

Town of Lincoln
Selectboard Regular Meeting
April 16, 2024

{Draft} Meeting Minutes

<https://us06web.zoom.us/rec/share/NXHSBIJbza1dZ7Qcs3-HabAyFVZyI93vX-fHUzOAgWA53tPnyvbRIV-Hh-XI5uV4.Iqjy0jTsefaTObnO?startTime=1713306631000>

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

Annual meeting of the Walter S. Burnham Foundation Committee called to order at 6:32 by Brian McDonough, Chair.

Brief meeting minutes:

- ARPA-funded projects: The elevator project is underway. Electrical is next, then more carpentry, then the elevator company will do their part in May. The air handling project is still being scoped, but will be done by the end of the year. The committee needs to work out a cost-effective plan that also adheres as closely as possible to the historic nature of building. The ability to access historic landmark grants depends on this.
- Discussed the Music Series history and recent financial success. The last concert of the season is the first Saturday in May. The organizers manage their own account. They'll keep seed money for next season and transfer the remaining profits to the Foundation at the end of the season to go into the general fund.
- Burnham pays a \$60/mo electric bill for two streetlights in town. There was a question about whether they had been converted to LEDs and whether the town might take over the payment. Tim will raise this in the next budget cycle. Victor will call Green Mountain Power about the current cost in the meantime.
- Brian acknowledged Mark Benz and his many contributions to Burnham Hall, the engineering of the flood response system, and the committee. He won't be returning to Lincoln as often, and the Board will need to fill his seat.
- Re-elected current slate of officers: Brian McDonough chair, Will Sipsey vice chair, David Wetmore financial secretary, Lisa Goodyear-Prescott secretary. Town treasurer by default is the Burnham treasurer.
- Tim requested that the committee and Selectboard hold joint meetings quarterly. Kristyn will schedule the next one for the July 16 regular Selectboard meeting at 6:30pm.

Adjourned at 7:06 PM.

Regular meeting called to order at 7:07 PM by Tim McGowan, Chair.

Present: Conor McDonough, Victor Atkins, Joe Martell (Amanda Allen absent)

Other officials present: Van Talmage, Treasurer; Katie Manaras, Conservation Commission Chair; Kristyn Brady, Selectboard Assistant

Public present: Bill Finger (Zoom), Deirdre Zele (Zoom), Mary Gemignani

Public Comment - None

Agenda

MOTION by Tim, 2nd by Victor to approve the agenda with the following changes: No appointment of fence viewer or energy coordinator.

PASSED 4/0/1

Updates and Reports

Treasurer Update

- Fund balance report for 4/16/2024 - all funds are in positive balance.
- Vehicle maintenance and repair line item is one to watch closely. Right now we are over budget. We only look at the bottom line for the entire highway department at the end of the fiscal year, so if we are under budget somewhere else, it could even out.
- Auditors come 4/17 at 2pm to present the audit report. Tim will be there.

Conservation Commission Update

- Green Up Day May 4 - Conservation Commission took over planning two years ago. Using support from the state for supplies and promotion and a dumpster donated by Acker Waste Management, commission runs a minimal volunteer event to pick up the roadside trash. The only expense is \$200 for a raffle.
- The Library Board has suggested turning this into a fuller volunteer fair and cookout. Commission doesn't have the capacity to expand at this point, but loves the idea of having food and more of a town fair feel to promote community. Selectboard agrees that planning something with a cookout and volunteer tables in 2025 is a great idea.
- Kristyn will post details about this year's event on the town website.
- Next Conservation Commission update to the Board will be on July 16.

Current Business and Authorizations

Plan for Leftover Lincoln School District ARPA Funds

- Because of the expensive electrical work required to install the original commercial dishwasher budgeted for in the ARPA request of \$11,820, the school purchased a much cheaper appliance and the project ended up costing about half as much as what they received. The school is hoping to reallocate the remaining funds to do more work in the kitchen or put more toward the other approved ARPA project of the multi-purpose room floor. The original estimate for the floor was \$45K, that was approved and funded, and the new estimate – understanding now what is underneath the existing floor – is \$72K.
- The school will supply as much detailed information about the kitchen upgrade options and final expense on the dishwasher. The Board will take the reallocation request under consideration.

Updates and Reports

Highway Update

- Wayne has been putting down gravel, sanding icy sections, and now removing winter equipment from the vehicles. Posted signs will come down next week.
- Tim acknowledged the Selectboard talent on display during the last winter storm, when there was a need to weld and repair a plow. It was back on the road within an hour. He also publicly thanked the crew who did the plowing during that storm with such heavy snow.
- Bill Finger shared that the remainder of asphalt grindings at the garage was intended to be used in potholes and heated with a torch, which should be at the garage. Joe said Wayne has used most of it and is having a harder time grading those areas.
- Wayne wants to accomplish street sweeping by the end of the month. Lucas Nezin did it last year. Joe will ask Van for last year's invoice.
- Joe will call Sargent Tree Service to get them started pulling trees out of the ditches.
- There was discussion of whether Wayne should be able to drive the town truck home to start his monitoring of the roads on his way into work, taking alternating routes. Victor wants to support Wayne fully but cautioned that we should look into the insurance coverage and find out what other towns do. Conor asked whether this also determines what time the shift starts. All agreed that this could set a precedent for the next employee, so we should do our homework on what the policy should be.
- There's an offer for donated equipment and work by Ben Shepard to improve Geary Road. Tim will coordinate with Wayne to sign off on the work, as it's a town road, and Kristyn will have Ben sign a simple contract and supply a certificate of insurance.

Current Business and Authorizations

Transfer Station Rehab Proposals

- Bill Finger has started working on the renewal of the transfer station certification. We are currently under categorical certification for a recycling center, but because we also offer trash dropoff, the state may see it as a different category for certification. A true dropoff center requires a truck that can drive away vs a dumpster. Bottom line: The platform needs reinforcement to be safe, but don't rebuild it completely until certification comes through.
- One proposal is in for \$3,860 for a completely new platform. More bids are coming in.
- Joe will call Wade Acker and ask that only employees are on the platform until we have a plan for repair.

Class 2 Roads Grant Application

- Submitted on 4/12 for paving work on the Gap Road from Garland Bridge to the end of the pavement.

MOTION by Tim, 2nd by Conor to accept the Class 2 Road Grant application as written and submitted.

PASSED 4/0/1

2024 Local Emergency Management Plan

- Designates roles of various personnel during an emergency. Required to be signed and returned to the Addison County Regional Planning Commission before April 30.
- Lincoln adopted the National Incident Management System in 2014, and this does not need to be done again.
- Tim will complete Incident Command Management training online, as required, before signing off.

MOTION by Tim, 2nd by Joe to authorize and adopt the 2024 Local Emergency Management Plan as drafted.

PASSED 4/0/1

Emergency Mutual Aid Agreement for Public Works

- Lincoln does not currently participate. The towns that signed last year are on the other side of the county. Tim will ask ACRPC to consider drawing up a more local version, just for the mountain district towns around Lincoln.

Accounts Payable & Payroll Warrants

MOTION by Tim, 2nd by Joe to approve **AP-24/42 for \$64,474** [includes \$20,474.96 for gravel and trucking, \$12,930 for contract plowing and shoveling, \$5,000 for audit report prep, and \$4,821.99 for fuel.]

PASSED 4/0/1

MOTION by Tim, 2nd by Conor to approve **PR-24/40 for \$4,811.10** [pay period ending 3/30/24] and **PR-24/41 for \$4,367.93** [pay period ending 4/6/24]

PASSED 4/0/1

Previous Meeting Minutes

MOTION by Conor, 2nd by Tim to approve SB meeting minutes for 4/2/24 regular meeting.

PASSED 4/0/1

New Business

- Discussion of Winter Road Maintenance Policy tabled.
- Kristyn and Tim have collected two quotes for new payroll services, and they will be supplied to the Board to discuss. The benefits would be more accurate digital timekeeping, automatic accruals to prevent mistakes, and Ashley can take on more accounts payable work to free up Van for other tasks.
- The Jim Dumont/ACRPC planning and zoning training workshop has been scheduled for 4/27 at 9am. The Planning Commission has volunteered to warn this meeting.

Appointments and Employment

MOTION by Tim, 2nd by Joe 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 8:44 PM.

Exited executive session at 9:38 PM.

No decisions made.

MOTION by Tim, 2nd by Conor to adjourn.

PASSED 4/0/1

Respectfully submitted: Kristyn Brady