

**LINCOLN BOARD OF SELECTMEN'S**

**APPROVED**

**MEETING MINUTES**

**VIA ZOOM VIDEO CONFERENCING**

**JUNE 1, 2020 – 5:00PM**

**LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH**

**(MEETING VI ZOOM VIDEO CONFERENCING)**

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

**Staff Present:** Town Manager Burbank, Fire Chief Ron Beard, Police Chief Chad Morris, and Administrative Assistant Jane Leslie

**Public Present via Zoom Video Conferencing:** Nancy & Paul Cunnings (Deer Park residents), Susan and Mark Dixon (Deer Park residents), Irene Foley, Dave Driscoll (Deer Park residents), John Imbrescia, Cynthia Lloyd, Dave Beaudin, and Bill Leaver (Crooked Mt. Road resident).

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**I. CALL TO ORDER**

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

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**II. REVIEW AND APPROVAL- MINUTES OF THE PREVIOUS MEETING**

**MOTION: "To approve the joint BOS meeting minutes of May 7, 2020 as presented."**

**Motion: Tamra Ham                      Second: Jayne Ludwig                      All in favor.**

**MOTION: "To approve the joint BOS Non-public meeting minutes of May 7, 2020 as presented."**

**Motion: Tamra Ham                      Second: Jayne Ludwig                      All in favor.**

**MOTION: "To approve the meeting minutes of May 11, 2020 as presented."**

**Motion: Tamra Ham                      Second: Jayne Ludwig                      All in favor.**

**MOTION: "To approve the Non-public meeting minutes of May 11, 2020 as presented."**

**Motion: Tamra Ham                      Second: Jayne Ludwig                      All in favor.**

**MOTION: "To approve the meeting minutes of May 18, 2020 as amended."**

**Motion: Tamra Ham                      Second: Jayne Ludwig                      All in favor.**

**MOTION: "To approve the Non-public meeting minutes of May 18, 2020 as presented."**

**Motion: Tamra Ham                      Second: Jayne Ludwig                      All in favor.**

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**III. DEER PARK LINCOLN CONDOS ABATEMENT *Discussion***

Chairman Robinson explained that this discussion concerns abatements requested by condo owners at the Lincoln Deer Park Development, along with the following email received from Deer Park resident, Nancy Cunning:

*Hello and to it may concern,*

*We are very interested in being present at your next meeting on June 1st at 5:00 pm. We understand the meeting will be held on Zoom. We would like to have you better understand what we are asking from the Town of Lincoln. Lincoln water has been calculated and charged to us into our Lincoln property taxes.*

*We have been here for 32 years and watched our unit 309 Lakeside East being built by Satter the developer of Deer Park. It was our understanding when we bought the unit from Satter, a water charge would not be calculated into our Lincoln property taxes and for all these years, we thought this was the case. However, it was brought to our attention we are paying twice for water, to the town of Lincoln, and to the town of Woodstock where we get our water. We do not believe it is lawful to be charged for a service that is not available to us from the Town of Lincoln and to have it calculated into our property taxes for us to pay when we have been paying for water and sewer to the town of Woodstock where our water is actually coming from. For 32 years we have been charged for water that is not available to us by The Town of Lincoln, along with the other seven homeowners at Lakeside in Deer Park.*

*We strongly feel we should be compensated one way or another for water we have been charged for, that is not available to us, and that this unlawful charge is dropped by the Town of Lincoln going forward.*

*We look forward to discussing this further with you on June 1st at your town meeting.*

*Thank you,  
Nancy Cunning*

Nancy Cunning explained to the board that the three (3) Deer Park Trustees are present, and she preferred that they speak on this issue tonight. Susan Dixon addressed the board and explained that Deer Park resident Irene Foley had informed the trustees that Lincoln water is billed into their tax bills despite the fact that the eight (8) units located in the Town of Lincoln have been, and continue to be paid directly to Woodstock for their water usage. Ms. Foley went and spoke with both Woodstock and Lincoln Town Halls, and was told by Lincoln to fill out an abatement request form and submit it to the town, which the property owners had done, and all three (3) were denied. Dixon explains that the abatement appeal denial was based on the fact that the “water” is not part of the assessing component, however, Dixon was not looking for a change in her assessment, but rather some form of compensation because the Lincoln Deer Park owners cannot get their water from Lincoln (i.e., lower tax rate, Lincoln pay for their water). Dixon feels that Deer Park is paying for other residents’ water, as well as paying Woodstock for their water and seeking some form of relief from this.

Paul Cuning commented that they are also paying Woodstock for their sewer usage, and questioned whether or not they are also paying Lincoln for sewer. Chairman Robinson responded that the operating budgets for the water and sewer departments are included in the general budget for The Town of Lincoln, therefore, the taxes that property owners are paying go directly into the general budget (which includes water and sewer). Robinson further explained that the tax rate is based on the assessment for the property (market-value for each property) which is why their abatement requests were denied. Robinson clarified that the real issue that Deer Park residents have does not appear to be the abatement, but rather paying taxes for services that the Deer Park residents do not receive from Lincoln (and pay to Woodstock). Robinson noted that this can be a complicated issue (but not uncommon), and many tax payers often have to pay for services that are not always available to them. One example Robinson cited was that Deer Park residents have to pay to plow/ maintain, and repair their own roads, whereas most Lincoln residents have their town roads maintained/repared/paved and plowed at the town’s expense. Robinson added that there are numerous homes in Lincoln that are not on the town sewer, and one of the few towns that have universal water and sewer to most homes. Homes that have private sewer systems are responsible for the maintenance and cleaning of the same, and not reimbursed to the property owner. This is the same for homes that are on private roads, in that they are responsible for all maintenance and winter plowing, and not reimbursed either.

Selectman Ludwig commented that she has done a little research on the history of the Deer Park Development, and back when the development was originally constructed someone had given approval to hook up the units to Woodstock water in an apparent effort to make it “easier.” Ludwig added that the board has also been discussing possibly installing water meters in town due to the town’s expanded growth over the years.

Robinson summed up the discussion by explaining that they cannot adjust individual tax bills based on what services the individual tax payers are/are not receiving because the taxes are based on the market value assessment for the property, which is a statewide practice. Dave Driscoll commented that he understands the town’s position on this matter, and feels Robinson provided very good examples in explaining this situation. Robinson thanked the Deer Park residents for voicing their concerns and bringing this matter to the board’s attention.

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#### **IV. JULY 4<sup>TH</sup> FIREWORKS AND PARADE Discussion**

The board agreed to postpone this discussion until they meet with Woodstock Board of Selectmen tomorrow night (June 2<sup>nd</sup>) via Zoom at 5:00 pm.

**MOTION: “To postpone this discussion until tomorrow night’s joint board meeting with Woodstock.”**

**Motion: Tamra Ham**

**Second: Jayne Ludwig**

**All in favor**

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#### **V. “FIRST COME – FIRST SERVE” POLICY OF WATER & SEWER ALLOTMENTS**

Chairman Robinson explained that after a discussion with Town Counsel over the town’s current policy of allotting water and sewer rights to developers, which is first-come, first-serve (whoever is ready to build can look at what the town has for its current water and sewer supply). The town has been challenged on this by South Peak Development, whereas they have reached what they consider as a vested project, and within their right to complete the project as originally approved back in 2006 (Master Plan) without having to go before the Planning Board again. This challenge has been discussed with the town’s attorney, and Robinson would like to reconsider this, and make the following motion:

**MOTION: “To amend the Town of Lincoln “First-come, first-serve” approach to water and sewer allocations to the following:**

**Water and sewer allocations will be allotted on a first-come, first-serve basis only after all allocation for incomplete but “Vested” projects are reserved. The developer of any proposed project will have to show that there is adequate water and sewer available after the projected allocations of all vested projects have been considered. This revised policy will go into effect on June 1, 2020. Any projects that have been approved or have made application prior to June 1, 2020 will be treated according to the previously adopted “first-come, first-serve” basis that does not require the consideration of incomplete vested projects. The following are considered to be incomplete vested projects as of June 1, 2020: *The Landing, Riverwalk, Forest Ridge, Coolidge Falls, and South Peak Resort*”**

**Motion: OJ Robinson**

**Second: Tamra Ham**

**All in favor**

There was no further discussion, however, Robinson noted that this will no doubt be controversial, but it is the right thing to do and the town is in a better position to defend this because some of these vested projects have invested millions of dollars, and with a limited sewer capacity that is reaching its limits, they should not be denied the ability to complete their projects.

**Question:** *“Can you tell me why developers should have to prove the water and sewer capacity of the town in the future? How are they supposed to have all relevant information pertaining to water and sewer usage?” -Paul Beaudin*

**Question:** *“Can you explain why we are still in violation of the filtration/disinfection process portion of the recent water report. Especially given the recent investments in water storage tank circulators and the installation of new media in the treatment plant filters.” -Paul Beaudin*

Chairman Robinson responded that the Consumer Confidence Report was attached to the tax bill, which is what Paul was referring to. Dave Beaudin commented that the water violation was in the first quarter of 2019, and the town has been in compliance ever since then.

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## **VI. PLANNING BOARD FEE STRUCTURE *Discussion Cont'd from May 18<sup>th</sup>***

Chairman Robinson suggested they postpone this discussion until next week. Selectman Ludwig commented that Carole Bont and Chief Beard were supposed to discuss a billing plan relative to the revised Planning Board Fee Structure, and how it is going to be handled in-house once the fees are acquired. This will also be discussed at the next board meeting.

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## **VII. OLD/NEW BUSINESS**

### **OLD/NEW BUSINESS:**

#### **Lady's Bathtub Public Swimming Hole**

Resident Cynthia Lloyd submitted an email to the Board (see attached) concerning public use/swimming at Lady's Bathtub during the COVID-19 crisis. Selectman Ham asked if there is signage that can be posted at Lady's Bathtub urging the public to follow all CDC's recommended guidelines. Town Manager Burbank responded that the town does not have any signage, but could certainly have it made. Ham thought it would be a good idea to do this temporarily, until the Governor provides further guidance on this matter. Selectman Ludwig questioned why the town doesn't just close Lady's Bathtub until the COVID crisis subsides. Ham was not in favor of closing the swimming area, but rather providing guidelines that remind the public to be mindful of social distancing and best practices during this time, as she does not want to deprive the local residents who enjoy going to Lady's Bathtub.

Town Manager Burbank commented that the Police Department has inherited the job of enforcing all of the Governor's orders, and the restaurants alone have been keeping them busy, and it is not like the Police will be arresting anyone violating these guidelines. Burbank explained that the state is not conducting any oversight, and has pushed the enforcement aspect down onto local government. Burbank feels that if we close Lady's Bathtub, the other swimming spots in town (Gravity, Old Hole) will be twice as busy, and the Police Department simply does not have the capacity or manpower to monitor these swimming sites.

Selectman Ludwig questioned why all of the sudden there is an influx of people at Lady's Bathtub (as stated in Cindy Lloyd's letter) when it has not been an issue in previous years. Cindy Lloyd (Riverfront Condo resident) responded that every year the amount of people using Lady's Bathtub seems to increase, and this year the warmer weather came early, and so did the people. Lloyd added that they understood that this would happen at the time the Riverfront Condos were being built years ago, however, the original intent was that it would be a public swimming area for Lincoln and Woodstock residents only, however, on any given day at least 75% of the vehicles parked in the lot have out-of-state license plates. Lloyd noted that Woodstock has closed all of their swimming spots because many people are not adhering to the CDC's recommended social distancing guidelines, and the town has an obligation as the owner of the Lady's Bathtub property to ensure the health and safety of all residents in town. Lloyd feels that the biggest issue



at this time in light of the current crisis, is that the swimming hole is a matter of feet away from a residential community, and people are spread out all over the swimming area and leaving trash behind which no one wants to touch or clean up due to the COVID-19 virus. Lloyd explained that she is the spokesperson for many of the Riverfront residents who live in her complex, and their primary concern is their personal health and safety in the midst of the current COVID environment, and their close proximity to a swimming area.

Chairman Robinson replied that Cindy outlined several options in her email (see attached) as potential ideas that can help control the amount of people visiting Lady's Bathtub as follows: (1) general signage about COVID-19 and the CDC's recommended guidelines (social distancing, being responsible), (2) restrict usage to Lincoln-Woodstock residents only, and, (3) to close the Lady's Bathtub for the summer. Robinson feels that any one of these three options can be implemented with signage, however, would require enforcement, which is the difficult part.

Chief Morris joined the discussion and explained that this is the first he has heard about this issue, and is not certain how this would be done because the Governor has just re-opened all of the beaches, and hotels will be re-opening shortly. Morris feels that people would just access the swimming area from across the river or another area if the town closed down this entrance.

**Comment:** *"Just to mention Loon Mountain has closed all parking and access to the river from their parking lots." -Paul Beaudin*

Town Manager Burbank remarked that if Loon in fact has closed their parking lots and riverfront access, this will only increase pressure for the public to use the Lady's Bathtub access. Selectman Ludwig feels that for safety reasons, they should just shut this swimming area down for the summer, or just shut it down until the Governor allows the re-opening of swimming pools. Selectman Ham does not want to see the Lady's Bathtub closed, but would like to see signage. Ham also feels that the town should encourage the public to do things safely and correctly rather than to just shut it down. A brief discussion ensued and the board decided to have temporary signage posted at Lady's Bathtub that outlines CDC's recommendations and guidelines, and also states that if the swimming facility is overcrowded, to please find an alternative swimming spot. Chief Morris asked the board that whatever restrictions they should decide to impose, that they be based on NH-RSA's so that they can be enforceable ("recommendations" are not enforceable). Cindy Lloyd explained that any effort on the town's behalf is greatly appreciated, and thanked the board for their consideration.

**Question:** *Is there any problem with people swimming at any of the other town swimming holes like "Old Hole," "Gravity" or "Boys Bathtub?" Who looks to see if people are doing what they should be as far as distancing at these places?" -Paul Beaudin*

The selectmen responded that they have already covered this earlier in the meeting.

**Comment:** *Just an FYI there are two points of access to Old Hole and Boys Bath Tub from South Mountain parking lot although that too is closed off" -Paul Beaudin*

**Question:** *"If you close Ladies Bathtub and people go there; would it not be like Loon closing their access river and people still going to river there? It would be at their own personal risk? -Paul Beaudin*

### **Closed Captioning**

Chairman Robinson explained that he forwarded the board information from a closed captioning company called *Total Caption*, who provided several different options available to the town (see attached).

Robinson explained that one type of closed captioning system he researched would allow the viewer to watch the live Zoom meeting and choose to either have the captions appear on the screen or not. This would *only* be available if the viewer was watching the meeting live, however, upon conclusion of the meeting, the captioning would go away, and when the meeting is uploaded to the website there will not be any captions. The rates for this service would cost \$125/hour before 7:00 pm, and, \$135/hour after 7:00 pm. If the board wants to save the captioning and have them embedded into the video and uploaded onto the website, the cost is an additional \$90/hour. These captions will become part of the video and cannot be turned off. Selectman Ham noted that they will have to account for the Planning Board, Zoning Board, and Budget Committee meetings as well, and her estimate is that it would cost upwards of \$50-\$60k per year. Town Manager Burbank questioned if this would be compatible with the town's current livestreaming equipment. Robinson explained that this would only work with Zoom and Webex platforms, therefore, each meeting would have to be recorded onto the Zoom Video platform once they return to in-person meetings at Town Hall. Selectman Ham questioned what would happen when a public participant asks a question or comments during a meeting? Robinson explained that they would have to speak directly into a computer so that it could be captioned. Ham responded that she is still in favor of *not* livestreaming any board meetings once the COVID restrictions are lifted, because it is simply not responsible to spend \$50k-\$60k a year of taxpayer money on closed captioning at this time.

Robinson explained that the other item he was looking into was based on a suggestion that was made in an email he received from Lisa Philbrick, which would add the captioning after the fact (once the meeting has ended). The video would be sent to a company called *Transcript*, who would add the embedded captioning within five (5) days (assuming it is a 2-hour meeting) at a cost of \$200 (2-hour meeting). Ham responded that this would still cost approximately \$10k per year for Selectmen meetings only, and both options discussed would not meet the ADA Compliance Standards. Robinson commented that the only other option that would meet ADA compliance standards would be to discontinue broadcasting the live Zoom meetings, and once regular Town Hall meetings resume they would have to continue using the Zoom meeting platform and each Selectman would speak in front of their computer, and then the recording would be sent out to have the captioning embedded so that it could be uploaded to the town's website a week later.

Ham asked if they could post the meeting video to the town's website after the written meeting minutes have been approved and posted (once meetings resume at Town Hall) and if they would still need the closed captioning? Robinson responded that this is a legal question on ADA Compliance, and he did not have the answer to that. Town Manager Burbank commented that the current ADA Compliance Standards require no more than a 3-second delay from the moment a word is spoken, and it must be at least 98% accurate. Robinson questioned whether or not this was the case with recorded meeting videos (not live broadcasting). Ham feels the actual video recording of meetings is a valuable tool (especially for Planning Board meetings) and should be accessible to the public. Robinson added that the actual approved meeting minutes are the official record of a board meeting, and although they are not verbatim, they should include any motions/decisions that are made. Robinson noted that he does not feel it is practical budgetarily to have closed captioning for every single town meeting, and he is not certain if the previously discussed solutions will even meet the ADA criteria and suggested obtaining legal advice prior to implementing any of these options. Selectman Ham explained that she will make some phone calls and conduct her own research on what has been discussed this evening and follow-up with the board. Ham added that prior to dismantling the cameras and recording equipment, she would like to put this before the town's voters to see if they are in favor of spending \$50k-\$60k a year for closed captioning. Robinson thought that maybe the two individuals (Lisa Philbrick & Paul Beaudin) that have expressed an interest in the closed captioning could form an ad hoc committee to come up with suggestions for the Board of Selectmen and Budget Committee to see if there is an affordable and practical solution that can be brought before the voters.

**Question:** *“Do you really need captioning to be permanent because minutes after meeting are available in written form. This would reduce price.” -Paul Beaudin*

**Question:** *“If you do not use closed caption and do not broadcast meetings so people come to meetings, will you then have to have sign language person at all meetings to meet requirements?” -Paul Beaudin*

### **Tom Tremblay Request**

Chairman Robinson asked if DPW Director Hadaway has had a chance to look at the sewer pump station along Louann Lane that services one single home. Tom Tremblay has offered to install sewer lines in his sub-division so that the sewer pump station can be eliminated. Burbank responded that this one home will always need a sewer pump unless the sewer line is run directly from this existing home to a new gravity system. Director Hadaway feels that it may not be that easy and may require an interior re-plumbing of the home so that the sewer will flow out from the proper side of the building. Burbank had not spoken with Mr. Tremblay yet about this, and was not certain if Hadaway had either. Robinson would like to pursue this to see if it is practical and makes sense, and then bring it before a public hearing to see if there is any feedback from the residents. If all works out well, the town will trade the land with Mr. Tremblay in exchange for the construction of a paved sidewalk for use by the public for access to and from Main Street and Louann Lane, as well as landscaping to beautify the area, and the installation of sewer lines in the sub-division so that the sewer pump station can be eliminated.

### **Question:** *Is Louann Lane a town road? -Lincoln resident*

Robinson replied that Louann Lane is a town road to a certain point. Ham commented that the public does not have public access from Pollard Road to Main Street, and Mr. Tremblay had only agreed to redo the “pathway” from Louann Lane to Main Street (pave and landscape), but does not mention the private section of Louann Lane that is not open to public access. Ham wants to make certain that this is addressed and clarified.

### **Question:** *“Why do we need another access from Pollard Road to Main Street when we have one already from Pollard Road to Main Street between Nordic Inn and Main Street?” -Paul Beaudin*

Chairman Robinson replied that this would be an appropriate question for the public hearing that will be held on this matter.

### **BOS Meeting Format/Re-opening Town Hall**

Chairman Robinson explained that the Governor’s Stay-at-Home 2.0 order has been extended an additional two (2) weeks, and asked the board if they wanted to make any changes at this time or continue working through the Zoom meeting platform. Selectmen Ham and Ludwig suggested they continue meeting remotely for at least another two (2) weeks (June 8<sup>th</sup> and June 15<sup>th</sup>).

Selectman Ludwig commented that she has been getting a lot of questions concerning the status of Town Hall and when it will be re-opening to the public. Town Manager Burbank responded that he does not feel Town Hall should re-open until the Governor’s stay-at-home order is lifted, and when the building does re-open, it will be for lobby services only and social distancing guidelines will be in place. Burbank noted that there is a drop box at the front entrance of Town Hall for tax payments to be dropped off, and any other town business. Selectman Ham commented that because the COVID numbers are going down and peaking in some counties, the Town of Lincoln is just beginning to see an increase in Covid cases over the past couple of weeks. Chairman Robinson explained that if the Selectmen are not resuming their regular weekly board meetings at Town Hall, they should leave Town Hall closed and revisit this discussion on June 15th.

**Question:** *"We taxpayers pay to have access to Town Hall which our tax dollars pay for. You have plexiglass in front of all windows to the public. Surely the staff will be observing proper social protocol. Why when Post Office, grocery stores, pharmacy, and local restaurants are open cannot our publicly paid for Town Hall be open with all necessary staff present?" -Paul Beaudin*

### **Short-term Rental Application**

Selectman Ludwig would like the board to take another look at the revised short-term rental application that they were working on a few months ago. Ludwig noted that Chief Beard was going to make a few changes to the application, and understands that he has been busy lately with the COVID-19 crisis. Ludwig questioned whether or not the board could do the revisions themselves, as she feels this would have been helpful during the current crisis.

### **School Street Home Construction**

Selectman Ludwig asked Chief Beard if he has heard back from the property owners on School Street who were doing renovations on their home and sending samples of the siding out to be checked for asbestos. Chief Beard responded that he met with the property owner last week, and the test results came back positive for asbestos. The homeowner has retained a professional contractor to come in and mitigate and safely remove the siding.

### **Town Manager's Annual Evaluation**

Selectman Ludwig noted that the Town Manager's evaluation is overdue, and they should begin thinking about working on it once the board resumes their regular weekly meetings at Town Hall.

### **Town Manager's Report**

#### **Tax Bills**

Town Manager Burbank commented that the tax bills were mailed out on Thursday, May 28<sup>th</sup> and thanked the Town Hall staff for working hard to make this happen. Selectman Ham commented that all of the town's staff are awesome. Burbank also shared that Town Planner, Carole Bont is dealing with family medical issues at this time.

#### **Riverfront Park**

Selectman Ham asked Town Manager Burbank if he was able to get ahold of her requested DES correspondence on the Riverfront Park. Burbank responded that he had a meeting today with Town Engineer Ray Korber who suggested that the town get a geological engineer in to assess the stability of the recently discovered solid waste site before any formal recommendations are made. Burbank explained that he will provide more information during the non-public session.

#### **Raftelis Water Rate Study Report**

Selectman Ham commented that although the Raftelis Report was great, they did not mention anything about water and sewer tap fees, and questioned whether or not they were going to weigh in on this matter. Robinson asked Burbank to reach out to Raftelis to find out because this was an important component to the report.

#### **Summer Board of Selectmen's Meeting Schedule**

Town Manager Burbank asked the board if they wanted to begin their bi-weekly summer meeting schedule. The board agreed to discuss this once they resume their weekly Town Hall meetings.



### **Castlebury Fair/Highland Games/ New England Brewfest**

Town Manager Burbank explained that the Highland Games and New England Brewfest have canceled their summer events. Burbank needs the board to decide whether or not they want to allow the Castlebury Fairs to host their summer and fall craft shows. Burbank's recommendation to the board is that they deny the issuance of a permit for this event because there is no safe way to socially distance during a craft fair. Selectman Ham said that the town cannot give them an answer at this time because of the Governor's orders, however, this may change as the summer progresses. Chief Beard commented that the AG's Office stated that craft fairs and yard sales would have to follow the retail guidelines for 50% reduced capacity, social distancing, and no groups of more than ten (10). Ham reiterated that if they are looking for an answer at this time, the Board of Selectmen are unable to grant a permit under these guidelines until the current situation changes. Burbank responded that he will deny the permit until the Governor's orders change significantly. Robinson added, that unless Castlebury Fairs can come up with a compliant plan that meets the Governor's guidelines, the answer will have to be no.

**Question:** *"So, if you are concerned about fair being held and observing social distancing, how can Lincoln truly host a 4th of July parade given the close contact with people observing the parade?" -Paul Beaudin*

Selectman Ham encouraged Paul to log-in to the joint Lincoln Woodstock Board meeting tomorrow night at 5:00 pm where this will be discussed.

### **Land Use Planning Permits**

Selectman Ludwig asked if Land Use Planning permits are being issued because she has been hearing comments from the public that there may be some issues. Burbank responded that plenty of people are applying, and there is currently a 4-6-week backlog getting the permits out. Burbank further explained that the Planning Department is swamped, and in light of the COVID-19 crisis and Carole's personal issues, the department has gotten backlogged. Burbank noted that he and Chief Beard are trying to help expedite the permitting process but it is a work in progress.

### **NEW BUSINESS:**

#### **Public Participation**

**MOTION: "To open the meeting up to public comment."**

**Motion: OJ Robinson**

**Second: Jayne Ludwig**

**All in favor.**

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### **VIII. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (e) potential litigation**

**MOTION: "To go into Non-public session pursuant to RSA 91-A:3 (III) (e)."**

**Motion: OJ Robinson**

**Second: Tamra Ham**

**All in favor.**

**The BOS went into Non-public session at 7:20 p.m.**

**MOTION: "To re-enter public session."**

**Motion: OJ Robinson**

**Second: Jayne Ludwig**

**All in favor.**

**The Board came back into public session at 7:46 p.m.**

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## **IX. 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 7:47 p.m.



Respectfully Submitted,  
Jane Leslie

Approval Date: June 8, 2020

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Chairman O.J. Robinson

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Tamra Ham

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Jayne Ludwig

## Town Hall

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**From:** Nancy Cuning <nancydecor@msn.com>  
**Sent:** Saturday, May 23, 2020 11:48 AM  
**To:** O.J. Robinson  
**Cc:** Tamra Ham; Jayne Ludwig; Town Manager; Town Hall; Finance  
**Subject:** Re: Deer Park Property Assessments

Hello and to it may concern,

We are very interested in being present at your next meeting on June 1st. at 5:00. We understand the meeting will be held on Zoom.

We would like to have you better understand what we are asking from the Town of Lincoln.

Lincoln water has been calculated and charged to us into our Lincoln property taxes.

We have been here for 32 years and watched our unit 309 Lakeside East being built, by Satter the developer of Deer Park. It was our understanding when we bought the unit from Satter a water charge would not be calculated into our Lincoln property taxes and for all these years, we thought this was the case. However, it was brought to our attention we are paying twice for water, to the town of Lincoln, and to the town of Woodstock where we get our water.

We do not believe it is lawful to be charged for a service that is not available to us from the Town of Lincoln and to have it calculated into our property taxes for us to pay when we have been paying for water and sewer to the town of Woodstock where our water is actually coming from.

For 32 years we have been charged for water that is not available to us by The Town of Lincoln, along with the other seven homeowners at Lakeside in Deer Park.

We strongly feel we should be compensated one way or another for water we have been charged for, that is not available to us, and that this unlawful charge is dropped by the Town of Lincoln going forward.

We look forward to discussing this further with you on June 1st at your town meeting.

Thank you,

Nancy Cuning

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**From:** O.J. Robinson <robinsonbos@lincolnnh.org>  
**Sent:** Tuesday, May 19, 2020 11:03 AM  
**To:** nancydecor@msn.com <nancydecor@msn.com>  
**Cc:** Tamra Ham <hambos@lincolnnh.org>; Jayne Ludwig <ludwigbos@lincolnnh.org>; Town Manager

<townmanager@lincolnnh.org>; Town Hall <townhall@lincolnnh.org>; Finance <finance@lincolnnh.org>

**Subject:** Deer Park Property Assessments

Dear Lincoln Taxpayers in Deer Park,

The Board of Selectmen understand that you would like to talk to us about the property taxes you pay to the Town and the services you receive. We invite you to join our next Board meeting on Monday, June 1 at 5:00pm. We will be happy to discuss this issue and answer your questions.



**From:** clloydbear@aol.com <clloydbear@aol.com>

**Sent:** Friday, May 29, 2020 12:03 PM

**To:** Town Manager <townmanager@lincolnnh.org>; oj@cpointadvisors.com; ojrobinsonnh@gmail.com

**Subject:** Lady's Bath

To the Lincoln Town Manager and Board of Selectmen,

As you know, we have an unusual situation with the Lady's Bath, a Town owned public venue/ park, being in the middle of a residential community. In the midst of this COVID-19 health crisis, where the operation of public venues must be controlled in compliance with federal and state guidance to minimize the spread of the disease, the residents of Riverfront are asking the Town of Lincoln to establish appropriate control of the Lady's Bath area, restrict its use, or close it.

Already, numbers of people have been frequenting the Bath, many from out of state. Currently, there is no signage with respect to COVID-19 at the Bath, and there is absolutely no visitor compliance with any relevant guidance, Federal or State. Visitors come onto our property from all areas of the Bath, not just the primary entrance, and frequently leave trash or, in the best case, some use our trash dumpster across from the Bath. In the past, we have worked with the Town and have been a partner in supporting the Bath. At this time, the residents of Riverfront, all Lincoln homeowners and taxpayers, are very concerned about what appears to be a lack of regard with respect to the health risk to our residential community in operating the Bath as is.

We request that the Town create and affect a plan to control the Bath in compliance all State and Federal guidelines. There should be signage and enforcement. This should include on-site or frequent monitoring. An alternate would be to restrict its use to Lincoln and Woodstock residents, the original deeded purpose. That would still require signage and monitoring, but in a more controlled environment. The last option would be to close it for this summer, as just as Woodstock has closed its public parks and playgrounds in response to COVID-19.

Thank you,

Cindy Lloyd, Riverfront Board President



## Total Caption

They will provide:

- Guidance with set-up on Zoom,
- Tech support on-call
- A designated Certified Real-time Captioners (CRC), usually the same person will caption all/most of our meetings.

For better captioning, send ahead of time:

- Participant names
- Agenda
- Handouts, slides
- Acronyms

Rates:

Before 7 pm: \$125/hour

After 7 pm: \$135/hour

This rate is for closed captioning only available during the live meeting. People can choose to view or not view the captions.

If we want the captions embedded in the video uploaded to our website, the cost is an additional \$90/hour. These captions will become part of the video and cannot be turned off.

We provide closed captioning for many municipal government public meetings and internal staff meetings whether is's through a Zoom/Webex virtual meeting or whether it be onsite.

Our family pioneered CART captioning to the public over thirty years ago. As such, we provide over 200 hours a week of live, human closed captioning - delivering enterprise level support (always a human you can talk to) and the latest technology on all the major virtual platforms (Zoom, Webex, GotoMeeting, YouTube Live, Facebook Live, etc).

Before we talk, I wanted you to know that we are **WBE** (Woman-Owned Business Enterprise) registered with [SAM.gov](https://sam.gov).

And as a governmental client of TotalCaption you get:

- **Certified Realtime Captioners (CRCs)** - CRC is the highest certification of captioning available in the United States. Our average captioner has over 14 years experience. Since we are a large agency, we have the ability to assign Captioners who specialize in various subject matters (such as medical-related (COVID-19), technical, scientific) based on the topic of your event.
- **Customized Setup Solutions** - Our setup process allows for the fastest delivery of closed captions available. In Zoom, for example, our customization produces a 63% increase in speed over conventional setups. We also will work with you to customize any streaming of your Zoom event into any other live platform, such as Facebook Live, YouTube Live, Vimeo/Livestream, etc..

- **Free Preparation Time** - We input any information provided to us ahead of time (such as speaker names, agenda, keywords, esoteric terms and phrases, PowerPoint presentations) into our stenographic dictionary to make sure that the captions are of the highest quality.
- **Free Roughly-Edited Transcript** within 24 hours after the event is completed (if requested).
- **24/7 Enterprise Level Support and Service** - Should any technical issue arise during your event, we have dedicated Captioners and IT support to step in and fix the issue if it is on our end. If the technical issue has to do with the assigned Captioner, a standby Captioner is on call to join the meeting. This is done to ensure, as best as possible, a seamless experience for your attendees. In addition, our team is here to provide setup/testing prior to the event date.
- The ability to have **Multi-Language** simultaneous captioning in English, Spanish, French, Italian, Chinese and others. To see a realtime demonstration of multi-language captioning, [click here](#).
- A **Designated Account Representative** - All you have to do is call one person to handle all of your needs.
- **Scalability** - We are equipped to provide realtime captioning, whether it be onsite or remotely, for any size event. This could range from a two-person webinar to providing project management for large-scale multi-captioner events for 100,000 attendees.
- A full-service post-production team able to handle all of your embedding needs.

Let me know if you and/or any others on your team would like to see a **free realtime demonstration** of our closed captioning on Zoom.

Looking forward to discussing this further and hopefully captioning your events. Best to reach me on cell these days.

Thanks,

Bob

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# CAPTIONS QUOTE

01 June, 2020



TURNAROUND TIME	SPEAKERS	LANGUAGE	OPEN CAPTIONS	PRICING
5 days	3 or more	English	Yes	\$1.55 per audio or video minute.

Recording length (-s):	2h 1min
Subtotal:	\$197.55
Discount:	5%
You save:	\$9.88

**TOTAL: \$187.67**

Peter Trebek

A handwritten signature in blue ink, appearing to be 'PT' or a similar stylized monogram.

On behalf of GoTranscript

