

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44

**Pending Approval**  
Town of Lincoln, Vermont  
Regular Selectboard Meeting  
(This meeting held from multiple remote locations via GotoMeeting).  
**Tuesday, April 7, 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; **Road Foreman, Dave Cavoretto; Town Clerk, Sally Ober**

Bill called the meeting to order at 6:30 PM: Bill announced that Sally will be joining shortly to discuss dog licenses. Bill said he was working on compiling information/warrants on power point for visibility during remote meetings. Board members should have received the four warrants via email for electronic signature.

**1. \* Agenda adjustments and approval**

- o MOTION BY BILL TO APPROVE MEETING AGENDA, SECONDED BY PAUL. A REVIEW OF THE MARCH FINANCIALS WAS ADDED TO THE AGENDA. VOTE CALLED AND PASSED.

**2. \* Approve 3/17/2020 (regular) and 3/26/2020 special meeting minutes**

- o MOTION BY PAUL TO APPROVE THE MINUTES OF THE 3/17/2020 REGULAR SELECTBOARD MEETING AND THE 3/26/2020 SPECIAL SELECTBOARD MEETING, SECONDED BY BAY. VOTE CALLED AND PASSED.

**3. Citizen comments**

- o No citizen comments. Bill explained that those who want to attend Go To Meetings must request the password via email or phone prior to meeting. Various video conferencing platforms have been subject to hacking issues in recent days.

**4. Highway report**

- o **a.) Equipment and vehicle maintenance**  
Bill invited Dave to give the highway report.
  - o **i.) Western Star**
  - o Dave said that Sean Broe (of IMR LLC) has all parts necessary to complete the work on the Western Star, but that all repairs on the Western Star and other trucks are currently on hold due to COVID-19. Dave said that Sean is ready to do the work but that we need to wait for the okay from AOT.
  - o Paul said that a lack of roadworthy equipment could be a health and safety issue and it may qualify as "essential" work. Oakley agreed it must be fixed.
  - o Oakley asked Dave about truck needs. Dave is confident he currently has the trucks/personnel he needs (outside of town resources).
  - o Bill said there is no sense in violating Dave's garage closure protocol in order to fix a truck that the town intends on getting rid of. The repairs will not add another vehicle to our disposal.

**Deleted: Guests:** Road Foreman, Dave Cavoretto; Town Clerk, Sally Ober

- 48
- 49
- 50
- 51
- 52
- 53
- 54
- 55
- 56
- 57
- 58
- 59
- 60
- 61
- Oakley said he was concerned that something will break and that we need a plan to safely make repairs. He cited the old town shed as a possibility.
  - Dave said he and Sean had both thought about the old shed and they thought it was a good idea. Dave said that the equipment he is using now is in good shape he is maintaining all himself, he also mentioned the availability of backup equipment. Dave said his biggest concern is having a major breakdown; parts are 3-4 months out. He explained that the less he uses ~~town~~ trucks the better, and that he can hire contractors with their own trucks. Dave said he believes this plan is good for now.
  - Bay asked Dave how this delay will affect the Western Star trade-in timeline.
  - Dave explained that truck to be purchased is custom and still needs to be built, estimated completion 2021- regardless of Western Star repairs.
  - Further discussion on accounting/reporting surrounding truck financials.

Deleted: his

62 Bill segued into the repair policy. He explained that he had met with Sean and there was a discussion about liability should a temporary **non-standard**, repair be needed to get through a storm. Sean was concerned that there should be a mechanism that when a decision has been made to make a temporary repair, he can be assured that the Selectboard has his back (from a liability standpoint). Bill explained that he had spoken to an attorney and that it would likely go back to insurance coverage. He invited Dave to speak about this.

- 63
- 64
- 65
- 66
- 67
- 68
- 69
- 70
- 71
- 72
- 73
- 74
- 75
- 76
- 77
- 78
- 79
- 80
- 81
- 82
- Dave told the board about some instances where temporary repairs were absolutely necessary. He also informed the board that many parts come from China and those lead times are extended (6-8 weeks). Dave requested assurance from the board that they fully support both he and Sean in their decisions to make repairs.
  - Oakley said we must be able to empower Dave to keep trucks on the road at his **discretion** and insurance policies should have parties covered.
  - Further discussion on: **naming** additionally insureds **on town insurance** policies, potential work-order documentation, adding Sean as part-time retainer/mechanic, and details of town insurance coverage.
  - MOTION BY PAUL TO POSTPONE FURTHER DISCUSSION UNTIL ANN CAN PERFORM FURTHER RESEARCH, SECONDED BY OAKLEY. VOTE CALLED AND PASSED.

Deleted: digression

- 83
- 84
- 85
- 86
- 87
- 88
- 89
- **b.) Road maintenance update**
    - Dave said he was trying to keep up with the mud and phone calls. He has been doing lots of grading and roads are in fair shape right now. Dave said there's still snow the forecast and that he thinks we're in better shape than some surrounding towns.
  - **i.) Review of Urz Curve plans (So. Lincoln Road) and TAC Engineering Grant status**

92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135

- Bill said he received drawings from Otter Creek a couple weeks ago. He and Dave have looked at them but he doesn't have them to present via screen. He invited Dave to speak to the plans:
- Dave said the plans are perfect for our needs and that we can have it done in about a week's time once given the go ahead.
- Bill said the wetlands permit should be underway but may be delayed given current closures. The Lincoln Conservation Commission is interested in being involved with stabilization of riverside and creating potential trails/parking/viewing area with 6-8 car parking area on East side of road. Bill mentioned the potential of inviting commission representatives to future meetings. He explained the need to advise Otter Creek on approval of plans in order to expedite finalization once current emergency is lifted. Bay requested copies of renderings from Otter Creek. **If drawings can be retrieved from the Town Office, Bay will take a digital photo that can be shown at the next regular Selectboard meeting**

(Sally joins meeting).

**ii.) Browns Road – DEC (Dept. of Environmental Conservation) - GIA (Grants in Aid) project**

- Bill announced that the **Browns Road** drainage project was completed last Saturday. **After 4-5 days of work.** Project completed amidst social distancing mandates as it was a one-man job.
- Dave said that Chris Acker did a great job and he was very happy with it; an ideal time to complete the project. He took some photos for Mike Winslow (ACRP).
- Paul and others thanked Dave for his continued good service during this difficult and unusual time.

**iii.) VTrans funded projects – work and reimbursement moratorium :**

Ann mentioned Class 2 Grant Reimbursements: she expressed concerns about receiving \$150,000 submitted in reimbursements. It was submitted long before the virus came so hopefully there is no issue or delay with reimbursement. She will remain in contact with James Marshall and Ashley Bishop **from Vtrans Dist. 5.** Paul said if problems persist, we should ask senators for help.

- **c.) Other business : NONE**

**5. Budget and Finance 7:20**

**a) \*Wages & salaries during COVID-19 emergency**

- Bill explained that Ann has viewed the Dept. of Labor webinar to better clarify Selectboard and payroll obligations during a time of emergency.
- Ann explained various options for town employees.
- **Wide ranging discussion on obligation to pay and methodology as to how pay rates should be calculated for the "stay at home" period. Methodology and rates will be presented at the April 21 meeting by Ann and Paul**

**Deleted:** 4-5 day

**Deleted:** from Dist. 5

**Deleted:** from the State.

**Deleted:** \*\*\*MISSING CONTENT: MINUTE-TAKER AUDIO ISSUE (Further discussion on town employees).

- 141
- Sally said work will be piling up and there will be a lot to catch up on once back to work.
- 142  
143

144 PAUL MOVED AND OAKLEY SECONDED, TO CONTINUE TO PAY ALL EMPLOYEES THROUGH THE  
145 END OF THE FISCAL YEAR (6/30) OR UNTIL THE STAY AT HOME EXECUTIVE ORDER IS LIFTED-  
146 WHICHEVER COMES FIRST. DISCUSSION. VOTE CALLED AND PASSED.  
147

148 **b) \*Fees, penalties and deadlines – adjustments/waivers during COVID – 19**

- Sally asked for an official relaxation on late fees for dog licenses during this difficult time, she asked that late fees be waived until about the end of June.

Deleted: <#>Bill invited Sally to speak to item "b": ¶

151 PAUL MOVED AND BAY SECONDED TO POSTPONE PENALTY DATE ON DOG LICENSE FEES  
152 UNTIL JUNE 30TH. VOTE CALLED AND PASSED.  
153  
154

155

156 **Paul began his review on financials:**

- Paul said that the general fund expenditure is at 75% and that is right where we should be 9 months into the year. Paul outlined some noteworthy metrics:
  - Legal services over 300% and will continue.
  - Consultants at 100% due to audit.
  - Public Safety at 85%; **not a matter for concern**
  - Highway at 70%, not bad assuming all invoices are in.
  - Over on salt by \$8,000.00

Deleted: Paul not concerned.

164 Paul said he believes that we're in reasonable shape as long as surprises are avoided.  
165 Paul said that property tax was paid in March and hopefully folks will be back to work  
166 before taxes are due again in October. It could be an issue for the State.  
167

168 **c) \* Approval of check warrants**

- Ann explained that the higher-than-usual AP warrant total (20/41 - \$1,211,323.50) was due to payments to the school, Volunteer Fire, Library, as well as the first \$10,840 payment **per P&S Agreement** to Chuck and Kim Norton for sand pit.
- Further discussion on sand pit payment agreements as well as sand pit updates.

174

175 -PAUL MOVED AND OAKLEY SECONDED TO APPROVE THE ACCOUNTS PAYABLE WARRANT 20-  
176 41 OF \$1,211,323.50. VOTE CALLED AND PASSED. Highlights included: second half of payment  
177 made to school, second appropriations payment to the library as well as Volunteer Fire Dept.  
178

179 -PAUL MOVED AND OAKLEY SECONDED TO APPROVE THE PAYROLL CHECK WARRANT 20-39  
180 (\$3,807.83). VOTE CALLED AND PASSED.  
181

- Further discussion on personnel paperwork and timely payments on work performed.
- 182  
183  
184

187 -PAUL MOVED AND BAY SECONDED TO APPROVE PAYROLL CHECK WARRANT 20-40 IN THE  
188 AMOUNT OF \$4,201.56. VOTE CALLED AND PASSED.

189  
190 -PAUL MOVED AND OAKLEY SECONDED TO APPROVE PAYROLL CHECK WARRANT PAYROLL 20-  
191 41 IN THE AMOUNT OF \$2,704.47. VOTE CALLED AND PASSED.

192  
193 **d) Other Business**

- 194 • NONE

195  
196 **6. Administration and Personnel 8:00**

197 **a) Update on IT Security**

- 198 • Will said all was on hold until back in the office.

199 **b) \*\*Constant Contact – official communications**

- 200 • Ann updated members on the town newsletter. The town has decided to leave  
201 covid-19 rhetoric in the hands of the State; the newsletter is to provide  
202 applicable links to Dept. of Health and other resources. Further discussion on  
203 the newsletter and how it can best serve the town.
- 204 • Paul mentioned that the letter is the perfect tool for informing the town about  
205 the Urz Curve and other upcoming projects. Bay suggested including  
206 pictures/maps in newsletter; she will connect with Sally on this.

207 **c) \*\*Review & Update Conflict of Interest Policy**

- 208 • Further discussion on Conflict of Interest Policy. Bay and Paul will review to  
209 determine application and relevance to current town situations. They will  
210 recommend if additions, deletions or other updates are warranted.

211 **d) Other Business – NONE**

212  
213 **7. Public Safety 8:15**

214 **a) COVID-19 re: Lincoln, Transfer Station etc.**

- 215 • Bay updated members on signage at the Transfer station that she managed to  
216 post before Saturday 3/21. New Transfer Station policies going well, (bucket  
217 for cash, physical distancing). Bay also provided updates on her ongoing  
218 volunteer lists.
- 219 • Paul mentioned the addition of one local person to her list. Bay asked all  
220 members to please let her know if there are any locals that should be  
221 contacted regarding assistance during quarantine.

222 **b) Radar speed data update**

- 223 • Bill mentioned safety speed signs. He said there is less traffic, but drivers are  
224 still moving fast.

225 **c) Bike-Ped Contract Kick off meeting report**

- 226 • Bill spoke about the kick-off meeting and expressed Dufresne's need to access  
227 town records. This will be delayed (like all other business) until access to office  
228 is permitted.
- 229 • Discussion about potential survey: a possible addition to town newsletter.

230 **d) Other business**

Deleted: VTRANS' (correct entity?)

Deleted: need

233                   • NONE  
234  
235   **1. Board Member Concerns**  
236       **1. VLCT – Training – registrations/postponements: NONE**  
237       **2. Other business: NONE**  
238  
239   **2. \*\*Executive session (if needed a separate GotoMeeting will be opened solely for X**  
240   **Session):**  
241       • Bill explained the protocol for Executive Sessions via Go To Meeting. No Executive  
242       Session called for this meeting.  
243  
244  
245   **10. \*Adjourn 8:29 PM**  
246  
247   Respectfully submitted,  
248   Sarah Summers