

Town of Lincoln
Selectboard Regular Meeting
February 18, 2025

{Draft} Meeting Minutes

<https://us06web.zoom.us>

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

Called to order at 6:34 PM by Tim McGowan, Chair

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

Other town officials present: Trish Waugh, Town Administrator; Kristyn Brady, Selectboard Assistant

Public present: Geoff Booth (Zoom)

Public Comment

Agenda

MOTION by Tim, 2nd by Joe to approve the agenda as written.

PASSED 4/0/1

Updates & Reports

Highway Update

- One of the plows needs a repair. We're experiencing traditional winter weather where the banks are very high, there's not a lot of space for people to plow out their driveways. Tim commended the highway department, particularly as they are in their first winter on the job, for managing this nicely. Residents have been generous in helping our crew to manage and reduce the high banks.
- We put out a reminder that it is illegal and unsafe to plow driveways into or across the road. Ken suggested leading a FPF discussion about trading services between residents who have snow removal equipment and who needs them.
- Radio update: Dan Ober contacted Trish to say that the official complaint from the FCC is being directed at the Lincoln Fire Department because they technically own the channel. It's our road crew that is responsible – there was interference most recently when Cornwall EMS was responding to a medical emergency at the same time our highway crew was troubleshooting stuck equipment (and the language was inappropriate.)
- There was discussion about how to get our team the right tools to allow them to provide direction, coordinate, and stay awake during long plowing shifts. This is a top priority. We haven't done anything differently to alter the frequency and cause this interference, but profanity is not acceptable. Leaving our highway crew without a way to communicate is not OK either.
- Back in December, Coco Moseley notified the Highway Dept that the plow wasn't coming as far up the road as they used to. There is now a marker for where they should turn around, but there are new reports of apple trees damaged by the plow there. It was determined that the tree is in the right of way. Will Mathis will find a time to visit with Coco and her husband to suggest a good solution.

Town Administrator Update

- Auditors will be at the office next week. Trish will be working with them to gather the information they need.
- There are necessary adjustments to the FY25 budget in the way that overtime for the Highway Department was being recorded. Trish gave the Selectboard a heads up that there will be journal entries and we will be over budget in that line item.
- Trish was able to troubleshoot some wifi issues at the Town Office and hook up more wall ports now that we have a higher capacity board in the closet.
- The Treasurer's computer needs to have its Windows version updated before Microsoft eliminates support for Windows 10. She had VC3 start migrating those files to the new laptop to avoid having to do this update.
- There was a transfer station site visit and everything looks good.
- Trish shared updates to the purchasing policy and asked for feedback. Ken asked for clarification about incidental and minor purchases and the total amount allowed for those. He also questioned the threshold amount for large purchases to trigger a sealed bid vs a quote process.
- There was discussion about the number of heavy equipment payments we are carrying now and the capital plan for paying those vehicles off. There will always be a decision to make at that point about trading in a vehicle with high value vs keeping a working vehicle to avoid having as much financed. Victor expressed his opinion that if we have a plan, and we roughly know mileage and years we'll use each vehicle, we should never be carrying six payments.

MOTION by Joe, 2nd by Ken to approve the Town of Lincoln Purchasing Policy as drafted.

PASSED 4/0/1

- Bill Masterson is concerned about Highway 33 being incorrectly classified as a Class 4 on the map in the Town Report. He said there was also a sign posted stating that it was a Class 4 road, which he took down. There are no records indicating that it is Class 4, according to Trish. There was discussion about where the plow turns around right now and if the map reflects just what is plowed and not the road's official status. Joe will talk to Bill and Kristyn will put this topic on the agenda for March 18, 2025.
- Trish will post the Selectboard Assistant job description as soon as possible.
- Trish reminded the Selectboard about her upcoming vacation time.

Current Business and Authorizations

Certificate of No Appeal

MOTION by Tim, 2nd by Ken to approve the Listers' certification that no appeals or suits are pending against the 2024 Grand List.

PASSED 4/0/1

Municipal Planning Grant

- The Planning Commission requires the Selectboard's support to proceed with application for a municipal planning grant that will help to complete the rewrite of Lincoln's Town Plan.
- The resolution was read out by Ken Stockman and has been incorporated into these minutes.

MOTION by Ken, 2nd by Tim to adopt the Municipal Planning Grant Resolution as drafted and ask Josiah Jackson to manage the entirety of this process on behalf of the Town of Lincoln.

PASSED 4/0/1

- The resolution was signed and will be shared with Jo Jackson and Ken Pohlman for next steps.

Vermont Gran Fondo

- There was discussion of the request to again hold the Vermont Gran Fondo on Lincoln's roads. Lincoln is one of 22 towns that will be passed through as part of the event. The race concludes at the Bristol rec fields.

MOTION by Tim, 2nd by Ken to approve the use of Lincoln roads for the Gran Fondo on June 28, 2025.

- Trish has learned that there may be an opportunity to have a policy of collecting permit fees for use of our roads. Ken would be in favor of investigating that more before approving this. We could reach out to Bristol about how they handle it.
- Tim rescinded his motion.

MOTION by Tim, 2nd by Victor to postpone this decision
PASSED 4/0/1

Accounts Payable & Payroll Warrants

- Ken asked about why costs for Addison Goodyear's uniforms are still hitting the Cintas bill. Trish will ask Will Mathis to make sure that gets cancelled.

MOTION by Tim, 2nd by Ken to approve **AP 25-34 for \$83,295.93.**

- Includes a \$43,946.80 bond payment on the 2023 Freightliner; \$9,719.17 for fuel and heating oil; \$5,806.83 for salt; a \$3,657.63 payment on the 2022 Freightliner; \$3,638.26 for printing and mailing of the Town Report; \$3,000 for removal of the Quaker Street boulder (to be reimbursed by the Highway Safety Improvement Program grant); and \$3,843.84 for salt.

PASSED 4/0/1

- Tim asked that we make a note to contact the school about budgeting to contribute to the cost of the Town Report printing and mailing.

MOTION by Tim, 2nd by Joe to approve **PR 25-32 for \$7,099.55** [pay period ending 2/1/2025] and **PR 25-33 for \$6,275.53** [pay period ending 2/8/2025]
PASSED 4/0/1

Previous Meeting Minutes

MOTION by Tim, 2nd by Ken to approve meeting minutes for the 2/4/2025 regular meeting.
PASSED 4/0/1

New Business

Special Town Meeting

- There was discussion of when to hold a special Town Meeting to vote on tax exempt status for the Lincoln Volunteer Fire Company and Cooperative Preschool. This exemption must be voted on every five years, and the Town Meeting warning had been finalized and posted before this was brought to the Selectboard's attention.
- Kristyn will ask Sally about the warning requirements for a Special Town Meeting.

MOTION by Tim, 2nd by Ken to warn and hold a Special Town Meeting on March 27, 2025.
PASSED 4/0/1

Organizational Meeting

- There was discussion of when to hold the Selectboard's annual organizational meeting after elections. There was concern that there might not be a quorum the day after the election. All agreed to March 10, 2025 at 5:30 pm.
- The agenda will include voting on Chair, Vice Chair, and other business.

At this point, Kristyn Brady left the meeting and minutes were taken by Trish Waugh.

Rural School Community Alliance

- There was discussion of the option to join the Rural School Community Alliance, as recommended by Rob Backlund.
- Tim mentioned that he would like the School Board to come in and explain the effort.
- Ken agreed to move the discussion and believes it would be better discussed with the new board.
- Victor believes this should be a conversation for Town meeting.
- It was agreed that the School Board should bring this up at the Town meeting for discussion to find out additional information before making a decision.

Selectboard Vacancy

- There was discussion of the likely upcoming Selectboard vacancy after elections.
- Tim inquired if anyone has any suggestions.
- Ken mentioned prompting at Town meeting that write-in's only need twelve votes to be able to be written in.

Town Meeting Presentation

- The latest draft of the Town Meeting Presentation was reviewed. Kristyn will make the following changes:
 - Slide 2 - highlight known vacancies plus mention that only 12 votes are needed to be written in. Tim mentioned having a list of all the vacancies available. Tim and Trish will go through the list and make sure it is up to date and ready for the meeting.
 - Article Slides - comments that there is a lot of white space - either add media or make the text much bigger. Anything with a number should be bolded %'s, \$ amounts, etc.
 - Tim wanted to know if numbers were double checked. Trish confirmed yes.
 - Language in Slide 9 should be changed from operating budget to "if all articles are approved".
 - Slides for highway funds should be moved 8 moved to slide 14.
 - Move slide 8 the -.08% should be moved to slide 7 after article 4.
 - Tim moved around slides directly on the draft.
 - Ken is considering coming up with the average rate of inflation and using it as a comparison with the general fund increase. Ken asked if it makes sense to call that out. Joe did not think it would help, Victor thought to just quickly mention it but not to dwell on it. This would be added to slide 15 putting an * after the 7.8% that "2.9" was due to inflation. It's an estimate based on the national average. Ken took over typing onto the

draft version. The same language was added to the highway proposed budget slide as well.

- Discussion of slide 10 and how many full-time and part-time highway employees there are now. Ken made changes to the slides based on the conversations.
- Ken and Tim decided to round up the increases on the highway and general funds.
- As discussions continued, Ken made direct changes to the draft.
- Everyone questioned why the law article was added again since it was a very large discussion last year and did not pass.
- Ken & Tim checked the rest of the articles for accuracy.
- Article 19, should mention as a reminder that there will be a special meeting to vote on the tax exemptions.

Lincoln Gap Parking Project

- The Board opened and reviewed the six bids received. The U.S. Forest Service still needs to consult before a contract can be awarded.
- After reviewing the bids the board decided to investigate the contractors and ask the USFS staff to attend the 3/10/2025 selectboard meeting for permit.
- Trish will invite them and create a bid sheet that displays each bid by unit and contact each vendor to let them know the bids were opened and we will decide at the 3/10 meeting.

Other business

- Tim read the 2024 Lincoln Reappraisal Evaluation Results. The Selectboard would like to invite Jill Remick in to discuss.

MOTION by Tim, 2nd by Joe to adjourn at 10:28 PM.

PASSED 4/0/1

Respectfully submitted: Kristyn Brady