

Pending Approval

Town of Lincoln, Vermont

Regular Selectboard Meeting

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

Tuesday, August 18, 2020, 6:30 PM

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

Guests: Town Clerk, Sally Ober; Nancy Cornell (Communications Union District, former Associate Superintendent for Addison Northeast Supervisory Union (23 years)); Lincoln landowner, Joe Jackson.

Bill called the meeting to order at **6:33 PM**.

1. *Agenda adjustments and approval:

- a. *MOTION (PAUL), SECOND (WILL), TO APPROVE THE MEETING AGENDA AS CLARIFIED AND AMENDED TO INCLUDE: (TAC grant & ash tree removal (6f & 7c - Will) & budget report (6e - Paul)). NO FURTHER DISCUSSION. VOTE CALLED AND PASSED. (5-0-0)

(Mention of the Town Report and nonprofit funding processes by Ann, clarifications to be made to her directly).

2. *Approve 8/04/2020 regular meeting minutes:

- a. *MOTION (PAUL), SECOND (BAY), TO APPROVE THE 08-04-2020 REGULAR MEETING MINUTES AS EDITED BY BILL FINGER. NO DISCUSSION. VOTE CALLED AND PASSED. (5-0-0)

3. Citizen comments:

a. **Communication Union District:

- i. Paul introduced Nancy Cornell to the Board; she is a member of a 5-town broadband taskforce launched at a community engagement meeting a few weeks ago. Nancy explained to the Board that she has been working with Regional Planning during their formation of a Communication Union District (CUD) for highspeed broadband internet. Paul explained that Nancy has submitted a proposed resolution that he hopes the Board will approve after her presentation.
- ii. Nancy outlined her long interest/history in bringing greater internet access to rural areas/school districts. Nancy noted that better internet would benefit K-12 students whether they learn remotely or not. Nancy noted that even before the covid virus, there were discussions on school consolidations/closures. She noted that a lack of high-speed broadband internet is an obstacle for professionals attempting to relocate to Vermont and continue working remotely. Adam Lougee embarked on the Addison

45 County Community district and various towns are gradually
46 joining. Nancy praised Adam's efforts and noted that there is
47 \$110,000 in funds already, she indicated that combining forces
48 with other towns will attract more grant funding. Discussion on
49 feasibility study/business plan. Nancy clarified that the State
50 received \$12 million in covid relief for broadband; the timing
51 seems favorable. Discussion on fiber maps (available on DPS
52 website per Nancy), unexpected resource availability in rural
53 areas, FAQ from VT Dept. of Public Service outlining
54 definition/terms of a CUD: (the Town would be in no financial
55 liability nor have a commitment). Paul asked about
56 ISPs/infrastructure; Nancy clarified that it would be part of
57 feasibility study/business plan review. Nancy urged the Board to
58 decide swiftly so as to participate in early district discussions. Will
59 mentioned broadband monies from the last stimulus package
60 and WCVT's apparent underserving of roads and their installation
61 of a broadband structure. Nancy noted that Chris Recchia
62 (Executive Director, EC Fiber) has been hired by Adam Lougee;
63 She mentioned the EC Fiber model is quite attractive to the Dept.
64 of Public Service.

- 65 iii. *MOTION (PAUL), SECOND (WILL), TO APPROVE THE
66 RESOLUTION TO JOIN THE COMUNICATION UNION DISTRICT.
67 NO FURTHER DISCUSSION. VOTE CALLED AND PASSED. (5-0-0)
68 *(Representative to be appointed at later date).*

69 **b. JOE: Small project oversight/erosion issue:** Joe Jackson showed the
70 Board some recent (June 30th) photos of erosion in the river at the
71 intersection of Atkins/W. River/York Hill. Joe expressed concerns that
72 the Town focuses largely on bigger projects (paid for by grant funding)
73 leaving smaller projects overlooked. Joe noted that some areas needing
74 attention seem particularly bad in terms of water quality/erosion control.
75 Joe encouraged the Board to focus more on environmental health as
76 opposed to aesthetics. Bill agreed with Joe and explained some
77 challenging characteristics of the location: (narrow, steep embankments,
78 downslopes, repaired retaining wall, gravel/pavement junctions--all
79 flowing into West River Road). Discussion of road width, Atkins catch
80 basin clogging, Urz Curve benefits to the river, and grant funding
81 geared towards reducing erosion. *(Will briefly absent)*. Bill noted that
82 roads going directly into waterways are prioritized in terms of funding
83 (ex: Brown's Road in the spring). Discussion on landowner erosion
84 contribution via driveways and how to perform community outreach on
85 the matter. Will mentioned a possible summer dig-ditching program.
86 Bill asked Joe to continue bringing any additional issues/possible
87 solutions to the Board's attention.

88 **4. Highway report:**

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- a. **Road Maintenance Update:**
 - i. **Forge Hill project update- neighborhood meeting:** Bill noted that a remote meeting is to be set for the neighborhood next week, (potentially Thursday Aug. 27th). Neighbors to be visited individually for driveway issues.
 - ii. **So Lincoln Road:**
 - 1. **Urz curve-permit applications-update:**
 - a. Both State Wetlands/Army Corps permits still pending.
 - 2. **Large culvert installations (2) -**
 - a. Lucas Nezin to begin installation following Colby Hill drainage work and culvert header rehab at intersection of Ripton Rd/West Hill Rd.
 - iii. **Colby Hill - CAT B grant project underway - update:**
 - 1. Work underway, began Monday 8/17. Lucas Nezin has completed ditching, culvert install, and header buildout. To be stone-lined tomorrow and back open to 1-way traffic. Bill noted that additional digging occurred due to a telecom repair.
 - b. **Grant applications and reimbursements (Ann):**
 - i. Reimbursements received for Quaker St. (\$53,383.99) and South Lincoln Road (\$80,384.55) work performed last year. Funds to go back to Paving Reserve Fund; ready for use again.
 - 1. ****Equipment grant Leaf Blower? - DEC - Max \$5,000:**
 - a. *MOTION (PAUL), SECOND (WILL) TO AUTHORIZE THE GRANT EQUIPMENT GRANT APPLICATION. DISCUSSION: (Town contributions for blower (~\$2,000), use of current equipment at garage, number of Town employees, subcontractor use of equipment). VOTE CALLED AND PASSED (5-0-0)
 - (Sally arrives)
 - c. **Gap Road winter maintenance change request - update - schedule special SB meeting (Paul):**
 - i. *MOTION (PAUL), SECOND (BAY), TO HOLD A SPECIAL (NON-BINDING/1 HOUR/VIRTUAL) MEETING REGARDING GAP ROAD PLOWING ON SEPTEMBER 10TH AT 7 PM. DISCUSSION: Members of Fire/Rescue squad to be invited. VOTE CALLED AND PASSED. (5-0-0)
 - d. **Other business:**
 - i. **Garage repair update (Oakley):**
 - 1. Avery to begin work the week of August 31st. (Minor repairs: siding/trim/doors/etc.).

- 132 ii. **Job Description:** Bill noted that not much progress had been
133 made on the job description and with Dave on vacation, it will
134 likely take a bit longer. Job description to be crafted using work
135 evaluation forms.

136 **5. Admin & personnel:**

137 **a. Primary election recap (Sally):**

- 138 i. Sally noted that the primary election went very well, and the new
139 election workers did a great job. Sally explained that she notified
140 the Board of Civil Authority regarding what she thought were a
141 few duplicate ballots, Sally now thinks it was human error on her
142 behalf and she is confident all is properly accounted for. Paul
143 noted that other towns had similar experiences.

144 **b. General election preparations (Sally):**

- 145 i. Sally indicated that she is considering using Burnham Hall for the
146 general election. Discussion on logistics/entryways/exits/mobility
147 issues/elevator.

148 **c. Discussion with Town Clerk viz. responsibilities, expectation,
149 staffing, and compensation (Sally):**

- 150 i. Sally informed the Board about her recent overtime hours and the
151 inability to categorize her position under the Fair Labor Standards
152 Act (elected official), preventing her from receiving compensation
153 for the overtime performed. Sally expressed a need for more help
154 given the recent departure of an assistant. Discussion on
155 Treasurer/Clerk interchangeability of duties,
156 responsibilities/requests defaulting to Sally (due to physical
157 presence at the Town Office). Paul recommended an executive
158 session to discuss compensation; he noted that a full meeting
159 with all employees would be practical to ascertain each
160 individual's responsibilities.

- 161 ii. *MOTION (WILL), SECOND (PAUL) TO TAKE THE 10 HOURS OF
162 HOURLY SALARY BUDGETED FOR ASSISTANT CLERK AND PAY
163 THOSE MONIES TO CURRENT CLERK. DISCUSSION: (Mention of
164 retroactive reimbursement, year-round assistance, estimated
165 hourly requirements of assistant clerk, need for executive session).
166 ** (Will requested that his motion be withdrawn, there were no
167 objections to the withdrawal). MOTION WITHDRAWN.

168 **d. **Zoning Administrator (pending recommendation from Planning
169 Commission):** (Minute-taker excused 8:08 PM, returns 8:24 PM).

- 170 i. Brief discussion the appointment of a new Zoning Administrator.
171 Sarah Summers, candidate and Bay Jackson, spouse of
172 candidate Joe Jackson, temporarily left the meeting. The
173 Selectboard talked about the Planning Commission
174 recommendation. Paul Forlenza moved and Will Sipsey seconded
175 to appoint Sarah Summers to the position of Zoning

176 Administrator. Brief discussion. Vote called and passed. Sarah
177 and Bay were invited to rejoin the meeting and were told that
178 Sarah was given the position.

179 **e. **Discussion of website - purpose, use, current status and future**
180 **improvement and design (Bay).**

- 181 i. Bay received an email about the CARES Act and available grant
182 funding for website improvements. More details needed on
183 ability to use GOV vs. regular website. Bill clarified that 'GOV
184 Office' is a vendor for municipal websites nationwide, (they
185 recently advertised based on the assumption that the federal
186 government would provide money through the CARES Act), more
187 clarity/details needed. Bill also noted more funding opportunities
188 likely available due to the virus.

189 **6. Budget & Finance:**

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

- 191 i. **Accounts Payable Warrant # 21/08: \$13,723.67:** Highlights:
192 Inspection at Cousino's, credit card bills (covid expenses), GMP,
193 gravel, election workers, (Truax tent security).
194 ii. **Payroll Warrant #21/07: \$3,542.92**
195 iii. **Payroll Warrant #21/08: \$3,450.23**
196 iv. ***MOTION (PAUL), SECOND (BILL), TO APPROVE AP WARRANT**
197 **#21/08. NO FURTHER DISCUSSION. VOTE CALLED AND**
198 **PASSED. (5-0-0)**
199 v. ***MOTION (PAUL), SECOND (BILL), TO APPROVE BOTH PAYROLL**
200 **WARRANTS #21/07 & #21/08. NO DISCUSSION. VOTE CALLED**
201 **AND PASSED. (5-0-0)**

202 **b. *Set FY 21 Tax Rate (Lisa/Ann/Paul):**

- 203 i. Paul noted that the rate is slightly better than originally estimated.
204 ii. ***MOTION (PAUL), SECOND (WILL), TO SET THE MUNICIPAL TAX**
205 **RATE AT .6427. NO DISCUSSION. VOTE CALLED AND PASSED.**
206 **(5-0-0)**

207 **c. **Coronavirus Municipal Records Digitization Grant:**

208 **d. **Local Government Expense Reimbursement Grant:**

- 209 i. Paul indicated that applications are due September 4th and they
210 need work. Ann offered to assist. Ann to take the take the lead;
211 Paul to support/assist.
212 1. ***MOTION (BILL), SECOND (PAUL), TO APPLY FOR BOTH**
213 **THE DIGITIZATION AND THE EXPENSE REIMBURSEMENT**
214 **GRANTS. NO DISCUSSION. VOTE CALLED AND PASSED.**
215 **(5-0-0)**

216 **e. PAUL'S BUDGET REPORT***:**

- 217 i. Paul did an overview for the first month of FY21: software support
218 over quite a bit (paid for full year), NEMRC went up slightly (no
219 additional payments to be made), Line 66: NEMRC split between

220 Lister/Treasurer, Line 103: heating/fuel at 60% (prebuy). Brief
221 mention of backhoe and some work performed prior to the sale.
222 Ann clarified that the dues for Lines 5/6 are high as well, but no
223 other payments are anticipated for the year.

224 **f. WILL: TAC GRANT:**

- 225 i. Will informed the Board about \$40,000 available in TAC funds
226 and asked their thoughts on the potential use of an RSMS (Road
227 Surface Management System). Will noted that an RSMS reports by
228 segment, which is the same way the Town reports to the DEC on
229 waterways. Board members agreed that an RSMS would be an
230 effective metric tool but only if Town employees can keep the
231 information accurate. Data collection has been historically difficult
232 given very few staff members and extremely busy winter months.
233 Bill noted the extreme difficulty in accurately measuring
234 remaining volume of materials/resources without having devoted
235 data collection employees on site while work is performed. Will
236 added that he may have additional time in future. Will also cited
237 the potential for a traffic study at Briggs Hill/River Rd/Lincoln Rd.
238 ii. *MOTION (WILL), SECOND (PAUL), TO APPLY FOR THE TAC
239 PLANNING GRANT. NO FURTHER DISCUSSION. VOTE CALLED
240 AND PASSED. (5-0-0)

241 **7. Public Safety & Environment:**

- 242 a. ****Sidewalk scoping update - (Bay):** NONE, info gathering.
243 b. ****Open burning violation -** Sheriff report was mistakenly sent to all but
244 Bill; the offenders were given a warning for the burning violation.
245 Discussion on Nancy Steven's list of potential tax sales, long-term trash
246 accumulation, condition of Forest Service Rd. 201, potential criminal
247 activity, health hazards/Health Officer intervention. Bay in
248 communication with Lincoln Constable Matt Collins and Cor. Busby.
249 Bay/Bill to follow up with Nancy/others.
250 c. ****Ash Tree Management Grant (Will):** Will informed the Board about a
251 meeting taking place on September 16th at the old Wells Farm on
252 Quaker St. (time TBD). Attendees to include members from VT Family
253 Forests, Green Mountain Power, any interested residents to discuss ash
254 tree management/find scope of problem. Paul to attend; Dave's
255 presence requested.
256 d. ****Town Transfer Station - Continuing trespass and thefts:**
257 i. Bill explained that trespassing and theft have continued at the
258 Transfer Station; State Police may be helpful. Brief discussion on
259 Constable duties performed (current and historic). Town will
260 continue utilizing State Police resources.
261 e. **Continuing solar discussion (Bay):** Bay to continue conversation with
262 Peter Carothers (Acorn) but a location needs to be determined in order
263 to make any substantial steps forward. Mention of environmental

264 monitoring requirement at the capped landfill, types of land suitable,
265 involving someone from state, involving someone knowledgeable.

266 **8. Board Member Concerns:** NONE

267 **9. **Executive session: personal/legal matter:**

268 a. *MOTION (OAKLEY), SECOND (BILL), TO ENTER INTO EXECUTIVE
269 SESSION to discuss an on-going legal/personnel matter. SO VOTED.

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271 **EXECUTIVE SESSION BEGINS 9:27 PM:**

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273 **10. Adjourn: 9:41 PM**

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275 Respectfully submitted,

276 Sarah Summers