

Town of Lincoln
Selectboard Regular Meeting
August 20, 2024

{Draft} Meeting Minutes

<https://us06web.zoom.us/rec/share/vl93pS6BQN0iPJxQhFAqL4cY3BXfeFt5VoDBv5fr-yBO54YigXQcyikjW9PIDBIU.T47ttZ8l-S3q7pOF>

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

Called to order at 6:34 PM by Tim McGowan, Chair

Present: Amanda Allen, Joe Martell, Tim McGowan (Victor Atkins absent)

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

Public present: Coco Mosely (Zoom)

Public Comment

Coco Moseley encouraged the Selectboard to carefully consider the issue of ATV use on Lincoln roads. From previous meeting minutes, she said it seems like the conversation is leaning more heavily toward allowing it without much discussion of the possible impacts. Her concerns include trail damage, enforcement of regulations, noise pollution, and road safety.

Agenda

MOTION by Tim, 2nd by Joe to approve the agenda with the following changes: Add discussion of the fuel pre-buy program options to new business.

PASSED 3/0/1

Updates and Reports

Conor McDonough has elected to resign his position on the Selectboard. Tim thanks him for his input and energy. Amanda shared that she's sad to see him go and would like to see the Board take this opportunity to pause and reflect on how best to move forward as a Board together.

Treasurer Update

- There was discussion of the most recent Budget Status Report. Tim and Trish will follow up with Van about what specific charges are in the "other contract labor" line for \$10,650.00.

Highway Update

- Uniforms will be here Monday. Daniel Cram started as Highway Maintenance Worker on 8/12. An offer has been extended to another new hire. The department did some storm cleanup last week. They are clear that they should do no more overtime this summer. The network upgrade at the garage has been rescheduled. The paint is in for the crosswalks in front of the general store and school. Will Mathis will call Bristol about using their equipment in the next two weeks.

- Tim asked if the school has a plan to coordinate around school closures due to winter weather. Joe is meeting with the school tomorrow.
- Update on Highway Safety Improvement Program grant deliverables (tree removal, boulder work, traffic signs, edge marking): Trish will reach out to Ashley Andrews and ask for recommendations on line painting, since we have struggled to find a contractor.
- Amanda got a preliminary quote to replace the Sugar Bush Hill Bridge for \$1.4 million, so she will proceed with grant applications.
- MRGP Reporting - Kristyn reached out about training for Will but the previous contact is leaving her position. They will get back to us when there is a new person in that role. It's possible that there are reports we need to file, so Trish will reach out to find out what needs to be caught up. Kristyn will follow up about a timeline for training.

Town Administrator Update

- Contacted PACIF about risks associated with either doing or not doing ordinance on ATV use on roads and scheduled a meeting to learn more.
- Finalized as signatory at M&T Bank. Just needs access to credit card statements and get credit card issued.
- Conducted 60-day performance review of Will Mathis with Wayne Preston. Will need to follow up at 90 days about goals and how to support Will in reaching them.
- Walked the Willard's Woods brush mowing area with Lisa Nading.
- IT - Microsoft 365 installation has been rescheduled. They are hitting a snag with Green Mountain Access and getting records to transition our emails. Garage network upgrade has also been rescheduled because equipment hasn't arrived. Trish will call Starksboro about how they work best with VC3 and whether they use Green Mountain Access for email.
- Treasurer transition - Have received training from Van on pulling certain reports and will continue working with him when he's back from vacation.
- Met with Marilyn Ganahl about the Clark appeal. Recommended that she request time on a future Selectboard meeting agenda.
- No update from Bristol on the Briggs Hill Rd/Lincoln Road work and closures. Trish will reaffirm with them that 14 days notice would be nice to have.
- Public Meeting with State Reps was a success in terms of turnout and public feedback. Amanda will send thank you notes to Mari and Caleb.

Current Business and Authorizations

Prepay Reauthorization

Whereas the Treasurer/Bookkeeper/Town Administrator 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/Town Administrator 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/Town Administrator provide all necessary information for the Selectboard to approve such payments at the next regular Selectboard meeting.

MOTION by Tim, 2nd by Joe to approve the prepay authorization as stated above for a 12-month period.

PASSED 3/0/1

Class 4 Road Improvements on Green Road North - Tabled

- The Selectboard still has questions and concerns that require follow up. Will schedule a future discussion when Victor can be there and will invite the homeowners and neighbors.

MOTION by Tim, 2nd by Joe to table the approval of the right-of-way work permit for Class 4 improvements on Green Road North.

PASSED 3/0/1

Lincoln Sports Fun Run

- The Selectboard reviewed the traffic control plan submitted for the Hill Country Hustle, a 4K fun run from Willard's Woods to Gove Hill. There was discussion of the use of Willards Woods for this event at a previous meeting.

MOTION by Tim, 2nd by Amanda to approve the traffic control plan and authorize use of Willard's Woods for the Hill Country Hustle on September 7, 2024.

PASSED 3/0/1

- There was discussion of whether Lincoln Sports is using the constables for traffic control. Amanda will reach out to Matt about giving Erika training on traffic control and public safety, whether or not they are being used for this event.

Town Office Phone Upgrade

- Waitsfield Telecom, the existing phone and internet service provider for the town office, has provided a quote for an extension-based office phone system and equipment. The current service provides just two lines that ring at every seat and costs \$4,106.16/year. The current equipment is owned outright but isn't compatible with a move to individual extensions.
- There are two options:
 - leasing the equipment to support nine extensions at \$6,948.60/year or
 - buying the equipment to support nine extensions at \$8,750.60 in FY25 and \$6,048.60 each year after.
- Trish recommended leasing. It comes with technical support and we can upgrade our technology as there are new options available. She also pointed out that there are some elements in the quote that may be removed to lower the price.

MOTION by Tim, 2nd by Joe to approve the town office phone system upgrades and leasing the equipment from Waitsfield Telecom.

PASSED 3/0/1

Conservation Commission Mini-Library

- The Selectboard previously granted the Conservation Commission permission to install a mini-library with plant information in the pollinator garden in front of the town office.
- Because of the drainage on the sidewalk side of the garden and the inability to put it out front because of plowing, the Lincoln Library and Conservation Commission would now like to put it at the intersection of the sidewalks coming from Weathervane and the Town Office parking lot. They also plan to put some pollinator plants at the base to connect it to the garden visually.

MOTION by Tim, 2nd by Joe to approve the installation of the Conservation Commission mini-library at the intersection of the sidewalk between the town office and Weathervane.
PASSED 3/0/1

Transfer Station Platform Repairs

- The Selectboard previously reviewed a quote from Averi Smith for repairs to the transfer station platform for \$3,860 and a rebuilt warming hut for \$8,700. That's quoted as a 12'x12' insulated structure with a metal roof.
- A new quote from Nate Reynolds for platform repairs is \$2,700-\$3,500.
- A new quote from Levi Hershberger for a prefabricated 8'x10' storage shed that could be used as a warming hut is \$1,300. Would still need to rent a trailer to transport it from Westport, N.Y., to Lincoln, and maybe you'd want to cut a window in for some light at a couple hundred bucks. They would use a wood stove inside, which would work well enough for a few hours at a time once a week.
- There was discussion of whether to work on the platform and warming hut at the same time or phase out the work. It might be more efficient to demo all of it at the same time. Amanda asked if the highway department could help with the trailer and pickup of the shed. Joe will look into options for the trailer and the Selectboard will vote on purchase of the shed at a future meeting.

MOTION by Tim, 2nd by Amanda to authorize Nate Reynolds to make necessary repairs to the transfer station platform for up to \$3,500 with an estimated start date of 9/14/2024.

PASSED 3/0/1

- Joe will notify Nate. Kristyn will email Averi.

Willard's Woods Brush Hogging

- The Conservation Commission received a quote from Mike Nienow at Graceful Fox LLC for brush mowing the fields and trails of Willard's Woods with a tractor this fall for \$1,120. Mike has been mowing this area for six or seven years under the direction of David Whetmore and Sky Gale at Lincoln Ridge Landscaping, who has passed his business on to Mike.
- The Selectboard Assistant and Town Administrator have attempted to get a second quote for comparison, but recommended folks have been unavailable. The Selectboard discussed whether they want to continue to pursue other quotes or approve issuing a contract to Graceful Fox LLC, given their connection to the property and depth of knowledge about the scope of work.

MOTION by Amanda, 2nd by Tim to work with Graceful Fox LLC to conduct brush hogging of Willard's Woods field and trails for \$1,120.

PASSED 3/0/1

Kristyn will reach out to Katie and draft Mike's contract.

Accounts Payable & Payroll Warrants

MOTION by Tim, 2nd by Amanda to approve **AP-25-08 for \$59,099.09.**

Includes \$18,231.25 for roadside sweeping and mowing; \$14,957 for gravel and stone; \$12,134.67 for traffic signs and posts; and \$1,475 for a portion of the hydrology study on Sugar Bush Hill Bridge.

PASSED 3/0/1

MOTION by Tim, 2nd by JoeNAME to approve **PR-25-06 for \$6,840.75** [pay period ending 8/3/24] and **PR-25-07 for \$6,533.08** [pay period ending 8/10/24]
PASSED 3/0/1

Kristyn will follow up with Kevin Bagley about coming back to sweep and scheduling next summer's roadside mowing for the time Katie Manaras has said it will not spread invasive species.

Previous Meeting Minutes

MOTION by Tim, 2nd by Joe to approve meeting minutes for the 8/3/24 special meeting, the 8/6/24 regular meeting with one change to the section on the Sugar Bush Hill Bridge hydrology study, and the 8/15/24 special meeting.
PASSED 3/0/1

Kristyn will make the following change to the 8/6/24 minutes: Sugar Bush Hill Bridge - The hydrology study results came in and noted no changes were needed for the request by Kyle Medash. ~~confirm that a pier is compromised.~~

New Business

- Kristyn will get a quote for constable vests with embroidery and offer for a vote at next meeting.
- Jackman's fuel prebuy - There was discussion of the prebuy paperwork that came in. Trish will call Jackman's of Bristol to determine what properties correspond to the two account numbers listed.
- Trish will also contact All Star Fuels about their prebuy program for truck fuel.

MOTION by Tim, 2nd by Joe to authorize Trish Waugh to investigate the prebuy program details and execute the purchase order to meet the deadline.
PASSED 3/0/1

- Amanda asked about the process of appointing someone to serve the remainder of Conor's term (through March 2025.) When Victor is available at the next meeting, this will be discussed.

MOTION by Tim, 2nd by Amanda to adjourn.
PASSED 3/0/1

Respectfully submitted: Kristyn Brady