

LINCOLN BOARD OF SELECTMEN'S

MEETING MINUTES

NOVEMBER 16, 2020 – 5:00PM

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

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

APPROVED

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

Staff Present via Zoom: Town Manager Burbank, Fire Chief, Ron Beard, and Administrative Assistant Jane Leslie.

Public Present via Zoom Video Conferencing: Paul Beaudin, and Dave Beaudin

I. CALL TO ORDER

Chairman Robinson called the meeting to order at 5:05 pm.

II. APPROVAL OF MEETING MINUTES FROM PREVIOUS MEETING

MOTION: "To approve the BOS meeting minutes of November 9, 2020 as amended."

Motion: Tamra Ham

Second: Jayne Ludwig

All in favor.

MOTION: "To approve the Non-public BOS meeting minutes of November 9, 2020 as presented."

Motion: Tamra Ham

Second: Jayne Ludwig

All in favor.

MOTION: "To approve the BOS meeting minutes of November 2, 2020 as presented."

Motion: Tamra Ham

Second: Jayne Ludwig

All in favor.

MOTION: "To approve the Non-public BOS meeting minutes of November 2, 2020 as presented."

Motion: Tamra Ham

Second: Jayne Ludwig

All in favor.

MOTION: "To approve the Non-public BOS meeting minutes of October 26, 2020 as presented."

Motion: Tamra Ham

Second: Jayne Ludwig

All in favor.

The Board agreed that they will individually go to Town Hall to sign the approved meeting minutes during the week.

III. OLD/NEW BUSINESS

Town Manager's Report

BOS Signature Stamps

Town Manager Burbank discussed the idea of getting individual signature stamps for each of the Selectmen, or some type of electronic signature system in the event that one of the Selectmen are unable to come in to Town Hall to sign documents. Selectman Ludwig commented that she is fine either way and did not mind going in to Town Hall to sign paperwork. Burbank responded that he has had recent discussions with other Town Managers, and noted that more towns these days are reverting to alternative methods of document signing in light of the current Covid crisis. After a brief discussion, Chairman Robinson thought it would be a good practice to add the following statement to all documents that the Board of Selectmen routinely sign:

"The signers of this document agree that electronic signatures, faxed signatures, scanned signatures, and/or copied signatures have the same binding effect as original signatures. This document can be signed in multiple parts and be considered a single signed document."

Short-Term Rental Applications

Town Manager Burbank informed the board that the town has received 66 Short-Term Rental applications as of this day.

Community Center Lease Agreement(s)

Town Manager Burbank explained that the two (2) lessees at the Community Center (Grafton County Senior Citizens Counsel & Childcare Center) have requested that there be no increase in their 2021 lease agreement with the Town due to a decline in enrollments resulting from the current Covid situation. These agencies have also mentioned the possibility of a multi-year lease agreement rather than year-to-year, which would have to go before a Town Meeting vote (in both Lincoln and Woodstock). Selectman Ham noted that the Childcare Center's numbers are down to meet the capacity requirements as a result of Covid, and the Senior Center is doing more work and assuming a greater expense in preparing meals that are being delivered to the individual homes in Lincoln and Woodstock (versus the patrons coming in to eat). Chairman Robinson was fine with keeping the 2021 lease amount the same as 2020, and suggested that they prepare a Warrant Article for March Town Meeting for a multi-year lease agreement(s).

West Street Update:

Town Manager Burbank informed the board that AJ Coleman reached out to him last week expressing an interest in doing the West Street project in the late winter, early spring (AJ Coleman won the original bid to do this job, however, it was put on hold due to the Covid Crisis). Burbank noted that Coleman has also agreed to honor their original contract price as previously agreed upon.

Levee Update:

Town Manager Burbank updated the board that the Levee's Emergency Notification Test Drill was completed this past Friday (11/13) and successful. This test was conducted by Lincoln Police Department's Dispatch Center.

Department Head Budget Meetings

Town Manager Burbank updated the board with his plans to begin meeting with Department Heads later on this week for their budget reviews, and all budgets should be submitted to the Board of Selectmen by Thanksgiving.

New Vehicle - Department of Public Works

Town Manager Burbank informed the board that DPW Director Hadaway has purchased a new Ford F-550 (plow included) for \$29K (CIP funds), and the Police Department has also purchased a new Dodge Durango (CIP funds).

NEW BUSINESS

Abatement Request

The board reviewed the following abatement request:

New Hampshire Electric Cooperative, Inc. for lines and land (12 Lodge Road) (Map/Lot 117-122-000-00-00000) for 2020 Tax Year (Fall Tax Bill). According to the NH Electric Cooperative, Inc, v. Town of Lincoln Settlement Agreement dated March 25, 2019 (This is year two (2) of the settlement). The spring

issue 2020 did receive an abatement credit in the amount of \$64,533.33 for the tax year 2020. An abatement of \$64,533.33 is requested for the fall issue 2020 for a total abatement of \$129,066.66. An abatement will be needed on each tax bill through the year 2021. The following motion was made:

MOTION: "To grant the abatement in the amount of \$129,066.66 to the NH Electric Co-Operative per the Settlement Agreement dated March 25, 2019."

Motion: OJ Robinson

Seconded: Tamra Ham

All in favor.

Request for Abatement of Accrued Interest

Chairman Robinson explained that the board had received a request in the spring from a tax payer out of work due to the Covid Crisis requesting a deferred payment plan (4-month payment plan) for their spring tax bill. Robinson read the following from the June 8, 2020 Board of Selectmen's meeting minutes:

"Chairman Robinson calculated the interest that would be paid on this particular tax bill through October 1st (\$100+/-) and suggested that the board accept the payment arrangement, and when/if all four (4) payments are made timely, the taxpayer can then send in a request to abate the accrued interest amount. Robinson added that if the board should receive a substantial number of requests such as this, it may become difficult, and the board will then have to look at the individual taxpayer's payment history and base their decision on a case-by-case basis. After a brief discussion the following motion was made:

MOTION: "To accept the payment plan as offered, and provided that the payments are all on-time and in-full per the payment schedule; and at the time of the last payment, the taxpayer may request an abatement of the interest at that time."

Motion: Tamra Ham

Second: OJ Robinson

All in favor."

Robinson explained that it appears that the payments were all made on time, and the following motion was made:

MOTION: "To abate the accrued interest in the amount of \$106.79 for Albert Greer Jr."

Motion: Tamra Ham

Seconded: OJ Robinson

All in favor

Board of Tax and Land Appeals (BTLA)

Chairman Robinson explained that the town received an appeal from the BTLA for Robert & Lisa Drew, 85 Beechnut Drive (Map 126, Lot 011). Robinson noted that it is the Town Assessor's opinion that the comps that the Drew's used to justify their value were not at all comparable to the Assessors comps (approx. \$100k differential), and therefore the assessors are standing by their values. Robinson recommends that the board let the assessors handle this matter.

Sansoucy Contract

Chairman Robinson explained that the town received a contract renewal agreement from George E. Sansoucy, P.E., LLC for Utility Revaluation Services. Town Manager Burbank noted that Sansoucy has done a good job for the town so far, and suggested that the town continue working with him. Selectman Ham questioned the *compensation and terms* noting that the agreement is a fixed fee (\$8K) for five (5) years, and asked if this is comparable to what the town had previously paid. Robinson suggested that they find out what the flat fee for assessing was in the last contract and put this on the agenda for next Monday (11/23). Town Manager Burbank replied he would look into this and forward this information to the board.

OLD BUSINESS:

Riverfront Park

Selectman Ham asked if there were any updates on the Riverfront Park Project. Burbank responded that they are currently waiting for the test results from the pits that were dug. Robinson asked if Ray Korber will be able to draw a sketch of the proposed single driveway leading into the park, and show how it will affect the two (2) abutters. Burbank responded that Ray Korber will be presenting two (2) separate driveway concepts for the board to review. Robinson noted that once this is completed, he will reach out to Mr. Bartlett again as well as the other abutter.

Memo re: Short Term Rentals

The Board reviewed a memorandum that Chairman Robinson had drafted as follows:

The following are NOT considered "Short Term Rentals" and are NOT subject to the registration of Short-Term Rentals with the Town of Lincoln:

- 1. Any hotel or motel business where all units are owned and operated by the same entity.*
- 2. Any condo-hotel that operates in a fashion similar to a hotel where all units that are made available for rent by the public are managed by an exclusive, on-site management company, with no units being offered to the public by individual unit owners.*

Any hotel or motel that fits the above exclusions are asked to notify the Town in writing that they are not subject to the registration requirement.

The board discussed whether or not this verbiage/memo should be attached to the Short-Term Rental Application, as they were all in agreement that this would help resolve some of the questions that the public has been asking in response to the Short-Term Rental Application. The board agreed to add this language to the application as well as to revise the Ordinance, and made the following motion:

MOTION: "That the language in the Short-Term Rental Memo be added to the Short-Term Rental Ordinance."

Motion: OJ Robinson

Seconded: Jayne Ludwig

All in favor

Lincoln Plaza Driveway Sign

Selectman Ham asked if there was any update on the sign at the entrance to Citizens Bank? Town Manager Burbank responded that he did speak with Mr. Bartlett about the driveway signage, and he did not have any interest in replacing the sign, and commented that the public will not pay attention to a new sign. Ham commented that they should reach out to the State DOT and have the driveway entrance closed because it is a dangerous hazard and someone is going to get hurt. Robinson remarked that it is a state road that enters private land, and suggested that it is in the town's overall best interest to buy a sign to replace the current signage that is illegible. Robinson asked Burbank to reach back out to Mr. Bartlett to see if he has any objections to the town purchasing and replacing the sign at the entrance to Citizens Bank.

General Election Results

The following are the results from the General Election: 652 in-person voters; 278 Absentee Ballots cast, for a total of 930 election votes. The town also received \$452 in CARES Act Grant Funds for PPE and sanitizing supplies.

Public Participation

Paul Beaudin asked the board how he could go about speaking with the Selectmen in a Non-Public session (employee related) if he wanted to in light of the current circumstances. Town Manager Burbank responded that he could participate in a non-public session in the same format that the board currently holds their non-public meetings. Burbank explained that he could sign out of the Zoom meeting so that Beaudin could speak privately with the Selectmen. Beaudin responded that at this point this question was for informational purposes only.

Chief Beard commented that the state has recently scaled back its efforts on the amount of *contact tracing* that they are able to do, and have come up with defined areas that they will be focusing on, and leaving a good deal of the tracing, aiding, and guiding individuals that have tested positive for Covid up to the local jurisdictions. Beard explained that he has reached out to the NH Health Officers Liaison Unit who is currently drafting up guidance protocols on contact tracing for local Health Officers to aid them in their efforts working within their communities. Town Manager Burbank commented that he sent several emails earlier today to the state expressing his displeasure with the contact tracing being handed down to the local communities and Health Officers in particular, with no additional funding being offered to support these time-consuming efforts.

Paul Beaudin commented that the town saw a tremendous increase in visitors this summer which caused many issues with parking, and asked the board if they have given any consideration to how things are going to be handled this winter with Loon cutting a lot its services, and an overflow of visitors that will still be coming to town? Robinson responded that the board has not discussed this matter. Beaudin recommended that the town plan for the influx of winter visitors and have a plan to address possible parking issues. Chief Beard suggested having this discussion with the Chamber of Commerce to get their input and suggestions. Selectman Ludwig asked about an email she read concerning people in town that are not wearing masks, and asked about making masks mandatory. Burbank added that he received an email earlier today from Woodstock concerning Solid Waste Facility Staff not wearing their masks, and the individual who wrote this letter was very upset and could not understand why the Town of Lincoln did not have a mask requirement. Selectman Ham suggested reaching out to other towns to see what they are doing about mandatory mask wearing and seeing if they have an ordinance or written mandate to get a better idea of how surrounding communities are handling this matter.

State of New Hampshire Division of Forests and Lands

Chairman Robinson received a letter from the State of New Hampshire explaining their plan to do a non-commercial removal of trees on 25-acres of the Lafayette Campground in Franconia Notch State Park in Lincoln (*see attached*).

VI. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (c,e) Potential Litigation, (2) Personnel Issues

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 6:10 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 6:27 p.m.

VII. ADJOURNMENT

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

MOTION: "To adjourn."

Motion: OJ Robinson

Second: Tamra Ham

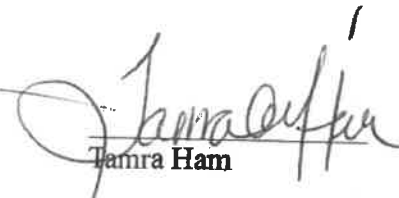
All in favor.

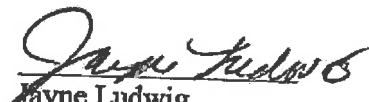
The meeting adjourned at 6:28: p.m.


Respectfully Submitted,
Jane Leslie

Approval Date: November 23, 2020


Chairman O.J. Robinson


Tamra Ham


Jayne Ludwig



STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
Division of Forests and Lands

172 PEMBROKE ROAD CONCORD, NEW HAMPSHIRE 03301
PHONE: 271-2214 FAX: 271-6488 WWW.NHDFL.ORG

October 27, 2020

Board of Selectmen
Town of Lincoln
P.O. Box 25
Lincoln, NH 03251

Dear Selectmen:

The New Hampshire Division of Forests and Lands, in cooperation with the New Hampshire Division of Parks and Recreation, is planning a non-commercial removal of trees on 25 acres of the Lafayette Campground in Franconia Notch State Park in the town of Lincoln, New Hampshire. Attached is a location map of the planned harvest for your reference.

In order to provide a safe recreational environment for campers and visitors to enjoy, and to promote a healthy forest and encourage new trees to grow, many of the damaged and declining trees in Lafayette Campground need to be removed. Individual trees will be selected by New Hampshire Division of Forests and Lands foresters and marked with blue paint for removal. Harvesting will be limited to the off-season during the winter months and should not disrupt park services. Harvested trees will be utilized for forest products such as lumber, paper and wood chips to generate electricity. The remaining healthy trees will have more room to develop, while openings in the forest canopy will allow sunlight to reach the forest floor in order for new tree seedlings to become established and grow between campsites.

If you have any questions or comments please contact the forester in charge of this project, Maggie Machinist directly at (603) 788-4157. Please refer to project P3-421.

This letter is in compliance with RSA 541-A: 39, Notice to Municipalities. We would appreciate it if you would post this letter in a public place, thank you.

Sincerely,

William T. Guinn, Administrator
Forest Management Bureau

WTG/rt

cc: Luc Perreault, Forest Ranger
Jonathan Demler, NH F&G



Lafayette Campground

