

Town of Lincoln
Selectboard Organizing Meeting
March 10, 2025

{Draft} Meeting Minutes

<https://us06web.zoom.us/jc/share/SQUt3yaK6Le8H5FwWzksr8bkVBGe73lgdHex9Lb1B7lRyLpnDwhcdVVOWsMBEXTh.KReIiTrILtv4Uw2>

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

Called to order at 5:31 PM by Tim McGowan, Chair

Present: Jessica Erwin, Joe Martell, Tim McGowan, Lisa Sargent, Ken Stockman

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

Public present: Bill Finger, Serena Fox (Zoom), Deirdre Zele (Zoom), Geoff Booth (Zoom)

Public Comment

None

Agenda

MOTION by Tim, 2nd by Lisa to approve the agenda with the following changes: Add a Highway Update to Updates & Reports.

PASSED 5/0/0

Selectboard members quickly ran through introductions and welcomed Jessica Erwin to the Board.

Current Business and Authorizations

Lincoln Gap Parking Project Bids

- Six bids for the Lincoln Gap Parking Improvement Project, in partnership with the U.S. Forest Service, were reviewed.
- Chris Mattrick from the U.S. Forest Service was present to advise. He was there to consult on the bids but made clear he has no authority to make the decision.
- Chris previously spoke to Tim and Trish about the status of the funding for this project, which came from the federal Bipartisan Infrastructure Law passed about four years ago. The Forest Service has heard that the funding from this legislation is going to be reviewed, not necessarily held, but the review process is unclear. He doesn't foresee that this project is in conflict with executive orders but can't say that with any authority. As of today, if we were to put an invoice through for reimbursement, it would get paid. Chris and Tim talked about billing frequently at the start of the project to ensure there isn't a lot of exposure for the town or the contractor.
- Ken pointed out that of the bids opened publicly in the last meeting, there's a drastic difference between the lowest and highest bid. He asked Chris why he thought some of the bids came in so high or low. Tim clarified that they're looking for red flags in the bids, based on Chris's experience. Chris thought some of the major differences could be based on where they are sourcing materials like aggregate and how far they need to transport it.

- Timing of the project was discussed. The Forest Service does expect there to be some inconvenience for the public during the work, but the project benefits visitors and the Service in the long run, so his team will field all public feedback. He did request that we organize the project so that work isn't going on in both parking lots at the same time and some parking does remain available. They will have law enforcement checking that visitors aren't creating safety issues by parking in the wrong places.
- The Selectboard debated the merits of each bid. Ken endorsed Blue Mountain Trucking, the contractor with the lowest bid, for the price and the testimonials that have come in about that company. Joe spoke up for Birdseye. Ken pointed out that if the town is maintaining a 10% contingency within the \$160,000 total grant award, that rules out Birdseye and Case Street. Lisa's top two are Birdseye and Kingsbury. Tim was more comfortable with Kingsbury's number, given how quickly the costs of materials can change. Bill Finger knows their work from Middlebury, and they are qualified. Serena Fox shared positive feedback on Birdseye, and all agreed that you can't go wrong with them. Lisa asked if it's possible that some of the numbers on the lower bid are unrealistic just to get the project. Ken said that if we're flipping a coin on quality, then he'd go with the lower price; the scope of the project is not extreme. Serena was concerned about lowballing, even as a taxpayer. She pointed out that paving projects are not just paving – and she doesn't believe that Kingsbury has a solid gold reputation. She heard that sometimes they do great work and sometimes they don't. Tim asked if all would agree that they want Birdseye if we can emphasize to them that we need to stick to their estimate – all agreed.

MOTION by Tim, 2nd by Lisa to accept the bid from Birdseye Sitework for \$150,153 for the Lincoln Gap Parking Improvement Project.

PASSED 5/0/0

Accounts Payable & Payroll Warrants

MOTION by Tim, 2nd by Ken to approve **AP 25-37 for \$53,777.86.**

Includes \$9,386.90 for fuel and heating oil; \$5,828.66 for salt; \$1,445.71 for highway uniforms; \$1,348.70 for tires; and \$1,323 for a portion of the audit.

PASSED 5/0/0

MOTION by Tim, 2nd by Joe to approve **PR 25-34 for \$6,989.87** [pay period ending 2/15/2025]; **PR 25-35 for \$19,400.57** [pay period ending 2/22/2025, includes 2024 Selectboard stipends]; and **PR 25-36 for \$7,586.77** [pay period ending 3/1/2025.]

PASSED 5/0/0

Previous Meeting Minutes

MOTION by Tim, 2nd by Ken to approve meeting minutes for the 2/18/2025 regular meeting.
PASSED 4/0/1 [Jessica abstained]

MOTION by Joe, 2nd by Ken to approve meeting minutes for the 2/25/2025 special meeting.
PASSED 3/0/2 [Jessica and Tim abstained]

Organizing Meeting

MOTION by Ken, 2nd by Lisa to elect Tim McGowan as Chair.
PASSED 4/0/1 [Tim abstained]

MOTION by Ken, 2nd by Tim to elect Joe Martell as Vice Chair.
PASSED 4/0/1 [Joe abstained]

MOTION by Tim, 2nd by Ken to hold regular meetings on the 1st and 3rd Tuesdays of the month at 5:30 pm.
PASSED 5/0/0

MOTION by Tim, 2nd by Joe to designate the following physical locations in the town for posting meeting notices: the bulletin board inside the door of the town office, the bulletin board outside the door of the town office, the bulletin board in the parking lot of the town office, the bulletin board at the Lincoln Library, and the bulletin board outside Burnham Hall.

Ken asked if there was any downside to adding locations, like the General Store. It was agreed that more exposure is great, but the staff would like to focus more effort on digital promotion vs additional physical posting locations. Deirdre offered to post agendas at the school if they are emailed to her.

PASSED 5/0/0

MOTION by Tim, 2nd by Joe to designate the *Addison Independent* as the town's newspaper of record for public notices.
PASSED 5/0/0

MOTION by Ken, 2nd by Tim to authorize the Chair (primary) and Vice Chair (alternate) to sign orders on behalf of the town.
PASSED 5/0/0

Updates & Reports

Town Administrator Update

- Trish went over the most recent Budget Status report. Highway is a little bit over, as expected with the seasonality of those costs, but the General Fund is right on target for this point in the year.
- She corrected a mistake with where overtime was being booked for the Highway Fund. She corrected a mistake with where social security and medicare costs were being booked for the Assistant Clerk.
- Tax payments are due this Wednesday. The mail over the following week will be separated and anything that comes in after that will be recorded as delinquent. Nancy Stevens will follow up with anyone being assessed a penalty.
- Trish asked the previous Board members to sign the personnel policy that was already approved. The signature page was never completed.
- Kristyn will warn the update to the right of way work permit application for the 3/18 meeting.

Highway Update

- The new radios have been super. Will and Dan (the full-time workers) are going to alternate taking the radio home over the weekends to be alerted for plowing. We don't need Will's town cellphone anymore, so Kristyn and Trish will check on the contract and see if we can terminate that service.
- Frosty the Snow Plow needs some repairs. The Highway crew got a \$6,000 estimate and they are taking it elsewhere for a second opinion this week.

New Business

Town Meeting Debrief

- Bill Finger addressed his motion to table the Australian ballot article at Town Meeting. There was a recap of the discussion for Tim and Jessica. Bill thought that with more time, effort, and discussion we can create a hybrid solution for maintaining the traditional Town Meeting process of legislating and making decision-making more inclusive, as well. He has a list of 15 people who are interested in figuring this out. He proposed immediately forming a committee, working on a solution by the end of the summer, and asking the Clerk and Selectboard to hold a special town meeting for a vote to implement the process next March.
- Deirdre said the School Board is in support of this idea and timeline. They didn't feel prepared to lead the committee, but would like to be included.
- Trish asked about the debate on changing the Town Meeting day/time and holding the meeting over Zoom. Bill called these issues peripheral to the main issue of putting the budget articles on the Australian ballot in a way that is inclusive of productive public discussion.
- Next steps for the Selectboard were discussed.
- Ken shared his notes from the Town Meeting discussion:
 - There was a question about overgrowth on the Gap Rd that needs to be attended to.
 - There were comments about increasing the town employee health insurance contribution.
 - Article 10 on contracted law enforcement passed, and there were questions about whether the public would have a say in the details of the contract and what to expect. Tim suggested having the Sheriff come talk about the options and what other towns do, as a first step.

Upcoming Appointments

- There was discussion of appointing officials whose term has ended and which roles are up for reappointment.
- It was decided that the Fence Viewer and Inspector of Lumber roles are outdated and can be removed from the list – they are no longer required by statute.

Upcoming Priorities

- There was discussion of what items to include on the agenda for 3/18 and 4/1.
- Ken won't be available for the 3/18 meeting but will attend 4/1 virtually. Trish will be on vacation during the 3/18 meeting. Jessica might be late on 3/18.
- Approval of road use for the Gran Fondo will be done on 3/18.
- Discussion of Highway 33 classification will be held off until May 6. The snow needs to melt before the Highway crew can reach the end of the road.
- They plan to close the loop on the Rural School Community Alliance discussion on 4/1.

MOTION by Tim, 2nd by Ken to adjourn at 8:17 PM.

PASSED 5/0/0

Respectfully submitted: Kristyn Brady