

TOWN OF LINCOLN
SPECIAL TOWN BOARD MEETING - PERSONNEL
Monday, April 12, 2023

The meeting was called to order by Chairman, Jason Headson at 5:30 PM. Present: Jason Headson, Lynne Black, Tressa Votis and Ryan Wilson, Board Members. Also present were: Tim Flannery.

On a motion by Wilson, second by Black and all in favor, the agenda for the evening was approved.

The employee handbook and proposed changes were discussed. On a motion by Wilson, second by Heason and all in favor the following updates were made to the handbook:

1. Language clarification regarding the 4-10's in the summer regarding holidays
2. Vacation time updated for full and part-time employees
3. Boot allowance was doubled (to \$150.00)
4. Changes from a mandatory lunch for 4-10's to 2-paid 15 minute breaks; 30 minute lunch still required for 8-hr days.
- 5.

The full-time road maintenance duties were discussed and the following items will be added to the duties and responsibilities of the new person once hired. (motion by Black, second by Wilson and all in favor)

1. General maintence and repairs of town hall and town property
2. Establishing a cleaning schedule for shop
3. Keeping a town phone on them during the work day and checking messages; following up with citizens.
4. Establishing coverage for snow-plowing and call-ins to help plow when necessary.
5. Working with the county and other companies on road projects/quotes.

Motion by Wilson, second by Black to proceed into closed session. Roll call: Wilson Aye, Black Aye, Headson Aye – Motion Carried.

The meeting was adjourned to closed session - This closed session relates to:

- Conducting an interview of candidate for road maintenance position.

Motion by Black, Second by Wilson, to reconvene to open session to take action, if appropriate, on matters discussed in closed session. All Aye – Motion Carried.

Since the road maintenance position is still being advertised until April 17, 2023, no action was taken in regards to filling the position.

On a motion by Black, second by Wilson and all in favor, the meeting was adjourned at 7 pm.

Jason Headson, Chairman

Lynne Black, Supervisor

Ryan Wilson, Supervisor

Tressa Votis, Clerk/Treasurer

