

Town of Lincoln
Regular Selectboard Meeting
February 20, 2024

{Draft} Meeting Minutes

ZOOM MEETING RECORDING LINK, incorporated, and made part of these minutes:

https://us06web.zoom.us/rec/share/euvwANq2_55F8Io_VA9zyH3iy-74gwBGQoCYyxYhy23zsEi-eB1BtJDIMiChWXvw.9hRgj9LhWeUZtqqk

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

Meeting called to order at 6:33 PM by Bay Jackson, Chair

Present: Tim McGowan, Conor McDonough, Bill Finger (1 vacant)

Also present: Van Talmage, Treasurer

Public present: Paul Forlenza, Ken Stockman (Zoom), Sally Taylor, Brian McDonough

Public Information Session – No questions on the FY25 budget from those in attendance.

Regular meeting called to order at 6:36 PM

Public Comment

Brian McDonough wanted to celebrate this being the last regular Selectboard meeting for Bay and Bill and thanked them for doing so much for the town – Bay in her four years on the Board and recent term as Chair, and Bill in his decades of public service and deep commitment to Lincoln. Paul Forlenza added that it's been a great year and he's sorry to see them go.

Review Agenda

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

PASSED 4/0/1

Updates and Reports

Highway Department Update (Bill)

- Nice to have things dry up, freeze up, and calm down weather wise.
- The process Dave proposed at the last meeting with the asphalt millings pile has begun on some dirt roads. He's using some of the material directly, mixed with gravel, and stockpiling some for later use. One new idea is to use some to fill potholes on asphalt roads, as well. Dave will try it and see how well it works. Bay showed a video of the milling machine at work today to give a sense of the process.
- Town got approval to start grant-funded ditch work on the top section of Gove Hill. Bill will ask Dave where the ditch material is going, but typically it goes to landowners who want it for fill or the closest possible location to keep transportation costs down.
- Bill shared Waitsfield's Winter Maintenance Plan and Policy, which could serve as a model for a similar policy in Lincoln. This kind of document would clarify the process for the Selectboard and the public.

Treasurer Update (Van)

- Van shared the mid-year reports that show our financial status going into the second half of the fiscal year. The Selectboard will follow up with individual questions but requested that this report be created as early as possible so discussion can take place in the second regular meeting of the month, rather than 4-5 weeks later. Highway spending has already had extra eyes on it, because Dave gets a similar report to check and reconcile as each month's books are closed.
- Tax payments are due on March 13.
- A highway grant came in this month that was not budgeted for, which helps with the balance sheet.
- We've been carrying old outstanding checks that are 3-6 years old, many of which are repayments of overpaid taxes. Van will confirm via old bank statements that they have not been cashed and are OK to void and reissue. It has no bearing on spending, because the money has already been recorded as spent in past fiscal years, but we're holding the money and collecting interest right now. Bill asked if we have a disclaimer on our checks that make them void after 365 days or some other period of time – Van will confirm.
- There is no final audit report yet. We have reached the end of our contract with this auditing firm and will need to get an RFP out for a new firm for the next three years. Van asked whether we should move from Budget Accounting process to the Government Standard Accounting process the auditors prefer. The Board agreed that with the RFP, perhaps some accounting consultation work could be done, as well. Kristyn will look at the last RFP document to update the scope.

Current Business and Authorizations

Prepay Reauthorization

Whereas the Treasurer/Bookkeeper are required to make certain payroll and tax payments on a schedule determined by payroll dates and tax payment deadlines,

And Whereas, these dates sometime require payment prior to actual Selectboard approval,

The Selectboard hereby authorizes the Treasurer/Bookkeeper to make payments prior to approval in these and only these specific categories:

- *Payroll, including payroll checks and tax deposits to IRS and State of Vermont*
- *VMERS, the retirement system connected to payroll*
- *Unemployment Insurance, payment due at time filing quarterly reports*
- *Automatic monthly payment of Credit Cards maintained by the Town*

And that the Treasurer/Bookkeeper provide all necessary information for the Selectboard to approve such payments at the next regular Selectboard meeting.

MOTION by Bill, 2nd by Bay to approve the prepay authorization as stated above.

- Tim asked that we authorize for 6 months only and revisit at the same time as we're addressing updates to the payroll process.
- Bill moved to AMEND the previous MOTION to approve the prepay authorization as stated for 6 months only.

PASSED with the amendment 4/0/1

ARPA Funds Allocation

- Bay reopened the motion tabled on 2/6/2024 to use \$19,139.50 in ARPA funds for the one-time costs of IT upgrades. This includes:
 - \$8,487.50 for setup of Office 365 with email on four workstations
 - \$4,932 for four new PCs
 - \$3,889.60 for cybersecurity upgrades in Town Office
 - \$1,830.40 for cybersecurity upgrades at the Town Garage
- The current VC3 contract manages security and serves as Helpdesk for 13 seats. This proposal would replace four of those machines, keep Helpdesk support for those four — the other seats would be charged for time and material if they need help and we can always add support for more seats later — and upgrade security to where we need to be from a threat perspective in both locations. VC3 will support email for all 13 workstations, but not the boards and committees. This will lower ongoing costs, but ARPA funds would be used for one-time costs only.
- After discussion of how town office workers collaborate, all agreed to set up Office 365 on seven workstations instead of four. Tim will get a new VC3 quote. To move forward quickly, the Board agreed to increase the ask to \$24,000 to cover more than we were originally quoted, and any remaining balance can go back into the fund.

MOTION by Bay, 2nd by Tim to amend the previous motion to use \$24,000 in ARPA funds for the one-time cost of IT upgrades.

PASSED with the amendment 4/0/1

MOTION by Bill, 2nd by Bay to allocate the remainder of the ARPA funds in the amount of \$71,306 to the Town Capital fund for use in the originally proposed Lincoln Gap winter parking project or other capital project(s) that may be mandated by the state or deemed necessary by the Selectboard and approved by the Town voters.

PASSED 4/0/1

- This was based on guidance sent by VLCT from the federal government on how to finalize ARPA allocation process. Once allocated to the capital fund, these are no longer ARPA funds – they're capital funds, and we would need a special vote or Town Meeting vote to approve using funds from there. Town voters could ask to reallocate capital funds for something other than a town purpose, like some of the originally proposed projects.
- We can now close out the ARPA grant in the April 2024 quarterly report to the Treasury. Conor and Kristyn will confirm that checks have gone out to all approved applicants who have signed an MOU. Conor will ask for first quarter reporting from all projects.

Certificate – No Appeals or Suits Pending

MOTION by Bill, 2nd by Conor to certify that no appeals or suits are pending against the 2023 as billed Grand List.

PASSED 4/0/1

School Generator

- Brook Field Service provided its two prepaid maintenance package options for the school's generator in 2024.
 - Package #1: One major service for \$749 or \$712 if paid by 2/29
 - Package#2: One major service and one minor service for \$1,221 or \$1,160 if paid by 2/29
- The Town previously had a memorandum of understanding with the MAUSD that outlined how we would split the cost of generator maintenance 50-50 and the town pays the fuel. There is no MOU with the Lincoln School District. Notify LSD and let them know the bill is coming for half.
- Kristyn will draft letter to Chair of School Board to send from Bay.

MOTION by Bill, 2nd by Tim to approve payment for package #2.

PASSED 4/0/1

Review and Approval of Accounts Payable and Payroll Warrants

MOTION by Bay, 2nd by Conor to approve **AP-24/34 for \$80,933.08 [includes \$36,200 for loan payment on 2023 front loader, \$11,070 to Pierre LaRoche for two weeks of contract plowing, final wetlands planting]**

PASSED 4/0/1

- It's time for an internal audit of contract plowing vs cost of an employee. We've been contracting out for five years, starting when we were down to one person in the highway crew. Costs of contractors have only risen.
- Kristyn will verify if the Ground Level Landscaping bill was paid already. There were also questions on vehicle maintenance costs.

MOTION by Bay, 2nd by Bill to approve **PR-24/33 for \$3,771.91 and PR-24/34 for \$4,159.15**

PASSED 4/0/1

Review and Approval of Previous Meeting Minutes

MOTION by Bay, 2nd by Bill to approve **SB meeting minutes for 2/6/24 Regular Meeting**

PASSED 4/0/1

MOTION by Bay, 2nd by Bill to approve **SB meeting minutes for 2/13/24 Special Meeting**

PASSED 3/0/2 (Tim abstained, 1 vacant)

New Business

- Town Meeting plan
 - Update last year's powerpoint presentation with new numbers, an ARPA summary, a reminder about new traffic signs going up soon, and a call to action for community members to contribute/volunteer.
 - At the Article for the Town Administrator, briefly go over what is the position, why we need it, and what we're asking for in the Warning.
 - At the Article for the paving reserve fund, go over the summary of upcoming highway projects.
 - Wear wigs to make it funny!

- Public apology to Lincoln Sports for error in their funds request in the Warning. They requested \$4,000, but \$3,000 is in the Town Report and in the Warning. A member of the SB will offer an amendment from the floor at Town Meeting to address it.
- The Board will hold a special meeting on 2/27 to complete Board duties – primarily conducting performance reviews and going over pending priorities for the next Board. Kristyn will send a performance review template for review/adaptation. The Board will block out 15-minute meetings with PT staff and 30-minute meetings with FT staff.
- The agenda for the 3/6 organizational meeting will go out via email to Tim, Conor, and all prospective Board members so it can be approved and posted before the deadline.
- Other Business, concerns, ideas, etc.

Appointments and Employment

Moderator Vacancy

- The Board considered Paul Forlenza, who is running for the moderator position for 2025 and has recently taken a training with a longtime Vermont town moderator. He is interested in the role and was in attendance for this reason.

MOTION by Bill, 2nd by Conor to appoint Paul Forlenza to serve as Town Moderator until the March 5, 2024, election. 24 V.S.A. § 963(a)

PASSED 4/0/1

It was determined that there was no need for an executive session.

MOTION by Bay, 2nd by Bill to adjourn.

PASSED 4/0/1

Adjourned at 8:42 PM

Respectfully submitted: Kristyn Brady