

LINCOLN BOARD OF SELECTMEN

APPROVED

MEETING MINUTES

JANUARY 13, 2020 – 5:30PM

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

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

Staff Present: Town Manager Burbank, Chief Ron Beard, Chief Chad Morris & Administrative Assistant, Jane Leslie.

Public Present: Roger Harrington

I. CALL TO ORDER

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

II. REVIEW AND APPROVAL- MINUTES OF THE PREVIOUS MEETING

MOTION: “To approve the Board of Selectmen meeting minutes of December 16, 2019 as amended.”

Motion: Tamra Ham

Second: Jayne Ludwig

Motion carries.

MOTION: “To approve the Board of Selectmen meeting minutes of January 6, 2020 as amended.”

Motion: Tamra Ham

Second: Jayne Ludwig

Motion carries.

MOTION: “To approve the Board of Selectmen Non-public meeting minutes of January 6, 2020 as presented.”

Motion: Tamra Ham

Second: OJ Robinson

Motion carries.

III. SETTING GOALS FOR 2020 AND REVIEW OF 2019 GOALS

2019 Board of Selectmen’s Goals

The Board reviewed the following goals established in 2019 and detailed their status.

- **Water Meters & Water Rates** – There will be a bond article for water meters for this upcoming March Town Meeting. The town has contracted services with a company to conduct a water rate study. This goal will remain on the list for the board’s 2020 goals.
- **Sewer Issues (capacity & town growth) sewer upgrades and funding** – this will remain on the board’s 2020 goal list.
- **Village at Loon water pipe to the tank feeding Coolidge Falls & Clearbrook** – the board was not certain if any progress has been made at this point and agreed to keep it on the 2020 list.
- **Work on obtaining written agreements (defining responsibilities) for PORS (privately owned redistribution systems).** This goal will remain on the board’s 2020 list.
- **Process and timeline to resolve water pressure issues, adding addition to the South Peak tank, additional tank at new location** – the board is actively working on this item and it will remain on the 2020 list.

- **Crosswalks (crosswalk at Clarks is on hold; crosswalk at Gordy's needs a light, Gypsy Café Crosswalk** – Clark's Trading Post continues to remain on hold, and the crosswalks at the Gypsy Café and Gordy's Restaurant are done. The sign at the Gypsy Café has also been relocated so that the crosswalk signage is more visible.
- **Public parking/Riverfront parking** – progress is being made with the Riverfront Park Area/public parking. This will remain on the goals list.
- **Kanc Recreation Area parking** – the land at the Kanc Rec has been surveyed. Selectman Ham asked if the money in the CIP was going to be available soon to pave the parking lot at the Kanc because the parking lot is in very bad shape. Chairman Robinson noted that there is currently \$10k in the CIP for paving. This will remain on the goals list.
- **Workforce Housing** – This item will remain on the goals list.
- **The Pines at Forest Ridge retention pond** – This is an ongoing issue and will remain on the list.
- **Obtaining viable members to join town committees** – this goal will remain on the list.
- **Short-term Rentals** – This item will be added to the 2020 list.

The board agreed to discuss their goals further the week after Town Meeting (March 10th).

IV. OLD/NEW BUSINESS

Town Managers Report

Lincoln Police Department Dispatch

Town Manager Burbank explained that the Lincoln Police Department officially began dispatch services for Woodstock Police Department at 8am this morning. The Board congratulated Chief Morris on this new relationship.

Energy Committee

Town Manager Burbank informed the board that the Energy Committee will be holding their first meeting on Wednesday, January 15th at 4pm. Two (2) members (Cindy Lloyd & Tanya Patterson) had to withdraw from the committee due to conflicts in their schedule. The other three (3) members are Bev Hall, Dirk Mahling, and Deb O'Connor. Selectman Ham agreed to attend the first meeting as the Selectmen's Representative, and Chief Beard also agreed to join the committee.

MOTION: "To assign Chief Ron Beard to the Energy Committee."

Motion: OJ Robinson

Second: Tamra Ham

Motion carries.

Town Hall/Offices Closed

Town Hall/offices will be closed on Monday, January 20th in observance of the Martin Luther King Holiday. There will **not** be a Board of Selectmen's meeting unless something pressing comes up.

Town Street Lights

Town Manager Burbank explained that Roger Harrington had brought to the Boards attention that numerous street lights were out on Main Street. The Police Department went around checking all of the street lights in town and found that 25 lights were out. Burbank had forwarded this list to the NH Electric Coop who began working on these issues today. The Board thanked Mr. Harrington and the Police Department.

Old/New Business

Short-term Rental Ordinance

Chairman Robinson explained that the Board had been discussing the creation of an ordinance and a registration process for short-term rentals in an effort to get an idea of how many short-term rentals there are throughout the town, and where they are located. The town's legal counsel stated that this was not under the purview of the Board of Selectmen, but rather the Planning Board. After the Planning Board reviewed this ordinance, they determined that they did not want to regulate short-term rentals, however, felt if the Selectmen wanted to register these rentals that would be up to them. Town Attorney, Peter Malia reviewed the ordinance and aligned it to coincide with NH State Laws (fines, appeals etc.). The Board discussed what a "registration process" would look like, and how critical this information is to life safety and emergency services (Police & Fire Dept.).

Robinson explained that they will need to hold two (2) public hearings if they wish to adopt this ordinance as well as determine whether or not they would want to facilitate this process in-house, or hire a third-party company to do the work. If a third-party is hired to handle the registration process, this would cost money and most likely trigger an application registration fee to cover the same. A discussion ensued on a dollar amount to charge for the registration of short-term rentals, and agreed that a \$50 annual fee to register short-term rental units per tax parcel would be appropriate. The board also agreed that the owner of any *unregistered* short-term rental unit(s) will be fined starting August 2, 2020.

Town Manager Burbank commented that the property owners would be able to register their units and pay the \$50 registration fee via the town website which could be processed right at Town Hall. Burbank explained that this could be a seamless process that would require an initial system set-up so that credit cards could be accepted on the town's website.

Chief Beard has already begun researching sample templates for the registration form (based on what other towns/cities nationwide are using) and agreed to coordinate with Chief Morris so that the form is relative to the needs of both the Fire and Police departments.

Robinson suggested that the ordinance can be mailed out with the spring tax bills (June, 2020) which will ensure that all property owners receive this information, as well as provide adequate time for short-term rental properties to register their units. The board agreed to schedule the first hearing on Monday, January 27th at 5:30 pm and the second public hearing on February 3rd at 5:30 pm. This ordinance will then go into effect August 1, 2020, and the fines will be administered after August 2nd for short-term rental owners who fail to register their unit(s).

Board of Selectmen's Annual Report

The Board reviewed the draft of their annual report and made a few edits.

Joint Budget Committee meeting with Woodstock

There will be a joint budget meeting with Woodstock tomorrow night (January 14th) here in Lincoln. Lincoln's Budget Committee will meet at 5:30 pm, and the joint session is scheduled to begin at 6:00 pm when Woodstock arrives. Both Lincoln and Woodstock Board of Selectmen have been invited to attend, although it is *not* a joint Board of Selectmen's meeting.

Public Participation

Roger Harrington asked the Board if they removed The Pines off of their goals list. Selectman Ham clarified that the retention ponds up at The Pines will remain on their 2020 Goals List.

IV. NONPUBLIC SESSION *Pursuant to RSA 91-A: 3:II (a,c,e) Legal update & Personnel Issue*

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

Motion: Tamra Ham

Second: Jayne Ludwig

Motion carries.

The Board went into non-public session at 6:55 pm.

MOTION: "To re-enter public session."

Motion: OJ Robinson

Second: Jayne Ludwig

Motion Carries.

The Board came back into public session at 7:25 p.m.

V. ADJOURNMENT

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


MOTION: "To adjourn."

Motion: OJ Robinson

Second: Jayne Ludwig

Motion Carries.

The meeting adjourned at 7:30 p.m.


Respectfully Submitted,
Jane Leslie

Approval Date 1 /27 / 2020


Chairman OJ Robinson


Selectman Tamra Ham


Selectman Jayne Ludwig

Roger Harrington
(Print Name)

Roger Harrington
(Sign Name)

