

Town of Lincoln  
Regular Selectboard Meeting  
August 17, 2021

Meeting Minutes [Draft]

SB Members Present: Bill Finger (BF), Paul Forlenza (PF), Oakley Smith (OS)

Staff Present: Ann Kensek (AK), SB Assistant, Bookkeeper, and Interim Zoning Administrator (ZA); Christine Birong-Smith (CBS), SB Minutes Taker

Meeting called to order by SB chair, BF at 6:35pm

Agenda adjustments and approval

- Agenda adjustment
  - Add to Item #7 New Business: Discussion of Jackman Prepay Propane budgeting plan

Public comment

- No public comment

Consent Agenda

- Minutes 8/3 SB Regular Meeting approved without adjustment
- 8/10 Special Meeting adjustments to make:
  - Line 66 clarification: correct terminology by changing wording to “towns have their own school board”
  - Line 134 add comment: from Lincoln Community School principal, Tory Riley, re: operating budget
  - Line 117 add commented: Dave Sharpe stated that he was not speaking for the MAUSD board, but for himself personally when he made comments
  - Special Meeting minutes will be removed from the website until edits are made
    - SB is requiring adjustments be made by close of business day Wednesday, August 18th

**Motion** BF, 2nd PF to reconsider minutes of the August 10th Special Meeting  
**Passed 3/0/0**

**Motion** BF, 2nd PF to table minutes and refer them to a committee made of AK, PF, and BF prior to the next public information meeting on August 19th. Minutes can remain in draft form until the next regular SB meeting.

**Passed 3/0/0**

Warrants

- Payroll Check Warrants

- PR Warrant #22/07 \$3,889.17
- PF Warrant #22/08 \$3,534.98
- Accounts Payable Check Warrant
  - AP Warrant #22/08 \$34,124.72

## Reports

### a. Highways, grants, projects

- Dave Cavoretto (DC), Road Foreman on vacation
  - Other road works staff has continued road maintenance during this time
- i. West River Road guardrail
  - SB member Bay Jackson (BJ) was contacted by a concerned citizen re: safety of guardrail positioning and surroundings
    - General discussion of possible solutions to concern, such as looking into setting boulders in front of opening between road and embankment
- ii. Limited Sight Distance @ Colby Hill/Atkins Rd. Intersection
  - PF will reach out to homeowner to discuss landscape alterations to improve sight lines
    - PF will make offer for town to make alterations at no expense to homeowner

### Selectboard assistant - AK

- Working on preparing for grants monitoring visit
- Preparing for new bookkeeper to start by preparing space and generating informational materials for bookkeeper's reference
- Continuing work updating new town website content

### Town Clerk/Treasurer

- BF lead discussion of this agenda item
- SB discussed the fact that the Special Meeting regarding the MAUSD question on Thursday, August 19th will strictly be held remotely via Zoom
  - BF will FPF that this will be the meetings format. This meeting information will also be posted on town website and possibly at the Lincoln General Store
- Town meeting on Monday, August 23 has been warned as a hybrid meeting and the town is technically held to this format
  - We can add language to message regarding participation that encourages remote participation, but makes people aware they can still participate in person
    - BF noted CDC guidelines suggest indoor gatherings have all attendees masked
    - Town Moderator moderate from Burnham Hall with OS there to provide tech support
    - BF is going to draft posting re: encouraging remote participation

## Budget and Finance

### i. American Rescue Plan Act (ARPA) 2021 – use of funds committee (PF) ii.

- PF wants to have the public meeting re: ideas for allocation and use of funds in September and wants to have it put on upcoming SB regular meeting agenda to figure out a specific date
  - PF has been receiving community recommendations for ideas re: how to spend money
  - BF suggests investing money into modernizing Burnham Hall to improve it as a public meeting space, particularly if we are going to continue doing remote meetings. General discussion of what kinds of detailed things could be requested, like chairs, fixtures, etc.
  - Process of allocating funds is that public ideas have to be collected, SB has to go over ideas and determine which are valid, and then begin the process of budgeting for pursuing certain selected projects
- PF got a notification that there will be payments in two installments as opposed to one as originally thought

#### ii. Budget - Audit

- AK shared that year end report is not ready yet because budget figures are still being put in
  - AK commented that budget numbers are different and some adjusting has to be made
  - Larry was around today and AK feels that he and Lisa will be finishing up soon. AK is unsure of what hold up is in moving forward.
  - AK will call Sam Hillman in finding out where we are and to request contract extension
    - PF and AK will look into this together
    - Normal practice is to put out an RFP every 3 to 5 years for auditing firm

#### Bookkeeper hiring Recommendation

- Interviewed by BF, AK, and PF and recommend hiring Ashley Smith (AS)
  - Recommendation is to hire her for up to 10 hours per week at \$23 per hour
  - AS' husband is sometimes contracted by town to do work
    - It was noted that it would be important that if AS' husband's company, Avery Smith Contractors, were hired by town for work that those finances be thoroughly reviewed by someone other than AS
  - There were two candidates for the bookkeeper position - one is being offered the position, the other is not being offered a position
    - AK will write letter to both bookkeeper candidates and bring them to PF to review prior to sending

**Motion** PF, 2nd OS to offer Ashley Smith position as Town of Lincoln Bookkeeper  
**Passed 3/0/0**

#### e. Planning & Zoning

##### i. ZA – progress update

- AK went to webinar re: changes in zoning statute changes to support making living in Vermont more affordable

- Planning commission just finished up looking at building permits for three new subdivisions

#### Old Business

##### a. Response to MAUSD request

- Request from one board MAUSD via community letter to postpone town vote
  - The school board withdrew this within 24 hours because it was not approved by full board
    - No action required

##### b. 2021 appointments to fill vacancies.

- Current vacancy on ZBA, anticipated vacancy on PC, and Town Health Officer vacancy
  - AK will resend postings for BF to review as she is working on edits
  - These positions are all volunteer and it should say that interested people should submit a letter of interest as their initial step
  - BF suggests with moving forward with these vacancies that the SB accept recommendations from boards and commissions, but that SB vet and hire the person to increase transparency and accountability processes around appointment process

##### c. Sand pit conditional use permit – next steps - discussion

- A permit with 10 conditions with 3 options: accept, request reconsideration and/or clarification of any or all of conditions, or appeal to the state environmental board
  - General discussion of what these different processes may look like
- BF would like to review conditions one by one with all SB members
- BF did initial review of ZBA decision conditions and opened up general discussion of them among SB members
  - SB members present discussed responses to conditions
    - SB believes that conditions 2 and 3 should be combined
    - Cost in condition 3 is irrelevant because it is not the purview of ZB to approve costs
    - Condition 4 performance bond logic and logistics discussed
    - Condition 5 is connected to a previous housing subdivision of property and so greater clarification from Nortons and zoning board is needed
    - Condition 6 - SB interpretation is that ZBA is looking for a 200 ft setback from National Forest
    - Condition 7 should include a provisional condition that this condition not be applied during emergency periods
    - Condition 8 interpreted as meaning AK will conduct inspection
    - Condition 9 - determined no further discussion needed
    - Condition 10 it says SB will comply with what we applied for
  - BF is going to draft comments and give them to town lawyer to then convey response to the ZBA

##### e. Law enforcement – Schedule Selectboard and public discussion meetings

- Determined to slate public law enforcement meeting for October to space out from approaching MAUSD question and ARPA funding allocation meetings

New Business

- Propane pre buy plan through Jackman Fuel
  - Plan would translate into 700 gallons at \$2.15 per gallon while also using credit on last year's purchase of \$653
    - Thus if town pays remaining balance, then it likely will not have to pay for propane until next year

**Motion** PF, OS 2nd Town does pre buy agreement with Jackman Fuel

**Passed 3/0/0**

Executive session if required

- PF called for session at 8:25pm re: personnel issue
  - AK and CBS dismissed from meeting at this time

Respectfully submitted by Christine Birong-Smith