

**LINCOLN BOARD OF SELECTMEN
MEETING MINUTES (VIA ZOOM)**

APPROVED

APRIL 1, 2020 – 4:00PM

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

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

Staff Present: Town Manager Burbank (via Zoom), Police Chief Chad Morris, and Fire Chief, Ron Beard (via Zoom)

Public Present: *There was no public present*

I. CALL TO ORDER

Chairman Robinson called the meeting to order at 4:00 pm.

II. OLD/NEW BUSINESS

Chairman Robinson thanked Chief Beard for setting up the Zoom Video Conferencing so that the Board of Selectmen can continue meeting in a safe manner while offering the public the ability to participate remotely. Robinson explained that this will allow the Selectmen to continue conducting town business and keeping the town running. Robinson further explained that when it is time for the *Public Participation* segment of the meeting, they will provide an email address (Townmanager@LincolnNH.org) for the public to write in and ask any questions or make comments directly to the Board of Selectmen in real time.

Selectman Ludwig welcomed everyone that was watching the meeting this evening and re-affirmed that we are all in this COVID-19 crisis together.

Chairman Robinson gave a big congratulations to the Town Manager and all of the staff members that have pitched in and are collaboratively working to keep the town going. Robinson also thanked the Police Chief and Fire Chief for putting in a lot of hard work (and their staff), and reiterated that even though the office is closed, daily functions are still operating, just in a different manner.

Bond – Additional Funding for the levee

Chairman Robinson explained that Article 03 passed at Town Meeting which was for a bond in the amount of \$311,000 (additional funding for the levee project). A quote was received from the Bank of NH for either a five (5) year term, or a ten (10) year term, and asked the other selectmen if they had a chance to review the amortization schedules and if they had any thoughts on how they would like to proceed. There was a brief discussion concerning the five- and ten-year terms, and what would be best in light of today's current crisis. Robinson also noted that the 5-year note is at 1.87%, and the 10-year note is at 2.80% (\$14k more in interest). Robinson recommended that due to the uncertain and precarious economic climate of today's world, he would like to be overly conservative with the budget (operating & CIP) and weigh each expense carefully (see what we can do without). Essentially, any expenses that can be "put-off" should be, and he will speak with the CIP Committee this summer and see if there are any capital expenses that can possibly be "stretched out", and perhaps reduce the total operating budget by cutting back on some of these expenditures.

Town Manager Burbank commented that he reached out to all Department Heads last week and told them that any expenses in excess of \$500 must first be approved by him. Chairman Robinson asked Burbank to explain the roles of employees at Town Hall now that the building is closed to the public (i.e., Planning, Town Clerk etc.). Burbank explained that he closed the Town Hall building on March 16th so that the Town

Hall staff may continue to work in a safe environment and not have to worry about the threat of someone coming in from the public that may be infected with the virus. Burbank explained that he is currently working from home, and there is one person working in the Town Hall conducting daily operations; the Town Clerk's office is still open (phone & online services) and the public is able to drop their paperwork off in the "new" secure drop box in front of Town Hall (motor vehicles, taxes etc.). The Town Planner, Carole Bont is working remotely from home, and Chief Beard and Chief Morris and their staff continue to work daily in their departments. Burbank further commented that he is happy that they have the ability to utilize this ZOOM Video Conferencing so that the town's leaders are kept safe and able to continue conducting town business. Burbank also noted that he has not received any complaints from the public concerning the new operations in town, and on the contrary have been very supportive. Selectman Ludwig asked if they should put the operating budget on the next Selectmen's agenda, and have copies for each of the Selectmen so that they can review the economic adjustments that may need to be made in respect to operating and capital costs. Burbank said he would have Finance Director, Johnna Hart forward the budget to them for next week's board meeting.

Selectman Ham asked if all of the Public Works crew were working and out-and-about. Burbank explained that one Public Works employee is home this week due to underlying medical conditions, and being a high-risk candidate for contracting COVID-19. The other three (3) Public Works employees are working individually, and keeping the 6-foot recommended social distancing from each other. Burbank added that the Public Works Department along with the Solid Waste Facility are considered "essential employees" as is the Police and Fire Departments. Burbank also noted that two (2) employees are home for possible COVID-19 exposure and will be home for the 14-day required quarantine time.

Capital Well

Chairman Robinson explained that they have heard from Capital Well and they have agreed to not charge the town for the one (1) well that they had tested and provided incorrect data on (5 wells were tested in all). The Selectmen were pleased that this money will be refunded to the town.

Industrial Business Park Lot

Chairman Robinson received an email from Delia Sullivan who had a standing offer for a lot in the Industrial Business Park. Robinson explained that Article 7 – Convey the Town-Owned land on Arthur Salem Way to Kurt O'Connell was defeated at Town Meeting, and Ms. Sullivan's email explained that she is still interested in purchasing the lot. Due to the current COVID-19 outbreak, the Sullivan's are not prepared at this time to deal with this purchase, and would like to wait a few months. Robinson was fine with this and prepared to wait until the Sullivan's are ready to take the next step. Selectman Ham commented that she would like to set a date (e.g., September 1st) so that this is addressed sooner than later, and if the Sullivan's need to request an extension at that time, they could do so. Robinson thought this was a great idea, and the board agreed to extend the offer on the lot to September 1, 2020 and see what the Sullivan's motivations are at that time if the purchase has not been completed.

Public Participation

Emails/Text Messages received from town residents

The Board of Selectmen received an email from a concerned resident urging them to direct local retailers to install plexiglass partitions/barriers to protect their employees that are working at their cash registers. Robinson was not aware of any businesses that are currently doing this, and asked Chief Beard if he was aware of any CDC (Center for Disease Control) guidelines urging the same. Chief Beard explained that the CDC has made this recommendation, however, it is not written as an enforceable order. Beard has noticed that the Irving Gas Station up on Route 3 has installed a plexiglass barrier that does protect the cashier, but was not certain if other businesses are following suit. Selectman Ham commented that the

Lincoln Post Office has hung clear plastic that shields the entire post office counter. Town Manager Burbank also noted that the Town Hall windows now have plexiglass barriers to shield the staff from customers at their windows. Robinson thought it would be a good idea if the town “recommends” or encourages local retailers take steps to protect their employees, and to put a notice out on the town website and Facebook page as a recommendation, and forward the same to the Chamber of Commerce. Robinson asked Chief Beard to research this recommendation (what retailers should be doing) through his resources and work with Jane Leslie to get this information posted to the public. Selectman Ludwig would like the public to also be aware that when going out, they should cover their hands and mouth with face masks and gloves to help slow the spread of the COVID-19 virus.

The board received another email requesting that the town urge the US Forest Service to close all trails in the Lincoln area to the public. Chief Morris commented that Deputy Chief Burnham had spoken to the Forest Service and they are looking at the state’s popular destinations (Tuckerman’s Ravine & Mt. Major) however, at this point there are no indications that the Forest Service will be closing any trails in town. Robinson commented that physical and mental health are both very important during this time, and there is nothing wrong with going outside and hiking remote areas and to just assume that Fish & Game and the US Forest Service continue to monitor this situation. Selectman Ludwig felt that any health concerns that the public has should be voiced directly to the US Forest Service (www.fs.usda.gov).

A text message was received concerning a notice that the Town of Waterville Valley had posted on their town website concerning second homeowners and travelers to the area. This notice referenced Governor Sununu’s stay-at-home order that became effective at midnight, Friday, March 27th. Town Manager Burbank feels that the Town of Lincoln is going to see an increase in out-of-state visitors and second homeowners in the coming days because they think they will be safer here than at their primary residence. Selectman Ludwig thought it would be a good idea to post this notice, however, Selectman Ham did not. Ham cited two examples of families that have recently traveled to Lincoln from the Boston area because they have the ability to work remotely (or they are not working) and fearful that they and their children may come into contact with the COVID-19 virus. These people are simply trying to keep their families safe, and travelling to our town to do the same while abiding by all recommended safety measures (masks, gloves, etc.). There was a brief discussion concerning out-of-state travel, with Ludwig stating that this is a pandemic. Chief Morris explained to the board that the electronic message board was placed on Main Street (when you come off of the highway) asking all visitors from out-of-town to please adhere to the governor’s orders to quarantine for 14-days. Morris feels if people are going to travel here, they should just abide by the orders like everyone else has too, and if anyone sees large gatherings of people, to please report it to the Police Department. Robinson read the following notice that was posted on the Town of Waterville Valley’s website: **Notice to Property Owners & Visitors to Waterville Valley: “As you may know, Governor Sununu has issued a stay-at-home order here in New Hampshire, effective at midnight Friday, March 27th. With this order, every state in the Northeast, from Delaware to Maine is under some sort of isolation order. We ask that property owners observe their local shelter-in-place order and not travel to Waterville Valley. First of all, we are working under the assumption that the COVID-19 virus is here in town, just as we assume that it is everywhere in our state, region, and country. We are making this request for your safety, and the safety of those here in town. The full-time population of Waterville Valley has a high proportion of “at risk” people and we do not want to put this population at increased risk of infection. We appreciate your assistance in reducing social contact and helping us to stop the spread of COVID-19.”**

Chairman Robinson commented that this message definitely spells out the safety aspect from the town’s position, and Town Manager Burbank agreed and noted that it is well-worded and non-restrictive, and more an advisory request that could be posted on the town’s website. Selectman Ham asked if Chief Beard

and Chief Morris could review it and revise it so that it is relative to Lincoln and then send it back to the Board of Selectmen for a final review.

Tax Lien Request

The board received a tax lien request from Town Clerk/Tax Collector, Kristen Brophy concerning a resident in town that has recently had medical/employment issues, and their property is going to tax deed on May 24th if they do not pay their balance due (approximately \$270). The individual would like to work out a payment plan that would take them into the fall months. The Tax Collector has worked out a payment plan with the property owner and is hoping the Board of Selectmen will approve it. The board was in agreement and made the following motion:

MOTION: “That the Board of Selectmen give the Town Clerk permission to waive this Tax Deed and set up a payment plan to get the back taxes paid off.”

Motion: OJ Robinson

Second: Tamra Ham

All in favor.

The board thanked the property owner for their efforts to pay-off their back taxes.

Mountain Club on Loon

Chief Beard informed the board that the state has entered into an agreement with The Mountain Club on Loon for a First Responder/Medical Professional Quarantine site. This site will be available for all emergency first responders (Police, Fire, & Ambulance) and medical professionals only within the Speare catchment area. Beard explained that there are 96 first responders in quarantine as of today (60 are in Law Enforcement).

CRVI vs. Town of Lincoln Law Suit

Chairman Robinson explained that the Town of Lincoln was served a law suit by CRVI (owner of the land across the South Mountain Bridge-South Peak Resort) who is the developer that owns the remaining undeveloped land. Robinson explained that this is a multi-faceted lawsuit that covers a variety of aspects including vested rights, assessments, and water pumping. The Selectmen will be discussing next steps in Non-Public session this evening.

Public Participation

Chairman Robinson informed the public that if they would like to email in questions or make comments at this time, to please email Townmanager@LincolnNH.org.

There was no public participation.

VI. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (e) Litigation

MOTION: “To go into Non-Public Session pursuant to RSA 91-A: 3II (e) Legal Update

Motion: OJ Robinson

Second: Tamra Ham

All in favor.

The Board went into non-public session at 5:15 pm.

MOTION: “To re-enter public session.”

Motion: OJ Robinson

Second: Jayne Ludwig

All in favor.

The Board came back into public session at 6:34 p.m.

IV. ADJOURNMENT

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

MOTION: "To adjourn."

Motion: OJ Robinson

Second: Tamra Ham

All in favor.

The meeting adjourned at 6:35 p.m.


Respectfully Submitted,
Jane Leslie

Approval Date: April 20, 2020

Chairman O.J. Robinson

Tamra Ham

Jayne Ludwig

