

Town of Lincoln  
Regular Selectboard Meeting  
July 20, 2021

Meeting Minutes [Draft]

SB Member Present: Bill Finger (BF), Bay Jackson (BJ), Will Sipse (WS), Paul Forlenza (PF), Oakley Smith (OS)

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

Citizens Present: On-line via GoToMeeting, George Leeuw (GL), Sarah Janson (SJ), Serena Fox (SF)

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

Agenda adjustments and approval

**Motion** PF, 2nd BJ to approve agenda **as presented**

**Passed 5/0/0**

Public comment

- No public comments

Consent agenda (CA)

a. Minutes 7/13 Special Meeting & 7/6 Regular meeting

b. Payroll Check Warrants and Accounts Payable Check Warrant

PR 22/03 \$3,633.59 and PR 22/04 \$3,826.97

- AP 22/04 \$30,050.45

**Motion** BF, 2nd PF to approve Consent Agenda

**Passed 5/0/0**

## Trello board updates presented by BJ

- Trello board is being used to organize and catalogue notes
- Function of Trello board is to provide a running tally of SB tasks and obligations to be completed
- Further discussion is needed around how much will interface with Lincoln town website

## Reports

### a. Highways, grants, projects, etc.

#### i. West River Road emergency repair-update

- Emergency repair on West River road was completed in two and a half days and state inspector came and everything is all done

#### ii. Gap Road – Winter parking improvement proposal – update

- Road Foreman, Dave Cavoretto, got information from surveyor, Kevin LaRose
- LaRose wants to get meet with SB to gain greater understanding of project vision and details

#### iii. 2021 Paving – So. Lincoln Road

- Paving will start Wednesday, July 21st
  - Average depth of pavement will be 5 to 6 inches depending upon traffic flow for each particular stretch
  - Two or three weeks after paving is complete, the road will be marked for traffic, such as reminder advisory lines for “Share the Road” Signs will include vehicle, pedestrian and bicycle icons along with advisory speed 30 MPH

### b. Selectboard assistant - AK

- Conversation between AK and potential bookkeeping candidates are taking place
- AK is making progress processing grant reimbursement for Ripton Road work
- AK has completed draft of bookkeeper position
- Discussion regarding some treasury skill being in bookkeeper job description since treasurer has given notice

- It was determined via general discussion to keep separation of duties for bookkeeper and treasurer

c. Town Clerk – MAUSD – Australian Balloting procedures

- SO Reached out to director of elections at Vermont Secretary of State office to gain further information regarding town mobil polling procedures
  - Town needs permission from Secretary of State to have mobile polling stations to have voting during informational hearings
    - SO went ahead and secured written approval to do this
    - SO drafted times and dates of meetings and polling are into the draft warning:
- Review draft of Warning
  - Suggested edits to format and language of warning provided by SB members to SO
  - General discussion of pros and cons re: number of times polls would be open, according to draft warning
    - Each registered town voter will be mailed a ballot, and if they do not bring their mail ballot there will be ballots available
- Moderator has to moderate the town meetings re: MAUSD topic, but not informational meeting. OS can moderate the informational meetings.
- Due to problems with navigating Go To Meeting, it was discussed switching remote format to Zoom to support remote access to meetings
  - Cost of Zoom subscription compared to Go To Meeting and cost of additional Owl camera was discussed
  - OS suggested that BF continue to manage agenda, and that OS take over responsibilities to oversee remote access platforms and formats

**Motion** PF, OS 2nd to buy two Business Account with Zoom, two laptop computers, and one Owl camera prior to first MAUSD withdrawal informational meeting

**Passed 4/1/0**

- It was suggested by OS that next SB meeting at Burnham to test out Zoom to give a dry run before informational meeting

- Question presented by SB member: are these informational gatherings technically hearings or meetings?
  - SO went and checked statute that said you must have an informational meeting no more than 10 days prior to the vote, the 23rd meeting meets this requirement
    - SB members found that having every meeting with polls open convoluted
    - To streamline, it was suggested that the warning have the special town meeting on 23rd and voting on 24th, with separate outreach effort around informational meetings
      - Warning will reflect this and take out informational meetings and those details
- SF and BJ provided further information regarding postcard as an outreach tool to generate voter participation

**Motion** PF, BF 2nd, to vote approve Town Warning for town meeting on August 23, 2021 and Voting by Australian Ballot on August 24, 2021 as presented by town clerk

**Passed 5/0/0**

**[final version of the warning will be circulated via e-mail for Selectboard electronic signatures]**

d. Budget and Finance

- Books not closed, it is projected that there may be a small deficit in the general fund and a small surplus in the highway fund when they do close. As soon as books are closed, a report can be generated.

i. American Rescue Plan Act (ARPA) 2021 (Paul)

- Looking into ways of using ARPA money
- Town must have a public meeting around how to allocate ARPA funds
  - It is possible to have this meeting in tandem with SB meeting as long as time is allocated for specifically for it

e. Planning & Zoning

i. ZA – progress update

- Written Midyear report distributed to SB members
- AK reviewed actions around broaching ZA violations within town

- General discussion of strategies re: approaching violators

## Old Business

### a. 2021 appointments to fill vacancies

#### i. Current vacancy on ZBA

- Not being advertised at this time

#### ii. Anticipated vacancy on PC

- Not discussed

### b. Sand pit conditional use application – status

- Tommy Thompson provided BF an update on meetings and they will have a determination by this coming Tuesday

### c. Web-site update

- Training Wednesday, July 21st at 3pm with the gov office folks and BS, SO, and BJ
- Town does not have a website at this time because there was an overlap with expired contract and new live website
  - AK will call the website company that we used for the old site to see what options are to make it temporarily live again or to provide notice to people to call town office if they have questions

### d. Traffic Ordinance – update – status

#### i. \*\*Town-wide speed limit change?

- BF suggested: Share the Road sign that has a icon for car, bike, and pedestrian with 30mph as suggested speed limit (yellow sign) because it is a long process to change ordinance to change speed limits
  - Consensus by SB to proceed with this

### e. Law enforcement – follow-up discussion from 6/15 & 7/6 meeting (Meeting for public discussion will be scheduled)

- September is suggested time for this public discussion

Meeting adjourned 8:22

Respectfully submitted by Christine Birong-Smith