

Town of Lincoln
Regular Selectboard Meeting
June 15, 2021

Meeting Minutes [Draft]

SB Member Present: Bill Finger (BF), Bay Johnson (BJ), Will Sipse (WS), Paul Forlenza (PF)

Staff Present: Ann Kensek (AK), SB Assistant, Bookkeeper, and Interim Zoning Administrator (ZA); Christine Birong-Smith (CBS), SB Minutes Taker

Others Present: Ron Shems, Erin Warnock, James Warnock, Nicholas Low, Andrew Furtch

Meeting called to order at 5:36pm by chair BF

Motion BF, 2nd WS to approve published agenda with amendments as follows:

Add:

- 10.a Executive Session will be called to order at the end of SB Regular Meeting to discuss town employee health insurance

Passed 4/0/1

Motion BJ, 2nd WS for meeting to enter Executive Session

Executive Session: MAUSD - Restructuring called to order at 5:43 pm by BF with the following in attendance:

- Present SB members
- Privileged Attorney Client Communication - Attys. Ron Shems and Nicholas Low
- Erin Warnock, James Warnock, , Andrew Furtch

Passed 4/0/1

Regular Meeting rejoined at 6:48pm

- No decisions to be made based on Executive Session

There was no public comment

Topics for Discussion brought forward by BF:

- General discussion of the use of private helipad and helicopter owned by Lincoln town resident
 - BF consulted John Zicconi from the Transportation Board regarding local and state helicopter regulations and permits to garner further information on the topic
 - BF noted that helipad/helicopter property owner's activity seems to have quieted down regarding flight practices for the time being. It was noted, however, if the issue persists, SB may have to step in to provide assistance in resolving the issue.

- 41 ○ BF is holding off on sharing drafted letter re: helipad/helicopter issue for now.
- 42 ● General discussion of swimming hole issue re: impact on new town residents who
- 43 purchased land on the corner of Lincoln and South Ripton roads where trail to swimming
- 44 hole runs through their property
- 45 ○ Sally Ober (SO), Town Clerk, has been in contact with the couple to discuss
- 46 grievances and options
- 47 ○ New residents placed No Parking signs along property, but they have since
- 48 removed those signs
- 49 ○ BJ suggested possibly creating a sign that touches on expectations of land/water
- 50 use at swimming holes throughout town
- 51 ○ BF will write letter and circulate for electronic signatures from SB to the new
- 52 residents
- 53 ● BF announced hiring of Christine Birong-Smith as SB Minutes Taker

54

55 **Motion** BF, 2nd PF to approve Consent agenda as presented

- 56 ● June 1st Regular Meeting
- 57 ● Payroll Check Warrants and Accounts Payable Warrants
- 58 ○ Payroll Check Warrants PR 21-50 \$4,427.50 PR 21-51 \$6,002.77
- 59 ○ Accounts Payable Check Warrant AP 21-51 \$21,853.67
- 60
- 61

62

62 **Passed 4/0/1**

63

64 Reports

65 a. Highways, grants, projects, etc.

- 66 ● Road Foreman, Dave Cavoretto (DC), was unable to attend this meeting. BF reported
- 67 that he understands that the Urz curve is essentially done. Next step is wetlands: a
- 68 person from the state has to come and take a look to make sure their standards are
- 69 satisfied, and then planting specified plants. Paving is still pending.
- 70 ● Ripton Road from West Hill Road upto the Notch Road doing drainage work and culvert
- 71 replacement and that project is coming along with stone lined ditches, etc.

72 b. Selectboard assistant - AK

- 73 ● Submitted sidewalk scoping study invoices to date and right now it is projected town will
- 74 receive \$17K reimbursement resulting from 25% match, note: this reimbursement
- 75 amount is not a finalized number
- 76 ● Completed and submitted Regional Planning Annual Update
- 77 ● AK is continuing work on Bookkeeper job description
- 78 ● Reconfigured office and settling into being reopened
- 79 ○ Unvaccinated individuals asked to mask and title searchers told to come in by
- 80 appt with only 2-3 searchers at a time
- 81 ● SO will attend a meeting to discuss keeping additional copier and taking on 5 year lease
- 82 to support office operations fluidity
- 83 ○ Other option is to tell title searchers they cannot come on Mondays when staff is
- 84 doing payroll

85 c. Town Clerk/Treasurer

- 86 ● Town Clerk/Treasurer not present

- 87 d. Budget and Finance
- 88 ● AK will update numbers prepared if SB meets next week
- 89 e. Planning & Zoning/ZA Updates
- 90 ● 52nd permit for the year came in today
- 91 ● Backlog is cleaned up and now AK is catching up on COs
- 92 ● AK is looking into enforcement for permit violations
- 93
- 94 Old Business
- 95 a. 2021 appointments to fill vacancies
- 96 ● No new appointments except for Energy Coordinator, still waiting until committee
- 97 formation
- 98 ● Person who was alternate to Communications Unified District has left town, thus another
- 99 alternate has to be appointed. PF offered to post to FPF to see if anyone is interested in
- 100 filling role
- 101 b. Sand pit conditional use application – status
- 102 ● Site visit conducted a week ago Saturday. Attended by 5 members of ZB, BF, Robert
- 103 Clark from Otter Creek, Chuck Norton, Jim Dumont
- 104 ○ ZB called an Executive Session and there is not information on adjournment,
- 105 continuation of hearing is June 28th at 7:00pm
- 106 ○ No list of questions from board about the project and application
- 107 c. Transfer station permit donation policy and procedure
- 108 ● SO has been trying to get answers re: permit donation policy
- 109 ● BF noted all transfer station stickers are now expired
- 110 ● General discussion of transfer station sticker availability and distribution
- 111 ● It was noted that it would impact PF's budget, stickers produce \$2K revenue
- 112 ● Suggested that SB revisit topic when Moose's contract renewal comes around
- 113 **Motion** BF, WS 2nd makes motion to no longer have transfer station stickers
- 114 **Passed 4/0/1**
- 115 d. Web-site update
- 116 ● BJ has a meeting on June 16th to wrap up design pieces, so once content is transferred,
- 117 there can be a tutorial on editing the back end
- 118 ● June 30th launch is expected
- 119 ● Transitioning emails to .gov with Waitsfield Telecom is possible
- 120 ● Domain name application needs to be completed
- 121 e. Traffic Ordinance – update – status
- 122 ● WS has been out taking pictures and geotagging speed signs and all other signs
- 123 ○ WS is hoping to extract geographic information from those files into spreadsheet
- 124 ○ WS has not yet begun work with IT RFP, but intends to soon
- 125 ● BF noted DC recommendation: Speed limit should be reduced to 30 mph
- 126 throughout town
- 127 f. Law enforcement – follow-up discussion from 6/1 meeting
- 128 ● WS is working to make time to contact Sheriff Newton to further discussions re: law
- 129 enforcements
- 130 ● General discussion of what contract with Bristol PD could be proposed regarding number
- 131 of hours and length of contract. Possibility of interim contract with Bristol PD discussed.
- 132 It was agreed upon to contact Bristol PD to discuss presence in Lincoln

- 133 ○ BF will reach out; BJ will do some research regarding cost of signs that clock
134 speeds
- 135 ● General review of feedback SB received from Constable Collins at previous meeting
136 regarding law enforcement and ATV use

137

138 New Business

139 a. Set date 6/29 – for special SB meeting for FY 21 year end financial record keeping
140 closure

- 141 ● Because we are ending the fiscal year, town needs to have many fiscal approvals and
142 finalizations that can't be carried over by the 30th
- 143 ● Final number for raises for new fiscal year due so paychecks don't have to be prorated
144 the following pay period - set special SB meeting on the 29th at 6:30pm for
145 approximately one half hour to finalize raises.

146

147 Other Business / Board Member Concerns / New Ideas

- 148 ● Addison County Unified Communications district outstanding request coming out of
149 American Rescue Plan - PF suggests SB have a special meeting about this topic
- 150 ● BJ referenced Trello board:
- 151 ○ Otter Creek Engineering come and look at town garage projects, reconnecting
152 with Acorn Solar, and discussion of state statutes of town job descriptions
- 153 ● AK brought up plowing/not plowing ordinance on Gap Road
- 154 ● Reluctance to take on new issues until other issues are resolved expressed
- 155 ● Collective conversation needed around what town is looking for in a bookkeeper

156 **Motion** PF, WS 2nd to advertise for position of town bookkeeper

157 **Passed 4/0/1**

158

159

160 **Motion** WS, PF 2nd to move into Executive Session to discuss personnel compensation
161 matters at 7:50pm

162 **Passed 4/0/1**

163

164 Came out of Executive Session at 8:10 p.m.

165

166 **Motion** PF, BF 2nd to approve AK transferring from MVP health insurance to Blue Cross/Blue
167 Shield

168 **Passed 4/0/1**

169

170 Brief discussion on in person meetings and hybrid meetings: Zoom vs. GoTo. No decision.

171 Meeting adjourned about 8:17p.m.

172 Respectfully submitted, Christine Birong-Smith