

Town of Lincoln  
Selectboard Regular Meeting  
March 19, 2024

{Draft} Meeting Minutes

[https://us06web.zoom.us/rec/share/eITD2V59v5MZSOFyC7NKHcSjDotUi0T0W2jxWOjzcVPXL4axMVK9430-kxsGk\\_j\\_.AxY1zYExuBA0iedb?startTime=1710887366000](https://us06web.zoom.us/rec/share/eITD2V59v5MZSOFyC7NKHcSjDotUi0T0W2jxWOjzcVPXL4axMVK9430-kxsGk_j_.AxY1zYExuBA0iedb?startTime=1710887366000)

Vote format: YES/NO/Vacant, Absent, Abstention, Recusal

Meeting called to order at 6:30 PM by Tim McGowan, Chair.

Present: Conor McDonough, Amanda Allen, Victor Atkins, Joe Martell

Other officials present: Van Talmage, Treasurer; Sally Ober, Clerk; Kristyn Brady, Selectboard Assistant; Steve Gutowski, Zoning Administrator; Nicole Lee, DRB Chair; Steve Halnon, DRB Member; Sandra Murphy, Conservation Commission Member

Public present: Brian McDonough, Nancy Stevens (Zoom), Serena Fox (Zoom), Paul Forlenza (Zoom), James Needham (Zoom), Ken Stockman (Zoom), Bill Finger (Zoom)

Public Comment:

Tim McGowan - Thank you to Dave Cavoretto for his nine years of service as Lincoln's highway supervisor. Thank you to Brett Combs and his team at Birdseye for stepping up to plow this morning.

Brian McDonough - Congratulations to the new Board members and welcome to the Walter S. Burnham Foundation Committee. The SB can designate three members or each of you have  $\frac{2}{3}$  of a vote. Bylaws of the committee require that we have an annual meeting to elect officers – that should coincide with a future SB meeting.

**MOTION** by Joe, 2<sup>nd</sup> by Victor to approve the agenda with the following changes: Appoint inspector of lumber, emergency manager, assistant emergency manager, and two fence viewers. Move other business from New Business to the end of the agenda.

**PASSED** 5/0/0

Updates and Reports

Meet the Staff and Committees

- Members of the town office staff introduced themselves and summarized their roles for new members of the Board.
- Sandra Murphy represented the Conservation Commission and shared their goals for the year:
  - Assist in the town planning process and zoning regulations
  - Host public gathering for education on pollinator garden
  - Green Up Day
  - Invasive plant removal
  - Recommendations to SB for 550 acres of town forest properties
- Nicole Lee represented the DRB and shared some suggestions for how they could work together with the SB:

- Better communication with the town about updated policies, like the new zoning bylaws completed in late 2023. Steve Halnon seconded that this is a problem. Maybe some cloud storage solutions for applications and supporting materials.
- Encourage participation in the Board and committee meetings by providing childcare.
- Coordinate more and share needs between committees - for example, she didn't realize PC was also dealing with multiple vacancies.
- Clear up confusion about the provision for highway supervisor or SB to rule on the degree of grading on an access application over and above the DRB.
- Ken Pohlman chose not to come in and speak about the Planning Commission until they have replaced three departed members and elect a Chair.
  - Serena Fox, a former PC member, shared that they must rewrite the zoning regulations by the end of 2024. They must rewrite the Town Plan by the end of 2025.
- Tim asked if a rep from each committee could report out to SB quarterly and folks thought that was reasonable and welcome.
- Paul shared information about the nine-member Lincoln Community Trust, which got together to raise money in support of the General Store before it was sold. They are currently talking about what their new mission should be. One idea is building a public bathroom in the village center – the general store gets many requests and can't really accommodate them. Sally shared that the Fire Company has a bathroom that is available and open. Paul clarified that they'd be looking to create clear signage, too, since few seem to know about the fire dept facilities.
- Nancy Stevens shared a bit about her role as the elected Delinquent Tax Collector. She will coordinate with Kristyn to get on a future SB agenda to discuss a challenging case she has in front of her now.

#### Treasurer Update

- Van went over a high-level March 2024 budget status report and educated the new Board members about the range of accounts. The Board's input on this monthly reporting process is welcome to improve it over time.
- Van highlighted that the budget status report becomes increasingly important as we get closer to the end of the fiscal year in June, when all the expenses need to be reconciled.
- He also clarified that land assets are not on the financial position balance sheets but are considered in the town's net worth by the auditors and could be leveraged for collateral if SB ever wanted to consider that.

#### Current Business and Authorizations

##### Highway Safety Improvement Program Grant

**MOTION** by Conor, 2nd by Joe to designate Amanda Allen as the Board's project manager for the HSIP Grant.

**PASSED** 4/0/1 (Amanda abstained)

**MOTION** by Conor, 2nd by Victor to authorize the Chair to sign the HSIP grant agreement.

**PASSED** 4/0/1 (Tim abstained)

##### Accounts Payable & Payroll Warrants

- Tim clarified that SB reviews the warrants ahead of the meeting for anything that stands out as an overly large purchase or inconsistency and to have time to ask questions.

**MOTION** by Tim, 2nd by Conor to approve **AP-24/38 for \$78,046.70** [includes \$3,447.97 for printing and mailing of town report, \$13,072.50 for contract plowing, and \$14,108.75 for property and casualty insurance]

**PASSED** 5/0/0

**MOTION** by Tim, 2nd by Conor to approve **PR-24/35 for \$12,894.03** [pay period ending 2/24/24 includes 2023-2024 Selectboard stipends]

**PASSED** 5/0/0

**MOTION** by Tim, 2nd by Joe to approve **PR-24/36 for \$4,344.56** [pay period ending 3/2/24]

**PASSED** 5/0/0

**MOTION** by Tim, 2nd by Conor to approve **PR-24/37 for \$4,810.37 and \$4,110.94** [pay period ending 3/9/24 and Dave Cavoretto's final paycheck on 3/15/24]

**PASSED** 5/0/0

Previous Meeting Minutes

**MOTION** by Tim, 2nd by Conor to approve SB meeting minutes for 3/6/24 organizational meeting and 3/13/24 special meeting.

**PASSED** 5/0/0

### New Business

- Discuss who will attend VTrans grant walk-through (90 mins)
  - Call a special meeting so full Board can meet with Jim Cota - Kristyn will propose 4/10 at 6:30pm and circle back
- Discuss who will attend in-person Selectboard training on 3/23 or virtual open meeting law training on 4/17 at 10am
  - Kristyn will register Tim, Victor, Joe, and Amanda for the virtual training and set up so they can view it together in the office conference room
  - Kristyn will ask VLCT about other options (future in-person trainings, recordings)
- Discuss holding a special meeting to interview potential appointees
  - Collect other names of who is interested (Nicole will share some)
  - Conor will reach out to all
  - Aim to interview and appoint new PC before April 4, so potential dates:
    - Monday 3/25 at 5:30pm for Ken and others
    - Thursday 3/28 at 5:30pm
  - Conor will invite current committee members to join that discussion
- Plan joint meeting with Planning Commission and Development Review Board
  - Resurface this in May, when we can also go over remaining budget for FY2024 and term lengths
  - After that, meet as a group quarterly
- Discuss platform rehab at transfer station
  - Joe looked into it and the platform needs repair on the decking and stairs. He also believes the warming hut needs to just be rebuilt. Averi Smith has done some repairs in the past. Victor recommended putting it out for bid once we know exactly what needs to be done. Joe and Victor will look at it, write up a proposal of what to repair, run it by Steve Gutowski, and call in some bids.

## Appointments and Employment

### Annual Appointments

**MOTION** by Tim, 2nd by Conor to appoint the following officials:

- Treasurer - Van Talmage (1 yr)
- Assistant Treasurer - Larry Masterson (1 yr)
- Zoning Administrator - Steve Gutowski (3 yrs)
- Emergency Manager - Barbara Rainville (1 yr)
- Assistant Emergency Manager - Peter Brown (1 yr)
- Addison County Regional Planning Commission Delegate - Steve Revell (1 yr)
- Addison County Communications Union District Delegate - Bern Terry (1 yr)
- Transportation Advisory Committee Delegate - Amanda Allen (1 yr)
- Transportation Advisory Committee Alternate - Bill Finger (1 yr)
- Solid Waste Management District Delegate - Bill Finger (1 yr)
- Tree Warden - Josiah Jackson (1 yr)
- Inspector of Lumber - Dan Adam (1 yr)
- Fence Viewer - Steve Halnon (1 yr)
- Fence Viewer - Christine Moriarty Masterson (1 yr)

**PASSED** 5/0/0

### Other Business, Concerns

- Got a call from a York Hill resident who had gravel on his lawn from plowing and expressed his displeasure after damage. Tim will share his number with Victor so he can look at it in person.

### Discuss Hiring Strategy for Highway Dept

- Interim plan: Brett Combs tasked with managing plowing, salting, sanding and calling Pierre until we hire someone. For spring, part-time employees Wayne (\$34/hr), Pat (\$28/hr), and Gary at his current rate will continue with Wayne, former highway foreman for Monkton, supervising in the short-term and helping with training before he retires. SB should consult with them on job description and have them meet with candidates.

**MOTION** by Conor, 2nd by Victor to approve the interim plan we've outlined with the hourly rates of pay listed above and with Wayne Preston acting as interim supervisor.

**PASSED** 5/0/0

**MOTION** by Tim, 2nd by Conor to approve for the remainder of the winter season the authority of Birds Eye's Brett Combs as the interim winter supervisor to organize and call upon third-party contractors to maintain our roads.

**PASSED** 5/0/0

- Discussion of who will be point person from SB to the highway dept. Joe has CDL, work experience, and mechanical skills. Victor has no problem with Joe taking the lead and serving as backup. There was discussion about how authorization of equipment purchases should work with interim supervisors. Tim encouraged Joe to use his best judgment in overseeing them, particularly if it's for the long-term good of the town. Conor pointed out that more communication is better than less. Joe agreed to come in with highway reports each meeting.

**MOTION** by Tim, 2nd by Amanda to name Joe Martell the Selectboard's highway liaison.  
**PASSED** 4/0/1 (Joe abstained)

- Joe would like to start Wayne out with removing downed trees from the ditches so culverts can flow, and that should happen before grading.

**MOTION** by Conor, 2nd by Tim to rescind his previous motion.  
**PASSED** 5/0/0

- It was pointed out that these agenda items were warned as discussion only. This is the current consensus of the Board and will be separately warned for vote at the next meeting. The employees and contractors involved in the interim plan will continue to do their jobs until that time.

**MOTION** by Tim, 2nd by Conor to rescind his two previous motions.  
**PASSED** 5/0/0

- Particulars of the highway supervisor job description were discussed. Amanda will make changes and recirculate to the Board. Add approval of supervisor, road worker, and town administrator job descriptions to the agenda for 3/25.

**MOTION** by Conor, 2nd by Tim to adjourn.  
**PASSED** 5/0/0

Adjourned at 9:43 PM.

Respectfully submitted: Kristyn Brady