

Town of Lincoln
Regular Selectboard Meeting
October 19, 2021

Meeting Minutes [Draft]

SB Member Present: Bill Finger (BF), Paul Forlenza (PF), Oakley Smith (OS), and Will Sipsey (WS) joined meeting at 6:41pm

Staff Present: Ann Moreau-Kensek (AK), Selectboard Assistant; Dave Cavaretto (DC), Highways Supervisor; Christine Birong-Smith (CBS), SB Minutes Taker

Meeting called to order at 6:33pm by SB chair BF

Agenda Adjustments and Approval

Motion BF, 2nd PF to approve agenda as presented
Passed 3/0/2

No Public Comment

Consent agenda

Payroll Warrant 22/16

- \$4,137.90

AP Warrant 21/17

- \$21,251.03

Motion BF, 2nd OS to approve consent agenda as presented
Passed 3/0/2

Reports

a. Highways

i. Preparation for winter

- Town trucks are being serviced and inspected
- Winter tires ordered
- Contracted services
 - Got contract from Cargo for salt
- Temporary part-time equipment operators and truck drivers
 - DC has been in touch with a potential hire and they are discussing details
 - Attempting to have the same number of people on team as last year, but recruitment efforts are ongoing
- Winter sand & salt supply - update
 - Hauling winter sand is complete

- Salt is arriving soon
 - Winter sand costs presented verbally and general discussion of costs and logistics took place
- ii. Wetlands meeting - update
 - Plan is moving forward as is
 - BF is going to make necessary phone calls this week as next step
- iii. So. Lincoln Rd - lines & signs - update
 - Lines will not be painted on road this year because seasonal conditions are now too cold
 - DC getting in contact with the appropriate people to make preparations for when project can be carried out
 - DC wants to wait to use donated paint until it warms up again so the paint has the best chance to take, especially if temperature is something the donor is testing for
- iv. Private water line repair - Gove Hill Road - update
 - Leaking has continued and the town is working on getting organized to move forward with project work

b. Selectboard assistant - AK

- Drafted DC's job description and distributed for review
 - New name for DC's position is Highway Supervisor

Motion PF, 2nd WS to change DC's title to Highway Supervisor

Passed 4/0/1

- Renewal forms are being worked on via portal
- AK has been training newly hired bookkeeper, Ashley Smith
- Submitted final reimbursement for So. Lincoln Road paving project and Ripton Road DEC project
- Continuing work on new town website and getting its information and content updated
- AK has been in communication with NIMRIC about the possibility of having a meeting to answer questions re: reports
 - General discussion of meeting options and suggestions took place
- UVM intern - James Bottino - update
 - Not discussed

c. Town Clerk/Treasurer

- i. First installment FY 22 property tax collection
 - Money is continuing to come in

d. Budget and Finance

- Collecting and organizing money information will happen for the next Regular SB meeting
- i. American Rescue Plan Act (ARPA) 2021- use of funds committee/ public meeting – 10/26
 - There was a meeting PF attended re: additional funds that can be used on top of original funds
 - PF suggested the town hire someone on a part time, temporary basis to sort

- through funding opportunities to find and present the best options for Lincoln
- October 26th meeting: PF is planning to give a brief presentation re: the different ways the town could allocate funds, and then open up meeting for thinking and suggestions

iiFY 22 – September budget status report

- PF shared preliminary report for period 3 on screen share to present increases and other shifts
- PF suggested that town bookkeeper, Ashley Smith, come and participate in one SB meeting a month for approximately half hour to review finances to support interpretation, analysis, and understanding

e. Planning & Zoning

i. ZA- progress update

- Print out distributed regarding zoning numbers and permits
 - General discussion regarding print out information took place
 - AK was available to support answering questions raised

e. Old Business

a. MAUSD withdrawal update, letter to towns, public info meetings etc.

i. Tentative review of legal team letter

- Statue is unclear to town as to weather vote has to happen in a certain period of time
- PF sent letter to other four select boards (Monkton, Starksboro, New Haven, Bristol) regarding voting timelines and actions
 - Has not received response
 - Save Community Schools (SCS) legal team drafted letter and circulated for review
 - Letter was shared via screen share
 - Letter was written to present reasoning to the four towns for holding vote sooner than the currently discussed date of Town Meeting Day
 - General discussion among SB members regarding pros and cons of sending presented letter took place

Motion PF, 2nd WS to send letter from SCS legal team to the Monkton, New Haven, Bristol, and Starksboro select boards with some modifications

Passed 3/1/1

b. Law enforcement public meeting format

- WS wants to ask enforcement official, Peter Newton (PN), about local mailbox vandalism and noise issues since this meeting is calling people together to discuss these types of topics
 - Questions raised: how does the town want to manage the meeting? Does the town have PN present? Does the town open it up to let people voice what their issues are?
 - Conclusions regarding meeting format:
 - Specifically to add issues to a list for it to be discussed
 - Warn meeting as a SB meeting
 - Specify that there won't be any decisions made at meeting
 - BF is going to develop a meeting agenda
 - Discussion regarding coordination of set up and confirmation that OS will monitor

c. Sand pit - conditional use update

- ZBA meeting re: modifications made by town lawyer took place
 - ZBA accepted constructive suggestions and the way they left it was that ZBA member(s) would be generating a draft response

f. Declaration of inclusion -discussion, adoption?

- No new developments

g. Transfer station contract

- RFP is underway but not complete

h. Planning/Zoning - recommendation for appointment to ad hoc structure committee

i. Review appointments made on 10/5 and late recommendations from the Planning Commission

- Ad hoc - there were three suggestions from the ZBA:
 - Appoint Joe Jackson and Serena Fox, and then appoint Sally Taylor and Matt Atkins, Tommy Thompson had also been appointed by another body
 - Question raised: Does the SB want to revisit or move forward with appointments?
 - Pros and cons weighed during general discussion
 - It would be supportive to the process to gain clarification regarding any possible issue re: conflict of interest or perceived conflict of interest regarding married members being on the same Ad hoc committee
 - Since this stands as an unresolved issue, SB needs to be provided answers from the town lawyer before proceeding and BF said to defer this
 - SB decision on how to proceed for now:
 - Move forward with who SB appointed and then await lawyer's opinion
 - Decision made by consensus
 - AK would be present to participate with Ad hoc committee, but not as a voting member
 - Suggested by BF that there not be any executive sessions involved at these ad hoc meetings

6. New Business

a. ZBA – reappointments

Motion WS, 2nd PF to appoint Nicole Waugh and Trisha Lee for three year term
Passed 4/0/1

b. Planning Commission – reappointment

- Every three years and when reappointments occur, it is intended to place that third September
- Discussion of who is planning to stay on and who has exited position

- General discussion of potential conflict existing for those who are part of both ZBA and Planning Commission

c. Planning Commission - recommendation for appointment – Andrew Brooks (AB)

Motion WS, 2nd PF to appoint AB to Planning Commission

Passed 4/0/1

d. Personnel – draft position description

- OS discussed concern that there is no process for reviewing appointments, processes, or individual reviews
 - General discussion of this concern took place among present SB members
- SB agreed to trying to plan a joint meeting with Planning Commission in November for further discussion of appointment topics

Other business/Board member concerns

- Mailbox vandalisms/thefts
 - State police contacted DC to discuss situation and to collect boxes
 - PF brought DC and SB members up to speed on mailbox pick up
 - Someone will get in touch with state police to fill bring them up to speed on mailbox pick up

Executive Session required

Motion WS, 2nd PF to motion to break into Executive Session

Passed Consensus

8:17 Adjourn, Executive Session followed

Respectfully submitted by Christine Birong-Smith