

**LINCOLN-WOODSTOCK JOINT
BOARD OF SELECTMEN'S MEETING MINUTES
VIA ZOOM VIDEO CONFERENCING**

APPROVED

**MAY 7, 2020 – 3:30PM
LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH
(MEETING VIA ZOOM VIDEO CONFERENCING)**

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

Woodstock Board of Selectmen Present: Gil Rand, Scott Rice, and Charyl Reardon

Staff Present: Town Manager Burbank, Recreation Director, Tara Tower, Fire Chief Ron Beard, Police Chief Chad Morris, and Administrative Assistant Jane Leslie

Public Present via Zoom Video Conferencing: Patrick Griffin, Judy Welsh, and Kelsee Beaudin

I. CALL TO ORDER

Chairman Robinson called the meeting to order at 3:30 pm.

II. RECREATION DEPARTMENT AND SUMMER PROGRAMS

Recreation Director Tara Tower greeted both boards and apologized for any mis-communication that may have arisen as a result of a notice that she posted prematurely informing the public that the summer day camp program was being cancelled. Tower went on to explain that the Governor's Task Force has not made any definitive recommendations or decisions concerning summer camp programs at this point, and the school year will be coming to a close on June 5th. Tower explained that she has been in communication with other towns, and noted that they all share mutual concerns about when/if summer camps do open (i.e., how can high school/college-age counselors identify whether or not a child/staff member has COVID symptoms, what does a quarantine look like? Who is qualified/responsible for end-of-day deep cleaning?). Tower noted that she is conflicted with whether or not to open for summer because of her concern for her staff possibly getting sick, and whether or not they will be able to find adequate staffing that is willing and able to work (parents that will allow their children to work). Selectman Rice commented that he understands everyone is struggling with this right now, but at this time there is only one (1) active case reported in Thornton, and this area has been relatively safe. Rice would like to at least look at this and possibly come up with a plan to open safely, and perhaps offer 2-week camp sessions throughout the summer. Tower thought they could maybe wait until July to begin the program (shorten the length of summer camp) and reduce the camp participant size (16 children per each the Kanc Camp and Adventure Camp). Selectman Ham questioned how many children "normally" participate in the summer day camp program? Tower responded that there are typically 60-children at the Kanc, and 40-children at the Adventure Camp. Tower further commented that they would also have to come up with creative ways for the kids to social distance and have fun, as well as determine a fair way to select which children are able to attend.

Selectman Ludwig questioned what the town's liability would be if a child camper/staff member were to contract COVID-19, and what does the town's insurance company say (if anything)? Tower responded that as far as permitting goes, as long as the town does not do anything that is viewed as negligent and they document and abide by all recommended state guidelines there should be no problems. A discussion ensued concerning various camp activities that can be done virtually, as well as in-person, and the many unknowns that surround the COVID-19 virus.

Selectman Rice suggested waiting until May 31st to see what the Governor has to say, and if there are

guidelines presented for operating summer day camp programs, they could then make their final decision at that time. Town Manager Burbank added that he feels the Governor will be making an announcement very soon concerning summer camp programs, and also commented that if any one of the camp participants or staff members happens to test positive for COVID-19, the entire group will have to undergo contact tracing (this could potentially extend and affect an entire network of people outside of the camp program). Burbank reiterated that health and wellness should take overall precedence at this time.

Selectman Rice explained that many of these children will be better off taking these risks at summer camp than some of the home environments that they are living in. Selectman Reardon questioned whether or not anyone has considered an online survey that can be sent out to the families in the community to get their thoughts to see if there is even an interest in summer camp programs. Reardon explained she could coordinate this online survey with Rec. Director Tara Tower and present it via Survey Monkey.

Selectman Ham commented that the camp will need to be well-stocked with PPE which will have to be constantly changed out when counselors are dealing with children, as well as bathrooms that will have to be regularly sanitized throughout the day.

Selectman Robinson thought that Charyl's idea of sending out a survey to both of the communities to assess the demand and need for summer day camp is a great idea, particularly before making any definitive decisions. Robinson was especially concerned with the fact that if one person at day camp contracts COVID-19, literally everyone that they come into contact with would have to be quarantined for fourteen (14) days.

Rec. Director Tower commented that in the past, the residency requirement extended to anyone who pays taxes in either Lincoln or Woodstock (full-time/2nd homeowners), however, based on today's discussion, Tower questioned whether or not the camp would only be available to full-time NH residents. Selectman Reardon replied that the survey would only be sent to full-time, working NH residents. The board agreed to not set a specific meeting date at this time, and to wait for the Governor's decision as well as the survey results.

III. OLD/NEW BUSINESS

Public Participation

Chairman Robinson made the following motion:

MOTION: "To open the meeting up to public comment"

Motion: OJ Robinson

Seconded: Charyl Reardon

All in favor.

Patrick Griffin commented that he does not have any children that participate in the summer recreation program; however, he feels that our children are our life, and thanked Recreation Director Tower on behalf of himself and the rest of the community for all that she does. Griffin went on to explain that he receives numerous emails daily concerning the COVID-19 virus and it is a bad situation, and a virus that we have never experienced before. Griffin does not feel it is worth risking the well-being of the children or the people that the children come into contact with.

VI. NON-PUBLIC Session Pursuant to RSA 91-A:3II (a) Personnel Issue

MOTION: "To go into Non-Public Session pursuant to RSA 91-A: 3II (a)"

Motion: OJ Robinson

Second: Gil Rand

All in favor.

The Board went into non-public session at 4:20 pm.

MOTION: "To re-enter public session."

Motion: Tamra Ham

Second: Gil Rand

All in favor.

The Board came back into public session at 4:45 p.m.

VII. ADJOURNMENT

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

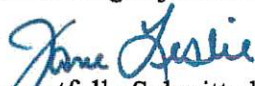
MOTION: "To adjourn."

Motion: Tamra Ham

Second: Gil Rand

All in favor.

The meeting adjourned at 4:46 p.m.



Respectfully Submitted,
Jane Leslie

Approval Date: June 2, 2020

Chairman O.J. Robinson

Tamra Ham

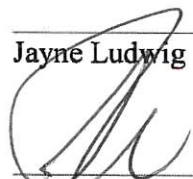
Jayne Ludwig



Gil Rand



Charyl Reardon



Scott Rice

**LINCOLN, NEW HAMPSHIRE BOARD OF SELECTMEN
MINUTES - NONPUBLIC SESSION**

DATE: May 7, 2020

PRESENT:	<u>Chairman O.J. Robinson</u>	Y	N
	<u>Vice Chair, Tamra Ham</u>	Y	N
	<u>Selectperson, Jayne Ludwig</u>	Y	N
	<u>Woodstock BOS, Charyl Reardon</u>	Y	N
	<u>Woodstock BOS, Gil Rand</u>	Y	N
	<u>Woodstock BOS, Scott Rice</u>	Y	N

MOTION TO ENTER NONPUBLIC SESSION MADE BY: OJ Robinson **Seconded by:**
Gil Rand

SPECIFIC EXEMPTION RELIED UPON AS FOUNDATION FOR THE NONPUBLIC SESSION:

- X **RSA 91-A:3 II(a)** - The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting, and (2) requests that the meeting be open, in which case the request shall be granted.
- _____ **RSA 91-A:3 II(b)** - The hiring of any person as a public employee.
- _____ **RSA 91-A:3 II(c)** - Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.
- _____ **RSA 91-A:3 II(d)** - Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- _____ **RSA 91-A:3 II(e)** - Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against anybody, board, or agency for the purposes of this subparagraph.
- _____ **RSA 91-A:3 II(f)** - Consideration of applications by the adult parole board per RSA 651-A.
- _____ **RSA 91-A:3 II(g)** - Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county correctional facilities by county correctional superintendents or their designees.

- _____ **RSA 91-A:3 II(h)** - Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.
- _____ **RSA 91-A:3 II(i)** - Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
- _____ **RSA 91-A:3 II(j)** - Consideration of confidential, commercial, or financial information.
- _____ **RSA 91-A:3 II(k)** - Consideration by a school board of entering into a student or pupil tuition contract.
- _____ **RSA 91-A:3 II(l)** - Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

ROLL CALL VOTE:

<u>OJ Robinson</u>	<u>Y</u>	N
<u>Jayne Ludwig</u>	<u>Y</u>	N
<u>Tamra Ham</u>	<u>Y</u>	N
<u>Charyl Reardon</u>	<u>Y</u>	N
<u>Gil Rand</u>	<u>Y</u>	N
<u>Scott Rice</u>	<u>Y</u>	N

THE BOARD ENTERED NON-PUBLIC SESSION AT 4:20 AM/PM

OTHER PERSONS PRESENT DURING THE NONPUBLIC SESSION: Town Manager Burbank.

BRIEF DESCRIPTION OF THE SUBJECT MATTER DISCUSSED AND ANY FINAL DECISIONS MADE:

The Board discussed 2 written complaints on an employee. Town Manager Burbank will follow-up with that employee the first of next week.

NOTE: RSA 91-A:3 (III) Minutes of proceedings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes of such sessions shall record all actions in such a manner that the vote of each member is ascertained and recorded.

Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present **taken in public session**, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or

pertain to terrorism, more specifically, to matters related to the preparation for and the carrying out of all emergency functions, developed by local or state officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. This shall include training to carry out such functions.

In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

MOTION TO RECONVENE THE PUBLIC SESSION MADE BY: Tamra Ham,
SECONDED BY: Gil Rand

ROLL CALL VOTE:	<u>OJ Robinson</u>	<u>Y</u>	N
	<u>Jayne Ludwig</u>	<u>Y</u>	N
	<u>Tamra Ham</u>	<u>Y</u>	N
	<u>Joel Bourassa</u>	<u>Y</u>	N
	<u>Gil Rand</u>	<u>Y</u>	N
	<u>Scott Rice</u>	<u>Y</u>	N

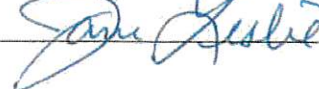
THE BOARD RECONVENED THE PUBLIC SESSION AT 4:45 AM PM


Shall the minutes be publicly disclosed? Y N
If No, the following motion is required in the public session:

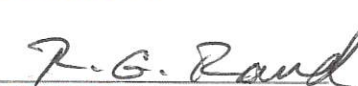
MOTION MADE BY _____, SECONDED BY _____, to not publicly disclose the minutes because it was determined that divulgence of the information likely would:

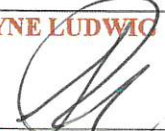
- ___ Affect adversely the reputation of any person other than a member of the public body itself, or
- ___ Render the proposed action ineffective, or
- ___ Pertain to terrorism.

ROLL CALL VOTE:	<u>OJ Robinson</u>	Y	N
	<u>Tamra Ham</u>	Y	N
	<u>Jayne Ludwig</u>	Y	N

Minutes Recorded by: Jane Leslie 

OJ ROBINSON

CHARYL REARDON (Woodstock)

TAMRA HAM

GIL RAND (Woodstock)

JAYNE LUDWIG

SCOTT RICE (Woodstock)

