

Town of Lincoln
Regular Selectboard Meeting
February 6, 2024

{Draft} Meeting Minutes

ZOOM MEETING RECORDING LINK, incorporated, and made part of these minutes:
<https://us06web.zoom.us/rec/share/KTmRkmTBvBgPxXcjngQG8iLjV7sFloptPAzlrVHbaA3sXxwMkq5TkAZQpXpSlaDI.AbxoPcobYWoCuXKI>

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

Meeting called to order at 6:30 PM by Bay Jackson, Chair

Present: Tim McGowan, Conor McDonough, Bill Finger (1 vacant)
Also present: Dave Cavoretto, Highway Supervisor
Public present: Amanda Allen, Ken Stockman (via Zoom)

Public Comment

Review Agenda

MOTION by Bay, 2nd by Bill to approve the written agenda with the following changes: Review and approve Department of Liquor and Lottery Catering Applications 36757 and 36413; postpone decision on off-date payroll authorizations; move new business before executive session.

PASSED 4/0/1

Updates and Reports

Highway Department (Dave/Bill)

- Roads update: Major back-to-back windstorms and layers of snow and ice kept the Highway Department busy in January. It's important to acknowledge how difficult it is to grade the roads when they are deeply frozen, and putting gravel down on top of frozen roads is a waste of resources – it would be plowed off in the next snowstorm. Warmer temperatures are forecasted for later this week, which will help gravel adhere better, and Dave has started putting some down on Colby Hill, Forge Hill, and Quaker St.
- Savings opportunity: Dave also proposed utilizing the pavement millings (recycled asphalt we scrape off the roads to prep them for repaving) and equipment provided by Peeker Heffernan to create an aggregate for road repairs. It has been working well on Quaker St and it saves the town money: It would cost \$22,000 (\$14.50/yd crushed gravel + 1.5 hrs of trucking) to get 1,000 yds of gravel up to Lincoln. Grinding the 1,000 yds of millings we already have will cost only \$7,000 (up to 16 hrs of grinding labor or about \$7 per yard.) Grinding and repaving the Gap Road and Downingsville Rd later this year will help to replace the millings we use now. All agreed that Dave should move forward with this recycling project.
- Highway grants update: The Gap Road project was previously submitted for a grant we didn't get, and we can resubmit this year. That decision won't come in until the end of May, but if we don't get it, the Board has already approved paying for this project out of the paving reserve fund.

A grant application is in for the Downingsville Rd project. We are also submitting and likely to get a grant for Gove Hill.

- FEMA funding: Bill recommended not making a claim for recent storm damage, based on the cumbersome process to get very little funding the last time the town attempted it. We do have subcontractor invoices and timecards if we need to show the repair work already done.
- Equipment maintenance: Last week, the turbo and actuator went bad on the John Deere loader, resulting in a \$5,500 repair. Bill acknowledged that this was a high cost, but it was done quickly for something essential. These parts are known to fail, and it's necessary to replace both for John Deere to stand behind the warranty. This repair should provide another year of reliability.
- Plowing at Willards Woods: A question came into the town office about improving winter season access. Dave said he had Steve Patterson plow out the bottom area near the road last year but needs to follow up about this year.
- Remaining storm damage: Bay inquired about trees still down across and on the sides of roads. Dave said he would look into where to relocate some trees, reach out to Brett Sargent about some, and research possible equipment rental.

IT Update

- Tim got a new quote from VC3, the IT contractor, and proposed using \$19,139.50 in ARPA funds for the following:
 - \$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
- These are one-time costs that fit well with the ARPA mission. Ongoing technology costs are accounted for in town budget.

MOTION by Tim, 2nd by Bay to use \$19,139.50 in ARPA funds for the one-time costs of the IT upgrades.

- All agreed this should be a warned item on the next meeting's agenda, since it's slightly outside the prescribed ARPA process.
- There is no deadline to respond to VC3, but the Board would like to allocate as much ARPA funding as possible with current members who have been closely involved in the process so far.
- Reminder: The SB has the power to approve the use of ARPA funds at their discretion, but they encourage community involvement. ARPA will be on the agenda for the next meeting with this item included.

MOTION by Bill, 2nd by Conor to table the original motion.

PASSED 4/0/1

Current Business and Authorizations

Department of Liquor and Lottery Request to Cater Permit Applications

- #36413 for Drink Pink Inc. to cater the Willowell Boogie Benefit at Burnham Hall
- #36757 from the Vermont Community Heritage Company for a wine tasting event at Lincoln General Store

MOTION by Bill, 2nd by Bay to approve permit #36413.
PASSED 4/0/1

MOTION by Bill, 2nd by Conor to approve permit #36757.
PASSED 4/0/1

Access Permit #24-004 for Quaker St. parcel (Pohlman)

- Ken Pohlman at 192 Isham Hollow Rd requesting permit to create access to 2.25-acre subdivision on Quaker St (no 911 address yet.)
- They paid the fee, and Dave inspected the site. He says no culverts are needed and he'll need to follow up on tree removal for proper site distance. Zoning Administrator will communicate with Ken and Dave and copy Bay.

MOTION by Bill, 2nd by Tim to approve Access Permit #24-004 and authorize Chair to sign.
PASSED 4/0/1

New Personnel Policy cover page

- Meant to welcome new employees more warmly than the enclosed policy, which jumps right into code of conduct and right to terminate, etc.

MOTION by Bay, 2nd by Conor to approve the cover page as an amendment to the official Personnel Policy.
PASSED 4/0/1

Review and Approval of Accounts Payable and Payroll Warrants

MOTION by Bay, 2nd by Bill to approve **AP-24/32 for \$69,253.19 [includes fuel, salt, \$17,636.43 loan payment on John Deere loader, and \$11,800 loan payment on the F350]**
PASSED 4/0/1

MOTION by Bill, 2nd by Bay to approve **PR-24/30 for \$5,794.07; PR-24/31 for \$4,660.22; and PR-24/32 for \$4,686.30**
PASSED 4/0/1

Review and Approval of Previous Meeting Minutes

MOTION by Conor, 2nd by Bill to approve **SB meeting minutes for 1/16/24 Regular Meeting and 1/23/24 Special Meeting**
PASSED 4/0/1

New Business

- Discuss holding public hearing on FY25 budget on Feb 13 – Tim will be out of town next week. Van can represent on the 13th. Schedule for 6:30 PM to 7:30 PM. Warn two public information meetings, with the second being the first 30 minutes of next regular meeting on Feb 20.
- Discuss moving Tuesday March 5, 2024, Regular Meeting to Wednesday March 6, 2024, for Organizational Meeting of new Selectboard. Tim or Sally can open that meeting.

- Opioid class action suit mailed a ballot to accept/reject/abstain from the plan. Bay will review and report back.
- Thank you to group from church willing to fix mailboxes if damage caused by town.
- Thank you to Bay for finalizing town report.
- Bill willing to continue offboarding responsibility to Kristyn after Town Meeting. As new Board works on Town Administrator, he is willing to help. It's nice to see a lot of good candidates stepping up.
- Other Business, concerns, ideas, etc.

Appointments and Employment

MOTION by Bay, 2nd by Conor to enter executive session regarding the appointment, employment, or evaluation of a public officer or employee. 1 V.S.A. § 313(a)(3)

PASSED 4/0/1

Entered executive session at 7:51 PM

Exited executive session at 8:45 PM

Adjourned at 8:46 PM

Respectfully submitted: Kristyn Brady