

LINCOLN BOARD OF SELECTMEN'S

MEETING MINUTES

AUGUST 24, 2020 – 5:00PM

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

(THE RECORDING OF THIS MEETING CAN BE FOUND ON YOUTUBE)

APPROVED

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

**Staff Present:** Town Manager, Butch Burbank, DPW Director, Nate Hadaway, Solid Waste Facility Manager, Jim Conn, Police chief, Chad Morris, Fire Chief, Ron Beard, and Administrative Assistant Jane Leslie

**Public Present:** Deanne Crystal, Roger Harrington

**Public Present via Zoom Video Conferencing:** Bart Fromuth, Freedom Energy Logistics, Gilbert Brown, Freedom Energy Logistics, Loren J. Stacey, Freedom Energy Logistics, Ivan Strickon, Marian Marcoccio, Terry Mullen, Castlebury Fairs Sponsor, Carol Riley, Dave Beaudin, and Paul Beadin

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## I. CALL TO ORDER

Chairman Robinson called the meeting to order at 5:06 pm.

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## II. FREEDOM ENERGY LOGISTICS *Discussion and update with Gilbert Brown*

Chairman Robinson explained that the Town of Lincoln voted at March Town Meeting to move forward with the Community Choice Aggregation Program (CCA) with the goal of providing its rate payers with an alternative default service that combines the criteria of low-cost energy, increased renewables, and rate stability. CCA allows local governments to purchase electricity on behalf of their residents by aggregating the electricity needs of everyone in the community to increase purchasing power. NH Electric Co-op will continue to deliver the electricity and handle maintenance, however, the CCA program will empower the rate payers through purchasing together as one cohesive unit to incentivize lower rates, stronger contracts, sustainable initiatives, and more customer choices.

Gilbert Brown, Senior Energy Consultant with Freedom Energy Logistics (FEL) greeted the Board (via Zoom) and introduced his co-consultants, Bart Fromuth and Loren Stacey. Bart Fromuth addressed the Board and explained the impact that the Coronavirus has had on the Community Choice Aggregation Program (CCA) and the Public Utilities Commission which has resulted in a tremendous slowdown with the rollout of the energy program. Fromuth explained that some of the local utility providers (NH Electric Coop) have expressed objections and concerns with the CCA, and Fromuth feels that they are now reaching a resolution with some of the Co-ops initial concerns, primarily the NHEC compliance with handing over their customers account level data for all Lincoln's customers which is required to get bids and pricing from the supplier that will be bidding on the community pool. State Statute requires NHEC to supply this information to CCA's, however, at the same time there are also privacy statutes that must be satisfied. This is all being negotiated at the current time, and the process is nearing resolution. The utility companies also had another objection which was focused around NHEC's default service procurement, and CCA's advanced notification (120-days out) of their intent to launch a CCA in a particular market. Fromuth is hoping to have more definitive answers over the course of the next 30-days, and noted that their goal is to have a bid package prepared and sent out to their suppliers by early 2021.

Fromuth introduced Loren Stacy, their newest associate who will be working with the public education campaigns around town, and educating Town Hall staff on how to handle customer service questions, and routing calls to either Freedom Energy Logistics or the eventual energy supplier. Stacey introduced herself

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and provided the Board with her background and credentials working with the Community Choice Aggregation Program.

Fromuth requested that the town provide a formal written request to the NHEC to release the communities aggregated load data for the entire community, which he would coordinate with Town Manager Burbank in the coming weeks. The Board thanked the consultants for the update.

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### III. SHORT-TERM RENTALS AND THE SOLID WASTE FACILITY

DPW Director, Nate Hadaway and Solid Waste Facility Manager James Conn addressed the Board and explained that they are having an issue with short term rental guests at the Transfer Station. They have witnessed an influx throughout the summer of out-of-town folks with no way, or desire to validate where they are staying in town. It appears that the short-term rental owners are not providing enough information on how to properly dispose of, or use the transfer station ((recycling). Hadaway and Conn asked the Board for some guidance on this issue (e.g., issue stickers to the rental owners, require renters of large parties to utilize a dumpster). Hadaway and Conn feel it is starting to become a free-for-all with no way for Town staff to know where these individuals are generating their refuse from, or if they are even really staying in either Lincoln or Woodstock.

Hadaway appealed to the Board to either make a policy decision that will ensure that the property owners provide education to their guests on how to separate and dispose of their trash. Selectman Ludwig commented that she does not feel that it is fair to the taxpayers to consume the bill that is being caused by short-term rentals. Ludwig also noted that this is a business, and most businesses in town have dumpsters, and short-term rental owners need to make an effort to implement a trash removal system for their property(s). Ludwig suggested utilizing property managers or cleaning companies. DPW Director Hadaway noted that trash disposal costs are up \$10K over FY 2019 for a variety of reasons.

Selectman Ham asked Town Manager Burbank how many short-term rentals have registered with the town? Burbank responded that around two-hundred have registered to date. Selectman Ham suggested the Town draft a letter (on Town Letterhead) and send it to all short-term rental operators explaining exactly what the town's trash disposal and recycling guidelines are, and mandating that they post these notices within their rental property(s). Hadaway commented that this information can also be posted on the Town's website. Chairman Robinson suggested that the two-hundred (200) short-term rentals that have registered with the town be notified of their responsibility to inform their guests of the Town's Solid Waste Facility Guidelines. A discussion ensued on possible solutions and permitting procedures, and how to best communicate this information to the short-term rental property owners and guests. Robinson thought it would be a good idea to pursue a *permitting system* that would have short-term rental owners provide a permit/sticker to their guests to present when they visit the Transfer Station. Robinson thought maybe a simple sticker attached to an index card that lists the short-term rental property address that the guest can present to the Transfer Station.

The Board discussed scheduling a joint meeting with Woodstock to discuss this issue further and to get their input, as well as posting information on the Town's Website clarifying the Town's Solid Waste Facility Guidelines and expectations for all residents, visitors, and short-term rental properties.

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

**Motion: OJ Robinson**

**Second: Tamra Ham**

**Motion carries.**

Deanne Crystal commented that the Town should enforce its recycling guidelines, and when visitors bring mixed garbage to the Transfer Station, they should be told that they will need to sort it. Crystal also asked

if the town would consider posting “mandatory recycling in the Town of Lincoln” on its electronic signboard for visitors to see when they drive into town.

There was a brief discussion about signage in town, and Selectman Ludwig commented that the town seems to focus too much on signs (posting signs around town) although it is a great start, she does not feel that the public really pays much attention to signs. Robinson proposed the following: (1) putting a mandatory recycling notice up on the Town’s website, (2) directly notifying the short-term rental owners that have already registered with the town, (3) notify the short-term rental management companies, and (4) require Solid Waste Facility stickers (after speaking with Woodstock BOS) for short-term renters, and, (5) send notices with the fall tax bills notifying taxpayers of the same. Robinson also recommended editing the short-term rental application to include “mandatory recycling” language that asks property owners to post the town’s recycling guidelines within each of their units.

Selectman Ham suggested reaching out to Woodstock to schedule a joint meeting in September after the Labor Day weekend.

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#### **IV. APPROVAL OF MEETING MINUTES FROM PREVIOUS MEETING**

**MOTION: “To approve the BOS meeting minutes of August 17, 2020 as amended.”**

**Motion: Tamra Ham**

**Second: Jayne Ludwig**

**All in favor.**

**MOTION: “To approve the Non-public BOS meeting minutes of August 17, 2020 as presented.”**

**Motion: Tamra Ham**

**Second: Jayne Ludwig**

**All in favor.**

*Chairman Robinson called a two-minute break at 6:30 pm*

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#### **V. CASTLEBURY FAIR PERMIT APPEAL REQUEST (*Fall Craft Fair*)**

Terry Mullen, Castlebury Fairs Sponsor addressed the Board to discuss her appeal request for the Fall Craft Fair scheduled for the weekend of October 10<sup>th</sup> –12<sup>th</sup>. Ms. Mullen provided the Board, Chief Beard, and Chief Morris with her revised safety plan (*see attached*), and explained that she believes that she can safely host her October Craft Fair within safe social distancing and hygiene protocols, and in accordance with the State of New Hampshire COVID-19 Re-Opening Guidelines. Mullen explained that she addressed the towns concerns over enclosing the event, and removed all craft booths from the grassy area, and got permission from Mr. Imbrescia to expand those booths into the parking lot. Mullen also spoke with Mathew Brodhead of SEOC (State Emergency Operations Center) who feels she is doing all the right things with the changes she will be implementing. Chairman Robinson asked Ms. Mullen if she has re-submitted a *Special Event Application* for the fall fair, because she has changed the parameters for the event since she originally submitted her application request in January, 2020. Mullen responded she had not, but would make sure she does so soon. There was a brief discussion on the proposed changes and safety measures planned for the event.

Chief Morris commented that the Craft Fair attracts a lot of visitors, and Lincoln has traffic issues this time of year to begin with, and would like to see all vehicle parking on the right side of the road so that visitors will not be crossing Main Street to get to the school parking lot, as well as making a right-turn only onto Main Street. Morris is also concerned with the amount of people that the fair will attract in light of today’s current COVID situation, and the public’s desire to “get out” and do things. Town Manager Burbank added that the state has shifted authority of enforcement to municipal Health Officers (from the Police Dept.) to shut down events/venues not complying with the Governor’s Orders, and he has many concerns over this. Burbank added that he does not feel that this fair should take place this year because

there are too many variables involved.

Chief Beard explained that he met with the business owners over at the Atrium, and they have expressed concerns over where their customers will park during the Columbus Day weekend if the Craft Fair has taken up all of the spaces. Beard explained that the tenants in the Atrium have each gone through a site plan review process to open up their established businesses, and it is not fair to them if their parking spaces are taken away from them on what is one of their busiest weekends of the year. Beard also noted concerns he has with tents being erected in the fire lanes, and noted if Ms. Mullen is granted a permit, he will be restricting all tents from the fire lane.

Deanne Crystal commented that Ms. Mullen has been sponsoring this fair for the past 24-years, and it has been the same fair on the same weekend, and the public (visitors and businesses) has come to expect that there will be a Fall Craft Fair on Columbus Day weekend (traffic or not). Selectman Ludwig commented that she feels that this is not the year to have a craft fair, and that it is unsafe to put any more people into the town.

Terry Mullen clarified for the record that this is her 31<sup>st</sup> year doing Arts and Craft Fairs, and she is a family business, and knows exactly what she is doing, particularly because many of her vendors are older folks and much more cautious than the average person. Mullen explained that when they come into a town, they are typically larger than 80 booths (approx. 100) and contribute to the town's local economy by eating in restaurants, and staying in hotels and local establishments. Mullen offered to pass on this year's event, if that was the general consensus of the Board. Chief Beard asked Ms. Mullen if she would consider reaching out to Jay Scambio, the General Manager of Loon Mountain to see if he could maybe accommodate the Fall Craft Fair.

Chairman Robinson thinks this could all be doable with their current location; however, his primary concern is with the amount of parking that the fair takes up, and the Atrium customers that will have nowhere for their customers to park. Robinson feels if there is a possibility of holding the event up at Loon Mountain, it could be done in a safer manner. Deanne Crystal asked if Terry was able to coordinate with Loon to hold the event there, what formalities would she need to do with the Town? Robinson responded that she would need to complete a new application with all of the same safety precautions in place. Mullen thought it could work, and said she would reach out to Jay Scambio to see if there was a possibility of holding the fair up at Loon. Chairman Robinson and Selectman Ham told Ms. Mullen that she could let Jay Scambio know that they both fully support her holding the event up at Loon.

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## **VI. OLD/NEW BUSINESS**

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

#### **Town Street Sweeping**

Town Manager Burbank followed up on last week's request from the Board of Selectmen to research Avery's rates for town-wide street sweeping on a routine schedule as follows: street sweeping for the entire town (all roads except Main Street which is a state road) will cost \$4,200; all in-town roads *only*, \$2,500.

#### **Police Academy Graduation**

The Police Department has another full-time officer, Andrew Formalarie who graduated from the Police Academy and started his first day of work today. Chief Morris commented that the Police Department now has a complete force and operating at 100% capacity (Police & Dispatch). The Board thanked Chief Morris for his leadership.

### **Townhall Air/Duct Quality Testing**

Burbank explained that the air quality testing for Town Hall has been completed, and the duct cleaning will begin on September 9<sup>th</sup> and be completed September 10<sup>th</sup>. The air quality testing results should be available in 7-10 days.

### **Black Mountain Road Sewerage Spill**

Burbank explained that there was a sewerage spill up on Black Mountain Road (*not* the town-owned section) and the maintenance company (Slopeside Property Management LLC -Paul Beaudin) had reached out to DPW Director Hadaway for assistance in stopping the spillage. Hadaway discovered that the spillage was overflowing into the edge of the woods, and was concerned with the sewerage going into the river. Hadaway coordinated with Avery's to get their jet pumping truck in and manage this issue. The bill for this work will be going to the Maintenance Company to forward to the Beechwood II and The Landing homeowners.

Paul Beaudin thanked DPW Director Hadaway and David Avery for going out and assisting with this matter. Beaudin explained that he inquired to find out who was responsible for the underground utilities, and found that no one had a definitive answer (*the town is not responsible*). Beaudin explained that he would make sure the bill gets to the proper person(s) to take care of. Beaudin also commented that the Town should consider starting a dialogue with the homeowners and putting down in writing exactly who owns what, and who is responsible for repairs that may arise, to avoid any future problems. Town Manager Burbank commented that he will coordinate with Beechwood II and Mr. Lynch (The Landing) to get this taken care of. Chairman Robinson thanked everyone who participated in taking care of this sewerage spill (Director Hadaway, David Avery, and Paul Beaudin) and preventing it from reaching the river.

### **NEW BUSINESS**

#### **NHDES Drought Update:**

The Board discussed the current drought situation with DPW Director Hadaway and NHDES's urging of all municipalities to implement municipal-wide irrigation restrictions as authorized by RSA 41:11-d (*see attached*). Chairman Robinson asked DPW Hadaway how critical the current drought situation is. Hadaway responded that the ponds are extremely low, and getting lower every day. Hadaway recommended that the Selectmen implement water restrictions as follows:

**MOTION: "To officially restrict outdoor water usage at all times except between the hours of 5-8am, and 5- 8pm until further notice,"**

**Motion: OJ Robinson**

**Second: Tamra Ham**

**All in favor.**

Robinson noted that if DPW Director Hadaway feels that further restrictions may be necessary, to follow-up with the Board.

#### **2019 Abatement Request**

The Board received an abatement request for Anthony & Martha Vorlicek of 49 Crooked Mountain Road, Map 121 Lot 012. After the assessors reviewed this property and learned that the lot has two (2) easements on it, they adjusted the value to better represent the market value. The previous assessment amount was for \$1,675,100, and the revised assessment is \$1,550,600. The two (2) easements are for two (2) ski trails that take up a good portion of their lot, and therefore the assessors are recommending the Board grant this request.

**MOTION: "To grant the abatement request."**

**Motion: Tamra Ham**

**Second: Jayne Ludwig**

**All in favor.**

## **OLD BUSINESS:**

### **Town Treasurer Vacancy**

Chairman Robinson asked if there were any other applications submitted for the Treasurers position? Burbank responded that no further applications have been received. The Board did not want to take any next steps until they receive an official letter of resignation from Julie Rolando.

### **Labrecque Street Construction Project**

Selectman Ludwig asked if Ray Korber has had a chance to visit the construction project on Labrecque Street to determine whether or not 50% of the land has been disturbed. Town Manager Burbank responded that Mr. Marlow's engineer has been speaking with Ray Korber, and any issues that there may have been are being taken care of. Paul Beaudin asked if there has been a determination as to whether or not 50% of the land had been disturbed? Burbank responded that they are working on this now, and there has not been a determination either way at this point.

### **Raftelis Water Report**

Chairman Robinson explained that he would like Town Manager Burbank to contact Raftelis because the Water Committee has requested that Raftelis compile a scenario that shows a rate structure with an allowance built into the fixed rate. Robinson noted that Ray Korber had sent a follow-up email after the August 3<sup>rd</sup> Ad Hoc Water Committee meeting, and he would forward Burbank the exact request for information that the committee is looking to obtain from Raftelis.

### **Fireworks Event (September 11<sup>th</sup>)**

Selectman Ham explained that she participated in a Zoom meeting with Lincoln and Woodstock Police & Fire, Woodstock Selectman, Charyl Reardon, Jay Scambio, Andrew Noyes (Loon Mountain) and DJ Montague of NorthStar Fireworks to discuss the upcoming fireworks event. It was decided that the event will be on Friday, September 11<sup>th</sup> at 8PM. The fireworks will be set off in front of the Governors Lodge, and the public will be parking in the Main Parking Lot and the Beach Lot (Lincoln and Woodstock Police will coordinate traffic control). Ham added that the public is welcome to view the event from inside their vehicles, or directly outside of it, however, there is no walking around and comingling. Chief Morris added that there should not be any parking on Route 112.

## **Public Participation**

### **Maple Street Storm Drainage**

Roger Harrington asked DPW Director Hadaway if there was any plans to work on the storm drains on Maple Street? Hadaway responded that the drains will be repaired, and he will be discussing this with the CIP Committee this week.

### **Email received from Kathy Burgess – Main Street Speed Limit**

*"I am curious as to why the speed limit on Main Street was raised to 40mph right before the entrance to The Lodge parking lot and across from the Nordic Inn. I know there are crossing lights but more often than not, cars just blow right through the lights. I do not feel safe crossing the street anymore! Cars are often going faster than the 40mph both entering town and leaving town. I am requesting that the speed limit be lowered back to the 30mph at that area. for the safety of all people either on foot, bikes, skateboards, etc. please lower the speed limit back to 30mph in that area."* The Board noted that Route 112-Main Street is a state road, and all concerns about speed limits on Main Street should be forwarded to the Department of Transportation.

### **One Love Brewery Outdoor Dining Tent**

Roger Harrington commented that when the tent blew down outside the One Love Brewery, it had knocked the lines down that separated the dining area from the town's public park area, and it now appears that the dining area has extended well beyond the original roped off section to the Gazebo. Chairman Robinson commented that when the Board originally allowed One Love to extend their dining area, it was not based on a specific measurement but more a visual. Town Manager Burbank suggested that they ask One Love to pull back on their dining area. Robinson added that he would like to preserve the Gazebo and the monument area of the park for the town. Chief Beard said he would reach out to the Snyder's tomorrow to ask them to move the ropes back closer to the original agreed area for the outdoor dining.

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### **V. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (c,e) Personnel Issue, Ted Smith Mediation**

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

**Motion: OJ Robinson**

**Second: Tamra Ham**

**All in favor.**

**The BOS went into Non-public session at 7:18 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 7:45 p.m.**

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### **VI. OTHER BUSINESS**

*When the Board came out of Non-Public Session, they addressed the following:*

#### **MS-434**

The Board reviewed the MS-434 Revised Estimated Revenues and made the following motion:

**MOTION: "To approve the revised MS-434."**

**Motion: Tamra Ham**

**Second: Jayne Ludwig**

**All in favor.**

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### **VII. ADJOURNMENT**

After review of the weekly payables, and with no further business to attend to, the Board made the following motion:

**MOTION: "To adjourn."**

**Motion: OJ Robinson**

**Second: Tamra Ham**

**All in favor.**

**The meeting adjourned at 7:50 p.m.**

  
Respectfully Submitted,  
Jane Leslie

Approval Date: August 31, 2020

  
Chairman O.J. Robinson

  
Tamra Ham

  
Jayne Ludwig



## Town Hall

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**From:** Terry <terry@castleberryfairs.com>  
**Sent:** Friday, August 21, 2020 3:18 PM  
**To:** Planning; Fire; Marcia Imbrescia; Kimberly Pickering; Deanne Chrystal; Town Hall  
**Subject:** Appeal October Castleberry event  
**Attachments:** 2020 NH Reopening Guidelines.pdf; Lincoln Special Event Application October 2020.pdf; Copy of Contract Lincoln October 2020 for Town of Lincoln.docx; Lincoln Floorplan Social Distanced NO GRASS 2020.pdf; Lincoln Grid October PL 2020-3.jpg; Covid-19 Waiver of Liability- signature line.pdf; Social Distancing Image 2020-2.png

To: The Town of Lincoln New Hampshire, Board of Selectmen

Re: Appeal of Denial of Permitting for the 24th Annual Lincoln Fall Craft Festival October 10-12, 2020.

BOS Meeting: August 24, 2020

Hello,

Thank you again for taking the time to consider our appeal of the BOS denial of permitting the 24th Annual Lincoln Fall Craft Festival October 10-12, 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.

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 October 2020 event in Lincoln New Hampshire within safe social distancing and hygiene protocols and in accordance with the State of New Hampshire Covid-19 Reopening Guidance.

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.

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 to create one way traffic.  
Mark the ground every 6 feet.

The floor plan of the Craft Fair has been re-worked to allow a 6 foot gap between every exhibitor booth.

We would enclose the footprint of the craft fair by using a combination of stakes with flagging tape, cones and signage to create one singular entrance / exit.

We 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 spoke with the Mathew Broadhead at the SEOC and explained our event.

In particular I asked him how we might determine capacity for outdoor attractions and he told me that there is no mathematical formula to determine outdoor attendance. And in general the rule is (and I am paraphrasing here) "To create a controlled Exit and Entrance and when you see it is getting too crowded or it looks like safe social distancing might be a problem, hold attendees back, only allowing them into the event as others leave."

I told him we hosted an event in Hampton Falls NH earlier this month where we used cones, stakes and a few saw horses, along with signs with arrows directing attendees to the entrance as well as signs encouraging social distancing and hygiene protocols.

I also let him know we had 2 hand sanitizing stations and that all exhibitors, staff and the public were required to wear masks, to which he replied "If that is the case, you are way ahead."

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 the 24th Annual Lincoln Fall Craft Festival October 10-12, 2020.

Thank you again for your consideration.



# Stay at Home 2.0

RETAIL

## **COVID-19 REOPENING GUIDANCE**

GOVERNOR'S ECONOMIC REOPENING TASKFORCE



# STAY AT HOME 2.0

## 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.



UPDATED MAY 1, 2020

# STAY AT HOME 2.0

## 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



# STAY AT HOME 2.0

## 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 MAY 1, 2020



**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](mailto:planning@lincolnnh.org)  
 Web: [www.lincolnnh.org](http://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.

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**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.

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**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.

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**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.

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

We do not need water.

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

We will have temporary dumpsters on site.

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**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.

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**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

# 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 ☐

Signature \_\_\_\_\_



# **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 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

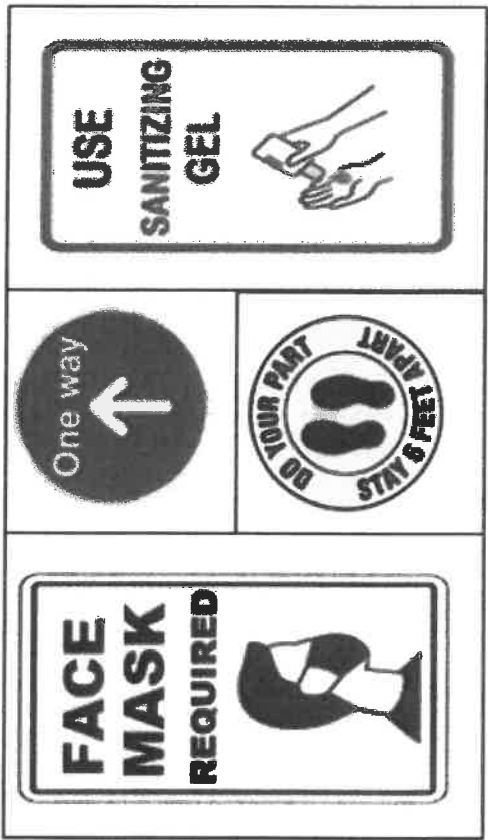
On File

Marcia Imbrescia  
Village Shops

\_\_\_\_\_  
Date

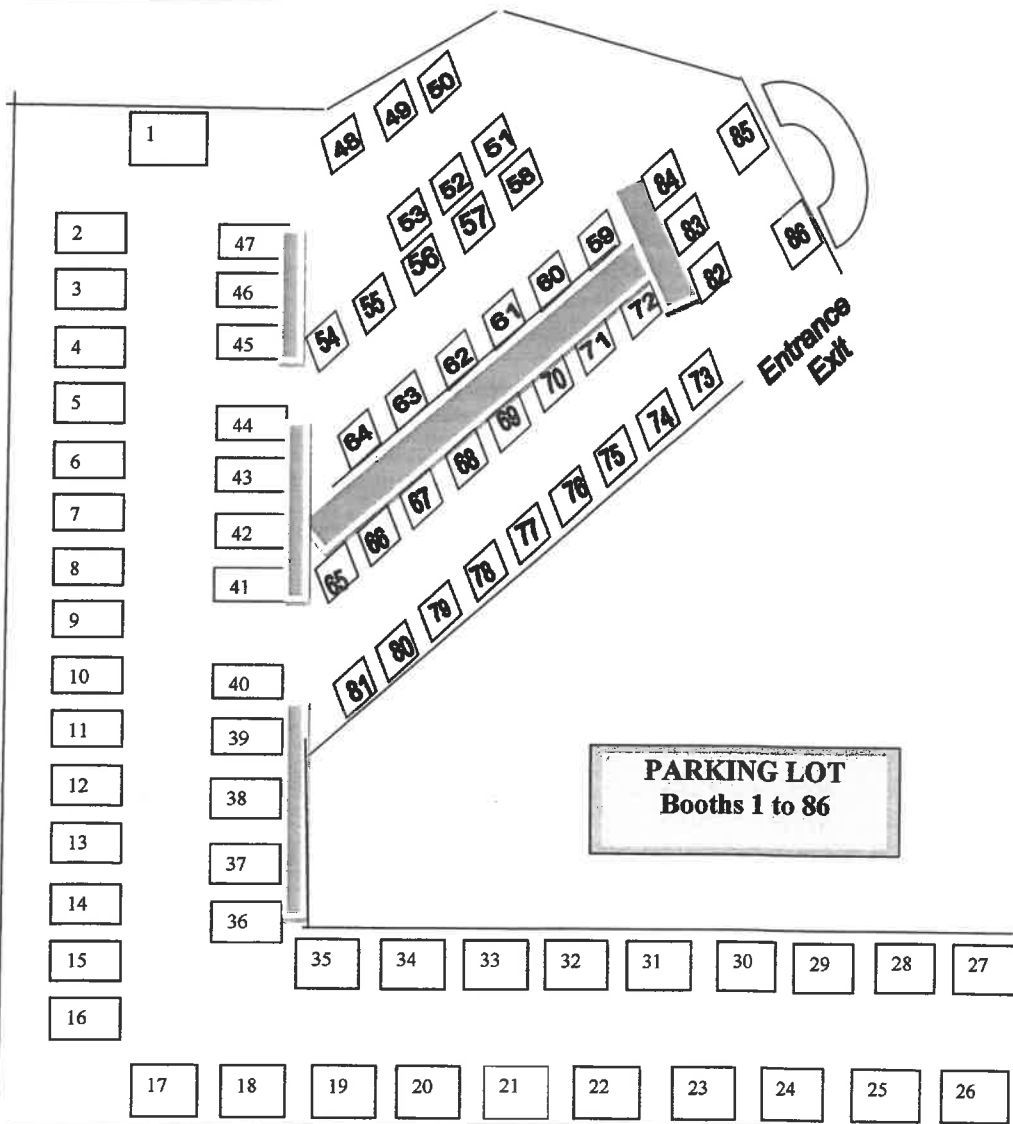






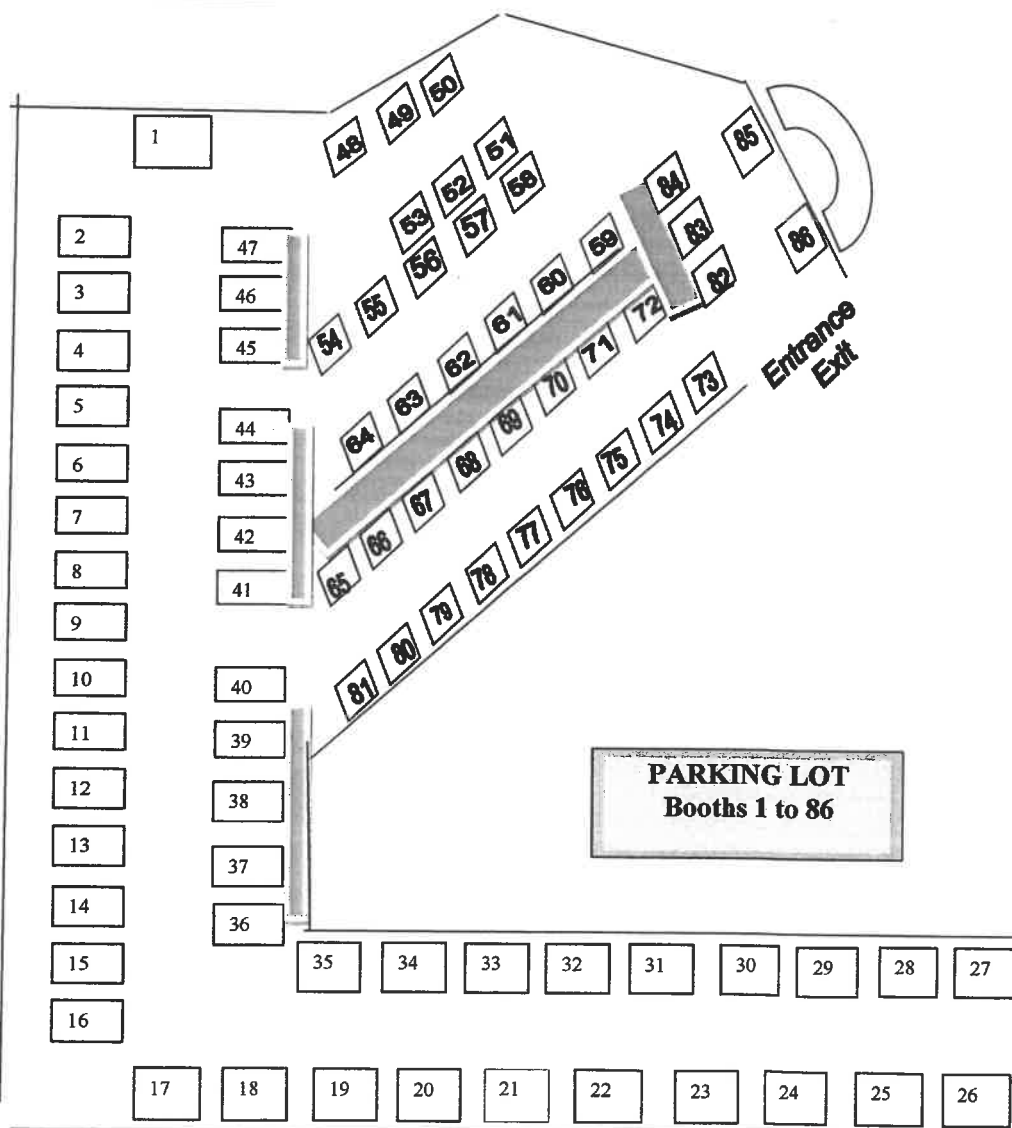


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## Town Hall

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**From:** Herbold, Stacey <STACEY.P.HERBOLD@des.nh.gov>  
**Sent:** Thursday, August 20, 2020 2:05 PM  
**Subject:** Drought Update: Drought Conditions Intensify  
**Importance:** High

Dear Municipal Contacts: (Please forward to governing board.)

Last week 48% of the state was categorized as experiencing drought and this week 69% of the state is categorized as experiencing drought. Also, for the first time this season, portions of the state been elevated from “moderate drought” (D1) to “severe drought” (D2). Areas experiencing severe drought include Rockingham County, Merrimack County, over half of Strafford County, as well as a small area of Belknap and Hillsborough county. To determine conditions in your region, see the [drought restrictions and conditions map](#).

Relief from drought conditions is not looking promising. The heat and humidity are forecast to return tomorrow. Thunderstorms are also forecast for Friday and through early next week, but not widespread enough to be significant. The 8-14 day precipitation outlook favors above normal precipitation, but the indicator is not strong meaning there is only a slight chance of above normal precipitation. The 8-14 day temperature outlook indicator is also not strong, but predicts above normal temperatures in the south and below normal temperatures in the north.

NHDES is urging municipalities in areas experiencing drought to implement municipal-wide lawn watering restrictions as authorized by RSA 41:11-d, which allows municipalities, including village districts, to restrict all or some lawn watering activities on private well owners and community water systems within municipal boundaries. Water supply shortages are more common during severe drought; therefore, lawn watering restrictions should be stricter in areas experiencing severe drought. NHDES is also working with public water suppliers to implement restrictions. To date, 134 community water systems have implemented outdoor water use restrictions. Municipalities are urged to work with local community water systems on implementing coordinated restrictions.

See [Drought Guidance for Municipalities](#) for guidance on adopting a lawn water restriction, public messaging, and providing emergency water supplies to the public.

Please report restrictions to NHDES for posting on the NHDES website using the [Restriction Reporting Form](#). Please also inform residents to report residential well shortages using the [Residential Well Impact Survey form](#). NHDES will track well impacts so as to provide current information on drought impacts in your region.

Stacey Herbold  
[Water Conservation Program](#)  
[Water Use Registration and Reporting Program](#)  
NHDES Drinking Water and Groundwater Bureau  
29 Hazen Drive, P.O. Box 95  
Concord, NH 03302-0095  
PH: (603) 271-6685  
FAX: (603) 271-0656



It's a no brainer! WaterSense certified products, such as showerheads and toilets, save 20% more water than their similar counterparts and are guaranteed to perform as well or better.

