

**LINCOLN BOARD OF SELECTMEN'S
MEETING MINUTES**

APPROVED

VIA ZOOM VIDEO CONFERENCING

JUNE 29, 2020 – 5:00PM

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

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

Staff Present: Town Manager Burbank, DPW Director, Nate Hadaway, Fire Chief Ron Beard, Police Chief Chad Morris, and Administrative Assistant Jane Leslie

Staff Present via Zoom: Kristyn Brophy, Town Clerk/Tax Collector

Public Present: John Jackman, P.E., Hoyle Tanner & Associates, Terry Mullen (Castleberry Fairs), Roger Harrington, Jim Welsh, Debbie Celino, Sharon Nall, NH-DES, and Daniel Lewis, NH-DES

Public Present via Zoom Video Conferencing: Kim Pickering, John Imbrescia, Norman Bartlett, Amy Cleveland, Paul Beaudin, Carol Riley, Dave Beaudin, Lea Donahue, and Mike O'Connor.

I. CALL TO ORDER

Chairman Robinson called the meeting to order at 5:02 pm.

II. REVIEW AND APPROVAL- MINUTES OF THE PREVIOUS MEETING

MOTION: "To approve the BOS meeting minutes of June 15, 2020 as presented."

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

MOTION: "To approve the BOS meeting minutes of June 22, 2020 as presented."

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

MOTION: "To approve the Non-public BOS meeting minutes of June 22, 2020 as presented."

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

III. ASSET MANAGEMENT PRESENTATION

John Jackman, Asset Management Specialist at Hoyle Tanner & Associates, and DPW Director Nate Hadaway presented the Town of Lincoln's Asset Management Program (*see attached presentation*) and covered systematic process topics which included the following: Inventory, Condition Assessment, Maintenance, Life Cycle Costs, Level of Service, Criticality, Optimizing O&M and CIP, and Funding Strategy. Jackman explained that an Asset Management Program helps the town manage its municipal assets, and was a program that the town had applied for through the SRF (State Revolving Fund) approximately 2-years ago, which is a loan valued at \$60K (principle forgiveness). Upon completion of the program and the state signing off, the \$60K loan will subsequently be forgiven. This particular program covered wastewater assets and stormwater assets.

Director Hadaway joined the presentation and outlined the various aspects of the GPS inventory data collection system that was a large part of this program, and a tool that the Public Works Department will continue to utilize in the future. Hadaway and Jackman continued their presentation and described all facets of the program, and explained that they are currently working on creating a mission statement on *the level of service* that the Board of Selectmen will adopt in the near future.

There was a brief Q&A, and upon conclusion of the presentation, Sharon Nall from NH DES addressed the board and commented on the quality of DPW Hadaway's work, as well as his engagement throughout this process and presentation. Ms. Nall encouraged the town to consider other Asset Management programs available to the town (Energy Audit, Drinking Water) and thanked everyone for their participation.

Presentation ended at 5:45 pm

Chairman Robinson thought that the Asset Management will be a great tool for the CIP discussion once the committee begins their annual meeting process. Robinson asked Town Manager Burbank if he had an idea when the CIP Committee intended to meet this summer. Burbank replied that the Budget Committee Chairman, Mike Simons does not plan on reconvening the Budget Committee until after the CIP process has been completed. Robinson suggested CIP begin meeting at the end of July, and he would reach out to both the Budget Committee and Planning Board to see who they will be appointing to the CIP Committee.

IV. CASTELBERRY FAIR PERMIT APPEAL REQUEST

Chairman Robinson explained that the Board of Selectmen recently denied the Special Event Permit for the Summer and Fall Castleberry Fairs due to the COVID-19 crisis, and their overall concern for public safety. Terry Mullen, Castleberry Fair sponsor has requested an appeal of the Board's decision. Ms. Mullen greeted the board and provided the Selectmen with a packet (*see attached*) of her detailed safety floor plan to hold this event in August and October. Ms. Mullen addressed the board and read from a written prepared statement (*see attached*).

Selectman Ludwig asked several questions about the pedestrian walking patterns (one-way in, one-way out) and how this would be monitored if there was no fencing around the perimeter of the craft fair? Ludwig also commented that there was information in the guidelines concerning business establishments questioning customers (have they been exposed to COVID?) when entering the premises, and asked Ms. Mullen how she would manage this with no clearly defined entrance to the craft fair? Chief Beard commented that the guidelines specifically state that there must be control of the attendance in a permitted area so that it does not exceed 50%. Beard stated unequivocally that there is no way to control this without proper fencing (one-way in, one-way out), however, Ms. Mullen responded that she disagreed with the guidelines.

Chief Beard explained that Ms. Mullen needs to follow Sitrep #77 guidance as well as the Attorney General's Office which clearly states the area where people will be attending must be delineated and maintained to 50% with one-way in, and one-way out. Chief Beard read the following response from Matthew Broadhead, Senior Assistant District Attorney, State of NH, relative to the current sitrep #77:

Our guidance in sitrep 77 is still current:

What is the capacity limit for a craft fair and similar types of activities (e.g. flea markets)? Craft fairs must follow the universal guidelines and the retail guidelines. If the craft fair or flea market location does not have a permitted "occupancy limit," it must follow the section of the Attraction Guidance for outdoor events, which provides that "Capacity is limited to the number of people where social distancing is able to be safely maintained with at least 6-feet of separation between individuals and between groups at all times." In order to ensure appropriate social distancing room, access and egress to and from the location must be controlled and monitored. A rope, gate, cones, sawhorses, or other delineation method must be established around the perimeter to limit entry so that the number of attendees can be controlled and monitored to ensure adequate social distancing.

Chief Beard further explained that there are penalties for those *not* adhering to these rules, and all town businesses have had to change their “normal” operating procedures during this pandemic to accommodate the effort to keep the public safe. Ms. Mullen was not certain how she could accommodate these rules in light of the location and logistics of the craft fair, and with it being outdoors in a wide-open space. Beard explained that Ms. Mullen was supposed to provide the town with her proposed plans by Thursday, June 25th so that he and the Selectmen, and Police Chief Morris had adequate time to review and be prepared for this meeting, however, he did not receive the plans until late this morning.

Ms. Mullen agreed to revise her floor plan for the craft fair so that it adheres to all of the guidelines, and she will then re-submit the plans to the town. Chief Morris commented that he feels in light of the current crisis, there will be a lot of people looking for things to do, and the craft fair participation may be larger than usual, and he will determine how many officers will be necessary for police detail for this event (if they Selectmen decide to approve the permit).

V. OLD/NEW BUSINESS

Town Manager’s Report

Trustee of the Trust Funds Resignation

Trustee Hall submitted her resignation on June 25th from the Trustee of the Trust Funds committee. The Trustees met on June 25th and realized after their meeting that Trustee’s Hall and Beaudin had not been officially sworn in to their seats, therefore, Trustee Hall will attend one additional meeting so that the committee can reconvene their previous business discussion, and upon conclusion of this meeting, Trustee Hall will officially step down. Chairman Robinson explained that the Board of Selectmen will be appointing an interested candidate to fill this vacant seat for the remainder of Trustee Hall’s term.

Boyce Brook Water Storage Tank Project

Town Manager Burbank explained that Weston and Sampson are the consultants for this project, and they are re-examining the data because they do not believe that the proposed site may be the best choice for the water storage tank. The US Forest Service has been notified of the same.

One Love Brewery Special Event Permit

One Love Brewery is going to be submitting a Special Event Permit to see if they can use the Gazebo on Thursday nights for outdoor entertainment for the remainder of the summer. One Love has used the Gazebo for the past two (2) weeks for their entertainment, as they are serving guests outdoors under a giant tent. The town has received a Certificate of Insurance for the outdoor use and will await the special event permit.

Restaurant Outdoor Seating during COVID-19

Town Manager Burbank commented that he feels when the COVID-19 restrictions are lifted, many restaurants will want to continue serving their guests outdoors. Selectman Ham responded that the Special Exception Permit allowing outdoor seating/dining specifically states that this will remain in effect until the Governor’s orders are rescinded, or Columbus Day weekend (whichever comes first).

Black Lives Matter (BLM) Vigil

Town Manager Burbank explained that there has been a change in the date for this event, and the applicant would now like hold the vigil on Tuesday, July 7th and will be submitting a revised Special Event Permit. Robinson commented that if there are no major changes in this event, there is no need for the board to make another motion, and Town Manager Burbank can sign the revised Special Event Permit.

NEW BUSINESS:

Abatement Requests

The Board of Selectmen have agreed to the abatement settlement for a BTLA decision on a PSNH d/b/a Eversource case for Tax Year 2016 (\$745 + 6% interest of \$157.08) and Tax Year 2017 (\$1,418 + 6% interest of \$218.04) for a total of **\$2,538.12**.

MOTION: “To accept the abatement settlement agreement for PSNH d/b/a Eversource Energy and apply a refund in the amount of \$2,538.12”

Motion: OJ Robinson Seconded: Tamra Ham All in favor

An abatement request was received for Burndy, LLC, Map/Lot #109-013. Taxpayer has requested abatement based on current market conditions of industrial properties.

MOTION: “To accept the appraiser’s recommendation for a revised assessment in the amount of \$1,563,900 for Burndy, LLC, Map 109 Lot 013”

Motion: OJ Robinson Seconded: Tamra Ham All in favor

An abatement request was received for Anthony & Martha Vorlicek for Map 121 Lot 015 for tax year 2019. The taxpayer makes a comparison to an abutting lot that sold for \$375K which is a good comparable property. After review, the towns assessors discovered that the property was incorrectly listed as improved; this property has been corrected to” vacant.”

MOTION: “To grant the abatement request for Map 121 Lot 015”

Motion: OJ Robinson Seconded: Tamra Ham All in favor

An abatement request was received for Anthony & Martha Vorlicek for Map 121 Lot 012 for tax year 2019. The taxpayer makes the same land comparison as the previous abatement request on a vacant piece of land. The assessors have two different sets of value for land; vacant and improved. Improved properties carry a higher value based on sales, the value of a house plus the value of raw land does not equal what it would sell for. Assessors feel the property is assessed fairly.

MOTION: “To deny the abatement request for Map 121 Lot 015”

Motion: OJ Robinson Seconded: Tamra Ham All in favor

An abatement request was received for CRVI South Peak for tax year 2019. The property is currently under appeal and the town’s assessors recommend this abatement request be denied and the board await the outcome of the court decision.

MOTION: “To deny the abatement request for CRVI South Peak”

Motion: OJ Robinson Seconded: Tamra Ham All in favor

An abatement request was received for Lawrence & Amy Sinsimer for Map 126 Lot 006 for tax year 2019. The taxpayer supplied an appraisal of their property that was done for a mortgage company. The Town’s Assessors agreed that the property value was a little over-valued, and adjusted the grade and the depreciation of the property to better reflect market value.

MOTION: “To grant the abatement request for Map 126 Lot 006”

Motion: OJ Robinson Seconded: Tamra Ham All in favor

An abatement request was received for Luther Trust, Map 121 Lot 027 for tax year 2019. The taxpayer purchased this property last year for \$215K, and this was a fair market transfer. Assessors adjusted the land to better represent market value.

MOTION: "To grant the abatement request for Map 121 Lot 027"

Motion: OJ Robinson

Seconded: Tamra Ham

All in favor

Resolution to Enter Primex Membership Agreement

The board reviewed the NH Public Risk Management Exchange (PRIMEX) membership agreement and made the following motion:

MOTION: "To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Membership Agreement as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex Risk Management Pool Membership during the term of membership. The coverage provided by Primex in any year of membership shall be as then set forth in the Coverage Documents of Primex. I attest that the foregoing is a true copy of the Resolution of the Governing Board of the Town of Lincoln adopted on June 29, 2020."

Motion: OJ Robinson

Seconded: Tamra Ham

All in favor

CARES Act Funding Reimbursement

The board received a revised request for emergency funding that eliminated extra cleaning/disinfecting expenses that were not covered under the CARES Act relief and made the following motion:

MOTION: "Agree to the amended request for Corona Virus Relief Funds."

Motion: OJ Robinson

Seconded: Tamra Ham

All in favor

Town Hall internet issues

Chairman Robinson commented that there is an issue with the internet at Town Hall and suggested that Spectrum come in and try to troubleshoot the issues.

Ladies Bathtub Parking

Selectman Ludwig asked if there was any way that they could make half of the parking lot at the Ladies Bathtub for *Lincoln residents only*. Ludwig noticed that a majority of the cars in the parking lot have out-of-state license plates, leaving no parking spaces for Lincoln residents to park. Selectman Ham suggested having this conversation at a time when Chief Morris is available for input (Chief Morris had to depart meeting for a police call). The board agreed to make this an agenda discussion for July 13th when all Selectmen and Chief Morris are present.

COVID-19 Exposure

Town Manager Burbank informed the board that there was an incident this past weekend concerning Lincoln PD, and Fire/EMS personnel being exposed to a COVID positive individual as a result of a law enforcement encounter. There are currently four (4) Police Officers, five (5) EMS personnel, and two (2) Fire Department personnel in quarantine. Chief Beard added that the process of contact tracing has begun and the situation is being monitored closely.

COVID-19 Notice for Local Businesses

Selectman Ham asked if Town Hall could create notices/signage for local businesses that is friendly and eye-catching reminding the public to please wear face masks. Town Manager Burbank said he would work on it this week and have samples for the next board meeting.

Public Participation

Roger Harrington asked if there was a valid Stormwater Discharge Permit for The Forest Gardens lots that Coolidge Construction is seeking building permits for? Chairman Robinson responded that he did not have the answer to that question, but during the Planning Board meeting

VIII. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (c) personnel & reputation

MOTION: "To go into Non-public session pursuant to RSA 91-A:3 (III) (c) Personnel & Reputation"

Motion: OJ Robinson

Second: Tamra Ham

All in favor.

The BOS went into Non-public session at 6:55 p.m.

MOTION: "To re-enter public session."

Motion: Tamra Ham

Second: Jayne Ludwig

All in favor.

The Board came back into public session at 8:50 p.m.

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 8:51 p.m.


Respectfully Submitted,
Jane Leslie

Approval Date: July 6, 2020


Chairman O.J. Robinson


Tamra Ham

Jayne Ludwig



Lincoln's Asset Management Program

PRESENTED BY:

NATE HATHAWAY

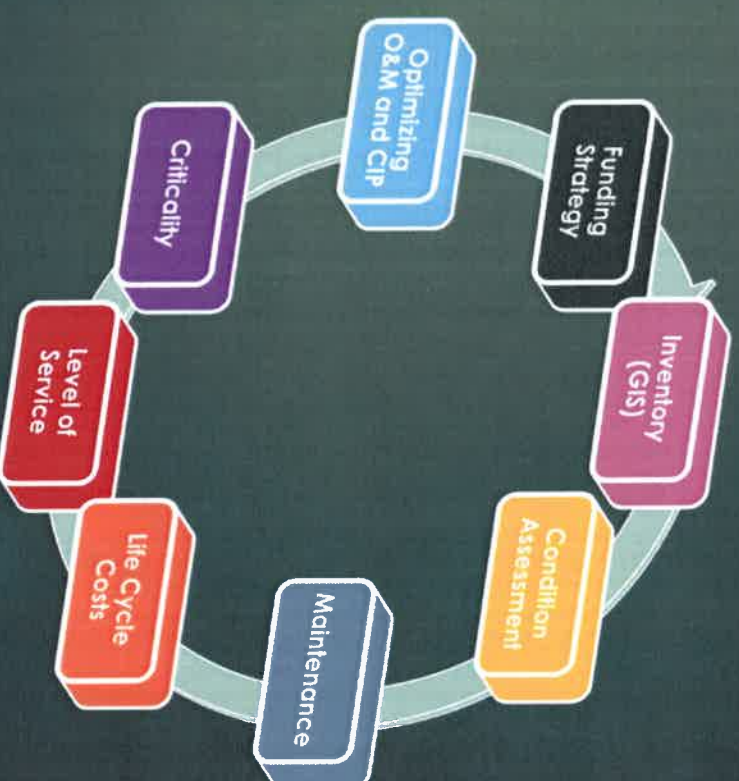
JOHN J. JACKMAN, P.E.

ASSET MANAGEMENT
SPECIALIST

Hoyle, Tanner
& Associates, Inc.

Agenda

- ▶ Inventory
- ▶ Condition Assessment
- ▶ Maintenance
- ▶ Life Cycle Costs
- ▶ Level of Service
- ▶ Criticality
- ▶ Optimizing O&M and CIP
- ▶ Funding Strategy



Asset Management Cycle

Step 1 Inventory

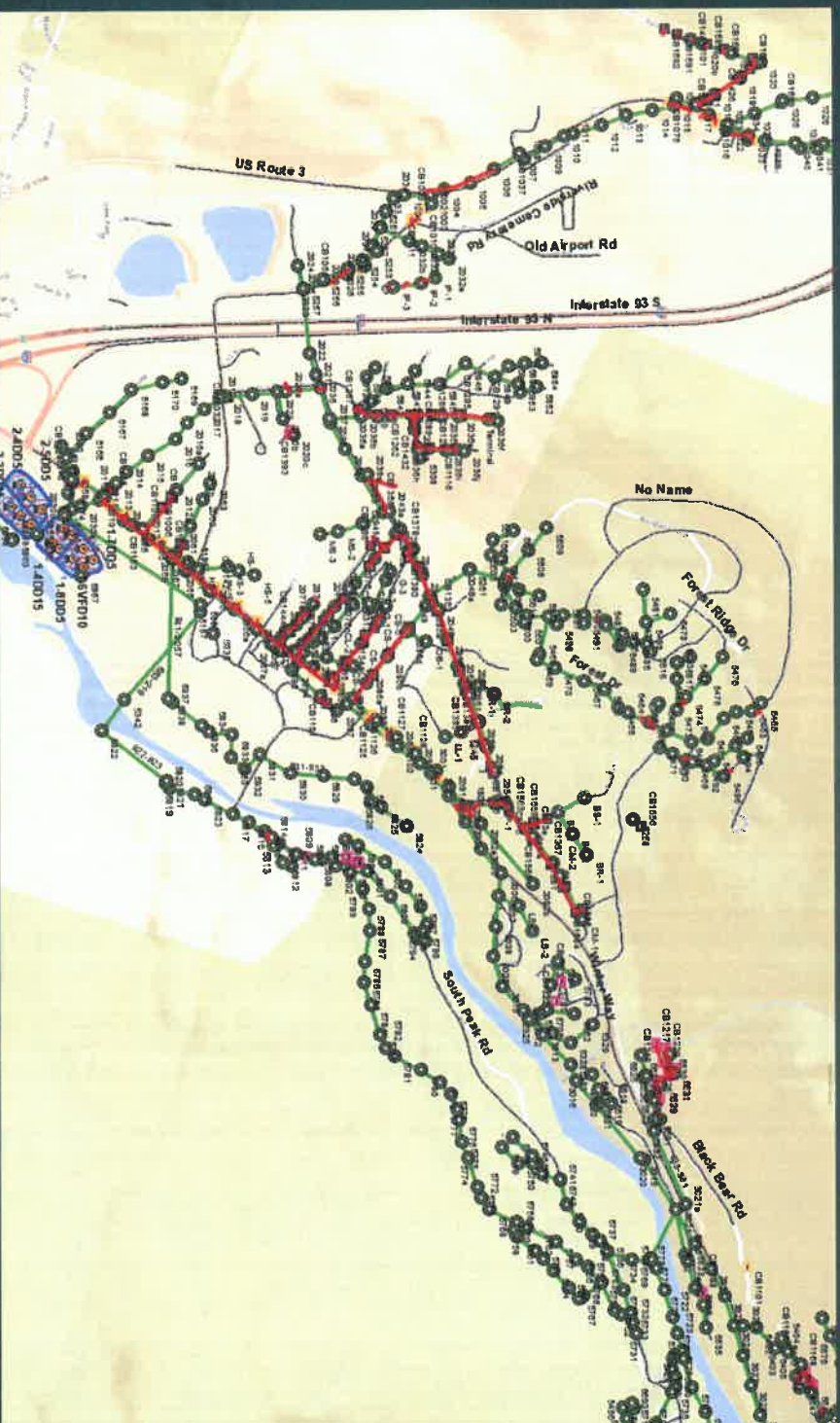
GPS of the Vertical Assets












































































































Keep Inventory Updated

- ▶ Current updated Inventory
- ▶ Ability to collect new asset in the future
- ▶ Being able to find asset in the snow or buried from construction
- ▶ Verifying contractors during construction.

Inventory Data from GPS Unit



Inventory of Facilities

Asset Management Cycle


Step 2 Condition



Questions

Responses

183



Catch Basin Inspection

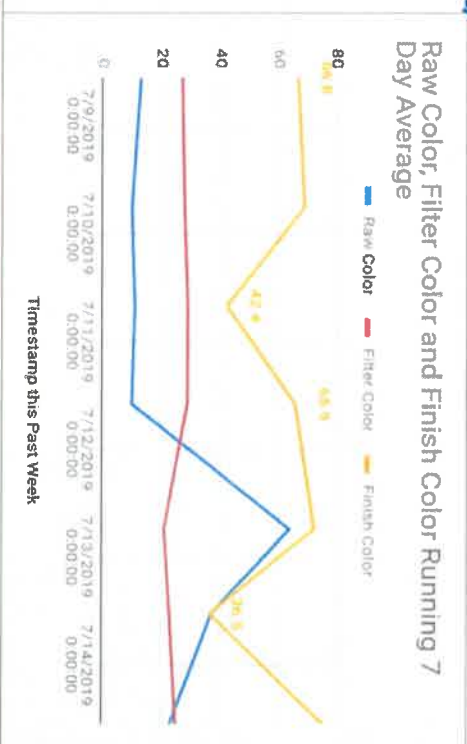
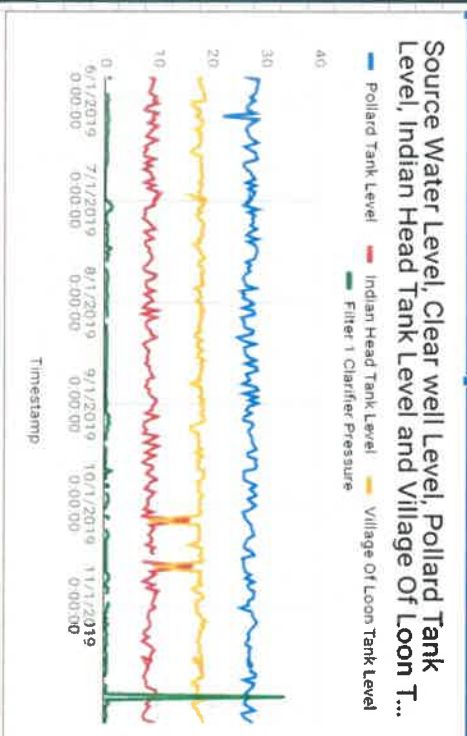
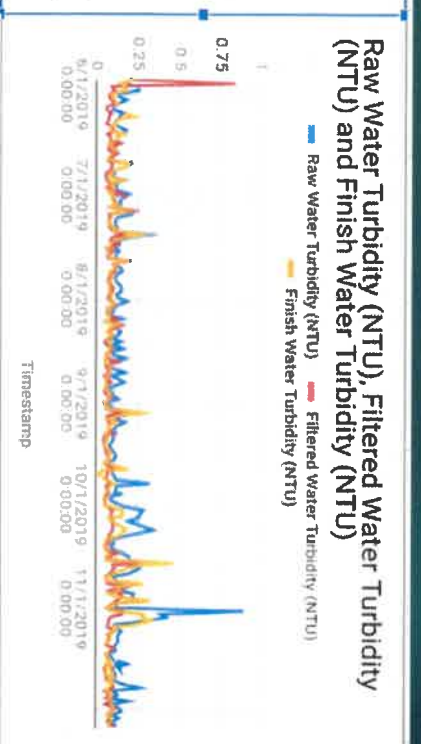
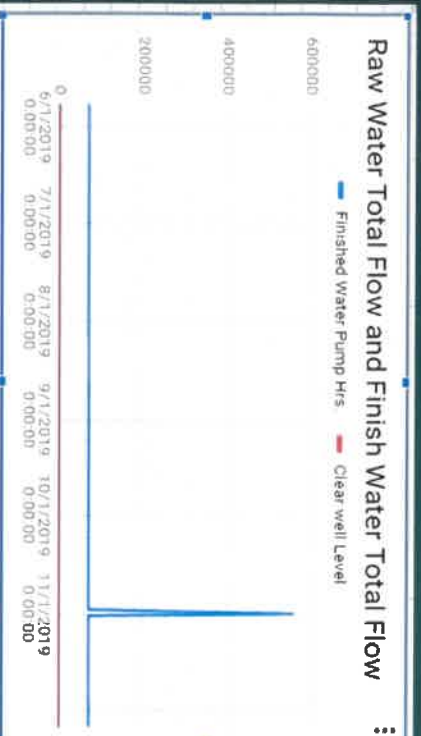
for the routine inspection of stormwater catch basins



Asset Management Cycle

Step 3 Maintenance





Asset Management Cycle

Step 4 Life Cycle Cost

Asset Management Cycle

Step 5 Level of Service

- ▶ Mission Statement





Lincoln NH

SMARTER - LEVEL OF SERVICE

Goals	Asset Category	Specific Objective	Measurable	Achievable	Realistic	Time Bound	Evaluation	Reassess
			Measure/Units	2019 Benchmark	2020 Target	Units/Time	2020 Attainment	Corrective Measure/Comments
Customer Service	Stormwater	Public Outreach	# of Public Events held	0	1	Yearly		Poster contest in the middle school.
	Wastewater Facility	Reduce Odor complaints	# of complaints		25	Yearly review		Start review cause of odor and continue to review causes
	Wastewater Facility	Public Outreach	# of school tours at the WTP		1	Yearly		Will work with the school to find the right teacher that would include this in the class
	All Utilities	Response time to complaints	time to respond		2	hours		Evaluate if the need is the correct time based on customer response
	Stormwater	Public Outreach	Update Stormwater Web Site	0	1	Yearly		Review Web site and update with new material and Town Regulation Yearly
	Culverts	Inspection	# of Culvert Inspected	all	all	Yearly		Assessment of Issues and proper siting
	Catch Basin and Drain Manholes	Clean & inspect	# of Units cleaned/inspected	183	150	Yearly		Focus on the catch basin that were over 50% full in previous years
	Drainage Structures	Repairs of structure based on inspection report	# of catch basin repairs	6	5	Yearly		Evaluate based on the cleaning and inspection yearly
	GIS	Maintain and Update the GIS	100% of new drainage	95% current	300% of new and continue updating old	Yearly review		Bring new points into the GIS using GPS unit and provide data to Consultant for
	Clearing catch basin	Maintaining critical catch basin clean from snow, leaves and trash	Number of flood street or calls on water in basement		2	Yearly		Evaluate cause of flooding and improve on SOP to prevent events
Operation & Maintenance	Lagoon	Odor Control	# of complaints		25	Yearly		Review cause of odor and reduce events
	Pump Station	Cleaning of Wet Well	# of odor complaints and operation issues	0	1	Yearly		Current cleaning is twice a yearly and controls odor complaints
	Street Sweeping	Sweep Street and sidewalks	Lane Miles		7	Spring		Drive the street and evaluated the need to adjust the amount of areas swept
	Sewer Mains	Clean sewer mains	# of feet of pipe	12000	5000	Yearly		This amount will vary based on locations schedule for the year
	CMOM	EPA's Collection System's Management, Operation, and Compliance with Clean Water Act (CWA)	1	1	1	Yearly		Review recommendation and needs
	Wastewater Facility	Review proposed designs for new or replacement all utilities	Number of violations per year	0	0	Yearly		If there are violation new SOP or investment needed to prevent any
	All Utilities	Ground Water Discharge	Percentage of proposed new developments		100%	Yearly		
	Wastewater Facility	Sampling of Monitoring Wells	# of inspect soil submitted reports	1	1	Yearly		Review data based on new regulatory requirements or need for additional testing
	CMOM	FOG Program	Review of long term investment for restaurants		1	Yearly		
	CMOM	The wastewater system operates cost effectively	Review cost of the contracted services and make sure budget	1	1	Yearly		Reviewed annually
Financial	Financial needs to maintain and meet the level of service required by customers and regulatory	Maintain a capital reserve account for both stormwater and	review cost of the present day value	1	1	Yearly		update present day values yearly

Lincoln Level of Service

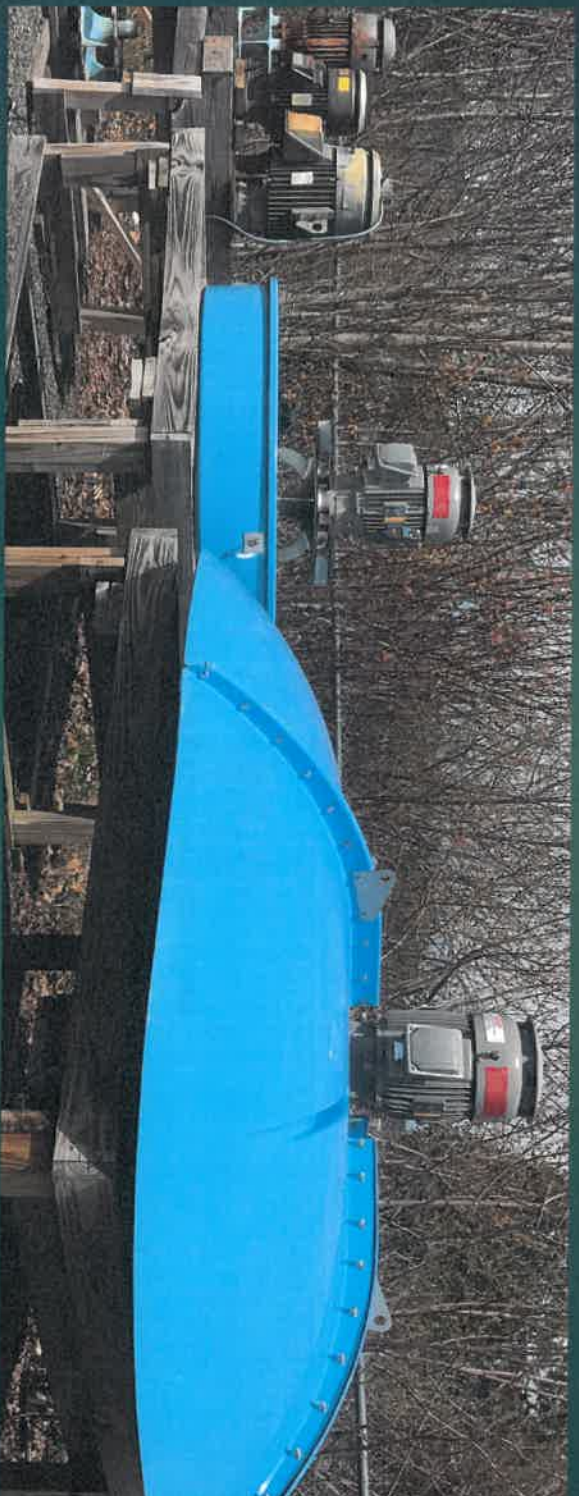
Asset Management Cycle

Step 6 Criticality



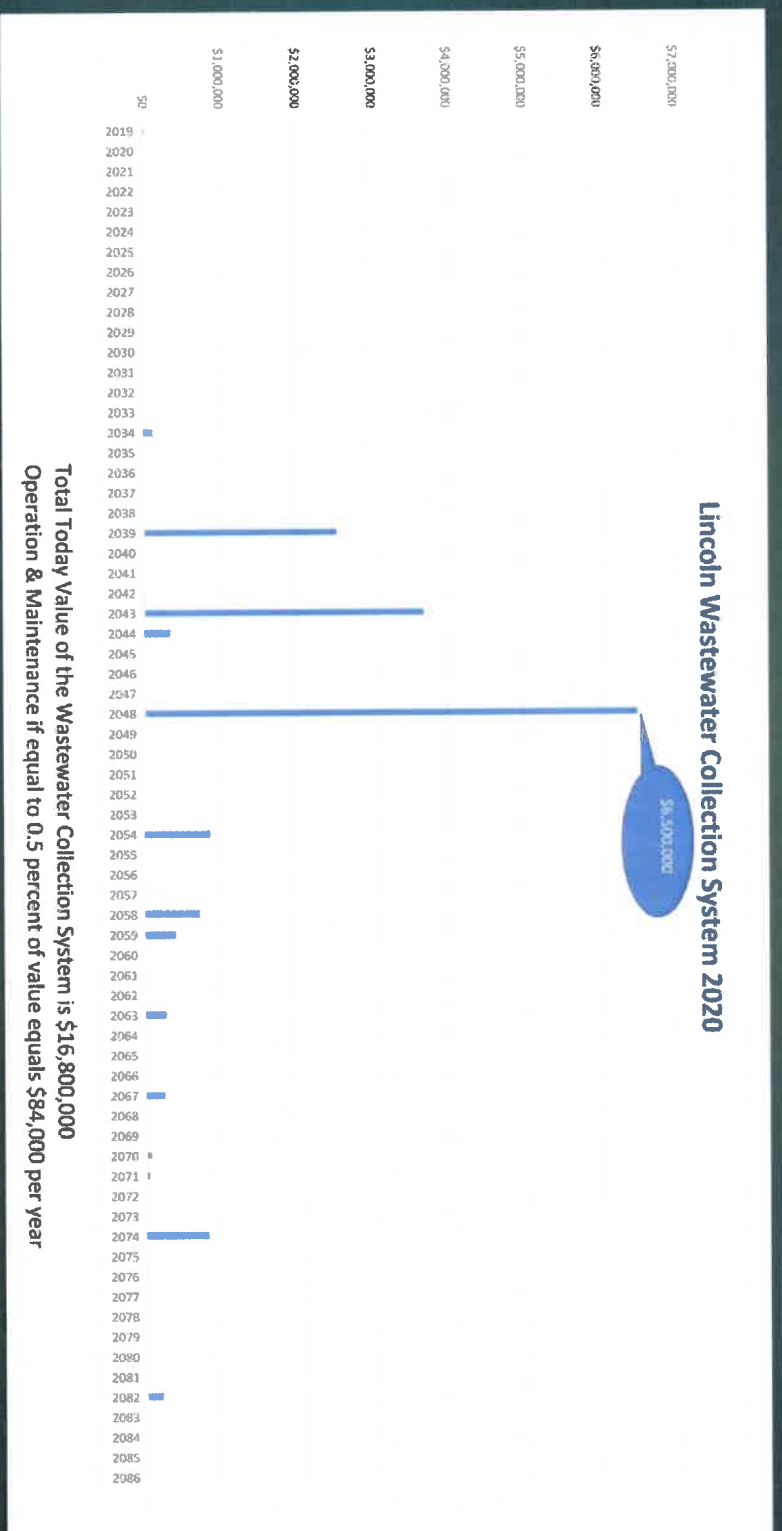
Asset Management Cycle

Step 7 Optimizing O&M & CIP



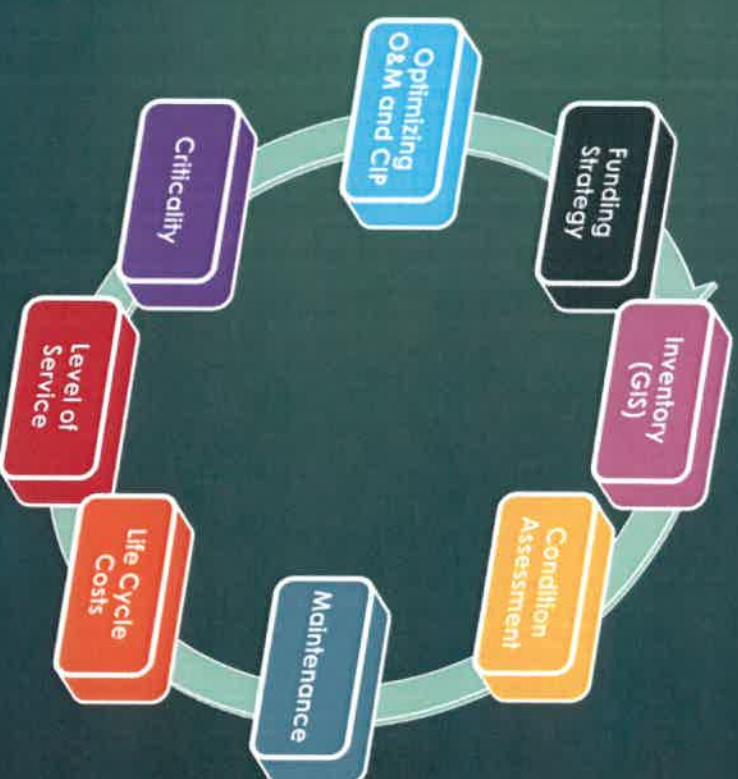
Asset Management Cycle

Step 8 Funding Strategy



Evaluate Data and start again

- ▶ Inventory
- ▶ Condition Assessment
- ▶ Maintenance
- ▶ Life Cycle Costs
- ▶ Level of Service
- ▶ Criticality
- ▶ Optimizing O&M and CIP
- ▶ Funding Strategy



To: The Town of Lincoln New Hampshire, Board of Selectmen
Re: Appeal of Denial of Permitting for Castleberry Craft Fairs 2020

BOS Meeting: June 29, 2020

For over 25 years Castleberry Fairs and Festivals has hosted juried Arts and Craft Fairs in Lincoln New Hampshire and we hope to continue to host them well into the future.

We love our Lincoln Fairs and the community enjoys coming out and meeting the artisans. Local merchants, lodging and restaurants also benefit greatly from our events.

It is always our intention to work with the Town of Lincoln and be in compliance with all rules and regulations regarding events held in the Town.

Thank you for taking the time to hear and consider my appeal of your decision not to issue permits allowing Castleberry Craft Fairs for 2020.

Please know that first and foremost the health and well-being of our Guests, Shoppers, Artisans and Staff is our highest priority.

We recognize that the novel coronavirus, Covid-19, has been declared a worldwide pandemic and is highly contagious.

However, we believe we can safely host our 2020 Craft Fairs in Lincoln New Hampshire within safe social distancing and hygiene protocols and in accordance with the State of New Hampshire Covid-19 Reopening Guidance.

We see a variety of businesses reopening and we think if a Farmers Market, Flea Market, Hair Salon or Bowling Alley or Big Box Store can open safely then we certainly should be able to open safely as well.

In fact our events are inherently safer simply by being OUTDOOR.

The Governor's Economic Reopening Task Force specifically lists Craft Fairs under Retail. Retail is allowed to reopen under Universal Guidelines.

All Castleberry Exhibitors agree to follow the Universal Guidelines for RETAIL.

However, Castleberry Fairs does not sell Retail. Our business is not to sell, it is only produce and promote juried Arts and Craft events.

There is an important distinction here.

The footprint of the craft fair is considered the "Main Street" if you will.

And just like if you were walking down Main Street there are no restrictions or delineations or occupancy permits. Nobody is putting up cones or snow fencing around Main Street.

You would just walk along the sidewalk (keeping your family or group 6 feet apart from others also walking along the sidewalk) and if you decide to enter a store, then the store, just like the craft booth, must adhere to the Universal Retail Guidelines.

Again the store, not the street. The Craft Fair is just the street. We are NOT the store.

All Castleberry Exhibitors and Staff must also adhere to the following Social Distancing Guidelines:

If you are sick or have symptoms of Covid-19 STAY HOME.

Masks must be worn at all times.

Maintain a distance of 6 feet from others.

Have hand sanitizer available, in your booth.

No Food Sampling.

No Personal Care Sampling.

Every 2 hours clean and wipe down all frequently touched surfaces.

Post and Limit the Number of Shoppers in each booth.

Keep a sidewall in place between adjacent booths.

Sign a Covid-19 Waiver of Liability.

In addition Castleberry Staff will:

Post signs reminding the public of Social Distancing and Hygiene Guidelines.

Take and record the temperature of our staff daily.

Have Hand Sanitizer set up in at least 3 highly visible locations for public use.

Use CDC approved disinfectant spray on portable toilets.

Line up cones down the center of the aisles.

Create one way foot traffic with arrows.

The BOS denial was mentioned other events that have been cancelled, specifically "the Highland Games and Brewfest and other fairs across the state."

Please know that Castleberry Fairs greatly differ from these other events.

Castleberry Craft Fairs are a retail marketplace only.

Castleberry Craft Fairs in Lincoln NH do not have:

Live music or entertainment

Seating for spectators

Alcohol

Dining Tent

Rides or Games

The floor plan of the Craft Fair has been re-worked to allow a 12 foot gap every other booth.

This means each craft booth will have one side open to the 12 foot gap and the other side would have a sidewall between them and the adjacent booth.

We could change this 12 foot gap to a 6 foot gap between each individual booth, if the BOS prefer.

We could, if deemed necessary, enclose the footprint of the craft fair by using stakes and flagging tape, cones or sawhorses and creating an entrance and an exit.

But in my opinion, it would be safer NOT to do so.

Because of the unique nature of the Lincoln events, being partly on grass, partly on pavement and onto the brick entrance-way of the Mill And considering the location, being directly along Main Street with sidewalk access, it would only crowd people in more if they had to find a specific entrance and exit. AND we do NOT want people congregating at the entrance or exit.

This would be the exact opposite of safe social distancing.

Prior floor plans had 8 obvious openings in the parking lot alone. Now with the revised floor plan we will have at least 20 additional 12 foot "gaps" where attendees will be able to come in and move (or stand) freely and safely.

Knowing we have put numerous preventative measures in place and for all of the above modifications we kindly request that you reverse your decision to deny the permits for our 2020 Craft Fairs in Lincoln New Hampshire.

Thank you again for your consideration.

Terry Mullen
Castleberry Fairs & Festivals
110 N. Pembroke Road
Pembroke NH 03275
Office 603-332-2616 ~ Cell 603-817-8943

Sent via email on 6/29/2020 with the following attachments:

Covid-19 Guidance for Retail Workers Osha
Covid-19 Safer at Home Retail Guidance
Covid-19 Waiver of Liability
Lincoln Floorplan with Social Distancing
Lincoln Floorplan no change
Image of Craft Fair aisle with cones and arrows
Various signs to post throughout the event.



Castleberry Fairs & Festivals

castleberryfairs.com

Carole Bont
Planning and Zoning Administrator
Town of Lincoln
P.O. Box 25
Lincoln, NH 03251

January 30, 2020

Re: Arts and Craft Festivals

Hello,

We are returning to Lincoln NH to host our Arts and Craft Events as follows:

The 28th Annual Lincoln Summer Craft Festival August 8 & 9, 2020

AND

The 24th Annual Lincoln Fall Craft Festival October 10, 11 & 12, 2020

We obtained permits last year and we are hoping those permits are renewable or permanent. If not, see enclosed Special Permit Applications and copy of contracts.

I will again contact Chief Ron Beard and will again comply with tent size guidelines.

I will again request police traffic detail as necessary.

Enclosed find 2 checks for permit fees and electric usage.

Let me know if you require additional information.

Thank you again for your assistance.

Terry Mullen
On Site Cell 603-817-8943
Member Western White Mountains Chamber of Commerce



TOWN OF LINCOLN, NH
Planning & Zoning Department
148 Main Street
PO Box 25
Lincoln, NH 03251-0025

Phone: 603-745-2757
Fax: 603-745-6743
Email: planning@lincolnnh.org
Web: www.lincolnnh.org

Request for Approval of a Special Event

Instructions to Applicant: It is the responsibility of the applicant to complete this application form as thoroughly as possible in order to enable the Planning Board to promptly review the submitted application. The applicant is encouraged to attach pertinent maps, sketches, minutes, letters, or other documents to this application and use additional blank sheets if any of descriptions below require additional space.

Date: January 30, 2020

To: The Lincoln Planning Board

The undersigned, as owner or duly designated agent for the parcel(s) listed below, hereby applies for approval of the special event use described herein, including any attachments thereto.

Categorize the Special Event:

Concert	Camping	<input checked="" type="checkbox"/> Craft Show	Festival
Highland Games	Motor Vehicle Rally	<input type="checkbox"/> Sales	Other: _____

Name of the Proposed Special Event: 28th Annual Lincoln Summer Craft Festival

Description of the Special Event: (Include description of all major activities. If more room is needed please use the reverse side)

Up to 125 individual booths of Arts, Crafts, Foods & Music. We would set up in the Parking Lot and Town Green using
Using the same footprint as the past 25 years.

Tax Map(s) and Lot Number(s): Map _____, Lot _____ Map _____, Lot _____

Proposed Date(s) of the Special Event: August 8 & 9, 2020 with a set up date of August 7.

Describe the Attendance Expected at the Special Event: (Note: the Planning Board understands that no one can accurately predict the exact attendance at a Special Event. However, the operator of the special event must propose a reasonably accurate estimate of the number of attendees expected for consideration by the Planning Board. Estimates are required for each day for a multi-day special event.)

We estimate 750 attendees each day.

Describe the proposed parking plan being proposed for the above described special event: (Note: A plan or sketch, acceptable to the Planning Board, must be submitted with this completed application form. If off-site parking is proposed, a sketch for each proposed off-site area must be submitted and specific numbers must be designated for each parking area. For each off-site parking area, a letter of approval from the property owner, or other documentation acceptable to the Planning Board, must be submitted with this application.) ☐ Not Applicable.

Parking for our exhibitors and the public will be at the Lin-Wood School, Great American Ski Shop and Jeans Playhouse. We can also use the parking of the Village Shops.

Describe the proposed traffic control plan to be maintained by the applicant during the above described special event: ☐ Not Applicable.

As in prior years we will hire a detail officer from the Lincoln Police Department to direct traffic.

Describe the proposed sanitary waste services to be maintained during the above described special event: ☐ Not Applicable.

We will obtain and maintain portable toilets and wash station during the event.

Describe the proposed water supply services to be maintained during the above described special event: ☐ Not Applicable.

We do not need water.

Describe the proposed solid waste services to be maintained during the above described special event: ☐ Not Applicable.

We will have temporary dumpsters on site.

Describe the proposed vending activities to be conducted during the above described special event: (Note: A plan or sketch, acceptable to the Planning Board, must be submitted with this completed application form.) ☐ Not Applicable.

Our events are juried and we only allow artisans who sell their own creations. No sales reps.

Describe the proposed police details to be provided by Lincoln Police Department or other law enforcement agencies: (Note: A contract with the Police Department or a letter from the Police Chief or other documentation acceptable to the Planning Board, must be submitted with this completed application form.) ☐ Not Applicable.

We would hire a Lincoln Police Detail officer to direct traffic on Route 112.

In August we really only need one officer during the busiest times 10am to 2 pm each day.

Describe any public areas (e.g., public or private roadways, municipal parking lots, etc.) proposed for non-traffic use during the special event: (Note: a letter of approval from the property owner, or other documentation acceptable to the Planning Board, must be submitted with this application. If a parade is scheduled on a State highway in conjunction with the special event, please attach a copy of the license issued by the State pursuant to RSA 286:2.) ☐ Not Applicable.

We use the entire Village Green and the section of the Village Shops Parking Lot adjacent to Route 112 and the section that runs along the entry road going toward the River Walk. As well as the brick walkway leading into the Village Shops.

Same as the prior 26 years.

Describe the proposed on-site and off-site temporary signage to be utilized during the above described special event: (Note: a sketch, or sketches, or, a detailed listing, acceptable to the Planning Board, must be submitted with this completed application form.) ☐ Not Applicable.

We hang a banner at the driveway entrance to the Village Shops.

We put up directional signs along Route 112 and the Connector Road to Route 3 and on Route 3.

Describe any other pertinent information that the Planning Board may want to know about the Special Event ☐ Not Applicable.

Castleberry Fairs is a family business. We have hosted Arts & Craft Fairs since 1989.

Our Lincoln fairs are highly anticipated, free admission and family friendly.

I apply for the Special Event Permit annually, but I think our Fairs have been given Permanent Approval

Number of Years Being Requested for Approval: (Note: a "new" special event will be approved for only one (1) year on a trial basis. All other applications may be approved by the Planning Board for either 1, 2 or 3 years, or, permanently approved.)

☐ Trial 1-Year Approval ☐ 1 Year ☐ 2 Years ☐ 3 Years ☒ Permanent Approval

Is a completed "Abutters List" form enclosed with this submitted application?

☐ Yes ☒ No

Have the necessary fees been paid to the Town of Lincoln? ☒ Yes ☐ No

License Fees:

The Town shall charge the applicants permit fees based upon the following schedule:

One Day Event

<u>Expected Attendance</u>	<u>Non-Profit Sponsor</u>	<u>For Profit Sponsor</u>
0 to 500 persons	\$50	\$100
501 to 1000 persons	\$50	\$150
1001 to 3000 persons	\$50	\$250
3001+ persons	\$50	\$300

Multi-Day Event

\$50 per additional day shall be added to the one-day event fee for profit making events and \$0 per additional day shall be added to the one-day event fee for nonprofit events.

Has Town Staff (Police, Fire, Public Works, Planning, Town Manager) reviewed the Special Event Plan? ☐ Yes ☐ No I do not know.

Has Town Staff (Police, Fire, Public Works, Planning, Town Manager) have endorsed the Special Event Plan? ☐ Yes ☐ No Do I need to get these every year? I requested permanent approval and the parameters of my event have not changed.

Applicant (Name Typed or Printed): Teresa F Mullen DBA Castleberry Fairs

Applicant's Address: 110 North Pembroke Road, Pembroke NH 03275

Applicant's Phone Number: 603-332-2616

E-mail Address, if applicable: terry@castleberryfairs.com

Signature of the applicant: _____

Name of Sponsoring Organization if Applicable: Castleberry Fairs & Festivals

Address of Sponsoring Organization: Same

Sponsor Phone Number: Same

Sponsor E-mail Address or website address, if applicable: Same

For Use By The Town:

Date Application Received: _____ Initials: _____

Date Approved: _____

Town Manager/Town Planner

Date

Contract

Between Marcia Imbrescia, for Village Shops ICH, LLC (Lincoln, NH)
and Teresa Mullen, for Castleberry Fairs & Festivals (Pembroke NH)

Lincoln Summer Craft Festival
Saturday August 8 and Sunday, August 9, 2020

Castleberry Fairs & Festivals would be responsible for the following:

- Solicitation and selection of Juried Crafters
- Craft Fair lay-out and set-up.
- Reserving some parking spaces in the front of the Village Shops main entrance door with signage "Reserved for customers of the Village Shops"
- Advertising
- **Liability Insurance:** Certificate to be held by and named as additional insureds:
Marcia Imbrescia D/B/A Village Shops ICH, LLC
- **Security:** For Closed Hours of the Event.
- **On site staff:** Available to exhibitors and the public.
- **Rental of Portable Toilets AND Dumpster.**
- **Pay for Permits and Police Detail as applicable to the Town of Lincoln, NH**
- **Obtaining OFF SITE parking for Exhibitors.**

A limited number of Castleberry Exhibitors are permitted to sell Specialty Foods including: herbal dips, relishes, mustards, gourmet coffees, pretzels, jams and jellies, salsas, vinegar's, maple and honey products, fudge, confections, kettle corn, cotton candy, hot dogs, etc.

Exclusivity Agreement:

Castleberry Fairs would require that this be an Exclusive arrangement meaning:

"No other event of a similar nature (Arts and Crafts) would be permitted at the Village Shops 2 weeks prior to and 2 weeks after this event."

Lincoln Fall Craft Festival
Saturday October 10, Sunday, October 11, and Monday, October 12, 2020

Marcia Imbrescia D/B/A Village Shops agree to provide the following:

- **Area to accommodate approximately 100 + Booths.**
(Same area as in 2019: grass park, brick entrance and front section of parking lot along Main Street & Driveway)
- **Block off parking area at Village Shops closing on 10/8/2020 to allow us to set up 10/9/2020.**
- **Access to grounds 1 day prior for Set-up.**
- **Assistance with promotion:**
Permission to hang banner 1 week prior to the event. (Castleberry Fairs to obtain permission from the Town of Lincoln)
Listing on Events Calendar, hanging posters etc. Trailers with ads ordinarily placed.
- **Electrical Access and usage.**
- **Dig Safe Report:** If Applicable. (Not required in the past.)
- **Assistance obtaining permits from the Town of Lincoln, NH if necessary.** (Not required in the past.)
- **Confirming that the Farmer's Market (or similar event) will NOT take place during these dates on the grounds of the Village Shops. Please note that one of the tenants, Peaked Moon Farm, will be open and allowed to conduct business as usual.**
- **On site maintenance person to keep restrooms clean and maintain and empty trash barrels.**

Fees to be paid to Village Shops ICH, LLC (mail to the attn: Marcia Imbrescia):

Signed:

On File

Teresa Mullen
Castleberry Fairs

Date

On File

Marcia Imbrescia
Village Shops

Date



TOWN OF LINCOLN, NH
Planning & Zoning Department
148 Main Street
PO Box 25
Lincoln, NH 03251-0025

Phone: 603-745-2757
Fax: 603-745-6743
Email: planning@lincolnnh.org
Web: www.lincolnnh.org

Request for Approval of a Special Event

Instructions to Applicant: It is the responsibility of the applicant to complete this application form as thoroughly as possible in order to enable the Planning Board to promptly review the submitted application. The applicant is encouraged to attach pertinent maps, sketches, minutes, letters, or other documents to this application and use additional blank sheets if any of descriptions below require additional space.

Date: January 30, 2020

To: The Lincoln Planning Board

The undersigned, as owner or duly designated agent for the parcel(s) listed below, hereby applies for approval of the special event use described herein, including any attachments thereto.

Categorize the Special Event:

Concert	Camping	Craft Show	Festival
Highland Games	Motor Vehicle Rally	Sales	Other: _____

Name of the Proposed Special Event: 24th Annual Lincoln Fall Craft Festival

Description of the Special Event: (Include description of all major activities. If more room is needed please use the reverse side)

Up to 125 individual booths of Arts, Crafts, Foods & Music. We would set up in the Parking Lot and Town Green using
Using the same footprint as the past 23 years.

Tax Map(s) and Lot Number(s): Map _____, Lot _____ Map _____, Lot _____

Proposed Date(s) of the Special Event: October 10, 11, 12, 2020 with a set up date of October 9.

Describe the Attendance Expected at the Special Event: (Note: the Planning Board understands that no one can accurately predict the exact attendance at a Special Event. However, the operator of the special event must propose a reasonably accurate estimate of the number of attendees expected for consideration by the Planning Board. Estimates are required for each day for a multi-day special event.)

We estimate 2000 attendees each day.

Describe the proposed parking plan being proposed for the above described special event: (Note: A plan or sketch, acceptable to the Planning Board, must be submitted with this completed application form. If off-site parking is proposed, a sketch for each proposed off-site area must be submitted and specific numbers must be designated for each parking area. For each off-site parking area, a letter of approval from the property owner, or other documentation acceptable to the Planning Board, must be submitted with this application.) ☐ Not Applicable.

Parking for our exhibitors and the public will be at the Lin-Wood School, Great American Ski Shop and Jeans Playhouse. We can also use the parking of the Village Shops.

Describe the proposed traffic control plan to be maintained by the applicant during the above described special event: ☐ Not Applicable.

As in prior years we will hire a detail officer from the Lincoln Police Department to direct traffic.

Describe the proposed sanitary waste services to be maintained during the above described special event: ☐ Not Applicable.

We will obtain and maintain portable toilets and wash station during the event.

Describe the proposed water supply services to be maintained during the above described special event: ☐ Not Applicable.

We do not need water.

Describe the proposed solid waste services to be maintained during the above described special event: ☐ Not Applicable.

We will have temporary dumpsters on site.

Describe the proposed vending activities to be conducted during the above described special event: (Note: A plan or sketch, acceptable to the Planning Board, must be submitted with this completed application form.) ☐ Not Applicable.

Our events are juried and we only allow artisans who sell their own creations. No sales reps.

Describe the proposed police details to be provided by Lincoln Police Department or other law enforcement agencies: (Note: A contract with the Police Department or a letter from the Police Chief or other documentation acceptable to the Planning Board, must be submitted with this completed application form.) ☐ Not Applicable.

We would hire a Lincoln Police Detail officer to direct traffic on Route 112.

For our October event I understand the Town of Lincoln will require us to pay for 2 police officers to direct traffic for all hours of the event plus 30 minutes prior and 30 minutes after closing each day.

Describe any public areas (e.g., public or private roadways, municipal parking lots, etc.) proposed for non-traffic use during the special event: (Note: a letter of approval from the property owner, or other documentation acceptable to the Planning Board, must be submitted with this application. If a parade is scheduled on a State highway in conjunction with the special event, please attach a copy of the license issued by the State pursuant to RSA 286:2.) ☐ Not Applicable.

We use the entire Village Green and the section of the Village Shops Parking Lot adjacent to Route 112 and the section that runs along the entry road going toward the River Walk. As well as the brick walkway leading into the Village Shops.

Same as the prior 20 plus years.

Describe the proposed on-site and off-site temporary signage to be utilized during the above described special event: (Note: a sketch, or sketches, or, a detailed listing, acceptable to the Planning Board, must be submitted with this completed application form.) ☐ Not Applicable.

We hang a banner at the driveway entrance to the Village Shops.

We put up directional signs along Route 112 and the Connector Road to Route 3 and on Route 3.

Describe any other pertinent information that the Planning Board may want to know about the Special Event ☐ Not Applicable. I apologize for the last minute application. I filled this out in 2016 requesting Permanent Approval.

Castleberry Fairs is a family business. We have hosted Arts & Craft Fairs since 1989.

Our Lincoln fairs are highly anticipated, free admission and family friendly.

I apply for the Special Event Permit annually, but I think our Fairs have been given Permanent Approval

Number of Years Being Requested for Approval: (Note: a "new" special event will be approved for only one (1) year on a trial basis. All other applications may be approved by the Planning Board for either 1, 2 or 3 years, or, permanently approved.)

☐ Trial 1-Year Approval ☐ 1 Year ☐ 2 Years ☐ 3 Years ☒ Permanent Approval

Is a completed "Abutters List" form enclosed with this submitted application?

☐ Yes ☒ No

Have the necessary fees been paid to the Town of Lincoln? ☒ Yes ☐ No

License Fees:

The Town shall charge the applicants permit fees based upon the following schedule:

One Day Event**Expected Attendance**

0 to 500 persons
 501 to 1000 persons
 1001 to 3000 persons
 3001+ persons

Non-Profit Sponsor

\$50
 \$50
 \$50
 \$50

For Profit Sponsor

\$100
 \$150
 \$250
 \$300

Multi-Day Event

\$50 per additional day shall be added to the one-day event fee for profit making events and \$0 per additional day shall be added to the one-day event fee for nonprofit events.

Has Town Staff (Police, Fire, Public Works, Planning, Town Manager) reviewed the Special Event Plan? ☐ Yes ☐ No ☐ I do not know.

Has Town Staff (Police, Fire, Public Works, Planning, Town Manager) have endorsed the Special Event Plan? ☐ Yes ☐ No ☐ I think these are still pending.

Applicant (Name Typed or Printed): Teresa F Mullen DBA Castleberry Fairs

Applicant's Address: 110 North Pembroke Road, Pembroke NH 03275

Applicant's Phone Number: 603-332-2616

E-mail Address, if applicable: terry@castleberryfairs.com

Signature of the applicant: _____

Name of Sponsoring Organization if Applicable: Castleberry Fairs & Festivals

Address of Sponsoring Organization: Same

Sponsor Phone Number: Same

Sponsor E-mail Address or website address, if applicable: Same

For Use By The Town:

Date Application Received: _____

Initials: _____

Date Approved: _____

 Town Manager/Town Planner

 Date

Contract

Between Marcia Imbrescia, for Village Shops ICH, LLC (Lincoln, NH)
and Teresa Mullen, for Castleberry Fairs & Festivals (Pembroke NH)

Lincoln Fall Craft Festival
Saturday October 10, Sunday, October 11 and Monday, October 12, 2020

Castleberry Fairs & Festivals would be responsible for the following:

- **Solicitation and selection of Juried Crafters**
- **Craft Fair lay-out and set-up.**
- **Reserving some parking spaces in the front of the Village Shops main entrance door with signage "Reserved for customers of the Village Shops"**
- **Advertising**
- **Liability Insurance:** Certificate to be held by and named as additional insureds:
Marcia Imbrescia D/B/A Village Shops ICH, LLC
- **Security:** For Closed Hours of the Event.
- **On site staff:** Available to exhibitors and the public.
- **Rental of Portable Toilets AND Dumpster.**
- **Pay for Permits and Police Detail as applicable to the Town of Lincoln, NH**
- **Obtaining OFF SITE parking for Exhibitors.**

A limited number of Castleberry Exhibitors are permitted to sell Specialty Foods including: herbal dips, relishes, mustards, gourmet coffees, pretzels, jams and jellies, salsas, vinegar's, maple and honey products, fudge, confections, kettle corn, cotton candy, hot dogs, etc.

Exclusivity Agreement:

Castleberry Fairs would require that this be an Exclusive arrangement meaning:

"No other event of a similar nature (Arts and Crafts) would be permitted at the Village Shops 2 weeks prior to and 2 weeks after this event."

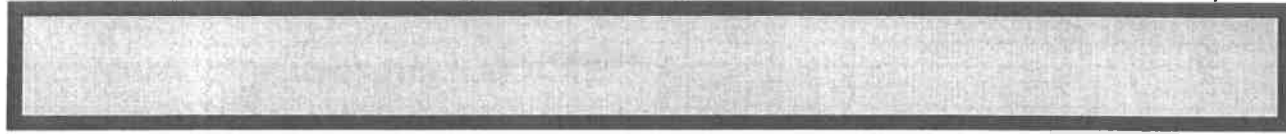
Lincoln Summer Craft Festival
Saturday August 8 and Sunday, August 9, 2020

Page 1 of 2

The Village Shops agrees to provide the following:

- **Area to accommodate approximately 100 + Booths.**
(Same area as in 2019: grass park, brick entrance and front section of parking lot along Main Street & Driveway)
- **Block off parking area at Village Shops closing on 8/6/2020 to allow us to set up 8/7/2020.**
- **Access to grounds 1 day prior for Set-up.**
- **Assistance with promotion:**
Permission to hang banner 1 week prior to the event (Castleberry Fairs to obtain permission from the Town of Lincoln)
Listing on Events Calendar, hanging posters etc. Trailers with ads ordinarily placed.
- **Dig Safe Report:** If Applicable. (Not required in the past.)
- **Assistance obtaining permits from the Town of Lincoln, NH if necessary.** (Not required in the past.)
- **Confirming that a Farmer's Market (or similar event) will NOT take place during these dates on the grounds of The Village Shops. Please note that one of the tenants, Peaked Moon Farm, will be open and allowed to conduct business as usual.**
- **On site maintenance person to keep restrooms clean and maintain and empty trash barrels.**

Fees to be paid to Village Shops ICH, LLC (mail to the attn: Marcia Imbrescia)



Signed:

On File

Teresa Mullen
Castleberry Fairs

Date

On File

Marcia Imbrescia
Village Shops

Date

22793

CASTLEBERRY FAIRS & FESTIVALS™

WWW.CASTLEBERRYFAIRS.COM
110 N PEMBROKE ROAD
PEMBROKE, NEW HAMPSHIRE 03275

TD BANK
America's Most Convenient Bank
54-7/114

PAY TO THE
ORDER OF

Town of Lincoln

Five Hundred Fifty and 00/100

\$ **550.00

DOLLARS

Town of Lincoln
PO BOX 25
Lincoln NH 03251

VOID AFTER 90 DAYS



MEMO

Permit Fees 2020 Craft Fairs

⑈022793⑈ ⑆011400071⑆ 0007890970⑈

Security Features. Details on back.

22792

CASTLEBERRY FAIRS & FESTIVALS™

WWW.CASTLEBERRYFAIRS.COM
110 N PEMBROKE ROAD
PEMBROKE, NEW HAMPSHIRE 03275

TD BANK
America's Most Convenient Bank
54-7/114

PAY TO THE
ORDER OF

Town of Lincoln

One Hundred and 00/100

\$ **100.00

DOLLARS

Town of Lincoln
PO BOX 25
Lincoln NH 03251

VOID AFTER 90 DAYS



MEMO

Electric Use 2020 Craft Fairs

⑈022792⑈ ⑆011400071⑆ 0007890970⑈

Security Features. Details on back.





Safer at Home

RETAIL

COVID-19 REOPENING GUIDANCE

GOVERNOR'S ECONOMIC REOPENING TASKFORCE



SAFER AT HOME

RETAIL

Safeguarding Guidance:

The Governor's Economic Re-Opening Task Force recommends protocols for safeguarding all New Hampshire businesses and individuals during the coronavirus disease 2019 (COVID-19) pandemic. This industry-specific guidance is based on what is currently known about COVID-19 and is intended to protect the public's health and allow New Hampshire to remain open for business.

The intent of these recommendations is to reduce transmission of COVID-19 among employees and customers; support healthy business operations; and maintain a healthy work environment.

In addition to strict adherence to [U.S. Centers for Disease Control and Prevention \(CDC\)](#), [Equal Employment Opportunity Commission \(EEOC\)](#) and [Occupational Safety and Health Administration \(OSHA\)](#) guidance, and [US Food and Drug Administration \(FDA\)](#), the State of New Hampshire recommends policies and procedures to protect consumers and employees, including.

These guidelines apply to retail establishments who are currently open and providing Essential Services, as well as retail establishments who are re-opening their physical locations and resuming in person operations pursuant to Emergency Order #40.

Effective on May 11, 2020, all retail establishments may open their physical facilities to workers, customers, and the public and resume in person operations if they operate in accordance with the following guidelines. Retail establishments who are currently open due to provision of Essential Services must begin operating in accordance with these guidelines immediately.

Employee Protection:

1. All staff must wear cloth face coverings at all times when in the retail facility and in public locations or shared staff areas (e.g. break rooms), even if other individuals are not immediately present.
2. Provide training on cloth face coverings based on CDC guidance for [Use of Cloth Face Coverings](#).
3. People wearing face coverings must not touch their eyes, nose, mouth, or face, or adjust their facemask without first sanitizing hands. After touching face or adjusting mask, hands must be sanitized.
4. Alcohol-based hand sanitizer must be made readily available for both staff and consumers at entrances and exits to the retail facility, at checkout locations, and in staff breakrooms and other commonly used staff areas.
5. Stagger shifts, breaks, and meals, in compliance with wage and hour laws and regulations to maintain social distancing.



SAFER AT HOME

RETAIL

6. Provide regular updates and training for employees about personal COVID-19 mitigation and store safeguards based on CDC guidelines.
7. Require all employees to report any symptoms of COVID-19 or close contact to a person with COVID-19 to supervisor.
8. Staff must be screened (questioned about) for symptoms of COVID-19 before each shift. Staff with any symptoms must not be allowed to work.
9. Staff should be instructed to maintain a distance of at least 6 feet from others (staff and customers) at all times. Prohibit congregating in break rooms or common areas and limit capacity of such areas to allow for a safe social distancing of at least 6 feet whenever possible.
10. Restrict interaction between employees and outside visitors or delivery drivers; implement touchless receiving practices if possible.

Consumer Protection:

1. Develop a process for limiting the number of customers inside a store at a given time, excluding employees and representatives of third-party delivery companies, to 50 percent or less of store occupancy based on New Hampshire's Building and Fire Code.
2. Ensure any waiting line outside the store has demarcations spacing customers at least 6 feet apart.
3. Customers should wear cloth face coverings at all times when inside the store. Signage and staff should request this before customers enter the store.
4. Consider dedicated shopping hours or appointment times for the elderly and medically vulnerable persons.
5. If feasible and reasonable, establish one-way aisles and traffic patterns for social distancing.
6. Where appropriate and possible, implement pay-ahead and curbside pickup and/or delivery service options to minimize contact and maintain social distancing.
7. Assign dedicated staff (i.e. a safety officer) to monitor social distancing and compliance with protective actions, and to prompt customers and other staff about the importance of social distancing, hand hygiene, and use of cloth face coverings.
8. Add social distancing reminder signage, personal and floor stickers in key areas in the store (e.g. check-out counters)
9. Offer self-checkout and/or self-bagging options when possible



SAFER AT HOME

RETAIL

Business Process Adaptations:

1. Services should preferably be paid for electronically, but retailers may accept cash or check.
2. Establish enhanced cleaning protocols that follow [CDC guidance](#) relating to cleaning and disinfection for COVID-19. This includes cleaning and disinfecting shared resources and frequently touched surfaces every two hours. Check-out lanes should be wiped down and cleaned between each customer.
3. When possible, use a clearly designated entrance and a separate clearly designated exit to maintain social distancing.
4. Use plastic shields or barriers between customers and clerks at service counters and clean them frequently.
5. Adjust store hours to allow time for enhanced cleaning.
6. Continue to prohibit the use of reusable bags.
7. Suspend the sampling of food and personal hygiene products.
8. Task management-level employees within a store (i.e. a safety officer) to monitor compliance.
9. Respect the right of business owners to have requirements over and above these recommendations.



UPDATED JUNE 15, 2020



CASTLEBERRY FAIRS & FESTIVALS

Covid-19 Waiver of Liability

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious.

Castleberry Fairs & Festivals has put in place preventative measures to reduce the spread of COVID-19. However, we cannot guarantee that you will not become infected with COVID-19.

Read and check the box below to Agree to the following:

COVID-19 WAIVER OF LIABILITY and Social Distancing Guidelines.

Because Castleberry Fairs and Festivals are open to the public I recognize that I am at higher risk of contracting COVID-19. With full awareness and appreciation of the risks involved, I, for myself and on behalf of my family, spouse, estate, heirs, executors, employees, partners, administrators, assigns, and personal representatives, hereby forever release, waive, discharge, and covenant not to sue Castleberry Fairs & Festivals, Teresa or Christopher Mullen or independent contractors, affiliates, employees, successors, Towns, Cities or States of venues or agents thereof, nor the owners or managers of the show sites for any and all liability, claims, demands, actions and causes of actions whatsoever, directly or indirectly arising out of or related to any loss, damage, or injury, including death, that may be sustained related to COVID-19. I agree to indemnify, defend, and hold harmless the released parties from and against any and all costs, expenses, damages, claims, lawsuits, judgments, losses arising either directly or indirectly from or related to any and all claims made by or against any of the released parties due to bodily injury, death, loss of use, monetary loss, or any other injury specifically related to COVID-19. By checking the "Agree" box I acknowledge and represent that I have read the foregoing Covid-19 Waiver of Liability, understand it and agree to it voluntarily as my own free act and deed. I agree that I am sufficiently informed about contagious nature of Covid-19 and the risks involved in participating in Castleberry Fairs & Festivals.

I also agree to the following Social Distancing Guidelines:

If sick or have symptoms of Covid-19 I will STAY HOME.

Masks must be worn at all times.

Maintain a distance of 6 feet from others.

Have hand sanitizer available, in your booth.

No Food Sampling.

No Personal Care Sampling.

Every 2 hours clean and wipe down all frequently touched surfaces.

Agree Box * ☐

By checking this box I agree to the above COVID-19 WAIVER OF LIABILITY and Social Distancing Guidelines:

First Name* _____

Last Name* _____

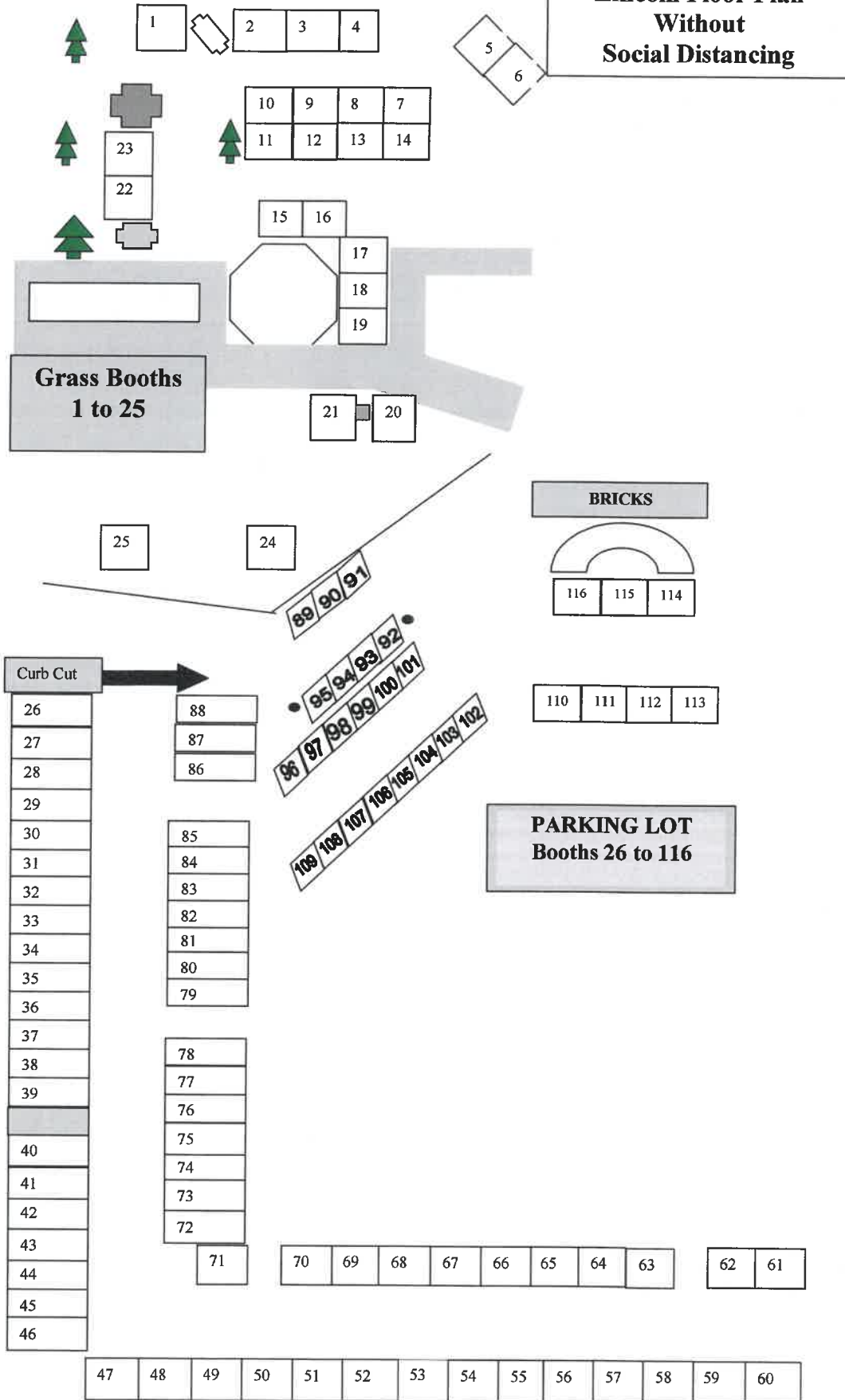
Business Name _____

Email address* _____

Submit ☐



--- Main Street --- Main Street --- Main Street ---



--- Main Street --- Main Street --- Main Street --- Main Street ---

**Lincoln Floor Plan
WITH
Social Distancing**

