

Town of Lincoln
Selectboard Regular Meeting
October 1, 2024

{Draft} Meeting Minutes

https://us06web.zoom.us/rec/share/HvA81QNHNZtm_49MbNsSDL6iLRFBOoiJlnJpegoZdYSmWN_8nSnwaH9n7opdGv.BUHejJz1FXtMrrF9

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

Called to order at 6:30 PM by Tim McGowan, Chair

Present: Joe Martell, Tim McGowan, Ken Stockman (Victor Atkins absent)

Other town officials present: Trish Waugh, Town Administrator, Sally Ober, Town Clerk (Zoom)

Guest: Jenny Austin, DuBois & King; Katie Raycroft-Meyer, Addison County Regional Planning Commission

Public present: Kim Smith, Roy Atkins, Bill Finger, Nancy Stevens, Lucinda Cockrell, Kathleen Kolb, Judy Brown, Lori Atkins

No public comment.

Agenda

MOTION by Tim, 2nd by Joe to approve the agenda with the following changes:

Under New Business item #3 - Discuss process for considering fee waiver requests, change from discussion only item to a possible decision item. Add to New Business: Review and approve application for a catering permit by Radio Bean Inc., for a fundraiser dance taking place at Burnham Hall on October 18, 2024.

PASSED 3/0/1 (Victor absent)

Tim announced that Amanda Allen has resigned from the Selectboard. She was a fabulous participant and he thanked her for her service. The vacancy has been appropriately posted. There was a question from Kim Smith about how long the term is.

Public Meeting: Traffic Calming Study Report

- Jenny Austin from DuBois & King went over the final traffic calming plan and report.
- For public participants who hadn't attended previous meetings, there was a brief review of the study area and why it doesn't extend all the way to the school, different types of traffic calming measures, what traffic calming measures Lincoln already has in place, and the results of the community survey.
- There was renewed interest in outlining the option to turn the Quaker Street Y intersection into a T by relocating the monument. Jenny will address in the final report. The idea of a four-way stop

was popular in the public survey, and there is federal guidance based on traffic volume that could back up doing a four-way stop. It would be a low-cost option.

- There was also discussion of widening the island with the monument to narrow the road for calming. Some questioned if this would limit church parking.
- The recommendations will include speed tables at both ends of the village center, speed humps in two places on Creamery St, and a raised intersection on Quaker. Restriping the center lines, edge line markings, and clarifying on-street parking areas would be easy tactics to deploy with just paint. They proposed a new realigned crosswalk that would not only maintain parking spaces across from the general store, but add two additional parking spaces and green area/planters/paint hatching on the south side. This would reduce the distance that pedestrians have to cross, narrow the road to slow speeds, and add to the village feel. Painted pavement as a first step would demonstrate that it isn't available to vehicles, and sidewalks could be widened there in the future.
- Next steps: The revision process is now closed, and the report will be delivered to the town soon. It will discuss long-term vs short-term and affordable options. Jenny said she would be available for questions in the future.

Jenny Austin exited the meeting at 7:28 PM.

Updates & Reports

Lincoln Cemetery Association Update

- The Lincoln Cemetery Association updated the Selectboard on its fundraising effort for a new fence, which was previously considered as an ARPA-funded project. They asked if ARPA funds are still available, and Tim answered that they are not. There was discussion of the best way for them to request town appropriated funds. Tim suggested they put in a petition to have a warned article voted on at Town Meeting in March.

Town Administrator Update

- The remote deposit option has been added to the Town of Lincoln and Burnham Hall M&T accounts. Training for this new system is scheduled for October 2, and we have ordered a multi-feed check scanner to streamline the process. The Board's approval of Option 2 remote deposit services during the September 17 meeting highlights our commitment to modernizing our operations. By utilizing remote deposit services, we anticipate saving approximately \$3,200 annually, allowing us to allocate those resources to other important community needs.
- The tax due date is October 9. Nancy Stevens will be coming in for a few hours on Tuesday and Wednesday next week to help with additional workload. Trish added a post to the homepage on our website with details on the additional hours we will be open next week to accommodate in-person payments. Monday and Tuesday the office will be open until 6pm and Wednesday 7pm.
- Included in the agenda for tonight is a draft RFP for audit services. A 2017 version was used to create the current RFP with a couple of updates to the dollar amounts and dates. If approved it will be posted to VLCT, FPF, TOL website and the communication boards throughout town.
- The final email backups were completed by VC3 this week and we are tentatively scheduled to install the Office 365 enterprise on October 15.
- Trish notified Waitsfield of the approval for the new phone system on August 23. The contract was sent over for signature, but it includes items we asked to have removed. There seems to be some confusion surrounding the use of the fax machine in relation to the landline. Trish will follow up.
- On September 26, Waitsfield Telecom successfully upgraded the Town Garage from DSL to fiber optic, which aligned perfectly with VC3's installation of the final network upgrade equipment.

However, shortly after these enhancements, we encountered an issue with our phone system. A trouble ticket was submitted to Waitsfield Telecom to address this problem. Although it took a couple of days, everything seems to be working well now.

- Joe Martell, Will Mathis, Addison Goodyear, and Trish met with Brian Cote onsite at the two road structure improvement projects on Lincoln Rd in Bristol. The first site was already completed, the second site was in the beginning stages. The area was excavated down the waterline allowing for a large excavator to move freely between the excavated road embankment and the water. The excavated material was brought up to Eagle Park staging area and later loaded and driven back down to the site by dump truck to back fill in the area as the stone is stacked and pinned. The wall is built up to height and then the area is backfilled up to the height of the road. Two large culverts were installed during the process at the first site and after two weeks of no precipitation, there was still water coming out of both culverts.
 - These projects are similar to what may be needed in Lincoln. In 2023, a study was conducted by SLR focused on erosion of the New Haven riverbank on South Lincoln Road at the elbow before Forge Hill Road. Although the former Selectboard contends that the study should have focused on the upper slope, it does not deter from the fact that there is an erosion issue at this spot near the river. The project undertaken by Bristol further down Lincoln Road is similar to the conditions in Lincoln.
 - The 2023 SLR report was only completed to about 30% accuracy. Additional steps are needed before a final solution can be drafted. At the time of the report, it was recommended that the town complete a Topographic Survey, Boundary Survey, Wetland Assessment and Subsurface Exploration & Geotechnical Analysis at a cost of \$48,000.

Highway Update

- The department is done hauling winter sand out of the sandpit for the year.
- Trucks are due for inspection – Will Mathis will schedule them. It is a conflict of interest for Joe.
- There was discussion of the complaints about flat tires on Lincoln roads. Will and Tim spoke about it and all recognize there is an issue and are trying to investigate what might be the solution. Will suggested that we tell people to bring the tires to the Town Garage to be inspected. From one piece of stone a resident brought in, Will thought he could identify the source and would speak with the crusher. Ken believed that, while the number of flats seems overwhelming, it is a small percentage of all the people traveling on our roads. He did think it would be good to speak with the gravel people. Joe said a few years ago we had bad stones and perhaps they are just starting to be kicked up.
- Certifications: Only one team member has a trailer endorsement, and two need to get it. The Town is also supporting the newest staffer, Addison Goodyear, in getting his CDL. This is a top priority to be able to get work done efficiently.
- The group brought new SB member Ken Stockman up to speed on the wage discussions that were initiated by a highway department member. Raises and performance review policy was next on the agenda.

Current Business and Authorizations

Personnel Policies

- There was discussion of the draft performance review policy, staff self-evaluation forms, performance review forms, and town wage schedule. Sally Ober said she thinks this is a good thing. Ken had reviewed the materials and thought everything looked reasonable.
- All agreed to discuss the wage schedule at a future meeting when the full board can be present.

MOTION by Ken, 2nd by Tim to adopt the performance review policy, staff self-evaluation forms, and performance review form.

PASSED 3/0/1

- Related to the earlier discussion of the trailer endorsement, Ken thought staff should receive awards/merit bonuses for advanced certifications.

MOTION by Ken, 2nd by Tim to grant Gary Smith a 1.5% salary increase in recognition of his trailer endorsement.

PASSED 3/0/1

MOTION by Ken, 2nd by Tim to provide a 1.5% salary increase for the office staff as a retention bonus.

PASSED 3/0/1

RFP for Audit Services

- There was discussion of the draft request for proposals for audit services.

MOTION by Ken, 2nd by Tim to approve the RFP for audit services.

PASSED 3/0/1

Town Report Printer

- There was discussion of the scope of work and timeline for the annual town report, which is mailed to residents ahead of Town Meeting.
- The Selectboard Assistant recommended that the Board approve 802 Print as the printer for our Town Report again this year. Greg Lutton has agreed to hold the time to print and mail our report within the timeframe required by statute. In 2024, the town report was 112 pages long, and 600 copies were printed at \$4.38 each (\$2,628 total) plus shipping. Greg quoted us at the same price for 2025.

MOTION by Tim, 2nd by Joe, to approve 802 Print as the printer for Lincoln's annual Town Report at \$4.38 per copy plus shipping.

PASSED 3/0/1

Accounts Payable & Payroll Warrants

MOTION by Tim, 2nd by Ken to approve **AP-25-14 for \$84,240.61**.

Includes \$32,000 for the sandpit loan plus gravel expenses and the John Deere loader loan.

PASSED 3/0/1

MOTION by Tim, 2nd by Ken to approve **PR-25-12 for \$7,650.91** [pay period ending 9/14/24] and **PR-25-13 for \$8,397.00** [pay period ending 9/21/24]

PASSED 3/0/1

Previous Meeting Minutes

MOTION by Tim, 2nd by Joe to table approval of previous meeting minutes until there is a quorum of members who were present for the meetings discussed.

PASSED 3/0/1

New Business

- There was discussion of a catering permit application submitted by Radio Bean Inc. for an October 18, 2024 event at Burnham Hall.

Acting as the Local Liquor Control Board:

MOTION by Tim, 2nd by Joe to approve the Department of Liquor and Lottery Request to Cater Permit Application for Radio Bean Inc.

PASSED 3/0/1

- There was discussion of inviting committees for their quarterly updates at a future regular meeting or another time.

MOTION by Tim, 2nd by Joe to schedule a special meeting on October 29, 2024, at 6:30 pm for quarterly committee updates.

PASSED 3/0/1

- There was discussion of rescheduling the Tuesday, November 5, 2024 regular meeting to accommodate election day. Some options are Monday, November 4, 2024, or Tuesday, November 12, 2024, in which case the Selectboard would meet two weeks back to back.

MOTION by Tim, 2nd by Ken to reschedule the November 5, 2024 regular meeting to November 4, 2024, at 6:30 pm.

PASSED 3/0/1

- There was discussion of the process for considering resident requests to waive the homestead declaration late filing fee. A request from Dave Wood is already before the Selectboard. VLCT has advised on the process and it seems Dave meets the hardship requirements for abatement. It will be added to the November 4, 2024 agenda.

MOTION by Tim, 2nd by Joe to adjourn.

PASSED 3/0/1

Adjourned at 9:44 PM.

Respectfully submitted: Trish Waugh