

Pending Approval

Town of Lincoln, Vermont  
Regular Selectboard Meeting

(This meeting held from multiple remote locations via ~~GoToMeeting~~GoToMeeting).

Tuesday, April 21, 2020, 6:30 PM

**In Attendance:** Selectboard Chair, Bill Finger; Vice-Chair, Paul Forlenza; members Oakley Smith, Will Sipsey (~~~30 mins late~~7:00), and Bay Jackson; Select-Board Assistant/Bookkeeper, Ann Kensek; Selectboard Clerk, Sarah Summers

**Guests:** Road Foreman, Dave Cavoretto; Town Clerk, Sally Ober (~~arrival at~~~ 7:45 PM)

Bill called the meeting to order at 6:32 PM.

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

- a. MOTION BY BILL, SECOND BY PAUL, TO APPROVE THE MEETING AGENDA. VOTE CALLED AND PASSED. 5/0/0

2. **\*Approve 04-07-2020 regular meeting minutes**

- a. MOTION BY PAUL, SECOND BY OAKLEY, TO APPROVE MINUTES OF THE REGULAR MEETING OF 04-07-2020. VOTE CALLED AND PASSED. 5/0/0

3. **Citizen comments:**

- a. None

4. **Highway report:**

- a. Ann explained her findings from a recent discussion with VLCT about the mechanic issue at the garage. VLCT said that if ~~Sean~~a mechanic who owns and insures his own business works at the town garage, we should have contracts drawn up just as with any other vendor. ~~We~~The town should also be listed under his additionally insured policy as an additional insured on the mechanic's insurance policy. Further discussion on vendor contracts. Bay asked about short vs long term; Ann clarified that contracts are renewed annually.
- b. Dave ~~again~~ expressed concerns about liability surrounding emergency repairs. ~~It was determined~~The board assured him by the board that insurance policies will sort out any issue should there be one that if a claim arises it will be sorted out by the insurers. Bill and Oakley assured Dave that the board will support both he and Sean in their decision making.
- c. **Equipment and vehicle maintenance:**
- i. Dave said that Sean has all parts ready to fix Western Star and freightliner and Sean is requesting a go-ahead date. Dave added that he and Sean should be able to easily operate under the state's recommended COVID-19 distancing and sanitizing measures. Dave suggested and requested approval to start next Monday.
- ii. Bill said that municipalities have autonomy as long as all guidelines are met: physical distancing, two person maximum on site, utilization of proper PPE, etc. Dave and Bill confident that the town garage meets those requirements. Bill also noted that there appears to be a gradual

45 reduction in restrictions ~~loosening up~~ with regards to VTrans funded  
46 projects. Oakley said that the garage can likely open sooner if the rules  
47 are adhered to.

- 48 iii. Dave thanked Sally for providing him with soap and wipes and  
49 expressed the current difficulty procuring various protective items.
- 50 iv. Bill told Dave that there are a number of local women sewing masks.  
51 Bay offered to get some for Dave.
- 52 v. Further discussion on safety measures at the garage.

53 **d. Road maintenance update:**

- 54 i. Bill showed proposed plan/rendering for the Urz Curve (So. Lincoln Rd)  
55 project. Details included: proposed road/lot/trail locations and land  
56 details. Bill also showed the outlined cost estimate from Otter Creek  
57 Engineering (totaling \$288,525). Dave and Bill went through the  
58 estimate line by line explaining Dave's comparative cost estimates.  
59 Dave said he estimates we can complete the job for \$30-\$40,000. Some  
60 standout savings: stumping & excavation completed, loam/seed  
61 sources. Dave said the outline for paving is accurate and that gravel is  
62 taken from his budget and it is very high.
- 63 ii. Bill said that some of the funds for paving are ~~within~~ included in the  
64 class ~~grant~~2 grants. Oakley asked if we have enough gravel in the  
65 budget and he expressed concerns about separating our basic gravel  
66 needs from those associated with special projects. He stated that we  
67 don't seem to be gathering accurate data for determining our baseline  
68 needs.
- 69 iii. Paul said it was due to a limitation in accounting system. Ann explained  
70 that measures have been taken to better track gravel distribution, but  
71 the budget and planning side should be discussed. Paul and Ann to  
72 touch base on this. Further discussion on grant funding.
- 73 iv. Bill expressed concerns about the future availability of grants as the  
74 whole world has been hugely impacted by the virus. Dave said he had  
75 spoken to Ashley Bishop and she said grant extensions would likely be  
76 available. Ann asked about the reimbursements owed, Dave reported  
77 that Ashley said all money had been set aside for completed work.
- 78 v. Paul said we have \$50,000 left in gravel budget and that it was  
79 increased from \$134,000 to \$145,000.
- 80 vi. Bill expressed the need for the board to approve the project in order to  
81 move forward with state permitting and wetlands delineation.
- 82 vii. MOTION BY BILL TO APPROVE THE DRAWING FOR THE URZ CURVE  
83 PROJECT WITH OTTER CREEK ENGINEERING. *(This motion later*  
84 *withdrawn).*
- 85 viii. MOTION BY PAUL TO APPROVE THE DESIGN OF THE ENHANCEMENT TO  
86 SOUTH LINCOLN RD (INCLUDING A PARKING LOT FOR 6-8 VEHICLES),  
87 SECOND BY WILL. *(This motion later withdrawn).*

88 DISCUSSION:

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1. Bay asked about plans for replanting and rehabilitating the current road/potential trail: who is responsible and what is the cost? Bill said the Conservation Commission intends on contributing monetarily to the project and that the funds available should be more than adequate to till the area and prepare for planting. Bill expressed confidence in the Conservation Commission's ability to take the restoration under their purview with a high degree of quality.
2. Further discussion on sightlines, slopes, durability of road.
3. Oakley expressed concern about the size of the job and whether doing it ourselves would leave our road crew less able to tend to other day-to-day needs. Dave assured Oakley that the job is well-within his crew's capacity and completion could be achieved in roughly 14 (working) days. Oakley also asked about engineering standards and if we were in any way compromising the integrity of the project by keeping the project in-house. Dave and Bill explained that all projects ~~rigidly~~ follow engineering plans and everything is and will continue to be built in satisfaction of ~~all-the~~ **town's adopted** Roads & Bridge Standards. Dave also expressed that there should be little disruption during the project as the existing road can remain untouched and open to the public as work takes place.
4. Paul wanted to ensure the motion was not including an approval of the OCE cost estimate. He asked if the project is awaiting grant approval. Bill said that we already have a grant approval and the remainder is to be used this summer. Bill to draw up a side-by-side cost estimate for further review as well as details on the grant figures.
5. Bill and Paul stated that previous motions to be withdrawn.

~~ix.~~ MOTION BY PAUL TO APPROVE THE CONCEPTUAL DESIGN FOR THE IMPROVEMENT ON SOUTH LINCOLN ROAD (INCLUDING PARKING LOT), SECOND BY WILL, NO FURTHER DISCUSSION, VOTE CALLED AND PASSED. 5/0/0

~~ix.~~ \_\_\_\_\_

**e. \*Sand pit – engineering/permitting services agreement OCE:**

- i. Bill has spoken to Robert Clark (OCE) regarding the estimate. The zoning permits and subdivision permit are to be initiated by Norton but ~~we-the town will can~~ provide support.
- ii. Sally added that the property owner is responsible for the subdivision before the sale happens. She also expressed the current difficulty in performing zoning tasks due to office closure, especially bad given the already lengthy (+/- 2 month) lead time for zoning approvals. Discussion on the need for virtual meetings.

- 132 iii. Dave said he wants it to happen ASAP, the sooner the better for the  
133 town's access to sand.
- 134 iv. MOTION BY PAUL TO APPROVE SAND PIT ~~DEVELOPMENT AS OUTLINED~~  
135 ~~IN ENGINEERING REPORT~~Engineering services agreement with Otter  
136 Creek Engineering DATED 04-17-2020 AT THE ~~APPROXIMATE~~ COST OF  
137 ~~\$18,000,17,250~~ SECOND BY WILL, NO FURTHER DISCUSSION, VOTE  
138 CALLED AND PASSED. 5/0/0

139 **f. VTrans funded projects, work and reimbursement moratorium:**

- 140 i. Bill explained that VTrans projects are open to proceed as long as no  
141 more than 2 people are working on site. Luke Nezin has been engaged  
142 by Dave to begin the South Lincoln Rd./Natural Turnpike project, but  
143 we want board consensus to go ahead once the snow is gone. Dave  
144 added that Luke would like to start sooner rather than later. No motion  
145 deemed necessary, as grant funds have already been approved.
- 146 ii. Bill said that we have some assurance that reimbursement requests  
147 already submitted for Quaker St and So. Lincoln Rd. should be received  
148 before June 30<sup>th</sup> (end of FY20).

149 **g. Contracted "no contact" highway services (4/17 Executive Order):**

- 150 i. Bill explained that street sweeping was contracted last fall but we had  
151 to postpone due to governor's order. The ~~contract~~ interpretation of the  
152 order has since been revised and it appears the street sweeping can  
153 commence ~~with new amendments~~ as long as the operation complies  
154 with distancing guidelines.
- 155 ii. MOTION BY BILL TO PROCEED WITH STREET SWEEPING CONTRACT AS  
156 LONG AS OPERATIONS CAN BE PERFORMED WITHIN COVID-19 SAFETY  
157 GUIDELINES, SECOND BY PAUL, NO DISCUSSION, VOTE CALLED AND  
158 PASSED. 5/0/0

159 **h. Other business:**

- 160 i. Dave asked that we change the procedure for Green Up Day and  
161 potentially bring bags/refuse up to Moose Rubbish & Recycling at the  
162 transfer station instead of the Fire Station. He outlined Moose's access  
163 to all disposal resources needed that day and that collecting at Fire  
164 Station is inefficient.
- 165 ii. Bill proposed reaching out to Moose to gauge his abilities, there is a  
166 potential issue with sorting green bags with general household garbage.  
167 Ann also expressed the need to speak to Dawn (Green Up Chair) about  
168 her budget distribution.
- 169 iii. Oakley expressed the benefit of using Moose in terms of efficiency, but  
170 that there's also a benefit in having Green Up Day involvement visible  
171 to the community with a central collection location in town. Bay to  
172 touch base with Dawn.

173 **5. Budget & Finance:**

174 **a. Wages & salaries during COVID-19 emergency:**

- 175 i. Ann began the continued discussion from 04-07 regarding how  
176 employees have been paid during shut down, including back pay.  
177 Paul/Ann/Bill discussed details on hours and averages for part-time  
178 employees.  
179 ii. MOTION BY PAUL TO PAY EMPLOYEES BASED ON THE INFORMATION IN  
180 ANN'S EMAIL FROM 04-21-2020, SECOND BY BAY, NO DISCUSSION,  
181 VOTE CALLED AND PASSED. 5/0/0

182 **b. Listers-mapping agreement:**

- 183 i. Paul explained the email from the Treasurer outlining bills for annual  
184 contract mapping.  
185 ii. MOTION BY PAUL TO APPROVE THE CONTRACT WITH TURNER TO  
186 UPDATE THE TAX MAPS, SECOND BY WILL, NO DISCUSSION, VOTE  
187 CALLED AND PASSED. 5/0/0

188 **c. Approval of check warrants:**

- 189 i. MOTION BY PAUL TO APPROVE PAYROLL WARRANT #20/42  
190 (\$4,895.20), SECOND BY BILL, VOTE CALLED PASSED. 5/0/0 Highlights  
191 included: larger than usual due to backpay during COVID 19 shut down,  
192 additional payments made to new employees, and payroll associated  
193 with receipt of tax payments.  
194 ii. MOTION BY PAUL TO APPROVE PAYROLL WARRANT #20/43  
195 (\$3,599.37), SECOND BY BAY, VOTE CALLED AND PASSED. 5/0/0  
196 iii. MOTION BY PAUL TO APPROVE ACCOUNTS PAYABLE WARRANT #20/43  
197 (\$30,830.31), SECOND BY BILL, VOTE CALLED AND PASSED. Highlights  
198 included: Gravel, gravel trucking ~~from Adam's~~by Adam LaFountain,  
199 healthcare reimbursement, Masterson & Son Trucking (gravel), Matt  
200 Atkin's last bill for winter contract plowing, ~~Midd sand~~Middlebury sand  
201 and gravel, Go to Meeting software.

202 **d. Contingency planning for potential revenue loss due to COVID-19 economic**  
203 **impact:**

- 204 i. Paul presented a PowerPoint presentation on impact of economic  
205 downturn on town finances. He expressed the need to start considering  
206 the uncertainties surrounding our revenue due to the crisis. He  
207 expressed the possible need to reduce the budget, which is difficult  
208 because the year starts in July, but we will not have clarity on revenue  
209 numbers until October. He recommended the possibility of switching to  
210 quarterly payments but that a town vote would be needed before  
211 instating.  
212 ii. Paul explained that though we do not control the school budget, we do  
213 collect taxes on their behalf, which is later transferred to the schools.  
214 Even if the town is short on funds, there is still an obligation to the  
215 school. We would likely need to confer with school district/Dept. of  
216 Ed/legislature. There is also a concern that expenses incurred outside  
217 of the budget (due to crisis) are at risk of non-reimbursement from  
218 state if they have a shortage of funding.

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- iii. **Federal/FEMA COVID-19 disaster reimbursements?** Bill said some reimbursements should be available but he's not sure if we're eligible. Also, some webinar workshops are coming up, he will send the schedule to board members. Bill added that he can't imagine the state will have much in terms of funding.
  - iv. Paul ~~outlined a challenge in the way revenues are reported. The money for the town and education are in one account & the general fund and highway fund are in another (separate) account which has created challenges.~~ discussed a need to clarify the way town general, highway and school revenue is reported.
  - v. Paul suggested that he and Ann sort out funds with Lisa & Larry and find ways to improve ~~the accounting system~~ reporting. Ann/Paul discussed the lack of visibility of school invoices, presenting an issue.
  - vi. Paul reiterated that the more ~~serious-serious~~ issue at hand is how to address uncertainties; a significant meeting is needed to discuss uncertainties and to scrutinize budget.
  - vii. Sally spoke about the marked increase in her workload: strictly mail correspondence, excessive postage, very time consuming, limited office hours. She mentioned the potential use of mail-in ballots for the election: it takes approximately 30 minutes to fully process 1 single ballot, emphasizing the sheer size of the job and lack of personnel to execute. General discussion on the likelihood of state/federal purview over mail-in ballots.
  - viii. General discussion on transferring town records to an online platform available to public. Board agreed this is a great direction to move in. Sally again expressed the magnitude of that job and indicated that much assistance would be required. Paul said that the board needs to work with Sally to see if more funds are needed to begin performing essential operations at the town office. It was also noted that additional funds may be necessary to explore and implement the use of an online record database for the public.
  - ix. Paul mentioned that the real estate market is seemingly active and access to town offices/records are becoming critical. Sally said that we are unable to meet conditions without PPE (masks, gloves, sanitizing products), and that she had not been able to procure. Oakley said that we need to figure out a way to comfortably open as pressure will mount with real estate transactions.

~~ix.~~

## 6. Admin & Personnel:

### a. Town Admin Services and Office re-opening. 4/17 Executive Order:

- i. Bill said that we are unable to fully open offices yet but that we need to keep working on it and figure out alternatives. Further discussion on availability of PPE/cleaning supplies.

### b. Zoning Administrator upcoming vacancy:

- 263 i. Bill said that Bob Hall will ~~there is to be a vacant retire~~ Zoningas Zoning  
264 Administrator ~~position~~ as of June 30<sup>th</sup> and that an advertisement is  
265 needed on FPF or otherwise. Sally mentioned that the position may fall  
266 under the Planning Commission. Will said that the Zoning Admin  
267 reports to Chair of Planning Commission but serves the Zoning Board.  
268 The Zoning Board cannot hire without Selectboard approval. Bill to  
269 touch base with Tommie Thompson (Chair of Planning Commission).

270 **7. Public Safety:**

271 a. Radar speed data update:

- 272 i. Bill explained that we chose to forego the \$850 (annual) contract to  
273 extract data from the radar ~~machinespeed~~ signs. He said that we  
274 should be able to extract ourselves, but he has had no luck yet. Ellie  
275 Bryant may know more--Bill to touch base with her.

276 **8. Board Member Concerns:**

277 a. VLCT Training – Registrations/postponements:

- 278 i. Bill said the VLCT Mining workshop has been postponed.  
279 ii. Bill told the board about the upcoming VLCT COVID-19 webinar with no  
280 cost and no limit to number of attendees.

281 b. Other business:

- 282 i. Ann offered to coordinate with Sally on a game plan for steps to open  
283 the town office. Sally said she does not feel ready yet. Board agreed  
284 that employees need to feel comfortable with opening. Discussion  
285 about the installation of a glass shield. Board agreed the shield should  
286 be a priority and could be of continued use. Oakley to follow up with  
287 vendors for the job. Sally asked about the possibility of making masks  
288 mandatory for office entry, the board said she can use her discretion on  
289 PPE required (within reason). Further discussion on use of drop-off box,  
290 buzzer, video screens.

291 **9. Executive Session: None**

292 **10. Adjourn:**

- 293 a. Meeting Adjourned: **9:12 PM**

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296 Respectfully submitted,  
297 Sarah Summers

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299 Reviewed for clarification by Bill Finger 4/24/2020  
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