

Town of Lincoln
Selectboard Regular Meeting
February 4, 2025

{Draft} Meeting Minutes

<https://us06web.zoom.us/rec/share/qmp8Cm2eU982v-aw06Wt6quO4sLscsetifFXayctVcZiIAFti0t6MD4oAFtpuM2z.CPEdxytqrhzcPvu1>

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: Paul Forlenza, Nick McDougal (Zoom), Geoffrey Booth (Zoom), Rob Reiber (Zoom), Bill Finger

Public Comment

None

Agenda

MOTION by Tim, 2nd by Joe to approve the agenda as written.
PASSED 4/0/1

Updates & Reports

Highway Update

- The team has been plowing and sanding. The plow is off the new truck until Monday to make a repair. The part was hard to get.
- Geoff Booth is settling in well. It can be slow when there is no plowing going on. He feels good about the system they have in place to clean up when trucks come in. Joe would like to see him do some interior painting during some slow times. Geoff flagged that a new pump still needs to be installed to clean the last garage bay.
- Tim asked if they are getting in the habit of rotating the two full-timers over the weekends. Will came in on an off-day and Joe is going to remind him that Dan and Gary can handle it. We're doing that to promote health and safety on the team.

Town Administrator Update

- Trish has been focused on supporting the final push on the Town Report, budgets, and filing W2s and 1099s.
- She's turning her attention to closing out January finances and the FY24 audit.
- She went over the budget status report, which looks good. There are a few items tracking higher than projected in the highway budget, but their expenses are weighted seasonally.

- Trish called attention to the paving reserve fund balance for folks to keep in mind when we start considering paving bids for this summer.
- Trish and Kristyn are working with VC3 to investigate some wifi connectivity issues.
- Will would like us to post on our website about the Vermont state statute that says it is illegal to push snow across the road while plowing out driveways.
- Trish discovered errors in a series of checks cut to the Lincoln Cemetery Association for their approved ARPA project. There was an attempt to correct the amount they received which resulted in overpayment. Trish recommended the Selectboard approve the association keeping the overpayment.

MOTION by Tim, 2nd by Joe to post-approve an additional \$1,178 payment to the Lincoln Cemetery Association to correct an overpayment.

PASSED 4/0/1

- Trish continues to investigate the FCC license issue. Middlebury dispatch is hearing our highway department chatter when they're listening to the Cornwall EMS frequency. It seems clear from some of the road names mentioned that some of the conversation is coming from another town. Our crew is going to use the radio as infrequently as possible as a test to isolate the chatter that is causing an issue. We also have a trial on a digital radio system. It is necessary for us to have communication outside a closed channel just for Lincoln, because the highway department needs to talk to other town road crews and listen in on calls to the fire department to plow out for emergencies. There was discussion of just trying CB radios on public channels for more frequent chatter to coordinate among our own team. Joe felt that we should do this test for two weeks and then discuss that step. Kristyn will add it to the agenda for 2/21.
- Trish shared that our two RFPs have closed. We got six bids in for the U.S. Forest Service Lincoln Gap parking lots project and two bids for the Lincoln Gap Rd repaving project. She is recommending that we update our purchasing policy at the next meeting to support a clear process for choosing these contractors. Kristyn will put consideration of the bids on the next meeting's agenda and invite the Forest Service contacts to consult on the decision. For the Gap Rd repaving project, Trish recommended going back out for bid and provide better information to the contractors in this round. Joe will work with Will to get the necessary information.

Current Business and Authorizations

Accounts Payable & Payroll Warrants

MOTION by Tim, 2nd by Joe to approve **AP-25-32 for \$37,656.49.**

Includes an \$11,801.22 payment on the 2023 F350 and \$3,843.84 for salt.

PASSED 4/0/1

MOTION by Tim, 2nd by Joe to approve **PR 25-30 for \$8,056.00** [pay period ending 1/18/2025] and **PR 25-31 for \$6,533.23** [pay period ending 1/25/2025]

PASSED 4/0/1

Previous Meeting Minutes

MOTION by Tim, 2nd by Ken to approve meeting minutes for the 1/13/2025 special meeting and the 1/21/2025 regular meeting.

PASSED 4/0/1

Public Information Session: FY26 Budgets

- Rob Reiber had a question about best practices regarding salt use and road maintenance to lower the impact on our water quality. Victor responded that we adhere to the state standards around improving and maintaining drainage on hydrologically connected roadways. Tim also shared that several meetings ago there was discussion with Will Mathis about the use of salt, how we store our sand, and our initiative to lower the amount used and purchased. If we can use sand instead, we do. Ken shared that in the same conversation we talked about investigating the use of fine gravel mixed with our sand to give it some bite and reduce our reliance on sand. Rob appreciated the attention to it, because we are at the headwaters of the New Haven River, and what we do matters to everyone downstream. Tim thanked him – at the same we have to maintain the safety of our roads. Bill Finger shared that years ago the highway department eliminated the use of salt and it created deep potholes on River Road that no one was happy about. You have to find a happy medium. The more sand used, the more it ends up in ditches and creates more maintenance needs there.
- Paul Forlenza passed out a simple pamphlet that the school district created about their budget to anticipate questions that may come up at Town Meeting. Bill Finger suggested mailing something like it with the tax bills. Tim asked if the Selectboard wanted to participate in the school district's Feb. 11 meeting to get in front of a broader crowd to present the town's proposed budget. It was decided that Tim, Ken, and Trish will attend. Paul suggested walking through the budget at a high level before opening it up to questions.
- There were no further questions on the budget.

New Business

Town Meeting Presentation

- There was discussion of what the Selectboard would present at Town Meeting. The Selectboard went through last year's presentation as a guide for what could be covered.
- Kristyn will add a slide on the reason for highway fund increases (our expanded team) and specifically highlight savings. Bill Finger suggested a slide on the upcoming major road projects and where the funding will come from between budget, grants, and paving reserve.
- Paul suggested visually reorganizing the list of increases from largest to smallest with all the numbers aligned.
- Kristyn will add a slide on accomplishments, then future projects for both highway and general fund, pulling from Selectboard letter in the Town Report. She will add a photo of the new highway crew.
- Kristyn will add a slide with additional material on the Australian ballot procedure, if that vote were to pass, and the known/unknown costs in relation to the increase in engagement.

Virtual Meeting Option

- There was discussion of the pros and cons of providing a virtual option for Town Meeting this year.
- Kristyn will talk to NeatTV and Mark Mulqueen about helping to support our need to have good quality audio in the room, a recording for the website, and a virtual listening option to increase accessibility.

Other business

- Ken asked that Trish and Kristyn prioritize setting up Facebook and Instagram pages for the town to continue improving communication with the public. Trish responded that it has been on our list, and they will look into it.

MOTION by Tim, 2nd by Joe to adjourn at 8:35 PM.

PASSED 4/0/1

Respectfully submitted: Kristyn Brady