 7:43 p.m.


Respectfully Submitted,
Jane Leslie

Approval Date: October 18, 2021


Chairman O.J. Robinson


Tamra Ham


Jack Daly

October 4, 2021
Board of Selectmen's Meeting
Please PRINT Legibly

Debbie Celino
(Print Name)

Jim Welsh

Debbie Celino
(Sign Name)

Jim Welsh
