

LINCOLN BOARD OF SELECTMEN'S

APPROVED

MEETING MINUTES

FEBRUARY 22, 2021 – 5:30PM

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

(THE RECORDING OF THIS MEETING CAN BE FOUND ON YOUTUBE)

Board of Selectmen Present via Zoom: Chairman OJ Robinson, Vice Chair, Tamra Ham, and Selectman Jayne Ludwig

Staff Present via Zoom: Town Manager Burbank, Fire Chief, Ron Beard, and Administrative Assistant Jane Leslie.

Public Present via Zoom Video Conferencing: Moderator Robert Wetherell, Dave Beaudin, Ivan and Paula Strickon

I. CALL TO ORDER

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

II. APPROVAL OF MEETING MINUTES FROM PREVIOUS MEETING

MOTION: "To approve the BOS meeting minutes of February 8, 2021 as amended."

Motion: Tamra Ham

Second: Jayne Ludwig

All in favor.

MOTION: "To approve the BOS meeting minutes of February 12, 2021 as presented."

Motion: Tamra Ham

Second: Jayne Ludwig

All in favor.

MOTION: "To approve the BOS Non-Public meeting minutes of February 12, 2021 as presented."

Motion: Tamra Ham

Second: Jayne Ludwig

All in favor.

III. EMPLOYEE COVID-19 POLICY UPDATE

Town Manager Burbank explained that now that the Police, Fire Department, as well as some town staff have been vaccinated (*some staff have been fully vaccinated, and others are getting their second shot this week*) several staff members had questions concerning their ability and freedom to travel, as well as quarantine requirements in the event of possible COVID exposure. Burbank noted that the amendments to the current Employee COVID-19 policy are all relative to "Fully Vaccinated Employees" (see attached).

MOTION: "To approve the amended Town of Lincoln Employee Covid-19 Policy with one correction from page 1: *14-day quarantine period is now a 10-day quarantine period.*"

Motion: Tamra Ham

Second: Jayne Ludwig

All in favor.

IV. MARCH TOWN MEETING

Town Meeting – Rules of Procedure:

Moderator Wetherell joined the meeting and reviewed the 2021 Annual Meeting Moderator's Rules of Procedure (*see attached*). The following rules were added this year as a result of the ongoing COVID-19 pandemic:

- Masks must be worn entering the building and in the hall for the duration of the meeting and voting. A mask less section has been created (in the bar area) behind the glass for those not wearing a mask. **Note: you shall wear a mask unless seated in the mask less section. You may**

participate in the meeting from there, and have time to vote by secret ballot during designated times.

- Chairs have been paired and distanced six (6) feet apart. Do **not** move chairs.
- For secret ballot voting, please remain seated until the letter your last name begins with is called. While waiting for the next available Ballot Clerk, stand six (6) feet away from the party in front of you.
- While waiting to speak, stand at least six (6) feet behind the person in front of you. Allow time for the microphone to be sanitized between speakers.

Wetherell went on to explain that the initial presentation of Articles will be limited to ten (10) minutes, and all speakers in debate will be limited to three (3) minutes. Chairman Robinson commented that 10-minutes should be fine for the initial presentation of the water meter bond article, however, if the town's attorney or Dave Fox (Raftelis Representative who compiled the Water Rate Structure) are responding to questions, they may need more than 3-minutes to properly reply, and suggested that a little more leniency be offered to the professionals if/when they speak. Chief Beard commented that if Dave Fox is planning on having a visual presentation, they should think about incorporating a laptop and a flat screen TV. Robinson suggested reaching out to Dave Fox to see if he plans on bringing any handout material for the meeting rather than a visual presentation, which he feels could present logistical challenges due to the 6-foot social distancing and everyone being spread out (this would require a very large TV/projection screen for all to see). Robinson asked Town Manager Burbank to reach out to Dave Fox prior to the meeting to get whatever material/handouts he may have so that these can be printed in advance of the meeting.

Robinson asked Moderator Wetherell, after people are seated in the "mask less" section behind the glass and their masks are removed, and then later get up to vote in the secret ballot, can he require them to put their masks back on? Wetherell responded that the rules state "that you must wear a mask unless seated in this mask less section" and this is part of the Rules of Procedure (*unless over-ruled by a majority of the meeting*).

Warrant Articles

The board reviewed the warrant articles and who would be presenting them. Chairman Robinson agreed to take the lead on the water meter bond article, and possibly reserve some of his 10-minute speaking time to Town Engineer Ray Korber and/or Dave Fox (Raftelis) as part of his presentation. The board reviewed the individual articles, and who would be taking the lead on presenting each article. With no further business, Moderator Wetherell departed the meeting.

V. WESTON & SAMPSON UPDATE REPORT

Town Manager Burbank explained to the board that he does not have a written report yet, but the site tank project is moving along, and a written report will be following shortly. Burbank noted that Weston & Sampson (W&S) has narrowed it down to several possible site locations, with the preferred location up at South Peak. Burbank explained that there are proposed homes to be built up at South Peak that are above the 950' elevation marker which has forced the issue of how to get domestic water sources up to the proposed lots. Burbank explained that at the present time, the President of the South Peak Homeowners Association, David Yager is actively working on getting the valving changes done as well as the pump upgrades to their pump station, so that they can switch Crooked Mountain Road over to their pump station, as was originally designed.

Chairman Robinson questioned whether or not a time frame has been established for W&S to present all of this information to the Board of Selectmen, and to have this discussion. Burbank responded that once he receives the written report from W&S, he will put this on the agenda. Robinson commented that the

board had received a draft memorandum from W&S, but he was not aware that they would be issuing a full written report, and suggested that once the written report is received, they schedule a zoom meeting to have a discussion about the optional sites.

VI. OLD/NEW BUSINESS

Town Manager's Report

Riverfront Park Project:

Town Manager Burbank informed the board that he has received confirmation that the Town of Lincoln has been accepted, and is on the list for the EPA Brownfields grant program to clean up the contaminants in the Riverfront Park site. Selectman Ham asked Burbank to expand on the status of the Riverfront Park project as there have been a lot of questions lately on social media asking what is happening with the park project and the money that has been allocated for it. Ham explained that the town still intends on building a park, however, there is a contamination issue at the site that must be cleaned up first, which is costly and the reason that the town is applying for the Brownfields funding. Once this clean-up has been done, the skatepark project and the rest of the Riverfront Park project will be able to be built. Burbank added that this project will take a while and required patience, however, in the end the town will have a park.

O'Brien Way Plaque:

Town Manager Burbank explained that resident, Michael Dovholuk is requesting that the town purchase and erect a bronze plaque (approx. \$725), and attach it to a sign post at the entrance to the O'Brien pathway (off Maple Street) that will be dedicated to Lincoln resident Captain Thomas F. O'Brien for his heroic World War II efforts (*see attached*). Burbank noted that he has discussed this with Finance Director, Johnna Hart, and they could take this money out of Patriotic Purposes if the board approves. Selectmen Ludwig read the following:

What is O'Brien's Way?

It is this footpath named after Lincoln resident Thomas F. O'Brien. Thomas was stellar in his performance as an Artillery Officer during World War II. He was awarded the Silver Star in Algeria by saving two soldiers lives. He was awarded the Distinguished Service Cross in Sicily by courageously facing almost certain death for a glorious victory. He was awarded a second Distinguished Service Cross for D-Day on Normandy Beach, France for disregarding his own personal safety by valiantly leading his men off the fire swept beach. Captain O'Brien was killed in action on his birthday, November 16, 1944 in the Battle of Hamish in the Huertgen Forest Germany. May he forever be in our minds.

Selectman Ham clarified that this sign would be put in on Maple Street at the entrance to O'Brien's path, and asked if this was being sponsored by the American Legion? Burbank responded that he assumed that Mike Dovholuk was doing this with the backing of the Legion (he was not certain), however, he is asking that the town pay the \$725 to purchase the bronze plaque. Ham questioned whether or not this would be the property of the Legion or the town, and who would be responsible for maintaining this in perpetuity? Burbank responded that he did not ask this question, but would find out. Robinson commented that the town should probably give the Legion permission to put their plaque on town property. There was a brief discussion about the cost of the plaque and whether or not the funds were in the Patriotic Purposes budget. Robinson suggested that they wait until after Town Meeting to see if there are any budget cuts to the proposed operating budget. Ham suggested in the meantime that Town Manager Burbank reach out to Mr. Dovholuk to make sure that this is something that he wants the town to own and maintain and not the Legion, and they will then put this on the BOS agenda for March 15th after Town Meeting.

Town Meeting Lease Agreement with Days Inn

Town Manager Burbank informed the board that the lease agreement with the Days Inn has been signed and it is for a term of three (3) days (March 8th-March 10th) along with a certificate of insurance.

NEW BUSINESS

Deposit Delegation Authority

The Board reviewed and signed the Deposit Delegation form (see attached) and made the following motion:

MOTION: “To approved the Treasurer’s Deposit Delegation Document.”

Motion: Tamra Ham

Second: Jayne Ludwig

All in favor.

Non-Meeting with Town Attorney – South Peak Assessment

Chairman Robinson explained that prior to tonight’s meeting, the board had a non-meeting with town counsel regarding the assessment case with South Peak. In regards to this meeting, Chairman Robinson made the following motion:

MOTION: “To establish the 2017 Fair Market Values as follows:

- **Map/Lot 121-021 at \$105,000;**
- **for Phase 2 Lots (26 Lots) a combined total of \$5 Million Dollars;**
- **the Building at Map/Lot 126-020-000-BG at \$242,000;**
- **the lot at Map/Lot 121-050 at \$80,000;**
- **the Condominium at Map/Lot 118-039-001-05-0000D at \$485,000;**

The Finance Director to take those Fair Market Values and adjust them by the 2017 Equalization Rate to come up with revised assessment values based on these, and further to abate the taxes for the tax years 2017; 2018, 2019, and 2020 based on these new assessed values, plus the interest that we are legally bound to pay on those abatements.”

Motion: OJ Robinson

Second: Jayne Ludwig

All in favor.

Robinson explained that these are all lots that are either *not* in dispute, or within a very *narrow* margin of dispute after the town’s appraiser looked at them; the South Peak appraiser looked at them, and then a neutral mediator Judge looked at them. Robinson noted that some of these are well-below the town’s assessed value, and the town was looking to abate these so that it could now focus its attention on the continuing law suit for the lots that are in a much greater dispute. Robinson further explained that they were looking at the fair market value, and then directing the Finance Director to reduce those further by the equalization ratio that was in effect in 2017 (this was the year that these were appealed).

OLD BUSINESS

Black Mountain Road

Chairman Robinson shared that the board has reached an agreement on Black Mountain Road, and the resolution is set. Town Manager Burbank explained that DPW Director Hadaway feels that the town will get to shim and overlay the town’s portion of Black Mountain Road (approx. 1800’) before October 31st, 2021, and the one or two minor culvert issues will also be taken care of. Robinson further explained that a settlement agreement was reached with the Landing through Bankruptcy Court a few years ago, and as part of that agreement, the town held escrow funds (\$42k) for the restoration of Black Mountain Road (a majority of the road is the developer’s responsibility) and the town has reached an agreement to do the

repairs this year instead of postponing it until the large culvert repair project is complete. The agreement that was reached involves immediate repairs to take care of the culvert issues that needed to be done this year; a shim and overlay of the whole road with the understanding that there is one bigger culvert issue that involves a rock wall that is owned by one of the condominium associations (the town's culvert goes through or along that wall). Robinson explained that this has to be a collaborative effort to fix what's under the road; fix the condo associations wall, and to fix the town's culvert that is in/next to the wall. Robinson explained that the town has agreed to do the shim and overlay, and to repair the easy items this year so that they don't have to wait for the bigger culvert project to be completed, which is expected to be done in a couple of years. Robinson explained that the larger culvert project consists of digging up a small section (20' or less) of the town's portion of the road (approx. 1800') and putting in a new culvert.

Solid Waste Facility Security Cameras

Chairman Robinson asked if there was any progress on a new camera system for the Solid Waste Facility? Town Manager Burbank responded that DPW Director Hadaway is working with the company that put the cameras in at the Fire Station, and they are waiting to hear back from the company on pricing.

Solid Waste Facility Dump Stickers

Selectman Ludwig asked if the Town Clerk was still handing out stickers for the Solid Waste Facility, and if the previous issues with the short-term renters had been resolved (not sorting trash/recyclables). Town Manager Burbank responded that as far as he knows the Town Clerk (Lincoln and Woodstock) is handing out stickers, and he has not been informed otherwise that she is not. Burbank added that he has also not been told that there were any ongoing issues with the short-term renters *not* sorting their trash since this was last discussed. Robinson suggested that Town Manager Burbank follow-up on these items because as previously discussed, this policy was implemented in an attempt to put proper trash disposal responsibilities onto the property owners/management companies, and not the short-term renters. Robinson noted that if there are ongoing issues with the enforcement of short-term rental trash disposal, the town can re-notice owners and management companies again. Selectman Ham commented that she has been hearing good things about John MacKay, the newest Solid Waste employee. Chairman Robinson agreed, and noted that he has also heard good things, and he recently had a discussion about the bulk goods (mattresses, couches, chairs, box springs etc.) at the Solid Waste Facility, and explained that these items are thrown into a bulk container (customer pays \$0.05 per lb.), whereas typical construction debris (C&D) is weighed and put in a C&D container. Robinson further explained that the price per pound for the bulk items does not make sense, because when the town has to dispose of these containers, we are not paying per pound, but rather per container, and bulky items take up a lot of space within each container rather quickly. Robinson explained that the last few containers that were picked up (Solid Waste is tracking what is collected in fees versus costs for disposal) it was discovered that the town is not even breaking even, but rather losing revenue in expenses to dispose of these items. Robinson explained if it is the town's goal to collect enough revenue to pay for the costs associated with the disposal of bulky items, then the town is not charging enough for them. Robinson would like DPW Director Hadaway and Solid Waste Supervisor, John MacKay to work together and draft a proposal for both Lincoln and Woodstock Selectmen to review and re-address this one issue concerning bulk items at their next joint meeting. Robinson reiterated that he would like the adjustment to be in line with the average container costs to dispose of these items.

Public Participation:

Paula Strickon addressed the board and explained that she submitted the following email to the Board of Selectmen to voice her concerns about mask-wearing at the upcoming Town Meeting:

"I received the public notice concerning the date, time and location of the Town Meeting 2021. I was somewhat alarmed at the "note" that stated that: "masks are required to gain entry to the building, and must be worn until the participant(s) are seated." I was concerned about this statement and called Town Hall for clarification. I was told the this was to allow accommodation for those individuals who did not wish to wear a mask. Both the CDC and the State of New Hampshire recognize the necessity to mask and social distance, particularly in a crowded situation, as precautions against Covid 19. For those in town who would like to attend but have medical concerns or just do not want to be exposed to people who will not be masked, no accommodation has been made. May I suggest that a Zoom option be made available to those who need it." -Paula Strickon

Mrs. Strickon explained that she has medical issues that leave her vulnerable to others who refuse to social distance, and wear a face mask, and appealed to the board to allow for the Town Meeting to be available remotely via the Zoom meeting platform so that she can vote and participate safely. Chairman Robinson responded that he was not certain about the voting rules if the meeting is held remotely, and Moderator Wetherell was asked to re-join this meeting to participate in this discussion.

Moderator Wetherell joined the meeting at 6:45 pm

Moderator Wetherell explained that according to state law, an individual must be present to vote, although the Town Meeting can be presented via Zoom, and the public would be welcome to ask questions and make comments, they would *not* be able to make motions or vote virtually. Mrs. Strickon commented that she feels that accommodations are being made for those individuals that do not want to wear a face mask, and it is at the expense of those who are medically fragile. Wetherell explained that he completely understands, and this is why there will be a separate room behind glass for those who do not want to wear a face mask, and noted that by law, he cannot exclude voters from participating. Wetherell added that everyone else participating will be required to wear a face mask *at all times* during the meeting. Mrs. Strickon responded that she feels that she is being excluded because she does not want to be in a room with 50+ people. Wetherell explained that both the Attorney General's Office and the Secretary of State issued a joint statement that if a town is a Traditional town, they *cannot* vote virtually, and if they go to a virtual meeting format, then *only* the Board of Selectmen can make those amendments (either way you have to vote in person or it's up to the Selectmen). Wetherell further explained that there is a lot of things that the Moderator has control over, however, this is one thing that he does not, and if an individual does not want to wear a mask, he cannot forbid them from coming into the meeting, although he can make them sit in another room.

Mrs. Strickon appealed to the Board of Selectmen to please accept some type of voting for those that are immunocompromised. Ivan Strickon commented that he is not so concerned about the voting, however, he would like for he and his wife to be able to view the meeting in real time (not a recording) on some form of media, and noted that Woodstock appears to have overcome this problem, and is using an alternate format for their Town Meeting. Moderator Wetherell responded that lawmakers in Concord have presented two (2) options: (1) traditional in-person meeting, or, (2) HB 1129-virtual meeting, and Woodstock has chosen option 2 (virtual meeting) which means that the three Selectmen are the *only* three that are allowed to make motions; and the *only* three who are allowed to make amendments, and when it comes to a bond article or general operating budget, the audience is excluded from making changes (should they want to) and *only* the governing body is allowed to do that, which may not work for everyone in the event that they would like to recommend amendments. Mrs. Strickon responded that she is just asking for the opportunity to be at the meeting in some form. Wetherell replied that he would be happy to make arrangements to have the meeting broadcast live, however, they would not be allowed to virtually vote. Wetherell noted that the voting on the bond article has to stay open for one (1) hour, and they would have the option to come down to the meeting hall and vote, then leave immediately. Mrs. Strickon thanked everyone for their time and

for being willing to broadcast the meeting live. Chairman Robinson asked Chief Beard if there would be any issues Zooming the Town Meeting live. Beard responded that he will have to first test the wi-fi integrity at the Days Inn, but assured the board that he would make this work.

VII. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (e) Legal Issue

MOTION: "To go into Non-public session pursuant to RSA 91-A:3 (III) (e)" Legal Issue
Motion: OJ Robinson Second: Jayne Ludwig All in favor.

The BOS went into Non-public session at 6:52 p.m.

MOTION: "To re-enter public session."
Motion: Tamra Ham Second: Jayne Ludwig All in favor.

The Board reconvened public session at 6:59 p.m.

VII. ADJOURNMENT

With no further business to attend to, the Board made the following motion:

MOTION: "To adjourn."
Motion: Jayne Ludwig Second: OJ Robinson All in favor.

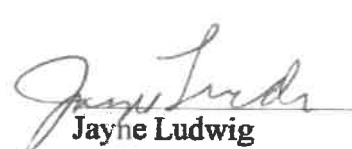
The meeting adjourned at 7:00 p.m.

Respectfully Submitted,
Jane Leslie

Approval Date: March 1, 2021


Chairman O.J. Robinson


Tamra Ham


Jayne Ludwig



TOWN OF LINCOLN

EMPLOYEE COVID-19 POLICIES

Approved July 30, 2020
(Amended February 22, 2021)

In light of concerns about the emerging health crisis associated with the current Coronavirus (COVID-19) outbreak, we are implementing the following protocols to mitigate concerns, protect our employees, and prevent contagion.

As of this date, it is important to recognize that Lincoln has inhabitants that have tested positive for the Coronavirus. The State of New Hampshire and the Federal government continue to monitor the situation on a daily basis and may modify the following protocols if and when it becomes necessary.

TOWN PREVENTION MEASURES:

- **BUSINESS TRAVEL:** All travel to attend a conference, meeting or training session should be canceled. Some specific job tasks may require travel and will continue to be allowed.
- **PERSONAL TRAVEL:** Employees traveling outside the U.S. on their personal time OR to any U.S. community with sustained community transmission are asked to notify their supervisors of the destination, dates, and mode of transportation for their travel, including such travel of any close family member with whom the employee has close and regular contacts. Such supervisors are asked to forward such information to the Town Manager. Before they can return to work, employees that choose to travel may be subject to a minimum of a 10-day quarantine period commencing the day after they return from such travel at the discretion of the Board of Selectmen. The quarantine period would be unpaid unless you choose to use your accrued vacation, sick, or PTO time, or your situation qualifies for paid leave under the Families First Coronavirus Response Act. (See additional information in the section below entitled "FULLY VACCINATED")
- **CONTACT WITH OTHERS:** Employees who have close personal contact with any COVID-19 symptomatic person are asked to notify the Town Manager IMMEDIATELY and may be subject to a minimum of a 14-day quarantine period commencing the day after such contact at the discretion of the Board of Selectmen.
- **CLEANING:** Per NH DHHS, no additional disinfection beyond routine cleaning is recommended at this time. However, we will provide disposable wipes or disinfecting spray while still available, so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) should be wiped down by employees before each use.
- **IF YOU OR ANY HOUSEHOLD MEMBER ARE SICK WITH ANY KIND OF RESPIRATORY ILLNESS: STAY HOME!** (See additional information in the Section below entitled, "STAY HOME WHEN YOU ARE SICK!").

PERSONAL PREVENTION MEASURES:

- Wash your hands with soap and water frequently and thoroughly.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue into the trash.

- Clean and disinfect frequently touched objects and surfaces.
- Wear a mask when in public areas or within 6 feet of another person.
- Employees who think they may have been exposed to COVID-19 should contact their healthcare provider immediately, and if the exposure occurs during the course of your job duties, also let the Town Administrator know.

Other than these administrative and personal prevention measures, we are maintaining a normal operating posture. We will keep you informed of any changes to our operations if, and when, they become necessary.

RISK CATEGORIES:

Based on the latest information available from the CDC and NH DHHS, the following is additional information related to risk for contracting COVID-19:

No Identifiable Risk: Any interactions with a person with symptomatic laboratory-confirmed COVID-19 infection that do not meet any of the high-, medium- or low-risk conditions. Examples of such interactions include walking by the person or being briefly in the same room.

Low Risk: Being in the same indoor environment (e.g., a classroom, a hospital waiting room, a vehicle) as a person with symptomatic laboratory-confirmed COVID-19 for a prolonged period of time but not meeting the definition of close contact.

Definition of Close Contact: The virus is thought to spread mainly from person-to-person as follows:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

STAY HOME WHEN YOU ARE SICK!

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

Symptoms of COVID-19 include the following: fever, cough, shortness of breath/difficulty breathing, fatigue, chills, nausea, muscle or body aches and/or headache, new loss of taste or smell, sore throat, congestion or runny nose, vomiting, or diarrhea.

- If you stay home pursuant to this section (i.e., because you are sick with a respiratory illness), please also contact the Town Manager or his designee to assess whether FMLA or another leave policy may apply.
- You will not be required to provide a healthcare practitioner's note for absences due to acute respiratory illness to validate your illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way. We will revert to our standard requirements once this crisis is under better control.
- If you are ill at work, the CDC recommends, and we will follow, that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover

their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

At this time, we will not request or require testing of asymptomatic employees who may have had casual interaction with a person who has tested positive for COVID-19 (e.g., a customer paying their taxes or visiting the library to check out a book). We will follow the recommendations from the CDC and the State of NH DHHS on this should they change.

Be mindful that we have flexible policies that permit employees to stay home to care for a sick family member. We are mindful that more employees may need to stay at home to care for sick children or other sick family members than is usual.

NOTE: Should Lincoln become impacted by community spread of COVID-19, we will issue additional guidelines related to protocols for essential and non-essential workers.

Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:

- o Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and HR and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- o If an employee is confirmed to have COVID-19, we will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 may refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

FULLY VACCINATED EMPLOYEES:

Fully Vaccinate refers to a member who has completed all of the required doses of any COVID-19 vaccine series within the required timeframes, **and** more than 14-days has elapsed from the time that the last dose was administered.

You do NOT need to stay home (quarantine) for 10-days or get tested for COVID-19 if either of the following apply:

- o *You are fully vaccinated against COVID-19 and more than 14-days have passed since you received the second dose of your COVID-19 vaccine.*
- o *You have previously tested positive for active COVID-19 infection (by PCR or antigen testing) in the last 90-days (if you had a previous infection that was more than 90-days ago, then you still need to follow all of these guidelines).*

Exceptions to Quarantine Requirements:

The following people do NOT need to quarantine after close contact exposure to a person with COVID-19 nor after travel outside of New England:

- o Persons who are 14-days beyond the second dose of their COVID-19 vaccine (i.e., 14-days after full vaccination).
- o Persons who are within 90-days of a prior SARS-CoV-2 infection that was diagnosed by PCR or antigen testing (if a person had a previous infection that was more than 90-days prior, then they are still subject to quarantine).

Note: It remains possible that people who are fully vaccinated or previously infected could still acquire asymptomatic SARS-CoV-2 infection, or attenuated (milder) COVID-19. Therefore, even people who are fully vaccinated or previously infected *still need to monitor themselves for symptoms of COVID-19*, continue to practice physical distancing, avoid social groups and gatherings, and wear face masks at all times when in public places and facilities.


First responders should continue to follow all recommended infection control and personal protective equipment (PPE) guidance.

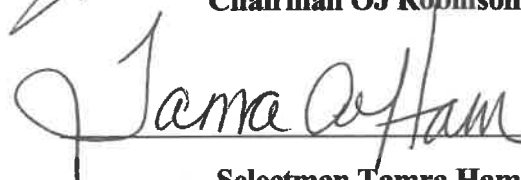
Employees have certain rights under the Families First Coronavirus Response Act that takes effect April 1, 2020. Please contact the Town Manager or his designee for additional information on what your rights are and what benefits you may be entitled to.

**BOARD OF SELECTMEN
LINCOLN, NEW HAMPSHIRE:**

POLICY REVIEWED AND APPROVED ON THIS 22nd DAY OF FEBRUARY, 2021.

**By the Board of Selectmen of the
Town of Lincoln, New Hampshire**


Chairman OJ Robinson


Selectman Tamra Ham

Selectman Jayne Ludwig

Town of Lincoln, NH 2021 Annual Meeting

Moderator's Rules of Procedure

Robert Wetherell, Moderator

Mask must be worn entering the building, and in the hall for the duration of the meeting and voting. A maskless section has been created (in the bar area) behind glass for those not wearing a mask.

*Note you shall wear a mask unless seated in the maskless section. You may participate in the meeting from there and have time to vote by secret ballot during designated times.

Chairs have been paired and distanced six feet apart. Do not move chairs.

For secret ballot voting please remain seated until the letter your last name begins with is called. While waiting for the next available ballot clerk stand six feet away from the party in front of you.

While waiting to speak, stand at least six feet behind the person in front of you. Allow time for the microphone to be sanitized between speakers.

All cell phones should be turned to silent

Each participant will treat every other participant with respect and courtesy. The moderator will not allow personal attacks or inappropriate language.

Anyone wishing to address the meeting will use the microphone and first be recognized by the moderator. Speakers will begin by stating their name. All other speakers will be considered out of order. I will allow non-voters to speak, however please identify yourself as a non-voter. While allowed to speak, you are forbidden from voting.

The initial presentations on Articles will be limited to ten minutes, all speakers in debate will be limited to three minutes (including a warning at one minute remaining). Time to be determined by the moderator. All new speakers who desire to speak will be given a chance to do so before one is given a second opportunity on the same issue.

Each Article needs a motion and a second in order to discuss it.

Only one amendment to a motion will be allowed on the floor at any one time. No amendment to an amendment will be allowed; such proposals will be dealt with as subsequent amendments after the first amendment has been voted upon. All amendments will be submitted in writing to the moderator. The subject of the original article must be addressed in the amendment and it cannot be a negative amendment.

The moderator can be overruled by a majority of the meeting.

State statutes do govern legal procedures not listed here.



Town of Lincoln



Lincoln Town Hall
148 Main Street - PO Box 25
Lincoln, New Hampshire 03251-0025

Phone: 603-745-2757 • Fax: 603-745-6743 • E-mail: Townhall@lincolnnh.org • Office Hours: Mon-Fri 8am-4:30pm

PUBLIC NOTICE

DUE TO COVID CIRCUMSTANCES, MARCH TOWN MEETING WILL BE HELD ON MARCH 9th AT THE DAYS INN (previously known as THE BEACON RESORT) LOCATED AT 557 US ROUTE 3, LINCOLN NH



VOTING WILL BEGIN AT THE OLD “DAD’S RESTAURANT FUNCTION AREA” AT 10:00am and go to 6:00pm.

**THE TOWN BUSINESS MEETING WILL BEGIN
AT 6:30 PM AT THE SAME LOCATION.**

Signs will be posted directing voters to the designated parking/meeting area.

***Note:** Masks are required to gain entry to the building, and must be worn throughout the duration of the voting session and evening’s business meeting. ***There will be a mask less section in the bar area behind glass for those not wearing a mask.**



Town of Lincoln
Selectmen's Office
148 Main Street – P.O. Box 25
Lincoln, New Hampshire 03251

O.J. Robinson Tamra Ham Jayne Ludwig

Pursuant to the provisions of RSA 41:29, II, the Town Treasurer has the responsibility to deposit all such monies received by the Town of Lincoln in appropriate financial institutions as outlined in the statute.

RSA 41:29, VI allows the Treasurer to delegate deposit or other financial functions to other town officials or employees provided such delegation is in writing and includes written procedure acceptable to the Board of Selectmen. Such delegation may only be to a town official or employee bonded in accordance with RSA 41:6.

The Lincoln Town Treasurer hereby delegates deposit function authority to the Lincoln Town Clerk/Tax Collector and her respective Deputy of the funds collected in the role. These deposits shall be made on a weekly basis or daily, whenever receipts total \$500 or more.

In making these deposits, the Lincoln Town Clerk/Tax Collector and her respective Deputy shall provide the Lincoln Town Treasurer with the deposit slip from the Town's general fund financial institution, in addition to a detailed back up report documenting the receipt of monies comprising the deposit made.

This authority shall remain in effect until rescinded by written notice of the Lincoln Town Treasurer.

Lincoln Town Treasurer

February 22, 2021

LINCOLN BOARD OF SELECTMEN:

O.J. Robinson

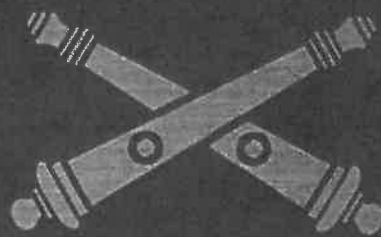
Tamra Ham

Jayne Ludwig

February 22, 2021

WHAT IS O'BRIEN'S WAY?

IT IS THIS FOOTPATH NAMED AFTER LINCOLN RESIDENT THOMAS F. O'BRIEN. THOMAS WAS STELLAR IN HIS PERFORMANCE AS AN ARTILLERY OFFICER DURING WORLD WAR II. HE WAS AWARDED THE SILVER STAR IN ALGERIA BY SAVING TWO SOLDIERS LIVES. HE WAS AWARDED THE DISTINGUISHED SERVICE CROSS IN SICILY, BY COURAGEOUSLY FACING ALMOST CERTAIN DEATH FOR A GLORIOUS VICTORY. HE WAS AWARDED A SECOND DISTINGUISHED SERVICE CROSS D-DAY ON NORMANDY BEACH, FRANCE, FOR DISREGARDING HIS OWN PERSONAL SAFETY BY VALIANTLY LEADING HIS MEN OFF THE FIRE SWEEPED BEACH. CAPTAIN O'BRIEN WAS KILLED IN ACTION ON HIS BIRTHDAY, 16 NOVEMBER 1944, IN THE BATTLE OF HAMISH IN THE HUERTGEN FOREST, GERMANY. MAY HE FOREVER BE IN OUR MINDS!!!





WATER METER REPLACEMENT PROGRAM

“Meeting the Needs of the Lincoln Community”

Introduction

At the March 2021 Town Meeting, the Town will consider a warrant article to appropriate \$1.6M to complete a town-wide water meter replacement program. The program will include the removal of existing meters and installation of new meters and technology necessary to monitor water use and assist us in managing and investing in our water and sewer infrastructure. The meter replacement program is supported by your Board of Selectman, Budget Committee, and Water Committee. The Town is asking that its residents support this important initiative. This document will serve to provide you with relevant information with regard to the Water Meter Replacement Program and its impact on the Town and its residents.

How Water Service is Currently Funded

Residents currently fund water treatment and delivery through their taxes. Approximately \$1.5 million of tax revenue funds the water and sewer system. Using tax money to pay for water service is rare and problematic for several reasons:

1. It is not fair. What residents pay for water is not dependent on how much they use.
2. It does not encourage wise water use and this stresses the system and our ability to deliver reliable service.
3. It provides no consistent, stable income for reinvestment in the system or for funding new customers.

Funding Lincoln’s Water for the Future

In most communities in America, properties are metered for water and sewer service and each property pays a fixed charge for maintaining the water system, plus a volumetric charge, based on the amount of water used, as detected by the meter. This ensures all properties pay their fair share; it incentivizes thoughtful use of water; and it provides a stable and predictable source of funds to maintain the system, make improvements, and save for growth when needed. Moving from a tax-based water system will help us better manage the system and ensure the right investments are made in the long term. This change to a fully metered system is supported by your Board of Selectman, Budget Committee, and Water Committee.

Your Questions Answered

Q. WHY CHANGE FROM A TAX-FUNDED WATER SYSTEM TO A METERED SYSTEM?

A metered system will enable us to better manage the system, continue to deliver the level of service we have all come to expect, and reinvest as needed. Near-term investments include expanding our water storage to enable better fire protection. Longer term, we are anticipating we will need to upgrade or replace our wastewater treatment plant to meet more stringent regulations.

Q. WHAT ARE THE KEY BENEFITS TO A METER-BASED SYSTEM?

Installing meters and switching to a meter-based billing structure will achieve the following benefits:

- It incentivizes wise water use, which helps us get more out of the current system and defer upgrades.
- It increases the probability of securing state and federal grants and low interest loans to offset our costs for capital improvements.
- It ensures the financial sustainability of our water and sewer operations for the foreseeable future.
- It creates customer equity and makes costs and funding more transparent.
- It allows us to better detect and pinpoint system leaks so we don't lose water, we reduce our cost of treatment and pumping, and we increase our response time to address issues.

Q. HOW MUCH WILL THIS COST THE TOWN RESIDENTS?



Water Rates

Fixed Charge (quarterly)	\$10.27
Usage Allowance (gallons, quarterly)	9,000
Volumetric Charge (per Kgal)	\$3.85



Sewer Rates

Fixed Charge (quarterly)	\$9.03
Usage Allowance (gallons, quarterly)	9,000
Volumetric Charge (per Kgal)	\$3.33

Our collective cost for this change is \$1.6M. In addition, there will be annual costs to maintain equipment and to bill users under the new rate structure.

We expect the bill for water and sewer service for a typical family of four will be approximately \$359 per year, which is about a dollar per day. This estimate includes the cost of the meter replacement program and the other investments noted above.

At this same time, all water and sewer costs will be taken off the tax rate and carried in a separate enterprise fund. A \$200k home can expect a \$442 reduction in property taxes once the new water and sewer billing rate structure is implemented.



MARCH

Town Approval



APRIL - MAY

Competitive Contract Bid



JUNE

Select Qualified Firm



JULY - Q1 2022

New Meters Installed



Q2 2022

New Bills Issued

Q. WHAT ARE NEXT STEPS AND HOW LONG WILL IT TAKE TO IMPLEMENT?

We expect a single firm to furnish and install the meters and billing system. Town staff will oversee the work to ensure it is completed in accordance with town requirements. We have already determined our initial billing rate methodology and structure, and intend to do annual reviews to ensure we continue to have a fair, transparent, and financially sustainable rate structure that will support the level of service we desire for our community.