

Town of Lincoln
Selectboard Regular Meeting
April 2, 2024

{Draft} Meeting Minutes

https://us06web.zoom.us/rec/share/2qmSgd91v3R223DCjyvWb811VaHcgKeoxt2kDluj5pv0aRCkpAWxHgz5dq9pVn71.AqxQWsdDzTk60_e

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

Meeting called to order at 6:31 PM by Tim McGowan, Chair.

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

Other officials present: Van Talmage, Treasurer; Ken Pohlman, Planning Commission; Spencer Prescott, Planning Commission; Larry Masterson, Assistant Treasurer

Public present: Dan Guy, Trish Shepard (Zoom), Serena Fox (Zoom), and interviewees Chris Boyle and Ben Shepard

Public Comment

Dan - Great to see stuff being done to the roads with new gravel, but it might get plowed right off.

Agenda

Conor suggested amending the agenda to move executive session earlier in the proceedings so Ken and Spencer can be present for deliberation of all the Planning Commission candidates. Tim suggested doing it after updates and reports.

MOTION by Conor, 2nd by Victor to approve the agenda with the following changes: Move executive session after updates and reports and remove the item for appointment of Development Review Board member(s).

PASSED 5/0/0

Appointments and Employment

The Selectboard and members of the committees in attendance met with and interviewed the following potential appointees:

- Chris Boyle for Planning Commission
- Ben Shepard for Planning Commission

Each candidate discussed their understanding of the role and responsibility to the town, their qualifications, and a vision for how they could best serve the committee's mission. The Board decided to deliberate with Ken and Spencer, the two remaining members of the Planning Commission, during executive session and make appointments later in the evening.

Treasurer Update

- Audit Report

- The town is in good standing overall with a net worth about \$4.6 million dollars.
- A longstanding issue is that we do a different method of accounting than the auditors and at some point we'll likely need to decide to switch methods.
- ARPA update - The Vermont League of Cities and Towns has advised towns to obligate and spend ARPA funds as soon as possible, ideally closing out all grant activity in the report due to the Treasury by April 30, 2024. All the pending MOAs have been signed and returned and payments now need to be made before transferring the approved balance to the general fund per the resolution approved on March 4, 2024. Reporting materials have come in from six of the 13 projects with MOAs. Kristyn has login information for the Treasury portal from Paul Forlenza and an appointment on April 19 to fill out the report with Katie Buckley, the ARPA lead at VLCT.

Highway Update

- Garage doors have been ordered and will hopefully be installed in the next few weeks. We will retain the old doors for resale.
- If residents want to report an issue with the roads, they should call the garage directly at 802-453-3703. Wayne will listen to the messages at the end of each workday for things to address the following workday. Kristyn will update the website and post on FPF about this.
- Tim, Victor, and contractor Tim Parent met with residents to be affected by the B47 Sugarbush Hill Bridge project scheduled to take 11 days starting on April 29. Residents should be able to use the bridge the entire time, but if they have to park on South Lincoln Rd, Tim Parent will coordinate with Joe and Wayne to put up cones and keep it safe. Victor will be lead contact for Tim Parent as work gets underway. Kristyn will post a heads up on Front Porch Forum.
- Highway Safety Improvement Program grant update: Signed grant agreement was submitted and now we wait for fully executed contract and authorization to start work.
- Class II Roads Grant update: Amanda has been working with Bill to submit the same project we were passed over for last year. The deadline is April 15. We'll have a chance to clarify details at the meeting set for Tim, Amanda, Kristyn, Victor, Jim Cota, and Alysha Kane from VTrans on 4/3 at 3pm.

Appointments and Employment

MOTION by Tim, 2nd by Conor to enter executive session regarding the appointment, employment, or evaluation of a public officer or employee. 1 V.S.A. § 313(a)(3)

PASSED 5/0/0

Entered executive session at 7:42 pm. Ken Pohlman and Spencer Prescott from the Planning Commission, as well as Selectboard Assistant Kristyn Brady, present in executive session.

Exited executive session at 8:39pm.

Decisions will be made at the end of the meeting.

Current Business and Authorizations

Transfer Station Platform Proposal

- Joe spoke to Averi Smith, Russell, and Dudley about putting in two bids each: One for the platform and one for the warming shed.
- Proposals will be reviewed at the next meeting.

Review and approval of Highway Supervisor job description

- Minor modifications made to incorporate Wayne's feedback.
- Candidates who come to the town office in person can fill in application to signal interest and will sign off on job description if offered the job. Folks can also apply via email.
- Discussed pay range and publicizing it within the job posting.

Review and approval of Highway Maintenance Worker job description

- No changes. Discussed pay range.

Review and approval of Town Administrator job description

- Past recruitment strategies: Ran an advertisement, looked at town reports and personnel policies and realized we couldn't offer candidates close to what they were looking for. Interviewed four candidates who wouldn't leave their current positions for what we were offering. Got the vote of the town at Town Meeting for the special article for \$130,000 total compensation.
- Discussed pay range to advertise.

MOTION by Tim, 2nd by Conor to approve and begin publicizing the Highway Supervisor job description as written and modified with a salary range of up to \$76,000/yr.

PASSED 5/0/0

MOTION by Tim, 2nd by Joe to approve and begin publicizing the Highway Maintenance Worker job description as written and modified with a salary range of up to \$62,000/yr.

PASSED 5/0/0

MOTION by Tim, 2nd by Joe to approve and begin publicizing the Town Administrator job description as written and modified with a salary range of up to \$87,000/yr.

PASSED 5/0/0

Accounts Payable & Payroll Warrants

MOTION by Tim, 2nd by Conor to approve **AP-24/40 for \$48,568.63** [includes \$21,401 for gravel, trucking, and crusher rental; \$12,011.25 for contract plowing; and \$5,332.56 for interest on the town office bond.]

PASSED 5/0/0

MOTION by Tim, 2nd by Conor to approve **PR-24/38 for \$3,045.43** [pay period ending 3/16/24]

PASSED 5/0/0

MOTION by Tim, 2nd by Conor to approve **PR-24/39 for \$3,392.75** [pay period ending 3/23/24]

PASSED 5/0/0

Previous Meeting Minutes

MOTION by Tim, 2nd by Conor to approve SB meeting minutes for 3/19/24 regular meeting and 3/25/24 special meeting as amended with the DRB appointment we made last meeting.

PASSED 5/0/0

New Business

- Wayne needs a cell phone that works across town. Kristyn is talking to AT&T about setting up a business line for the Highway Dept iPad and a phone for Wayne.
- Joe will be working with vendors and suppliers to make economical choices for equipment. Will order coveralls for maintenance work being done in the garage.

Appointments and Employment

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

- Conservation Commission - Christine Birong Smith (term indefinite)
- Solid Waste Management District Alternate - Randy Trombley (1 yr)
- Planning Commission - Chris Boyle (3 yrs)
- Planning commission - Katie Manaras (2 yrs)
- Planning commission - Jo Jackson (3 yrs)

PASSED 5/0/0

MOTION by Tim, 2nd by Conor to adjourn.

PASSED 5/0/0

Adjourned at 9:31 PM.

Respectfully submitted: Kristyn Brady