

**LINCOLN BOARD OF SELECTMEN'S
MEETING MINUTES
JULY 13, 2020 – 5:00PM
LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH**

APPROVED

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

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

Staff Excused: Town Manager, Butch Burbank

Public Present: Roger Harrington, Cliff Dauphine, Marcus Corey, Loon Mountain Ministry, and Cindy Lloyd, Riverfront Condo resident

Public Present via Zoom Video Conferencing: Paul Beaudin, Carol Riley, Eunice Bartlett, Bob McCabe, President, Riverfront Condo Association, Norman Bartlett, and David Beaudin,

I. CALL TO ORDER

Chairman Robinson called the meeting to order at 5:08 pm.

II. REVIEW AND APPROVAL- MINUTES OF THE PREVIOUS MEETING

MOTION: “To approve the BOS meeting minutes of July 6, 2020 as presented.”

Motion: Tamra Ham Second: OJ Robinson Motion Carried.

Abstained: Jayne Ludwig

MOTION: “To approve the Non-Public BOS meeting minutes of July 6, 2020 as presented.”

Motion: Tamra Ham Second: OJ Robinson Motion Carried.

Abstained: Jayne Ludwig

III. LADIES BATHTUB PARKING LOT Discussion

Chairman Robinson explained that Riverfront Condo owner, Cynthia Lloyd had written to the Board of Selectmen on behalf of the Riverfront Condo Association sharing some of the condo owners concerns with the common parking area located at Ladies Bathtub (swimming area). Ms. Lloyd explained that this is a unique situation because there is a town-owned public swimming area within the boundaries of a residential neighborhood which has presented numerous challenges for the residents at the Riverfront Condos. Lloyd explained that over the course of the July 4th holiday weekend, the parking lot was full with out-of-state and recreation vehicles, and the condo association had to hire two (2) security guards to manage the traffic/parking issues arising from the vehicles parking in the condo owners' residential spaces. In addition to parking issues and COVID-19 concerns, Lloyd noted that small recreational campers are setting up “camp” at this location for extended periods of time, and having camp fires, as well as using the trash enclosures as a “bath house/changing room.” Lloyd explained that the association is considering posting signage for Riverfront Condo owners parking spaces which will explain that all non-resident vehicles will be towed at the owner's expense. Lloyd shared her understanding of the historical context of the Ladies Bathtub which goes back to 1997, and noted that there were written agreements between the condo association and the town which were never finalized, however, the agreement had recommended that the Riverfront Condo Board meet annually with the Board of Selectmen to determine what, if any issues there may be surrounding this property.

Selectman Ludwig was in agreement with Ms. Lloyd and feels that Ladies Bathtub is town-owned property that belongs to the residents and taxpayers who should be able to use this swimming area whenever they wish. Ludwig feels that several parking spaces should be designated for Lincoln residents/taxpayers only and validated with a sticker system, much like the stickers for the transfer station. Lloyd added that she would like to read what the original deed has to say as well as the site plan review, to see if there were any special restrictions or intents for the swimming area.

Selectman Ham feels that signs need to be put up prohibiting camp fires and overnight parking/camping as soon as possible. Bob McCabe (President, Riverfront Condo Association) commented that everyone seems to be making great points this evening, and feels that by eliminating overnight parking as well as scheduling a set closing time for the swimming area, some of these issues discussed could be alleviated. A discussion ensued on setting aside residential parking (parking stickers), alternate swimming sites, and parking lot enforcement. Lloyd suggested possibly hiring a local student to monitor the Lady's Bathtub ensuring visitors are abiding by all parking and swimming rules, and reaching out to the Police Department for those who are not. Chairman Robinson agreed that this is a unique situation and feels that there are a few simple steps that the town can act on now to remediate some of these issues: (1) post signage prohibiting overnight parking, (2) signage prohibiting camp fires, (3) post/enforce 10pm closing time for swimming area, and, (4) designate certain parking spaces for local residents (use dump sticker for residency verification). Robinson suggested obtaining and reading the deed prior to making any other definitive decisions, and finding out what the deeds stated intentions were for the town. Marcus Corey commented that the town may also want to consider adding verbiage to a sign that states no *tent camping* is allowed.

Paul Beaudin commented that the town may want to consider speaking with Loon Mountain because they have closed their parking lots off, and if the town could make an arrangement with Loon to reopen these parking lot accesses, this could potentially alleviate the high volume of traffic at Ladies Bathtub. Robinson thought this was a great suggestion. Beaudin also commented that Lincoln's second-homeowners pay a large portion of the tax base, and they should be entitled to whatever resources that the town has available to its full-time residents.

Upon conclusion of this discussion, Selectman Ham made the following motion:

MOTION: "To approve signage for Ladies Bathtub as follows: No overnight camping and parking, and, no camp fires allowed."

Motion: Tamra Ham

Second: OJ Robinson

All in Favor.

The board agreed to discuss the closing time for Ladies Bathtub next week after they have had a chance to collectively review the deed and any other supporting documentation there may be.

IV. LAND USE PLANNING REVISED FEE STRUCTURE

Selectman Ludwig commented that she feels that they should impose *renovation fees* on homes that are undergoing improvements because the town is not fully aware of what is actually taking place, and a lot of these renovations are slipping through the cracks, and the town is losing money. Ham responded that the tax cards are updated by the town's assessors, which is where the town picks up these changes and renovations to a property. A discussion ensued on the draft Land Use Planning Fee schedule, and the board reviewed all of the fee structures that they had been discussing over the past few weeks.

Chairman Robinson read a letter from Dennis Ducharme, President, RiverWalk, and Inn Seasons Resorts dated June 19, 2020 relative to Construction Land Use Permit Fees (*see attached*). Ducharme noted that

as a member of the Budget Committee, he acknowledges the difficulty entailed in balancing administrative tasks along with the income to support them. Ducharme feels that the town needs to collect fees from those that utilize services that cost the Town of Lincoln tax money directly, and agrees that the \$50 application fee is outdated. Ducharme also noted that some projects are greater than others, but the town should not lose sight of the fact that many of these projects contribute and ensure healthy revenues for the town for years to come in the way of fees and taxes.

The board agreed that the site plan review should have a cost equivalent to what Town Planner Carole Bont and staff invest in time and material for individual projects. Robinson feels that the costs to the town should be reimbursed fairly, and not cause a burden on the applicant. Upon conclusion of the discussion, Selectman Ham made the following motion:

MOTION: “To accept the revised Land Use Planning Fee Schedule as amended this evening.”

Motion: Tamra Ham

Second: Jayne Ludwig

All in favor.

Selectman Ludwig asked if there was a fee for not having the proper permitting? The board agreed to pose this question to Town Counsel, because this tends to be a big issue in town.

V. POLICE DEPARTMENT UNION CONTRACT *Signing*

The Board signed the Agreement between the Town of Lincoln and the International Brotherhood of Teamsters Local #633 Union Contract for the Police Department, which is effective from April 1, 2020 - March 31, 2023.

VI. OLD/NEW BUSINESS

OLD BUSINESS:

Bunker Lane

Chairman Robinson commented that Bunker Lane has been paved and looks great! Robinson was not certain if the town had released the funds (\$58k) to the paving company for the shimming and overlaying of Bunker Lane as a follow-up to its usage of that private road to repair the levee.

RSA 147:8 State of NH Sewer Connection Law

Chairman Robinson researched the Sewer Connection RSA 147:8, in which municipalities enforce a sewer connection requirement for all homes and occupied buildings located within 100-feet of a public sewer: *“Any person proposing to construct or modify any of the following: 1) any extension of a collector or interceptor, whether public or private, regardless of flow; 2) any wastewater connection or other discharge in excess of 5,000 gallons/day; 3) any wastewater connection or other discharge to a WWTP operating in excess of 80 percent design flow capacity based on actual average flow for three consecutive months; 4) any sewage pumping station greater than 50 gpm or serving more than one building.”*

Robinson explained that the user must apply for a state permit (regardless of what the local jurisdiction requires) that is valid for three (3) years, and can be extended for an additional two (2) years (5-years total). If the permit expires, the user would have to re-apply for another state permit, and Robinson noted that this does not mention anything about local jurisdiction or municipal approval. The Board of Selectmen commented that they do not see any reason to change the “first-come, first-serve” policy with the vested projects.

Short Term Rental Registration Application and Ordinance

The Selectmen reviewed the draft Short-Term Rental application and the draft Regulations Relative to Permits for Short-Term Rentals and made several additional changes. Chairman Robinson questioned how this information would be publicized so that all property owners have adequate time to complete the application. The board discussed posting this information on the town's website as well as mailing it out with the fall tax bills. Selectman Ham suggested having Town Counsel review the final documents one last time, and made the following motion:

MOTION: "To approve the Short-Term Rental Registration application and the Regulations Relative to Permits for Short-Term Rentals with amendments."

Motion: Tamra Ham

Second: Jayne Ludwig

All in favor.

Unsealing Non-Public Meeting Minutes from February 19, 2019

MOTION: "To unseal the Non-Public meeting minutes of February 19th, 2019."

Motion: Tamra Ham

Second: OJ Robinson

All in favor.

Postponed July 4th Fireworks Display

Selectman Ham explained that the Woodstock Board of Selectmen met and discussed having the postponed fireworks display either before or after the Labor Day holiday. Woodstock was fully supportive of holding this event, and Selectman Rice has received tentative approval to use the Ice Castle grounds as a shoot site. Rice had also commented that he would reach out to Loon Mountain to see if they may be interested in holding the fireworks display there. The board agreed to hold the fireworks display on Saturday, September 12th, and the site will be determined shortly.

NEW BUSINESS:

Town Manager's Report

There was no Town Manager's Report

Loon Mountain Ministry

The board received a letter from Loon Mountain Ministry (*see attached*) explaining that the Lincoln Planning Board recently approved an application by Loon Mountain Ministry to convert a section of Encore Thrift Shop into a coffee bar and meeting place. The ministry requested that the Board of Selectmen consider charging the coffee shop as a "take-out" restaurant instead of a "sit-down" restaurant which would significantly affect the amount of water and sewer tap fees charged to the ministry. Marcus Corey explained to the board that he will be selling beverages and light food service, and the thirty (30) chairs referenced in the submitted floor plan are primarily for ministry gatherings, Corey estimates that approximately half of the seating capacity will be occupied during coffee shop hours at the height of their expected busiest time of the day, and feels that their water and sewer use will be commensurate with a take-out restaurant and much lower than a regular restaurant.

Chairman Robinson explained that he previously had to step down from the Planning Board approval (decision) process because he had assisted in the application process. Robinson further explained that he would not be a fair or biased participant to render any decision on this matter tonight, and therefore stepped away from the head of the table and took a seat in the audience. Selectman Ham ran calculations based on the water and sewer tap fee schedule and the following motion was made:

MOTION: "To treat this application as a take-out type restaurant, which is 15 points each equaling \$4050, and to further cut this amount in half, for a total of \$2,025."

Motion: Tamra Ham

Second: Jayne Ludwig

All in favor.

Email received from Castleberry Craft Fair sponsor Terry Mullen

Chairman Robinson read an email received from Terry Mullen of Castleberry Fairs withdrawing her appeal to host the Lincoln Summer Craft Festival scheduled for the weekend of August 8th & 9th. Mullen requested permission to hold her Fall Arts and Craft Market on October 10th-12th. Chairman Robinson encouraged Chief Beard to collaborate with Ms. Mullen to see if they can safely organize this event in the fall so that it adheres to the CDC recommended guidelines and is safe for all.

DRA-PA28 Form

The Board of Selectmen signed the DRA (Department of Revenue Administration) PA28 form which is an assessing form for inventory of taxable property that the town does *not* utilize.

Email received from Ivan Strickon

Chairman Robinson read an email received from Ivan Strickon (*see attached*). This email urged the Board of Selectmen to enforce a mask requirement for all indoor venues in town. Selectman Ludwig commented that she understood Nashua was in litigation over this issue. Paul Beaudin commented that a ruling in *Cooper v. Sununu* was issued late this afternoon concerning this case which challenged Nashua's Mask Ordinance, and was ruled "valid". Robinson explained that he is a firm believer in masks, however, the burden of enforcement would fall on the Police Department. Robinson suggested possibly requiring businesses to post signage requiring masks/face coverings within their establishments. Ham feels this may still be difficult without the support of a governor's order. Chief Morris commented that this would be very difficult to enforce, and he is not sure they would have the capacity to do this. Paul Beaudin recommended the town start a campaign to "Keep Lincoln in the Green" and post the statewide COVID map that depicts New Hampshire's low COVID rates which would hopefully appeal to the public to wear face masks. Robinson responded that the town did come up with signs that are available to businesses to download off of the town's website and post in their storefronts.

Public Participation

Roger Harrington commented that he thought that the Castleberry Fairs Sponsor was told that she could not hold the fair this year, and he cannot understand why the Selectmen would still consider allowing the event to take place in October. The board explained that Ms. Mullen will need to provide a detailed safety plan prior to the October fair that will satisfy the recommended safety guidelines, and they have not made any decisions at this point as to whether or not to allow the event to take place.

Paul Beaudin asked a question relative to the "*first-come, first-serve*" policy, and wanted to know if an individual/entity does not have an active permit from the state because their permit expired, and they did not apply for an extension to discharge into a sewer system, how can the town give authorization when they don't have a state permit? Robinson responded that if the state permit has lapsed, they would then need to re-apply to the state for the permit. Beaudin further commented that prior to the town granting any permits or approvals, they should be required to demonstrate that they have obtained the proper state sewer discharge permit. Robinson agreed with Beaudin, and thought this could be a question on the land use application for a commercial construction project.

Paul Beaudin asked about a construction project on Labrecque Street that he does not believe is in compliance, and questioned whether or not anyone is checking into this. Selectman Ludwig responded that she had attended the Planning Board meeting for this project, and it was her understanding that they were approved for three (3) single-family homes, however, she has noticed that there are six (6) units/foundations with electrical hook-ups. Robinson explained that they are aware of what was approved for this project, and it does *not* appear that they are building according to the approved Planning Board

plans. Chief Beard commented that he was visiting the work site and spoke with the contractor who claims that he is building within the approved permit, and there is going to be three (3) single-family homes and three (3) sheds, although he is currently working on modifying the plans for the sheds which he will be emailing to Town Hall. Robinson noted that the town is aware of the situation, and will address this matter at the proper time.

Question from Dave Beaudin

Can you ask if the Police and Firefighters that were in isolation were wearing a mask or not? Chief Beard responded that the Firefighters were wearing a mask and gloves, and the police were not because they were wrestling with the individuals. Beard could not speak any further on behalf of the Police Department or the Ambulance Service.

IV. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (e) two separate legal matters

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 7:53 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 8:14 p.m.

V. ADJOURNMENT

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

MOTION: "To adjourn."

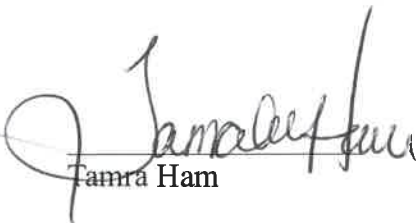
Motion: Tamra Ham Second: Jayne Ludwig All in favor.

The meeting adjourned at 8:15 p.m.


Respectfully Submitted,
Jane Leslie

Approval Date: July 20, 2020


Chairman O.J. Robinson


Tamra Ham


Jayne Ludwig



G O D • C O M M U N I T Y • M O U N T A I N S

Monday, July 13th, 2020

To the Board of Selectmen,

The Town of Lincoln Planning Board recently approved an application by Loon Mountain Ministry to convert a section of Encore Thrift Shop into a coffee bar and meeting space.

At the annual fall Loon Mountain Ministry board retreat, the board voted to start a coffee shop. The vote was unanimous as it will play a crucial part in helping the ministry fulfill its social mission, which is "Serve Community." Please see www.loonmtnministry.com for more about our mission and values.

The mission behind the coffee shop concept is three parts. First, it is to provide a place for folks to connect over a good cup of coffee. Connect with each other, connect to the community and connect with God.

Secondly, it is to create a multipurpose space for our growing local church. This would give our ministry options for our small group meetings and church services.

Lastly, it is for revenue. If successful, the coffee sales would help offset the cost of our expanding programs such as youth group, community services, meal deliveries, pizza fundraisers, and the numerous other ways we contribute to the Lincoln-Woodstock community. The coffee proceeds would also help the ministry in its financial giving, which is currently at an average of over \$20,000 a year. Our "mug club" will help us to increase our support of the Bridge Project, which currently is \$10,000.

This business is not primarily being established to be a profit center. We stated this goal to the Planning Board on February 12 when we explained that "the Ministry needs more space" ... "to be used for ministry gatherings and Board and Budget meetings." And "so revenue is the lowest priority."

We are looking to pay our fair share of water and sewer tap fees as part of this new use. However, as a small coffee shop, we are being asked to pay the same amount per coffee shop seat as a full service restaurant. We will just be serving drinks and snacks, as opposed to full, multi-course meals. The average time a customer spends in our coffee shop is expected to be far less than a visitor at a full-service restaurant. We will not have a commercial kitchen and will not be preparing meals onsite. Because of these factors, our water and sewer usage is expected to be far less than a full service restaurant.

PO Box 1148 Lincoln, NH 03251
603-745-3366
loonmountainministry@gmail.com
www.loonmtnministry.com



G O D • C O M M U N I T Y • M O U N T A I N S

The ministry is asking the Board of Selectmen to consider charging the coffee shop as a take out restaurant instead of a sit down, full-service restaurant. We will be selling beverages and light food service. The thirty chairs in the floor plan are mostly for ministry gatherings. We envision only about half of the seating capacity being occupied during coffee shop hours at our busiest. We are not looking for a hand-out. We just feel that our water and sewer use will be commensurate with a take out restaurant and much lower than a regular restaurant.

Our start up budget is tight and any help we could get in this process would be greatly appreciated by our Ministry and community we serve. It is our hope that the coffee shop will be a center of connection, community and hope.

Sincerely,
Eunice Jenkins
Encore Coffee Shop Manager
Loon Mountain Ministry
eunice@loonmtnministry.com

PO Box 1148 Lincoln, NH 03251
603-745-3366
loonmountainministry@gmail.com
www.loonmtnministry.com



Town Hall

From: Terry Mullen <terry@castleberryfairs.com>
Sent: Saturday, July 11, 2020 11:20 AM
To: Planning; m.imbrescia@gmail.com; Fire; Town Manager; Town Hall
Subject: Craft Fair Appeal

Hello,

Thank you again for your patience regarding our appeal.
Obviously we never want to risk the health of the public, our exhibitors or our staff.

At this point we would like to withdraw our appeal to host the Lincoln Summer Craft Festival scheduled for August 8 & 9, 2020.
However, we would still like to try and move forward with the Lincoln Fall Arts and Craft Market on October 10-12, 2020.

We have made numerous changes to our business model to comply with both State and local guidelines. Our event is no longer considered a "festival" and we have changed the title to Arts and Craft Market. Similar to a farmers market, or a flea market. We no longer have live music, craft demonstrations, food or personal care sampling or food sold to be consumed onsite.
Our Artisans are still juried and only allowed to sell their own American made works by hand.

I certainly do not want to upset the Town or the residents ... but again it looks, to me anyway, that a Craft Market should be allowed.

We recently got permission from the owner of the Village Shops, Marcia Imbrescia, to increase the footprint and move the entire event into the parking lot. This way we do not have to use or enclose the Green.

I will reach out to Chief Beard to discuss the parameters of the event and hope he can provide some guidance in determining capacity. Safety first, always.

We are confident we can work within all of the Governors reopening guidelines, social distancing and hygiene protocols.

Thank you again for your consideration.

Stay well,

Terry Mullen
Castleberry Fairs & Marketplace

Town Hall

From: ivan.s ipstechnology.com <ivan.s@ipstechnology.com>
Sent: Thursday, July 9, 2020 4:02 PM
To: Town Hall
Subject: Important Virus Information

Hi Jane,

Please pass this article on to Butch and the Select Board. Again I urge them to enforce a mask requirement for any indoor venue.

Thanks,
Ivan

If you're working in an office or eating in a restaurant, and someone 30 feet away exhales tiny particles of the coronavirus, those particles can drift and infect you. Picture cigarette smoke wafting across a room. Same thing. The precautions global and federal agencies are advising aren't good enough. Social distancing — keeping six feet away — and washing your hands won't protect you from this airborne virus. That isn't fear-mongering. It's science.

To defeat COVID-19 and reopen our economy, we all need to become radical indoor environmentalists, shifting our attention from outdoor air quality to the air we breathe indoors.

New research from the National Academy of Sciences contends that airborne transmission of the virus is "highly virulent," the "dominant" way it spreads.

On Monday, 239 scientists jointly announced research showing "beyond any reasonable doubt" that "viruses are released during exhalation, talking and coughing in micro-droplets small enough to remain aloft in the air" and that can spread across a room.

They didn't say what proportion of infections are caused that way, but the evidence may explain how one "super-spreader" in a room can infect dozens of other people.

The scientists, including engineering experts, urged countries battling the virus to make buildings healthier, by improving ventilation and installing air-cleaning technologies.

Here's the takeaway: Indoor air quality is the key to reopening safely.

The scientists cited research showing how three families at three different tables in a restaurant in China all became infected with the virus. One person at table A came in with it, and when he talked, he emitted viral droplets that were carried across the room in a stream of air-conditioned air, infecting diners at two other tables.

In a restaurant, you're maskless and more vulnerable. The mounting evidence on airborne transmission underscores the importance of masks and eyeglasses or goggles. Viral particles can invade eye membranes too. The journal Lancet reports that "eye protection is typically under-considered."

As for improving indoor safety, kudos to Gov. Andrew Cuomo for becoming an indoor environmentalist. At his June 29 briefing, he expressed concern about the airborne virus particles circulating in malls.

Unfortunately, he went too far, mandating that they install specific equipment — HEPA filters — in their air conditioning before they're allowed to reopen.

Mall owners are pushing back against the HEPA mandate, saying the filters won't work with their existing systems or will cost too much.

Airlines use HEPA. Most recycle about 30 percent of cabin air through HEPA filters, and exhaust the other 70 percent out of the plane. The cabin air is replaced about every three minutes. So a plane is an unlikely place to become infected by airborne COVID-19: A passenger must still worry about people seated close by and about contaminated surfaces, but not dirty air.

Unfortunately, few indoor spaces can be fitted like airplanes to turn over air in three minutes. But there are other, newer technologies that can be installed to combat airborne viruses.

SEE ALSO

WHO acknowledges 'evidence emerging' of airborne spread of COVID-19

"Healthy buildings should be the first line of defense" against the coronavirus, says Joseph Gardner Allen from Harvard's School of Public Health. And against indefinite lockdowns.

Reopening plans proposed by most states and the Centers for Disease Control and Prevention overlook the problem of airborne spread and don't consider high-tech remedies.

What the United States needs is a Green Indoor Deal, an infrastructure spending plan to equip workplaces. It would be a bargain compared to prolonged unemployment benefits.

It could also help schools reopen. School-age kids pose the lowest infection risk. Yet Mayor Bill de Blasio is insisting kids learn from home half the time. Why? The CDC recommends that students' desks be spaced six feet apart, making it impossible to fit the whole class in one room. It's going to be a nightmare for parents.

The CDC's antiquated six-foot rule ignores that the virus can spread through the air and the technologies to battle that.

You may wonder why you haven't heard this information from the CDC or the World Health Organization. They're behind on the science. On Tuesday, the WHO grudgingly acknowledged "the emerging evidence."

It's airborne, and it's time to deal with that.

Ivan Strickon - Secretary
Board of Trustees
Linwood Medical Center / Linwood Ambulance Service
BLS Instructor
AED Maintenance

ivan@linwoodambulance.org
631-379-0801



June 19, 2020

Butch Burbank
Town of Lincoln
Board of Selectmen

Re: Construction Land Use Permit Fees

I am writing to the Board to share my thoughts on behalf the Innseason, Bluegreen and Riverwalk properties in regard to the proposed Land Use Permit Fees. Let me start off by saying that the \$50 fee for an LUP that has been collected in the past is not enough income to support the work tasked by the administration. I agree that there needs to be a new fee system as the Board has been discussing in the past several weeks.

As a member of the Lincoln Budget Committee, I would be the first to say it is very difficult every year to balance administration tasks along with income to support. We need to collect fees from those that use services that cost the Town of Lincoln tax money directly. There are several ways to calculate a fee structure and I do not envy the difficult task you have in making these decisions. If I may, I would like to share a few thoughts in order to help in this process.

I would like to use Riverwalk as an example for consideration as we move in this assessment. As I watched the BOS meeting of June 15th there are certain conditions that have changed even since Phase 1 of Riverwalk in 2016. I would like to make comment on the following:

1. When plans are submitted for an LUP, Riverwalk is required to place funds in an escrow account to have a town or independent engineer to review with comments to the project's engineers. RW Phase 1 was at a cost of \$16,000 to Riverwalk. Phase 2 is TBD. This process does not use town funds for review as was mentioned.
2. When new RiverWalk phase 2 plans are completed this year, the plans are submitted to the State Fire Marshall's office for a very comprehensive review and inspection process throughout the construction timeline at a cost to Riverwalk of \$53,400. Please see attached State review categories. Again, at no cost to the town, except in as much as the Fire Chief would and should be involved in this review.
3. When LUP plans are submitted, I agree with the BOS and administration that Carole and others need to review pages of the plans, however not for the reasons I just mentioned. The review is by independent engineers and the State is paid by the applicant. Carole and the team are reviewing for water, sewer and bedroom tap fees. It takes hours for Carole to do this, and if I may add, she does an eloquent job for the town in counting sinks, showers, kitchens, etc. As an example, Riverwalk paid \$468,000 for Phase 1 and will pay near this amount for Phase 2.

In conclusion, I agree the fee of \$50 is from the past, but as some projects are greater than others, let us not lose sight of the fact that these are the projects that contribute and insure healthy revenue for years



to come in the way of fees and taxes. When the Riverwalk site was an empty papermill, revenue to the town was \$11,000 per year in taxes. As it stands today, revenue for only the first phase is \$350,000 per year. Let's not overburden some just because we think they can afford it, as they may not return. I am available as always to answer or clarify any questions you may have.

I thank you for time and your continued support.

Dennis M. Ducharme
President, RiverWalk, InnSeason Resorts

Building Plan(s) Review Submittal Requirements

Code 2015: IBC, IEBC, IECC, IRC IMC, IPC



Other Codes: 2017 NEC, 2015 NFPA 101, 2015 NFPA 1, State Building Code

Plan Submittal Requirements (all plans contained in a single PDF):

- Plan review submission request form
 - Complete set of building plans
 - Soils Report
 - Specifications/Submittals
 - Structural calculations
 - Special inspection program
 - Plan review fee
-

Building Plan Review Submittal Requirements

The following is a list of minimum requirements for all plan submittals. Any information that is not provided may result in the plans being rejected and returned without review.

EACH SEPARATE BUILDING MUST BE PERMITTED SEPARATELY.

A PHASED PROJECT MUST BE PERMITTED SEPARATELY.

Code Summary Sheet

- The list of adopted codes and its year used for the building design
- Occupancy type
- Special use and occupancy requirements (IBC Chapter 4)
- Total square footage. New and Existing (if applicable)
- Actual and Allowable building heights and areas
- Frontage increase applied. Provide calculations
- Fire sprinkler increase applied. What percentage? Provide calculations
- Unlimited area building (if applicable)
- Type of construction. New and Existing (if applicable)
- Fire and smoke protection features installed
- Interior finishes classification
- Fire protection systems being installed
- Occupant load New and Existing (if applicable)
- Occupant load per room including occupant load factor and square footage per room
- Occupant load per exit door including occupant load factor. New and Existing (if applicable).
- Travel distance
- Corridor ratings

- Accessibility requirements met
- Roof assembly construction and rating
- Elevator installed-electric or hydraulic
- Fire walls, ratings, and UL Design (Provide copy of UL documents)
- Fire barriers and ratings
- Fire partitions and ratings
- Fire Doors, ratings, and UL Design (Provide copy of UL documents)
- Fire Windows, ratings, and UL Design (Provide copy of UL documents)
- Identify all New Hampshire State amendments that have been applied during the design of this project

Site Plan

Site Plan showing the location of all surrounding buildings, fire department access roads and fire hydrants.

- Identify the New and Existing (if applicable) Building areas
- Identify in feet the distance between all buildings
- Identify all buildings within 30' of the primary building
- Identify all lot lines indicating the private property side and public property side
- All fire department access roads must be at least 20' wide.
- Identify with a line and a distance in feet showing all hard surfaces used by fire apparatus within 150' of all sides of the building. This distance is as the hose is pulled off a truck on a hard surface and not as the crow flies.
- Identify all fire hydrants as new or existing
- All new fire hydrants must be installed within the Public Easement. A fire hydrant is required to be installed within 400' of a non-sprinklered building and 600' of a sprinklered building. The new fire hydrants are measured as the hose lays off the back of the fire truck on a hard surface and not as the crow flies.
- Identify with a line and a distance in feet showing the travel of a fire apparatus from the fire hydrant to all sides off the building as the hose lays off the back of the fire truck on a hard surface and not as the crow flies. (400' for non-sprinklered buildings and 600' for sprinklered buildings)
- Identify all designated fire department access lanes

Demolition Plan for All Existing Buildings

- Entire building layout
- Dashed lines showing all walls being demolished
- Dashed lines showing all doors being demolished
- Details identifying the scope of work being done
- Identify any fire walls being affected
- Identify any fire barriers being affected
- Identify any fire partitions being affected

Life Safety Plan

- Entire building layout. New and Existing (if applicable)
- Occupant travel distance in feet
- The location of all fire walls and its rating. Provide the UL design cut sheet
- The location of all fire barriers and its rating
- The location of all fire partitions and its rating
- The location of all draft stopping

- The location of all fire extinguishers with the associated travel distance
- The location of all load bearing walls and its rating
- Location of all rated doors, ratings, and door swing
- Location of all rated windows and its rating
- Location of all Rescue Windows
- Occupant load per room including the occupant load factor and square footage per room
- Occupants per exit door and its occupant load factor. New and Existing (if applicable)
- Dead end corridors

Building Layout

- Fire Dampers
- Smoke Dampers
- Location of all Fuel Burning Appliances; Fuel Burning Fireplaces; Fuel Burning Forced Air Furnace locations with ducting
- Emergency lights
- Exit signs

Building Elevation

- Building Height
- Floor Elevations
- Roof Slope
- Dead loads within 10' of the roof edge must have guards

Specification/Submittal Requirements

Submit in Box.com project folder. Hard copies will not be accepted.

- Acoustical ceiling suspension system
- Auxiliary power systems
- Awnings
- Bleachers
- Building exterior envelope (i.e. storefronts, exterior cladding, curtain walls, windows)
- Carports
- Electrical system
- Exit illumination
- Fire alarm system
- Fire sprinkler system
- Fire stopping
- Fire suppression system
- Light poles
- Glass guardrails
- Glazing systems
- HVAC system
- Metal guard rails and handrails
- Plumbing system
- Pre-cast concrete structural members or panels
- Prefabricated stair units to include steel, aluminum, or pre-cast concrete stairs
- Prefabricated wall panels
- Pre-stressed concrete structural members or panels

- Raised floor systems
- Shelving systems and steel storage racks
- Signs
- Smoke and heat vents
- Spray-applied fire proofing
- Special designs (e.g., large skylights, canopies, base isolators)
- Specialty retaining walls
- Brick/Stone/Terra cotta veneer
- Type I Hood
- Type II Hood
- Walk-in cooler (pre-manufactured)
- Wooden, steel, or composite floor joists
- Wood, steel, or composite roof trusses
- Roofing systems

Plans

GENERAL REQUIREMENTS

Please be aware other requirements may be required based on situation and scope of work.

- A minimum of one (1) pdf version of complete plans shall be submitted. Partially completed plans will not be accepted. All plans and applications shall include an accurate description of the entire scope of work.
- One (1) copy of approved shell drawings is required if the scope of work is a build out of a shell building.
- You will not receive an okay to submit, if you do not have the approved shell building drawings as part of your submittal.
- Plans must be legible, fully dimensioned and drawn to scale.
- The cost of construction valuation for the project will need to be submitted. Exceptions would include projects that may need its own permit such as new construction, shell build outs, retaining walls over (4) feet in height (measured from bottom of footing to top of wall), walls and/or fences over (6) feet in height. Project valuation is calculated based on square footage, construction type, and occupancy group.
- All plans must be sealed and signed by an Architect or Engineer registered in the State of New Hampshire. A Registered Electrical Engineer is required when electrical designs exceed 400 amps, and where the available fault current at any new piece of equipment exceeds 22,000 amps, or for hazardous locations, hospitals or buildings with operating rooms.
- You will need to provide special inspection certificate forms before issuance of permits when the design professional or plan reviewer requires such inspections. Special Inspections are required where monitoring of the materials and workmanship is critical to the integrity of the building structure as stated in the current International Building Code.

STRUCTURAL & BUILDING PLAN REQUIREMENTS

1. Code review checklist shall be completed and signed by the registered design professional of record.
2. Soils report is required when applicable.
3. Structural calculations shall be provided when applicable to address both vertical and lateral forces, and shall be stamped and signed by a licensed engineer or architect in the State of New Hampshire.
4. Site plan. A fully dimensioned site plan shall show:
 - Project address including suite numbers and legal description.

- All easements with dimensions, lot area, north arrow, and scale
 - Location of all property lines, structure to property line setback dimensions (existing and proposed)
 - Proposed and existing utility meters, public sewer connections, sump pumps, back flow devices, and fire hydrant locations
 - Street names for all adjacent streets
 - A fully dimensioned parking plan including tabulation of existing, proposed and required parking spaces
 - Locations of all buildings/structures on adjacent property within 10 feet of property line, including location and dimensions of all walkways and driveways related to ADA considerations
5. Floor plan & details. Please provide a fully scaled and dimensioned floor plan:
- Indicate all floor levels
 - Indicate use of all rooms existing and proposed and their corresponding occupant load
 - Show all doors and windows and cross-reference to the door & window schedule
 - When required provide fully dimensioned enlarged floor plans and interior elevations for all restrooms to show accessibility compliance with ANSI A117.1
 - Indicate the location and travel direction of all stairways
 - Where fire resistant construction is proposed, please show all fire resistive construction components of the building such as separation walls, rated shafts, area separation walls, rated corridors, horizontal exits, and other rated means of egress systems
 - Provide a complete and clear means of egress plan for every floor. Identify continuous, unobstructed, path of exit travel from the most remotely occupied point of the floor plan to a public way. Plans shall show all of the elements of means of egress.
6. Foundation plan
- Provide a fully dimensioned foundation plan that incorporates the foundation system as recommended in the soils report
 - Provide location and complete details of all proposed site retaining walls
7. Framing plan
- Show the material, size and location of all framing members, including headers, beams, girders, floor joists and or trusses
 - Identify posts and columns on the plans by size, type, location and spacing
 - Show direction of all framing members including span and spacing
 - Specify type and thickness of plywood floor and roof diaphragms
8. Elevation plan
- All elevation drawings shall be fully dimensioned and labeled accordingly
 - Indicate all finished floor elevations, building heights, existing and proposed grades
 - If more than one building is located on site, label each building elevation to distinguish one from the other
 - Show and label all exterior details and location of windows, doors, and any other architectural features
9. Roof plan
- Required for all new construction or any modification to the existing roof
 - Show and label spot elevations for all roof peaks, ridges, and low points
 - Show all hips, valleys and ridges, drains and overflow drains

MECHANICAL PLAN REQUIREMENTS

1. Mechanical floor plan showing all equipment listed and sized
2. Provide duct schematic supply and return, including balancing data, duct sizes, and inlet/outlet sizes
3. Provide ventilation calculations
4. Provide energy code calculations

PLUMBING PLAN REQUIREMENTS

1. Plumbing floor plan showing riser diagrams for water, waste and vent piping
2. Site utility plan
 - Up & downstream manhole rim and invert elevations
 - First floor elevation, building sewer and water service line sizes
 - Proposed location of connection to the public sewer
 - Location and size of the water meter, and the size and location of the reduced pressure back flow prevention assembly (if present)
 - Fixture count and description for water and waste
 - Water pressure and pipe sizing calculations
 - Gas plan showing Individual and total developed pipe lengths, pipe sizes, and loads

ELECTRICAL PLAN REQUIREMENTS

1. Electrical floor plan
 - Location of all outlets, fixtures, switches, appliances, panels, motors, disconnects, electrical equipment and service
 - Assign circuit to each receptacle, light, appliance, meter, disconnect, electrical equipment and indicate panel number on all home runs
2. Complete single line diagram of service for tenant & building
 - Voltage and phase
 - Panel and/or transformer size
 - Feeder loads
 - Rating breakers or fuses including A.I.C.
 - Complete fault current analysis
 - Total tenant and building service load
3. Provide complete panel schedules
 - Panel #, voltage, phase, location & withstand rating
 - Bus size, main
 - Circuit number
 - Breaker size, # of poles, & A.I.C. rating
 - # of lights, receptacles, or misc. each circuit by phase
 - Load in watts, each circuit by phase
 - Total connected load each phase (balance all phases to within 15%)
 - Add 25% for continuous load (lights, etc.) and largest motor
 - Total KVA load
4. Fixture schedule and fixture cut sheets
 - Fixture by letter or symbol
 - Number and wattage of lamps & total watts of fixture including ballast
 - Type of lamp (incandescent, fluorescent, etc.)
 - Type of mounting (flush, surface, etc.)
5. Show compliance with IECC

Inspections

The following shall be provided at all inspections for inspector: a binder with the approved Life Safety, Building, Mechanical, Electrical, Plumbing Plans; appropriate Permits; Inspection History Card; Special Inspection acceptance letter; all special inspection reports; all Architect/Engineer letters concerning designs of the Foundation, Structural, Mechanical, Electrical, Plumbing, and Fire; Fire Doors, ratings, and UL Design (Provide copy of UL documents); Fire Windows,

ratings, and UL Design (Provide copy of UL documents); Any Engineering Judgements; and any changes to the project affecting the Life Safety aspects of the project.

Requirements for Structural Observation or Special inspection are to be satisfied prior to SFM inspection. Special inspection reports and structural observations shall be provided to SFM inspector at time of inspection. See special inspection requirements.

Required Inspections

Underground Utilities

- Permanent premises wiring, if underground.

Footings – after excavation has been made and any required reinforcing steel is in place

Foundations – forms shall be in place prior to inspection.

Concrete slab and under-floor – made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.

Lowest floor elevation – In flood hazard areas, upon placement of the lowest floor, including the basement, and prior to further vertical construction (Elevation certification required).

Roof nail – After all sheathing is place; Field nailing, edge nailing, diaphragm nailing, and drag nailing is completed. Straps installed and nailed as required. Plumbing vents are through the roof, and attic venting is cut and in place. Roof must be inspected prior to the installation of underlayment.

Rough Plumbing – All plumbing piping to be concealed must be inspected prior to framing inspection.

Rough Mechanical – All mechanical wiring, piping and ducts to be concealed must be inspected prior to framing inspection.

Rough Electrical – All electrical wiring and devices to be concealed must be inspected prior to framing inspection.

Rough Fire Sprinkler – visual inspection of the sprinkler pipe without heads, but capped.

Hydro on Sprinkler Pipe – to be completed before the installation of the sprinkler heads. Pressure shall be hydrostatically tested at gauge pressure of 200 psi or 50 psi in excess of the system working pressure, whichever is greater, and shall maintain that pressure at gauge pressure of ± 5 psi for 2 hours.

Sprinkler Pipe Flush - The flushing operation shall continue until water flow is verified to be clear of debris.

Rough Fire Alarm – All wiring and devices to be properly mounted/positioned, must be inspected prior to framing inspection.

Rough Fire Underground – Visual inspection of the underground fire pipe.

Hydro on Fire Underground – Pressure shall be hydrostatically tested at gauge pressure of 200 psi or 50 psi in excess of the system working pressure, whichever is greater, and shall maintain that pressure at gauge pressure of ± 5 psi for 2 hours.

Fire Underground Flush - The flushing operation shall continue until water flow is verified to be clear of debris.

Pre-Wrap Frame – After windows and exterior doors have been installed and flashed. Braced wall panels have been correctly fastened. Any penetrations through the WRB (weather resistive barrier) are installed and flashed. Inspection conducted prior to the installation of WRB.

Fire stopping – Prior to concealing any firestop system.

Frame – all framing and fire blocking and bracing are in place, and pipes, chimneys, and bents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are have been approved.

Energy Efficiency – to determine compliance with energy code requirements such as thermal insulation, insulation of pipes and ducts, sealing of gaps, duct tight fenestration U-value, etc.

Fire-resistance rated assembly drywall – each layer before any joint compound, plaster, or tape is applied. Fire- and smoke- resistant penetrations and protection of joints, penetrations in fire resistance rated assemblies, smoke barriers and smoke partitions shall not be concealed until inspected and approved.

T-bar ceiling – luminaries supported; grid secured; above-grid work complete. Inspection prior to flooding ceiling tiles.

Gas Test – Building gas and underground fuel lines shall be under pressure test. All doors, cabinets, baseboards, casing shall be installed prior to scheduling inspection. Gas trench to remain exposed.

Electric Release – All circuits to be switched and plated, with fixtures installed. No exposed wiring shall be present at inspection.

Final Plumbing – plumbing fixtures shall be installed and operational; bathroom accessibility requirements complete.

Final Fuel – All appliances are installed and operational.

Final Mechanical/Kitchen Hood – All fixtures installed and operational.

Final Electric – All systems installed and operational.

Final Fire Alarm - Testing of All Alarms and Integrated Devices. System is complete and operational. Required prior to building final.

Final Fire Sprinkler – System is complete and operational. Required prior to building final.

Kitchen Suppression – System is complete and operational. Required prior to building final.

Final Building – This is done after all other inspections and all work required by the building permit is completed and prior to issuance of a certificate of occupancy/approval. Energy requirements confirmed. E.O.R. final acceptance report verified. The address numbers must be installed and visible from the street. Final grading must be completed.

Type of Fee	Proposed Adoption - FY 2020-2021
LCHIP fee* (Land & Community)	\$25
Recording Fees to Record in Registry of Deeds	*Mandate by the State to record all Plans or Plan Sets - Cost to Record
	*Separate certified check or money order required, made payable to "Grafton County Registry of Deeds"
Legal Notice fee (Newspaper Publication)	At Cost
Notification fee	\$5.00 PLUS USPS Certified Mail, Return Receipt Requested rate per name on Notification List
Registry fee	\$25.00 Processing Fee PLUS Charge from Registry of Deeds
PLANNING BOARD	
Subdivision	(Payable at time of design review application submission)
Minor 3 or less	\$300 PLUS LCHIP, Legal Notice, Notification AND Registry
Major 4 or more	\$600 base fee PLUS \$250/lot, plat, site, or other division of land including units per RSA 672:14, PLUS LCHIP, Legal Notice, Notification AND Registry
Subdivision - Modification of Approval	
Minor 3	\$200
Major	\$500
Site Plan Review	
Minor Projects	\$50.00 PLUS Legal Notice, Notification AND \$5.00 per \$10,000 Estimated Cost of Construction (ECC)
Major Projects	\$500.00 PLUS Legal Notice, Notification AND \$5.00 per \$10,000 Estimated Cost of Construction (ECC), PLUS:
\$0 to \$2,500,000 ECC	\$2.50 per \$10,000 of ECC
\$2,500,001 ECC to \$10,000,000 ECC	\$2.00 per \$10,000 of ECC
\$10,000,001 ECC to \$15,000,000 ECC	\$1.50 per \$10,000 of ECC
Over \$15,000,001 ECC	\$1.00 per \$10,000 of ECC
Site Plan Review - Modification of Approval	\$500
Certificate of Compliance	\$50.00 per requested Official Inspection
Minor Lot Line Adjustment and Boundary Agreements	\$150.00 PLUS LCHIP, Legal notice, Notification AND Registry
Lot Merger	\$50.00 PLUS Registry
Zoning Petitions	\$100.00/Petition
Permit Fees	
Commercial, Institutional, Multi-Family, and Other Non-One- and Two-Family Residential Construction (ALL CONSTRUCTION) Land Use Permit	\$100 PLUS \$1.00 per \$1000 of construction cost, \$15,000 maximum
One- and Two-Family Residential Land Use Permit	
Finished Dwellings	\$250 \$250
Renovations, additions, alterations, etc.	
With New Water/Sewer Fixtures, new bedrooms, and/or new heated spaces	\$250
Other Renovations with no new water/sewer, bedrooms, or heated spaces	Less than \$10K construction cost: \$0. Over \$10,000 construction cost: \$40
Non-Habitable Structures (Porches, garages, shed, fence, pool, temporary trailer, retaining walls, etc.)	\$50
Retaining Wall Land Use Permit	
If included in the application for another project:	\$0
If not part of another application:	\$50
Sign, Awning, or Canopy	\$50
Moving or Demolition	\$50
Projects Requiring Outside Consulting Assistance (where outside consulting services for plan review, testing or inspection are required)	Applicant Pays for all necessary 3rd Party Reviews
Application Resubmittal (if filed 6 months or more after the date of rejection, must file for new permitting)	\$100 for all projects
The Application Fee will accompany the initial application.	
Applicant has one month to supply any items needed for the application to be complete.	After 1 month there is a \$100 fee to re-submit the application.
Permit Extension	\$50
Re-Inspection	\$75
Additional Inspection	\$75
Request for Life Safety Inspection to enable occupancy prior to Land Use Compliance Certificate Issuance	\$0
*To be paid prior to scheduling the Land Use Compliance Certificate Inspection	
Health Inspection	\$75/inspection
ZONING PERMIT ONLY	
Driveway Permit (Zoning Review)	\$50
ZONING BOARD OF ADJUSTMENT	
Legal Notice fee (Newspaper Publication)	At Cost
Notification Fee	\$5.00 PLUS USPS Certified Mail, Return Receipt Requested rate per name on Notification List
Special Exception	\$300 PLUS Legal Notice PLUS Notification
Variance	\$300 PLUS Legal Notice PLUS Notification
Appeal of Administrative Decision	\$300 PLUS Legal Notice PLUS Notification
Equitable Waiver	\$300 PLUS Legal Notice PLUS Notification
Hearing Under RSA 674:41	\$300 PLUS Legal Notice PLUS Notification
Rehearing	\$100 PLUS Legal Notice PLUS Notification

