

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

**APPROVED**

**AUGUST 31, 2020 – 5:00PM**

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

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

**Board of Selectmen Present:** Chairman OJ Robinson, and Selectman Jayne Ludwig

**Excused:** Tamra Ham

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

**Public Present:** Roger Harrington, Al Poulin

**Public Present via Zoom Video Conferencing:** David Beaudin, Paul Beaudin

**NON-PUBLIC Session Pursuant to RSA 91-A:3(III) (c) Personnel Issue**

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

**Motion:** OJ Robinson

**Second:** Jayne Ludwig

**All in favor.**

**The BOS went into Non-public session at 4:30 p.m.**

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

**Motion:** OJ Robinson

**Second:** Jayne Ludwig

**All in favor.**

**The Board came back into public session at 5:15 p.m.**

**I. CALL TO ORDER**

**Chairman Robinson called the meeting to order at 5:17 pm.**

**II. APPROVAL OF MEETING MINUTES FROM PREVIOUS MEETING**

**MOTION: "To approve the BOS meeting minutes of August 24, 2020 as amended."**

**Motion:** Jayne Ludwig

**Second:** OJ Robinson

**All in favor.**

**MOTION: "To approve the Non-public BOS meeting minutes of August 24, 2020 as presented."**

**Motion:** OJ Robinson

**Second:** Jayne Ludwig

**All in favor.**

**III. OLD/NEW BUSINESS**

**NEW BUSINESS**

**CARES ACT Election Funding**

**Chairman Robinson made the following motion so that Town Clerk Kristyn Brophy could apply for Election CARES ACT funding:**

**MOTION: "To appoint Kristyn Daigle-Brophy to be the authorized applicant and signer for the Grant Agreement for funding through the Federal CARES ACT for the upcoming elections on September 8, 2020 and November 3, 2020."**

**Motion:** OJ Robinson

**Second:** Jayne Ludwig

**All in favor.**

Robinson explained that this year's elections will be costing municipalities additional funding due to the current COVID crisis. The state has supplied municipalities with PPE (Personal Protection Equipment) such as face shields, masks, hand sanitizer, plexiglass partitions, etc., however, there will be higher postage costs due to the large volume of absentee/mail-in ballots being mailed out. The Town will be reimbursed up to 80% of the increase over the previous year's election mailings.

### **Town Christmas Tree**

Selectman Ludwig commented that the Town's Christmas Tree in the Gazebo Park appears to be dying from lack of water. She noted she would bring a bucket of water over and water it. Town Manager Burbank said he would go and take a look at it.

### **MS-1 Summary Inventory of Valuation**

Chairman Robinson explained that the Town of Lincoln's net assessed valuation (for everything in the town) is up \$3.3M. Robinson noted that there is a major dispute with the South Peak Development about their assessed value, and the Town had to hire an appraiser to go and appraise the entire development. Based on the appraisal results, the town had to significantly reduce its appraisal values, however, South Peak is in disagreement with the Town's proposed reductions, and is seeking a steeper decrease in value that the town does not feel is justified. Robinson further explained that South Peak was assessed at \$26M, and the town's appraiser came back at around \$20M +/-.

### **State of NH-DOT Fresolone's Italian Restaurant - Outdoor Advertising Control**

The Board discussed a letter Barbara Fresolone received from the NH-DOT regarding signage that Ms. Fresolone has in the state's right-of-way up on Route 3. The state statute prohibits the placement of advertising devices from being located within the highway's right-of-way. The Fresolone's have 30-days to comply with the removal of the sign. Town Manager Burbank said he would reach out to DOT.

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

#### **Town-Wide Water Restrictions**

Town Manager Burbank reminded the Board and the public that the Town has restricted outdoor water usage at all times except between the hours of 5:00am-8:00am and 5:00pm-8:00pm until further notice.

#### **NH State Primary – Tuesday September 8th**

Town Manager Burbank reminded the Board that the State Primary is scheduled for Tuesday, September 8<sup>th</sup> at Town Hall in the Conference Room from 8:00am to 7:00 pm. Chairman Robinson commented that the Town Clerk had informed the Board that there have been a lot of requests for absentee ballots, and residents can request their ballots right up to Monday, September 7<sup>th</sup> at 5:00 pm (Town Hall will be open on Labor Day from 3:00 pm – 5:00 pm).

#### **Short-Term Rentals/Solid Waste Facility**

Town Manager Burbank followed up on last week's discussion concerning short-term rentals and the Solid Waste Facility. Letters have been sent to the twelve (12) short-term rental owners that have recently registered with the town, as well as the property management companies. The Short-Term Rental Application has also been updated to reflect the town's mandatory recycling language (*see attached*).

Chairman Robinson suggested holding off on changing the application at this time until the Board meets with Woodstock Selectmen to discuss further (September 14<sup>th</sup> tentative meeting date). Robinson explained that it is his understanding that the Woodstock Selectmen have discussed this issue, and are *not* in favor of issuing permits to the individual short-term rental units, but rather the trash removal should be the unit owners responsibility (whether they do it themselves, or through hiring a third-party).

### **Joint meeting with Woodstock**

Town Manager Burbank has reached out to Woodstock to schedule a joint meeting after the Labor Day Holiday (September 14<sup>th</sup>), and is awaiting a response.

### **Town Hall/Offices Closed on Monday, September 7th**

Town Manager Burbank reminded the Board that Town Hall/Offices will be closed on September 7<sup>th</sup> in observance of the Labor Day Holiday (*there will not be a BOS meeting*).

### **Fire Department Command Vehicle**

Town Manager Burbank informed the Board that Chief Beard has purchased a new Command Vehicle out of the CIP (\$40K). Burbank explained that the previous Command Vehicle required upwards of \$6K in repair work, so he instructed Chief Beard to shop for a new vehicle. Chief Beard added that many items in the old command vehicle have been transferred into the new one.

### **Treasurers Resignation**

Town Manager Burbank informed the Board that Treasurer Julie Rolando has officially submitted her letter of resignation (*see attached*) dated August 26<sup>th</sup> and her last day serving as Town Treasurer will be September 30<sup>th</sup>. Chairman Robinson explained that the Board has received one application from Susan Chenard (previously worked for the Town) for this position who is also a member of the Budget Committee, and made the following motion:

**MOTION: “To appoint Susan Chenard to be the Town Treasurer, effective upon Julie Rolando’s September 30<sup>th</sup> resignation date.”**

**Motion: OJ Robinson**

**Second: Jayne Ludwig**

**All in favor.**

### **OLD BUSINESS:**

#### **Maple Street Road Repair**

Chairman Robinson followed up on last week’s discussion concerning Maple Street’s catch basins/sidewalks and road repairs, and explained that this was also discussed during a recent CIP meeting, and DPW Director Hadaway has been instructed to move forward with this project this year. Robinson explained that there is enough money in the CIP to repair the sidewalks, catch basins, and road. Town Manager Burbank added that Maple Street residents will begin seeing movement on this project as soon as next week. The Public Works Department will begin tearing up the sidewalk and getting it prepared for the granite curbing that will be installed, and the paving will begin in late September, early October. Selectman Ludwig asked Chief Beard if he has had time to measure Maple Street and other narrow roadways as previously discussed. Ludwig also asked if they could put “No Parking” signs up on Maple Street. Chief Beard responded that Maple Street currently allows parking on one-side of the road only.

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

Chairman Robinson asked Town Manager Burbank if he reached out to Raftelis concerning the Water Committee’s new request. Burbank replied that he emailed Raftelis last Wednesday and has not heard back from them.

#### **Industrial Business Park Lot 4**

Chairman Robinson explained that Kevin and Delia Sullivan had made an offer to purchase Lot 4 (next to their current lot) in the Industrial Business Park (Town Meeting Warrant Article), however, they are requesting more time to get their plans together and arrange for financing due to the COVID crisis. The Sullivan’s are requesting another extension to the 1st of the year (2021). Robinson commented that he does not see anything wrong with this. Town Manager Burbank reminded the Board that they had set the

September 1<sup>st</sup> date as a result of their April 1<sup>st</sup> Board meeting when the Sullivan's emailed the Board requesting more time to purchase the lot, as they were not prepared at that time due to the COVID outbreak.

### **Labrecque Street**

Selectman Ludwig asked if there was any more feedback concerning whether or not more than 50% of the Labrecque Street lot(s) have been disturbed. Town Manager Burbank responded that he checked with Mr. Marlow's Engineer earlier today, and was told that he and Town Engineer, Ray Korber are still exchanging views on this matter, as they appear to not be in agreement.

### **The Landing**

Selectman Ludwig asked Town Manager Burbank if he has had a chance to reach out to Mr. Joe Lynch (owner of The Landing). Town Manager Burbank explained that he has emailed Mr. Lynch his concerns with lower Black Mountain Road along with DPW Director Hadaway's recommendations.

### **West Street Road Repair Project**

Selectman Ludwig asked when this project was going out to bid. Town Manager Burbank replied that this project is scheduled to go out to bid in January, 2021 for a spring start-up.

### **Levee Extension**

The Board reviewed a letter received from Richard Sakakeeny in reference to the levee extension (*see attached*) The Board agreed to get input from Town Counsel.

### **Public Participation**

Roger Harrington asked if there was any news on The Pines (Forest Gardens)? Chief Beard responded that there has not been any news yet, however, they do not need an AoT (Alteration of Terrain Permit), but they will need a SWPPP (Storm Water Pollution Prevention Plan), which Rick Elliott's Engineer will need to do in coordination with Town Engineer, Ray Korber. Beard added that contractor Rick Elliot disputes the need for a SWPPP because they are single-family lots within the development.

Paul Beaudin informed the Board that the handicap ramp at 181 Pollard Road (Karen & Brian Gallagher) has been repaired to ADA Compliance Standards, and it has been inspected by DPW Director Hadaway. Chairman Robinson thanked Paul for the quick response. Beaudin also noted that there appear to be other ramps in town that are not ADA Compliant, and that the town should look into identifying and correcting those as well. Robinson agreed, and noted that anytime work is done on a town road/sidewalk, it will be completed to ADA Compliance Standards.

---

## **V. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (c,e) Legal Update**

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

**Motion: OJ Robinson**

**Second: Jayne Ludwig**

**All in favor.**

**The BOS went into Non-public session at 6:07 p.m.**

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

**Motion: OJ Robinson**

**Second: Jayne Ludwig**

**All in favor.**

**The Board came back into public session at 6:55 p.m.**

## VI. 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: Jayne Ludwig**

**All in favor.**

The meeting adjourned at 7:00 p.m.

  
Respectfully Submitted,  
Jane Leslie

Approval Date: September 14, 2020

  
Chairman O.J. Robinson

  
Tamra Ham

  
Jayne Ludwig

## **Town Hall**

**From:** Treasurer  
**Sent:** Wednesday, August 26, 2020 6:56 AM  
**To:** Town Hall  
**Cc:** rolonh@yahoo.com  
**Subject:** Resignation

Good Morning,

It is with great sadness that I am submitting my resignation for my position as Treasurer for The Town of Lincoln as of September 30, 2020.

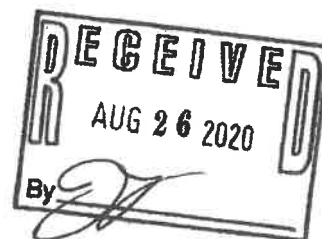
I have enjoyed my time working with everyone. I also will be available to the next appointee to offer any guidance and answer any questions that they may have.

Please do not hesitate to reach out to me with any questions.

Again, thank you for the opportunity to serve in this position.

Warm regards,

Julie Rolando  
Treasurer  
Town of Lincoln  
603-738-2057  
rolonh@yahoo.com



Board of Selectmen

Town of Lincoln

Lincoln Town Hall

148 Main Street

Lincoln, NH 03251

August 27, 2020

RE: Levee "Extension" Discussion of August 3, 2020

Dear Selectmen,

I am writing as a follow up to my meeting with you on August 3, 2020.

I again want to reiterate that all I am asking the Town to do at this point is to enquire and get the following information from the USACE:

1. Does the levee "extension" as currently constructed meet the USACE design standards to be included in the PL84-99 Rehabilitation Program?
2. What are the maintenance requirements for the non-federal portion of the embankment?

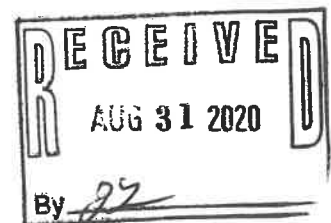
I do not believe the above request for information in any way COMMITS the Town to any legal or significant financial obligations which was the major concern that you expressed.

On the contrary, failure to do so as the Sponsor could well result in significant financial outlays down the road in repairs or legal costs for the Town and abutters should the levee "extension" subsequently require repairs and, as a result of inaction by the Town to at least explore the possibility of shifting the burden for future repairs to the USACE, fall on us.

As noted, I am a taxpayer that has paid significant taxes over the years to the town and, at a minimum, feel that the Town would be morally negligent not to make a reasonable effort to get the above information which might ultimately result in saving all of us money down the road.

Sincerely,

  
Richard Sakakeeny







# Town of Lincoln New Hampshire

## *Short-Term Rental Registration*

Submittal Date: \_\_\_\_\_ Registration Fee of \$50.00 per tax parcel

### 1. TYPE OF SHORT- TERM RENTAL BEING APPLIED FOR:

#### STR TYPE 1.

**STR Type 1 is owner or operator occupied** or associated with an owner-occupied Managed Residential Unit Building.

#### STR TYPE 2.

**STR TYPE 2 is not owner or operator occupied** and is not associated with an owner-occupied Managed Residential Unit Building.

#### STR TYPE 3.

**STR TYPE 3** is owner or operator occupied or associated at least part-time.

### 2. APPLICANT INFORMATION

Applicant's Name:

Applicant's Address:

Telephone:

E-Mail:

Owner Information Same as Applicant Y / N

Entity/Owner Name:

Entity/Owner Contact Person:

Owner's Address:

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### **DESIGNATED EMERGENCY CONTACT** *(With a Response Time in person or by phone of 45 Minutes)*

Designated Contacts Name:

Designated Contacts Address:

24 Hour Telephone:

Email:

3. NH Room and Meal's Tax Licensed Y / N

4. Does the unit(s) have working Smoke and CO Detector's Y/N

5. Any questions you can request a free Life Safety Inspection.

### **PREMISES INFORMATION**

Physical address of the short-term rental:

Street Address: \_\_\_\_\_ Unit Number(if applicable) \_\_\_\_\_

## **Type of Structure:**

Residential (Single Family) O

Residential (Two Family/Multi) O

Accessory Dwelling O

Apartment or Unit in Multi-Family-Unit Building O

Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_

**Burglar/Fire Alarm Registered with the Police Department: Y/N**

Number of Designated Parking Spaces on the Property: \_\_\_\_\_

List of short-term rental platforms the property will be advertised through (ex. AirBnB, HomeAway, VRBO, ect): \_\_\_\_\_

**LIST OF TOWN ORDINANCES THAT ARE STRICTLY ENFORCED AND RENTERS MUST BE AWARE OF: MANDATORY TRASH RECYCLING –TRANSFER STATION USE BY PERMIT STICKER ONLY. Any question's please call Lincoln Town Hall.**

***Permissible Fireworks Ordinance, Dog Ordinance, Drug Paraphernalia Ordinance***

***Public Drinking Ordinance, Wild Animal Ordinance, Disorderly Action Ordinance***

***Winter and Inclement Weather Ordinance.*** Ordinances can be viewed on the Town's

Web Site. [www.lincolnnh.org](http://www.lincolnnh.org)

## **Acknowledgment**

By signing this registration form, I acknowledge that I am aware of the Town of Lincoln's Ordinances listed above including the Short-Term Rental Ordinance.

**Property Owners Signature:**

X \_\_\_\_\_ Date: \_\_\_\_\_

Staff

Registration Fees Paid \$

Acceptance: Y N By:

Registration Number(s): 2020-\_\_\_\_\_