

PENDING APPROVAL

**Town of Lincoln Regular Selectboard Meeting
Tuesday, August 2, 2022, 6:30 – Lincoln Town Office and via Zoom**

Regular Meeting Agenda

Attending: Selectboard Chair, Bill Finger (BF); members Alan Schmidt (AS), Paul Forlenza (PF), Oakley Smith (OS), and Bay Jackson (BJ); Selectboard Assistant, Ann Moreau-Kensek (AK); Highway Supervisor, Dave Cavoretto (DC); Selectboard Clerk, Christine Birong-Smith (CBS)

Called to order 6:32 p.m.

Agenda adjustments and approval

- The following items were added to this meeting’s agenda:
 - Discussion of setting tax rates
 - Appointment of Forest Fire Warden
 - Discussion of Selectboard member, Paul Forlenza’s, resignation
 - It was noted that the Selectboard may have to move into Executive Session if the discussion regarding recruitment of highway employees requires such

Motion BF, 2nd BJ to approve meeting agenda with noted adjustments

Passed 5/0/0

Consent Agenda

1. Minutes 7/19/22 regular meeting
2. Payroll check warrants
 1. PR 23-04 \$4,403.49
 2. PF 23-05 \$4,747.99
 3. SP 23-04 \$2,964.20
3. Accounts payable check warrants
 1. AP 23-05 \$32,649.23

Motion BF, OS 2nd for approval of warrants, **Passed** 5/0/0

Motion BF, BJ 2nd to approve minutes, **Passed** 5/0/0

No public comment

1. Set FY 23 Tax Rate
 1. General discussion of current tax rate issues and topics
 2. Computation of FY2023 Tax Rate printed and distributed to all present

Motion OS, PF 2nd to approve FY2023 Tax Rate as presented, **Passed** 5/0/0

2. FY 22 (7/1/21 – 6/30/22) Preliminary budget summary report (PF)
 1. Oral presentation of paper copy of town preliminary budget summary was provided to fellow Selectboard members close of FY22
 2. PF's numbers do not line up with numbers for some items
 1. Line 41 from Miscellaneous Budget Expenses has a nearly \$3,000 difference
 1. PF called on AK to provide insight and she was able to provide background re: how that line has traditionally been used
 2. PF continued to review line items with Selectboard members to present what aspects of the budget were on, over, or met budget
 3. PF's suggestions for next FY:
 1. It will have to be who does the budget and they need to work closely with bookkeeper and treasurer to understand how they generate their numbers
 1. The town will have to figure out who that point person will be
 1. AK suggested running a report to see what is being put into which account to support providing clarifications
 2. PF recommends increasing the legal budget
 3. PF described his process for compiling numbers
 4. PF populates his spreadsheet from NEMRC. PF and the Assistant Treasurer are both leaving their positions with the town.
 1. PF recommends that this be the treasurer's job, so nothing gets lost in translation
 1. Current intricacies of how the money gets moved into what column and by whom was discussed
 1. Selectboard held general discussion of current budget structures
 2. OS suggested that the town work to get the town Treasurer on board with doing reports then have a Selectboard member as liaison who works closely with Treasurer and reports out to Selectboard

Forest Fire Warden

Motion PF, AS 2nd appointment to make Matt Atkins as Forest Fire Ward, **Passed** 5/0/0

Town Highway department

1. **Short- and long-term organization, administration, personnel, equipment, operation & finance**
 - Review of structures that have been in place for how DC has coordinated highway workers
 - DC spoke to how these structures are no longer sustainable
 - DC recommends

- One full time employee as a general highway maintenance worker to support the work that DC does
 - Currently, DC estimates he is often working 7 days per week approximately 6 months during the year
 - Two PT plow drivers
- Currently, DC is the only town highway employee willing to plow
 - DC is wondering if he's plowing too much
 - DC is wondering if it is logical not to plow from 6:30p to 4:00a unless it is a major or severe weather event
 - General discussion of how plow routes are decided and bus routes; DC has enough vehicles to do the required plowing
 - Solicit subcontractors with RFPs and/or networking
 - BF thinks town should do a simple RFP and put it out to local contractors in addition to employee ad
 - DC says we need two subcontractors with the appropriate equipment for doing certain jobs/roads
 - Getting subcontractors with smaller equipment on smaller roads has worked well to preserve roads
- DC is being mindful of budgeting due to rising costs of materials
- OS suggested advertising these highway positions (DC suggests Indeed and other state sites) and there needs to be a six-month probationary, CDL necessary, and plow experience desired
 - BF brought the idea of paying for cdl and then that obligates you to work for the town for x amount of time; competition for people to do this kind of work is fierce between towns
 - BJ checked on CDL schooling
 - AK will post advertisement and description for the positions and then Selectboard can develop plans
 - Ad will go live tomorrow for the three highway positions with brief descriptions with resumes going to OS, then OS will contact references and then pass along viable candidates to DC for further review and to decide if they will be interviewed
- DC has to finish the road to get to the sandpit to be able to get it out for use
 - Currently, weather conditions are dry and ideal to build a road
 - August 8th the sandpit is on the agenda for ZBA approval for use

Other Business, concerns, updates

1. Forest service has come up with \$160,000 funds to do for top of the Gap Road for parking lot and widening the road.
 - a. What the Forest Service needs is an agreement from the town re: a cooperative road maintenance from Garland bridge to the top of the Gap Road.
 - b. A document has been generated by the Forest Service and they are asking BF to sign it to show that the town will work in partnership to get the project done. The Forest Service will draft bid documents.

Motion PF, BJ 2nd to authorize Selectboard Chair, Bill Finger, to sign agreement with Forest Service, **Passed** 4/0/1

Letter receive from Jim Dumont

- Letter requesting Selectboard consider emergency zoning to deal with specified issues
 - It was noted by BF that the Selectboard needs to take prioritize taking on these issues to develop safety net structures for future projects

PF resignation

- PF willing to work with whomever will be taking over budget to transfer that responsibility
- PF is resigning for personal reasons
- PF recommends that moving forward, the Selectboard consider creating the position of Town Administrator
- Selectboard discussed and reviewed Special Notice requirement notifying town residents that there is a vacancy and to inform residents that they have. until August 12, 2022, to submit their interest so the Selectboard can hopefully do interviews for appointees at their next Regular meeting.

Motion OS, BJ 2nd to formally accept Paul Forlenza's resignation and to post vacancy,

Passed 4/0/1

Development Review Board Alternate

- Allison Zimmer has requested to be an alternate for zoning at this time rather than a regular member of the new Development Review Board.
 - Selectboard has decided to table this for a discussion in Executive Session when it can be properly warned

Adjourn 8:30p

Respectfully submitted by Submitted by Christine Birong-Smith, Selectboard Clerk