

LINCOLN BOARD OF SELECTMEN'S

APPROVED

MEETING MINUTES

NOVEMBER 23, 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 via Zoom: Chairman OJ Robinson, Vice Chair, Tamra Ham, and Selectman Jayne Ludwig (*Selectman Ludwig arrived at 5:20 pm*)

Staff Present via Zoom: Town Manager Burbank, DPW Director Nate Hadaway, and Fire Chief, Ron Beard

Public Present via Zoom Video Conferencing: Denise Heredeen

I. CALL TO ORDER

Chairman Robinson called the meeting to order at 5:07 pm.

II. APPROVAL OF MEETING MINUTES FROM PREVIOUS MEETING

MOTION: "To approve the BOS meeting minutes of November 16, 2020 as amended."

Motion: Tamra Ham

Second: OJ Robinson

All in favor.

MOTION: "To approve the Non-Public BOS meeting minutes of November 16, 2020 as presented."

Motion: Tamra Ham

Second: OJ Robinson

Motion carries.

III. GEORGE E. SANSOUCY UTILITY REVALUATION SERVICES CONTRACT

The Board reviewed the George E. Sansoucy Utility Revaluation Contract and made the following motion:

MOTION: "To approve and sign the contract for the Sansoucy Agreement for the Town's Utility Revaluations."

Motion: Tamra Ham

Second: OJ Robinson

All in favor.

IV. TOWN-WIDE FACE COVERING *Discussion*

Chairman Robinson explained that now that Governor Sununu has passed a statewide mask ordinance, the Selectmen do not need to have any further discussions on this matter.

V. AMENDED SHORT-TERM RENTAL ORDINANCE

The Board reviewed the Short-Term Rental Ordinance that they had amended during their November 16th board meeting (*see attached*), and agreed that they would individually come into Town Hall this week to sign.

VI. LOT-LINE ADJUSTMENT – 25 SCHOOL STREET (Map 113, Lot 102)

Selectman Ham explained that she provided a copy of an email to the Selectmen that was originally submitted to the Lin-Wood School Board from Attorney Gordon Graham, which was discussed during the last School Board Meeting (11/18/20). Ham had noted during the School Board meeting that she would pass this email along to the Lincoln BOS to discuss as well. Ham summarized the email stating that the original easement that the school district was supposed to grant to the Town (2007) had never been recorded and could not be located, therefore, there was no proof that the easement to the Town was ever approved by the voters at a district meeting (voter approval needs to occur before the easement to the

Town is executed by the School Board). Ham further explained that the school plans to have a warrant article for the 2021 March District Meeting to authorize the School Board to convey an easement to the Town of Lincoln over School property at the end of Pleasant Street. The school may also place an article on the District Warrant to convey a right-of-way to Denise Heredeem *only* if the town intends to issue her a driveway permit off of the town's hammerhead at the end of Pleasant Street. Ham explained that Ms. Heredeem will need a letter from the Town stating that once she obtains a right-of-way from the school, the Town has every intention of granting her a driveway permit. Ms. Heredeem commented that she will also need approval from the Town to build a structure within the setbacks of her property which will be contingent upon whether or not she will need the driveway permit. Ham responded that this approval would need to come from the Planning Board, and not the Board of Selectmen. Town Manager Burbank commented that he has also discussed this matter with DPW Director Hadaway, and the Town does *not* have an issue with a driveway entering/exiting into the town's right-of-way as long as it does not interfere with the town's snow removal process. Burbank further explained that he briefly discussed the Planning Board aspect of this with Town Planner Carole Bont who noted that there are several issues that Ms. Heredeem will have to take up with the Planning Board concerning the sub-division of her lot (Ms. Heredeem has until December 31, 2021 to unmerge her lots). There was a brief discussion about the steps that Ms. Heredeem will need to take in the coming months, and Chairman Robinson noted that if the discussed time schedule does not work for Ms. Heredeem, she can go before the Planning Board now (or at a convenient time) and make an application for a sub-division approval conditional upon March's School District Meeting vote. Ms. Heredeem commented that when the hammerhead was initially put in back in 2007, a section of her property was cut off and a fence was taken down, and she essentially lost approximately 10-feet of her land (the footprint was changed). Ms. Heredeem asked if there was anything that could be done about this. Selectman Ham commented that there was a survey that was done prior to the hammerhead being built back in 2007, and the rock wall is 2-feet off of the property line from the school (on the school property, 2' from the property line between the school and Ms. Heredeem's land). Ham added that this did not change Ms. Heredeem's property, but rather it changed the school's property on the school's property line, and the "drop-off" is on the school's property. Ms. Heredeem asked the board (and anyone *not* familiar with her property) to take a ride down Pleasant Street to get a better idea of the situation that they are discussing.

Chairman Robinson asked DPW Director Hadaway to outline his recommendation on where a driveway could potentially go (and where it cannot go) so that in the event the board votes on granting a driveway permit to Ms. Heredeem, it is done so with a clearly defined map and parameters in place as to where the board is granting permission for the driveway to be located. Selectman Ham asked Ms. Heredeem to keep in mind that the School Board will need a definitive answer from her by mid-January as to whether or not she will want a warrant article for the March District Meeting so that they have time to prepare.

VII. OLD/NEW BUSINESS

Abatement Request

The Board reviewed an abatement request for Richard & Brenda Goodbout for property located at 14 Goodbout Drive (M/L 107-035-000-00-00000) in the amount of \$689. This parcel was supposed to be transferred to Thomas Howell per deed/book & page 4541-730 dated 7/30/20, however, M107, Lot 020 was transferred in error.

MOTION: "To approve the abatement request in the amount of \$689."

Motion: Tamra Ham Second: OJ Robinson Motion carries.

The Board reviewed an abatement request for Thomas Howell due to an error in the above property transfer. The correct parcel that should have been transferred was M107 Lot 035. An abatement is being

Public Participation

Lincoln-Woodstock Senior Services Advisory Council

The Board discussed the recent memorandum that was sent out by the Lincoln-Woodstock Senior Services Advisory Council (*see attached*) and applauded their efforts during these trying times. Denise Heredeem shared that the Senior Center has been without a cook for quite some time, and asked if the town could get the word out that they looking to hire a permanent cook.

VIII. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (e) Personnel Issue update, CRVI lawsuit correspondence

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 6:05 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 6:35 p.m.

VI. ADJOURNMENT

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

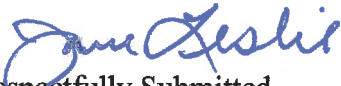
MOTION: "To adjourn."

Motion: OJ Robinson

Second: Tamra Ham

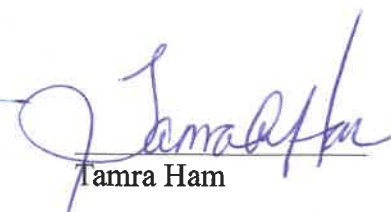
All in favor.

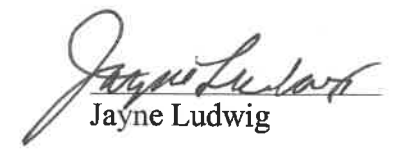
The meeting adjourned at 6:40 p.m.


Respectfully Submitted,
Jane Leslie

Approval Date: December 7, 2020


Chairman O.J. Robinson


Tamra Ham


Jayne Ludwig

requested for Map 107 Lot 020 in the amount of \$179.

MOTION: “To approved the abatement request in the amount of \$179.”

Motion: Tamra Ham

Second: OJ Robinson

Motion carries.

Town Manager’s Report

Kanc Snowmaking Pump

DPW Director Hadaway informed the board that his tech who does work at the Water Plant was able to install a soft starter in the cabinet that controls the snowmaking pump at the Kanc which should make a substantial difference in the life of the pump, as well as significant cost savings in electricity.

Transfer Station Vacancy

Chairman Robinson asked DPW Director Hadaway if he has received applications for the vacant Transfer Station Supervisor position available, and what his anticipated timeline was for filling this position. Hadaway responded that he has received three (3) applications so far, and they are continuing to advertise for this position.

Citizens Bank Driveway Sign

Town Manager Burbank informed the board that he spoke with Mr. Bartlett about installing a new sign at the entrance of the Citizens Bank driveway, and he has no objections to the town purchasing and installing a new sign, although he does not believe it will have much of an affect.

Riverfront Park Project

Town Manager Burbank explained that he has a meeting scheduled tomorrow (11/24) with Town Engineer Ray Korber and the Environmental Engineers for the Riverfront Park. Burbank noted that the test results are back from the soil sampling that was done for the parking lot area, and contamination was detected. Burbank was not certain how much contamination there was, and would find out more specific details at tomorrow’s meeting.

Industrial Business Park

Town Manager Burbank informed the board that there were two (2) inquiries in the past week for the Industrial Business Park Lots: (1) Kurt O’Connell was asking about the lot he originally wanted to purchase, and he is prepared to make another offer on this lot, and, (2) Steve Zalla (Bel Casa Realty) may have someone interested in purchasing a lot, and requested a list of the covenants which Town Hall staff sent to him this day. Selectman Ham commented that if Mr. O’Connell is going to put an offer in on the original lot that he wanted to purchase last year, the other interested party should also be notified of the same. Burbank responded that the other interested party has postponed the purchase of this lot on two (2) separate occasions due to the current Covid situation, and he is not sure where things stand at this point. Chairman Robinson did not want to begin this discussion until there was an official written proposal from Mr. O’Connell, and asked that when Mr. O’Connell submits his proposal, he states why this particular lot is of interest to him and the others are not.

Department Budgets

Chairman Robinson asked if the department budgets were prepared and ready for the Board of Selectmen. Burbank responded that they should be ready before the Thanksgiving holiday break, and noted that the only major increase is with the Police Department budget because Chief Morris is looking to add three (3) additional Police Officers in 2021. Burbank also noted that the Fire Department is looking to add personnel, however, most of this expense will be covered under a grant program that the Fire Department will be applying for.



TOWN OF LINCOLN, NEW HAMPSHIRE
Regulations Relative to Permits for Short Term Rentals
Adopted July 13, 2020
Amended November 16, 2020

The Town of Lincoln will allow Short Term rentals but wants to ensure the safety of occupants, minimize neighborhood disruption, and maintain fairness related to paying for Town services.

A "Short-Term Rental" or "Vacation Rental" unit is defined as any individually or collectively owned single family house or dwelling unit or any unit or group of units in a condominium, cooperative, or timeshare, or owner-occupied residential home, that is offered for a fee for less than 30 consecutive days per RSA 48-A:1.

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.

On or before January 1, 2021, all Short-Term Rental units must be registered with the Town. A registration form is available online at www.lincolnnh.org or at the Town office. Upon registration, a Short Term Rental permit shall be issued.

There is a \$50 annual fee to register Short-Term Rental units per tax parcel.

The owner of any unregistered Short-Term Rental unit will be fined as follows starting April 1, 2021:

First offense from unit owner that was not sent a notice of this ordinance by the Town: written warning

First offense from unit owner that was sent a notice of this ordinance by the Town: \$100

Second offense, after allowing 10 days for registration since first offense: \$500

Additional offenses, after allowing 10 days for registration since second offense: \$1,000 each.

The Town has the right to revoke a permit for any Short-Term Rental unit that becomes a nuisance. This action will require a minimum of three incidents within one year, validated by the Lincoln Police Department or NH State Police, where the contact person was notified of problematic occupant actions. Any unit owner found to be operating as a Short Term Rental after revocation will be fined \$1,000 per 10-day period.

If a permit is revoked, the owner may appeal the decision to the Board of Selectmen within 30 days of the date of revocation, and the Selectmen shall hold a hearing on the appeal within 45 days and either affirm the revocation or overturn the revocation. If the revocation is overturned, the Selectmen can impose conditions upon the reinstatement of the permit.

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.

Any comments or complaints related to Short Term Rentals can be submitted online at www.lincolnnh.org or at the Town Office.

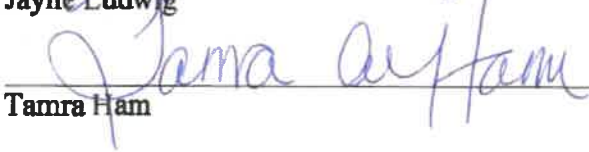
Approved by the Town of Lincoln Board of Selectmen on July 13th, 2020.
Amended November 16, 2020



O.J. Robinson



Jayne Ludwig



Tamra Ham

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

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- _____

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

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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.

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November 11, 2020

Season's Greetings Friends of the Lincoln Woodstock Area Senior Citizens!

2020 has been something else! "Unprecedented" seems to be the word of the year. While life as we all know it has changed somewhat, the Lincoln Woodstock Senior Services Advisory Council (LWSSAC) is happy to report that the programs for Lincoln Woodstock Seniors have been adapted to safe social distancing and we are continuing to serve more seniors in our community than ever before! Considering the challenges that many of our local businesses and friends have faced this year, we are not asking for donations. We are simply sending you this annual letter to share some happy news!

We are most fortunate to have Grafton County Senior Citizens Council (GCSCC) providing services in our towns. Maria McIntyre, the Program Coordinator for the Lincoln Woodstock area, has gone above and beyond to meet the needs and maintain contact, assuring the health, happiness, and social well-being of our senior citizens. COVID-19 has led many people to remain isolated in their homes. Understanding this, Maria makes regular wellness calls to check in on the residents who she would normally be seeing in the center, many who are alone in their homes. For some, this may be the only social contact that these people have each week. The community center has been closed for activities and congregate meals since March. When the kitchen was closed, Clark's Trading Post opened their kitchen and helped prepare the home delivered meals until the community center kitchen was re-opened. Thankfully, the kitchen is open again for meal preparation, but it is still not open for congregate meals. Recognizing this lack of social interaction, Maria has created programs for seniors to come out and safely participate. She started a "Grab & Go" lunch program on Thursdays, where seniors are invited to drive up to the community center to pick up a hot meal, while staying in their cars. They have a quick visit with Maria and then they're on their way. That few minutes with a cheerful friend goes a long way! With support from The Woodstock Inn, The Common Man and friends and businesses in the community, some very special meals have been provided for "Grab & Go" Thursdays, and the numbers of participants for senior meals has been increasing each week! We learned that since we cannot meet in groups, the next best thing is "Drive-Through" activities. This year, our seniors have been treated to "Drive-Through" bake sales, flu shot clinics, birthday parties, and pumpkin decorating!

Due to the pandemic, the senior bus service for doctors' appointments, shopping trips, etc., had to stop, as GCSCC cannot safely transport groups of people at this time. However, there is still a need for assistance in picking up essential items for seniors. A new program was created for "clientless travel". The bus driver will pick up library books, prescriptions, meals etc. for those who cannot get out on their own. This has been a great service and it gives many people a chance to see one more happy face and receive a cheerful hello!

As for the annual Christmas Party, the LWSSAC and Lincoln Woodstock Rotary Club are excited to be working with Maria to host a "Drive-Through" Christmas party at the community center on December 10th. The Woodstock Inn is creating an amazing meal and there will be music, holiday decorations, gifts, and of course Santa! All this will take place at a slow rolling pace, while staying in vehicles. It will be different, but we will surely make it fun!

Overall, considering this strange year that we have experienced, we are pleased to report that the social, health and wellness programs for our senior citizens are stronger than we ever imagined, and that the number of participants continues to increase. Thank you for your continued care and support over the years. We wish you good health and happiness as we all look forward to 2021!

Happy Holidays!

Kathy

Maureen

Lincoln Woodstock Senior Services Advisory Council
Lincoln Woodstock Rotary Club
PO Box 225, Lincoln, NH 03251

