

Pending Approval

Town of Lincoln

Regular Selectboard Meeting

Lincoln Town office and various locations via Zoom

Tuesday, May 17, 2022, 6:30 PM

Attending: Selectboard Chair, Bill Finger (BF); members Paul Forlenza (PF), Alan Schmidt (AS), Oakley Smith (OS), and Bay Jackson (BJ); Selectboard Ass't and Zoning Administrator, Ann Moreau-Kensek (AK) via Zoom; Selectboard Clerk, Christine Birong-Smith (CBS)

Others in Attendance: Marilyn Ganahl (MG), Jo Jackson (JJ), Serena Fox (SF), Tommie Thompson (TT)

Called to order at 6:35 pm by Selectboard Chair, BF

Agenda adjustments and approval

- Barbara Murphy-Warrington
 - Offered to be the second delegate for Regional Planning Commission
 - SB will need to vote on that when we reach the Regional Organizations part of tonight's agenda
- Executive session will be required to discuss the MAUSD withdrawal process

Motion BF, PF 2nd to approve meeting agenda with the above changes

Passed 5/0/0

2. Public Comment

- JJ wanted to follow up re: correspondence with BF around the SB practice of adding agenda items to special meetings
 - JJ reached out to Vermont League of Towns and Cities (VLTC) for clarifications around adding agenda items
 - JJ reported that VLTC guidance discourages municipalities adding items to their agendas without warning
 - JJ reiterated the point that if a topic is going to be talked about it needs to be warned and, at the previous SB meeting, the added agenda item was a decision made and it was added to a Special Meeting
 - OS said the decision made at the previous meeting had already been made previously and SB had to wait until we got stormwater permit approval

- Therefore, there should not have been a vote because the subject was already voted on
- SF reiterated the point that agenda topics need to be warned in advance of an SB meeting

3. Consent Agenda

- a. Minutes 5/3/22 regular meeting & 5/10/22 special meeting
- b. Payroll check warrants
 - a. 22-46 \$4,356.60
 - b. 22-47 \$4,593.74
- c. Accounts payable check warrants
 - a. \$121,300.36

Motion BF, PF 2nd to approve Consent Agenda

4. Old Business

- 1. DRB Transition – Review and discussion of potential timeline revisions
 - a. Aside from maintaining general timeline for two subdivision that are in progress, there can be a soft start to the DRB
 - i. Both subdivisions are awaiting waste water permits; these need to be completed with the current PC
 - b. There needs to be an active date added to the resolution;
 - i. Suggested date is September 1st
 - 1. Since the newly established DRB is not a whole new board structure this can happen before the DRB is formally established
 - 2. This gives July and August to review information and hold meetings prior to the official transition
 - ii. Prior to the above, DRB/PC candidates would have to be sorted out who will serve on which commission by the 30th of this month
 - c. Hiring new Zoning Administrator process:
 - i. PC interviews and makes recommendations to the SB and then the SB does the hire since the PC doesn't have the ability
 - d. VLCT lawyer said that the town can push back zoning applications who have applications for submission
 - i. Formally express to these applicants that zoning administration structures are in transition and the town will respond to applications once transition is organized and calibrated

1. It would not be supportive to the new system to do this for too long because otherwise a backlog will develop
 - ii. It was commented that a logical approach would be to review and appoint boards and then figure out transition periods
- e. Q&A re: DRB Transition
- i. JJ: Pushing back applications means that the PC cannot accept applications for a time; so if a subdivision application comes in, what then? And if the DRB is going to be converging in September, what do we do about boundary lines, etc until then?
 1. SB had just discussed how there be a determined amount of time and then after that the town will stop taking applications for those items until the DRB is in place
 2. If a subdivision comes in tomorrow, there is a window where that would go to the current PC
 3. We can speed up the DRB transition and we need to hire Jim Carroll, or someone similar, to train up the new DRB to help move the process forward efficiently – the new people can be trained up while the current people are wrapping up
 - a. SB will be reviewing and selecting people at the same time because there are overlaps in people interested in serving on both DRB and PC so everyone can be responded to at the same time
 - b. SB will have a special meeting to review applicants to figure out who will be on which board
 - i. SF: Do we have qualified candidates with experience and time? And, if not, do we postpone decision making and reopen application acceptations?
 1. General discussion around soliciting and seeking out experienced candidates
 4. TT: There will need to be exact dates in terms of transition and warning
 - a. Residents need to be aware, for instance, that an application that comes in tomorrow would not be seen until the July 7th regularly scheduled meeting
 - b. Reach out to current members about continuing with newly structured board
 - c. TT stated that applicants seem to think that there are more interviews to come and that the recently completed interviews were the first round
 - i. Charlotte model suggests there be a second round of interviews

- f. SB is going to schedule a special meeting for discussing currently interested individuals for both PC and DRB at which point there will be a decision made as to whether or not the SB needs to solicit more applicants or do a second round of interviews; and then figure out if Jim Carroll, or another qualified person, will work with individuals; then the SB will need to vote on new resolution at next regular meeting on June 7th when DRB will be created at which point the ZBA will no longer be the authorization board
 - i. SB will want to amend the resolution with the date as TBD

Motion OS, AS 2nd that we rescind the previous dates and amend the previous dates stated in the resolution to create new DRB Planning Commission to a date uncertain as of yet to be determined

Passed 5/0/0

- 2. Methodology for review and evaluation of DRB/PC applicants
 - a. Rate each applicant anonymously using DRB/PC Applicant Rating packet [hard copies distributed at meeting], and then the total of each page to summarize scores. Evaluation process proposal by BF:
 - 1. Each SB member to take an applicant rating packet and fill them out, then submit them to the town office and the Town Clerk Assistant can tally results as a neutral party
 - 2. After the above process is completed, SB members would see each candidates name with a number of points
 - 3. After reviewing packet evaluation results, there would be verbal, subjective discussion re: candidates and then the SB can determine if second interviews or further applicant solicitations are warranted
 - ii. PF feels packet provides some focus
 - iii. BJ distributed list of which board each candidate is interested in
 - iv. Consensus reached to move forward with this form
- 3. Review
 - a. Postponed to single-purpose special SB meeting
 - i. Setting date for meeting Wednesday, May 25th at 6:30pm
- 4. MAUSD Withdrawal –VT State Board of Education – Update
 - a. PF provided SB with subject update
 - i. Tomorrow withdrawal process representatives go before the State Board of Education to try to get approval to move ahead with withdrawal
 - 1. If the withdrawal can move forward:
 - a. Town can start appointing a local school board and creating a Supervisory Union to execute the withdrawal and formalize supervisory engagement
 - b. Sequential timeline of votes, decisions, and process details:
 - i. June 21st is the school board election

- ii. June 24th is the last day that the new Lincoln school board can sign exit agreement
 - iii. August 16th is when MAUSD needs to sign exit agreement,
 - iv. November 8th is when the other MAUSD towns need to vote on Lincoln's proposed exit
 - v. If the town misses any of the above dates, then the other MAUSD towns would have to allow for a special election or wait until March for voting
 - ii. The rest of the details surrounding this topic will have to be presented in Executive Session because public knowledge would put us at a substantial disadvantage
5. ARPA - Update
- a. Lincoln Co-Op Preschool Bathroom Renovation:
 - i. OS has been in touch with preschool about energy code compliance and other topics re: handicap bathroom renovation
 - ii. OS suggests oversight and distribution of funds and project progress from SB so there is communication and clarity around how funding and resources are being utilized
 - b. Current applicant processes:
 - i. Funding applicants have been contacted to submit a paragraph and dollar amount
 - 1. This information will be sent out via electronic means
 - a. Hardcopies of information will be made available at a location(s) in town for those who don't have technology
 - i. Locations TBD
 - b. This disseminated information is for public to read and can provide feedback on individual proposals
 - i. This will provide the SB us a starting point for evaluating projects
 - 1. The loose deadline for getting all project descriptions back is this Friday so it can be worked on by BJ and OS for public distribution
 - c. Kate McGowan is invited to come to next meeting (June 7th) to discuss current broadband work
6. IT Contract - Update
- a. A representative from VC3 attended a meeting last Thursday with Town Clerk, Sally Ober, and BF re: contacts and service protocols
 - i. Next step: engineers from firm will be here in the next week or so to analyze what IT structures the town has and what does/doesn't work
7. Sandpit – Conditional Use Response – update
- a. Still working on response to conditional uses that have not been completed

- i. Sightlines were completed today and cost less than \$5k
 - ii. TT has warned a special meeting of ZBA to have an Executive Session this Thursday with discussion of sand pit
 - 1. BF is going to ask for a postponement of that discussion until all responses are available
 - a. Nine conditions are to be included to ZBA for decision
 - b. Feasibility Study for the project from Otter Creek Engineering
 - c. BJ said she could present information on website re: updates so details are for public access and knowledge
 - d. BF touched on the possibility of creating QR codes for zoning permits instead of posting signs with marker
8. Transfer Station
 - a. Application for full certification
 - i. BF has no update
9. Property Damage Claim - Update
 - a. BF has no new information on claim

New Business

No new business

Reports

a. Highways

- Downingsville Road Project start (FY 22 Class 2 Roadway Improvement Grant)
 - Highway Supervisor, Dave Cavoretto, has begun project
 - Replaced two culvers
 - Downingsville and Hall Roads will be subject to construction throughout summer
 - Residents who will be impacted by this construction will be notified and there will be info on FPF
- Gap Road
 - General and brief discussion of sight distance improvements made

d. Selectboard Assistant

- a. AK has been committing most of her time to zoning issues
 - i. Opened meeting for questions for AK
- b. PF asked AK for a quick update on number of permits
 - i. That have come in: 41 thus far, with 5 or 6 of those in process.

- ii. PF asked how many hours per week of work currently for zoning administrator position?
 1. AK is anticipating another busy year for zoning,
 - a. As of right now, the job is definitely 20+ hours per week

Treasurer transition

- New treasurer spends time in the office talking with staff and getting familiar with the position
- Lisa Truchon, former Treasurer, has been getting together with the new treasurer on a regular basis to support their work and transition

Boards, Committees & Commissions

- Addison County Regional Planning Commission (ACRPC)
 - General discussion regarding possible appointment of Barbara Muphy-Warrington to be appoint ACRPC
 - Muphy-Warrington is willing to commit to the work and its processes and is qualified to do so.

Motion PF, OS 2nd to appoint Barbara Muphy-Warrington as representative to the ACRPC

Passed 5/0/0

Other Business / Board member concerns Executive Session

Motion OS, AS 2nd to go into Executive Session to discuss pending litigation regarding the MAUSD withdrawal that would place town at substantial disadvantage

Passed 5/0/0

SB went into Executive Session at 8:13 pm

Respectfully submitted by Christine Birong-Smith