

Pending Approval

Town of Lincoln, Vermont

Regular Selectboard Meeting

(This meeting held from multiple remote locations via GotoMeeting).

Tuesday, August 4, 2020, 6:30 PM

In Attendance: Selectboard Chair, Bill Finger; Vice-Chair, Paul Forlenza; members Oakley Smith, Will Sipsey, and Bay Jackson; Select Board Assistant/Bookkeeper, Ann Kensek; Selectboard Clerk, Sarah Summers

Guests: Road Foreman, Dave Cavoretto; Peter Carothers, Acorn Energy; Susan Smiley & Tina Scharf (Guests of Peter)

Bill called the meeting to order at 6:31 PM. He noted that 1-2 other guests may be arriving for Bay's Acorn Energy agenda item.

1. *Agenda adjustments and approval:

- a. Bill made note that Dave's presence could be sporadic due to the heavy rainstorm/hurricane Isaias; some discussion on agenda items may be limited (job description, Gap Road).
- b. *MOTION (BILL), SECOND (PAUL), TO APPROVE THE MEETING AGENDA AS CLARIFIED AND AMENDED TO INCLUDE: ((census 9a (Paul), equipment 4b (Oakley), power line/river 8b (Bay)). NO FURTHER DISCUSSION. VOTE CALLED AND PASSED. (5-0-0)

2. *Approve 7/21/2020 regular meeting minutes:

- a. *MOTION (BILL), SECOND (PAUL), TO APPROVE THE 07-21-2020 REGULAR MEETING MINUTES. (*After line 212, 07-21-2020 minutes to reflect: "Paul reminded the Selectboard that in the FY21 Budget is line 120 (Town Report) for \$5,000 for an ash tree project."). NO FURTHER DISCUSSION. VOTE CALLED AND PASSED. (4-0-0-1; Will briefly absent)

3. Citizen comments: NONE

4. ACORN ENERGY - Community Solar Preliminary presentation:

- a. Bay introduced Peter Carothers from Acorn Energy; she has been in communication with both he and Mary Simmons. Peter explained that it is a co-op business model named "pure community solar". This means, that after 6 years, "off takers" (drawing power) will become owners of the project. If they are dissatisfied with how the project is run, they can elect their own manager. He explained that there are very attractive Federal and State tax credits harvested by "A Investors" and "B Investors"/"off-takers", receive all solar credits and have autonomy in selecting their solar manager after 6 years. Further discussion on a current project in Shoreham as well as closed landfill project in Bristol. **(Susan and Tina from solar committee arrived during Peter's presentation)*. Peter asked if the Town has a site in mind; Bay noted that site would need to be discussed by the Board. Bay inquired about the*

45 potential use of multiple properties; Peter said it was possible but likely
46 unnecessary as only 1.1 acre being utilized in Shoreham project.
47 Discussion on potential use of capped landfill in Lincoln/Agency of
48 Natural Resources jurisdiction. Bay asked about maintenance/impact for
49 investors. Peter mentioned: panels/leasing, accounting fees (not much
50 legal), municipal tax, and monitoring systems. Peter suggested a one-
51 on-one or on-on-two meeting as a follow up.

52 **5. Highway report:**

53 **a. Road Maintenance Update:**

54 **i. Forge Hill project update/revision:**

- 55 1. Dave explained the revised plan to split the Forge Hill
56 project into two sections: culverts, ditching, stone lining in
57 early/mid-September and final work in the spring. Dave
58 said that Chris Acker agrees it is the best plan to move
59 forward. Driveways to be repaved where culverts go;
60 pavement available for patching particularly bad portions.

61 **ii. West River Road Culvert update:**

- 62 1. Dave has been in touch with Tim Parent; Parent needs to
63 know about planned detours/closures in order to purchase
64 the proper materials and determine the length of time
65 needed to complete the job. Bill asked about the number
66 of days needed for closure, Dave clarified it would be two
67 days. Further discussion on potential detour routes: (Forge
68 Hill, Colby Hill). Bill explained that closing the road will
69 reduce costs by \$5,000 or more and will expedite the
70 project with less long-term interruption. Will suggested
71 using Quaker Street for the detour; Dave noted it is the
72 only option for trucks. Further discussion on road
73 classifications and detour signage (included in Parent's
74 quote).
- 75 2. *MOTION (BILL), SECOND (WILL), TO AUTHORIZE A TWO-
76 DAY CLOSURE OF WEST RIVER ROAD TO FACILITATE
77 THE INSTALLATION OF A LARGE CULVERT (PROVIDED
78 ALL SIGNAGE IN PLACE FOR THOSE TWO DAYS).
79 DISCUSSION:

- 80 a. Bay inquired about timing coinciding with the first
81 week of school; Bill noted that culvert delivery is at
82 least 5 weeks out. Dave mentioned the potential for
83 more adjustments to the school schedule. Bay noted
84 importance of proper notification/communication to
85 those affected by the closure. Brief discussion on
86 Emergency Services protocol. VOTE CALLED AND
87 PASSED. (5-0-0)

88 **iii. West Hill/Ripton Road Culvert safety improvement:**

- 89 1. Dave explained that he has an upcoming meeting with
90 Avery Smith and Lucas Nezin about doing some
91 anchor/guardrail work. Dave is hopeful this work can be
92 completed in the next month; road will be one-lane while
93 work is being performed.

94 **iv. So Lincoln Road:**

95 **1. Urz Curve - wetlands permit application:**

- 96 a. Bill explained that the permit is in process for the
97 curve. Bill received an email noting that the Corps of
98 Engineers have preliminarily determined that a
99 Corps of Engineers permit will be needed. One was
100 required for the Town Garage in ~2000/2001 (over
101 6,000 sq ft of wetlands); anything over 5,000 sq ft
102 needs a Corps of Engineers permit. The State
103 proposed a \$17,000 permit fee due to a violation:
104 The Town began construction prematurely (tearing
105 down of Urz house, unknowing that it sat on
106 wetlands). The State has changed it back to the
107 standard permit fee of ~\$5,000. Discussion on the
108 violation, **missing audio**, and available wetlands
109 delineation maps. Bill explained that there is a
110 general state map, but it is not completely
111 determinable until the site is staked out.
- 112 b. Will found a wetlands inventory website
113 (anrmaps.vermont.gov) and noted the disclaimer:
114 *"...Only a qualified wetland scientist may determine
115 the absence or presence of a wetland and the
116 boundaries..."*

117 **2. Large culvert installations (2):**

- 118 a. Bill noted that Dave has culverts and material on
119 hand, and he is in communication with Lucas Nezin
120 about moving forward with the project.

121 **v. Colby Hill - CAT B Grant Project (combine contract with So.
122 Lincoln Lg Culverts?):** NONE, awaiting proposal.

123 **b. Equipment and vehicle maintenance (Dave):**

124 **i. Preliminary discussion - backhoe replacement (Dave, Bill):**

- 125 1. Dave explained the options for acquiring a backhoe, with
126 and without warranty.
- 127 a. Dave offered the option of selling some old unused
128 equipment (Mobark Blizzard Brush Chipper) for
129 \$12,000. Brief discussion on regularity of use,
130 market price, and possible NorTrax trade in.
- 131 i. *MOTION (WILL), SECOND (OAKLEY), TO
132 SELL THE WOODCHIPPER FOR \$12,000. NO

FURTHER DISCUSSION. VOTE CALLED AND PASSED. (5-0-0)

Bill outlined potential annual payments on various backhoes: (New: \$17,350 annual payment, Used: \$14,214 at the same rate). Discussion on using Capital Equipment Reserve Fund, line items/bottom lines. Oakley noted that a backhoe is of vital need to the Town. (*missing audio*). Dave clarified warranty expiration timelines (5 years beginning the day of purchase).

2. *MOTION (OAKLEY), SECOND (WILL), TO ENTER INTO AN AGREEMENT WITH NORTRAX TO PURCHASE QUOTED NEW JD 310 SL BACKHOE (Price \$103,750 less trade-in \$22,000 = net purchase price \$81,750). NO FURTHER DISCUSSION. VOTE CALLED AND PASSED. (5-0-0)

(Dave leaves the meeting)

c. Grant applications and reimbursements (Ann): NONE. Awaiting word from Mike Winslow (ACRPC) and Alan May (Better Roads).

i. Bill noted that Dave had checked in with Winslow at Regional Planning about any available equipment grants. Dave suggests purchase of leaf blower to clear leaves from ditches and road edges to facilitate grading and keep drainage systems from clogging) Mention that a leaf vacuum with grinding capabilities for clearing ditches of leaves might be better if affordable. Potential grant up to \$5,000 available; Dave estimates cost at about \$7,000. (*missing audio*). Paul inquired about regularity of use and if hiring a contractor would be suitable, Bill explained that the machine itself is likely not available locally.

d. Gap Road winter maintenance change request - discussion of Town obligations viz. winter maintenance to follow up to 7/21 discussion with Paul Gillies, Esq. (Paul F.):

i. Paul outlined the Town's options:

a. *Decide to extend plowing to:*

i. *Forest Service Road or*

ii. *Pavement starts again*

b. *Decide not to extend plowing to either location*

c. *Decide to explore using landowner land for additional parking with or without Forest Service involvement*

d. *Decide to ask Road Foreman to explore cost of contractor plowing to either Forest Service Road or start of pavement*

e. *Decide to hold a Town meeting or a special Selectboard meeting to discuss this issue*

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- f. *If Selectboard decides on B, the landowners have two options:*
 - i. *Gather signatures to petition Selectboard for a meeting*
 - ii. *Appeal to the Transportation Board*

- ii. Discussion on hourly rate for contractors (\$150), separation of issues, parking and Forest Service. 1,800-foot distance noted from where the Town currently stops plowing to where the pavements starts.

- 1. *MOTION (PAUL), SECOND (WILL), TO PURSUE OPTIONS D & E (AS A SPECIAL MEETING). DISCUSSION:

- a. Questions arose about whether meeting should be held in-person or virtually, as well as potential meeting locale: (Burnham Hall, on-site). Bill noted that the Forest Service has made substantial promises about work on the Gap; Bay recently observed that it looks no different than last year. Paul explained that the Forest Service had at some point had intended for better signage and parking. Bill recalled sketch plans; the Town has not followed up. Bill and Bay to connect on Forest Service parking sketch plan follow up.

VOTE CALLED AND PASSED. (5-0-0)

- e. Sand Pit progress report (Dave/Bill):**

- i. Zoning Permit application denied by Bob Hall; referred to Zoning Board of Authority for Conditional Use hearing. Otter Creek Engineering is working on the Storm Water Permit; Dave has extracted samples from the pit as part of permitting process.

- f. Other business:**

- i. **Job Description (Ann/Bay):** Ann and Bay collaborated on Highway Foreman/Supervisor job description; Dave to review and participate in future discussions.

6. Budget & Finance:

- a. *APPROVAL OF CHECK WARRANTS (Ann/Paul):**

- i. Accounts Payable Warrant #21/06: \$36,660.85. Highlights: high volume of small invoices: OCE, sandpit, wetland permit/OCE, gravel, supplies.

- 1. *MOTION (PAUL), SECOND (BILL), TO APPROVE AP WARRANT #21/06. NO DISCUSSION. VOTE CALLED AND PASSED. (5-0-0)

- ii. Payroll Warrant #21/05: \$3,464.66
- iii. Payroll Warrant #21/06: \$3,118.03

219 1. *MOTION (BAY), SECOND (WILL), TO APPROVE BOTH
220 PAYROLL WARRANTS #21/05 & #21/06. NO DISCUSSION.
221 VOTE CALLED AND PASSED. (5-0-0)

222 **b. *FY 21 Tax anticipation note (Lisa/Ann/Paul):**

223 i. \$180,000 note based on cash flow projections. Brief mention of
224 variance/# of installments. Cash flow showed max deficit at
225 \$165,000. Paul explained to the Board that this is standard every
226 year as a way to manage cash.

227 1. *MOTION (BILL), SECOND (PAUL), TO APPROVE THE TAX
228 ANTICIPATION NOTE AT A RATE OF 2% WITH PEOPLE'S
229 UNITED BANK FOR \$180,000. NO FURTHER DISCUSSION.
230 VOTE CALLED AND PASSED. (5-0-0)

231 **7. Admin & personnel:**

232 **a. **Proposals for re-opening the Town Office - update (Sally/Ann):**

233 i. Update on digitizing locks at Town Office/vault lock.

234 **b. **Voting options update viz. reduced contact & social distancing -**
235 **progress report (Sally/Ann):**

236 i. Paul reminded the Board that a large voting tent will be put in the
237 driveway of the Town Office. Will inquired if Sally is in need of
238 additional staff; Ann noted that Sally intends to hire after the
239 election. Will said the additional staffing needs/costs should be
240 brought to the attention of the Secretary of State. Paul added that
241 a BCA meeting is happening tomorrow; they should have a good
242 estimation on volunteers after the meeting.

243 **c. **Discussion of website - purpose, use current status and future**
244 **improvement and design (Bay):**

245 i. Bay introduced the importance of pushing forward with an
246 update to the Town website since the internet is such a heavily
247 relied upon resource for information. Bay offered to assist the
248 Town with her website design/building skills to create a website
249 that is contemporary, easily updated, and would act as a
250 community resource. Bill and other members agreed that a fresh
251 start would be welcomed. Discussion on potential avenues to
252 utilize Bay's expertise. To be added to next meeting agenda.

253 **8. Public Safety & Environment:**

254 **a. **Sidewalk scoping update - (Bay):**

255 i. Bay explained that Christy, project manager for Dufresne was very
256 impressed with the 77 online responses received. 88% said
257 improvement is needed along River Rd. 66% said bike
258 improvements needed, some open comments: How would it
259 look? Any Lighting? Handicapped Accessible? 70/77 people said
260 the shoulder is too narrow shoulder and there is no room for
261 pedestrians. Paul and other members thanked Bay for her great

262 progress on this project. Brief discussion on school closures and
263 ACT 46.

264 **b. Power line in river:**

- 265 i. Bay discovered what looks like a power line in the river near the
266 pallet mill; Bill to reach out to GMP.

267 **c. **Open burning violation - Sheriff report:**

- 268 i. Bill explained that there was a report of burning tires and
269 dumping in the river in South Lincoln from an out of state hiker
270 near Forest Rd. 201/Cooley Glen. The offender is allegedly
271 squatter in an old house owned by non-residents. The Sheriff's
272 Dept. was contacted as they are contracted to work with the Solid
273 Waste District to enforce district and state regulations regarding
274 open burning/illegal dumping; the Town has not heard back from
275 the Sheriff's Dept. regarding the issue. Bill noted that the property
276 owner has long been on Nancy Steven's delinquent tax list but
277 has never been advertised for tax sale.

278 **d. **Town Transfer Station - continuing trespassing and thefts:**

- 279 i. Bill informed the Board about emails exchanged about the
280 ongoing issue of theft/trespassing at the Transfer Station. Randy
281 of Moose Rubbish and Recycling has itemized a list of losses
282 totaling \$1,300. New Constable Matt Collins working with Randy
283 on security.

284 **9. Board Member Concerns:** NONE

285 **10. **Executive session: personal/legal matter:** NONE

286 **11. Adjourn: 9:06 PM**

287

288 Respectfully submitted,

289 Sarah Summers