

Town of Lincoln
Selectboard Regular Meeting
September 17, 2024

{Draft} Meeting Minutes

<https://us06web.zoom.us/rec/share/Rl8-s3n2eJmKhqC-1QLAcYMqwZGXkvmeD30Pz4OkPPAK5MPxboHJLLsvi28UPPHX.c4ROv16RDANfWJKh>

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

Called to order at 6:31 PM by Tim McGowan, Chair

Present: Amanda Allen, Victor Atkins, Joe Martell, Tim McGowan

Other town officials present: Trish Waugh, Town Administrator; Kristyn Brady, Selectboard Assistant; Josiah Jackson, Planning Commission Chair (Zoom)

Guest: Jenny Austin, DuBois & King (Zoom); Katie Raycroft-Meyer, Addison County Regional Planning Commission

Public present: Michael Burgess, Ken Stockman (Zoom), Bill Finger (Zoom)

Public Comment

Josiah Jackson shared that the Planning Commission is inviting some subject matter experts to present at their upcoming meetings on a range of topics related to writing the new Town Plan. They will start with the topic of transportation at the October 3, 2024, meeting. They will promote it on Front Porch Forum.

Agenda

MOTION by Tim, 2nd by Joe to approve the agenda with the following changes: Move Planning Commission update to first in Updates & Reports; add discussion of a potential Planning Commission member and Selectboard member and when to elect a new Vice Chair to Appointments & Employment.
PASSED 4/0/0

Updates and Reports

Planning Commission Update

- Josiah Jackson shared that the Planning Commission no longer wishes to make substantive updates to the interim zoning regulations set to expire on November 22, 2024. They will simply recommend changing a few of the section numbers to align with the new zoning bylaws adopted in 2023 and extending the interim regs for another year. In the meantime, they will continue to study the needs of the town for a more substantive update after the Town Plan is approved.
- Jo and Kristyn will work together to appropriately warn a vote on amending the regulations (just the section numbers) and extending the expiration date.

Traffic Calming Study

- Jenny Austin from DuBois & King emailed a handful of specific questions she needs the Selectboard to answer before she can proceed to the final plan:
 - Should she keep the Quaker St Y becoming a T intersection as a Phase 2 concept? There was mixed feedback on this feature from the previous meeting, particularly given the relocation of the monument. There was discussion of the potential costs and likelihood of executing this kind of plan. Ultimately, the Selectboard felt that this shouldn't be included in the final plan.
 - Should she keep the crosswalk realignment in front of the General Store to accommodate a raised crosswalk, even though it requires parking modifications? The Selectboard agreed that we should remove this option, but keep the parking modification that would add parking spaces past Burnham Hall.
 - Should she keep the realigned intersection at Creamery Street and West River Road? It wasn't discussed much at the previous meeting. An alternative might be adding another speed table just past that intersection. Amanda thought that scrapping the realigned intersection for another speed table would really signal visually that you are entering a village area. She also questioned the impact of a speed table on Gove Hill. The Board asked that Jenny remove the realigned intersection from the final plan and add the additional speed table.
- Jenny will also plan on adding pavement marking and streetscaping tactics to the final plan.
- Michael Burgess cautioned the Board not to implement too many of these changes all at once.
- Katie shared that the ACRPC might be able to take both the traffic calming study and the sidewalk scoping study on getting pedestrians from village center to the school and weave them together into one integrated plan. The Selectboard will need to let her know if they want to pursue this.
- Next steps: Jenny will complete the final plan for presentation on October 1, 2024. Kristyn will look for and share the sidewalk scoping study.

Town Administrator Update

- Human Resources
 - Addison Goodyear started as our newest Highway Worker yesterday. Kristyn will post a welcome on the website and FPF.
 - Van Talmage's last day as town treasurer was September 5, 2024.
 - On the agenda this evening was the discussion of the Town of Lincoln Performance Review Policy and Town of Lincoln Wage Schedule/Policy. These are drafts and any figures included are purely used for demonstrative purposes, although the minimum wages shown are based on current employee wages.
 - Trish is also working on an Expense Reimbursement policy and an Educational/Training Expense Agreement.
- Information Technology and Systems
 - Conversion to Office 365 continues. It has been exceedingly difficult obtaining information from Green Mountain Access regarding our current email accounts and aliases. We finally have that information and are finishing scheduling the final email migrations with the VC3 Engineers.
 - The equipment to upgrade the garage network has been delivered to the office. Installation has not yet been scheduled.
- Interim Treasurer Duties
 - Van met Larry and Trish to finish reconciliation on August's books and to review the end of month processes. Trish is completing a series of NEMRC Tax Administration trainings.

- There was a lot of information and paperwork passed along the last couple of weeks, and Trish is taking the time to write procedures, create timelines and lists of due dates, and sort, file, and act upon the paperwork left to her.
- She is working on becoming familiar with the duties the town treasurer performs for the Lincoln School and Burnham Hall.
- Audit - After multiple messages by phone and email, Telling and Hillman replied that they are not interested in conducting the FY24 audit. Both Tim and Trish have asked them to consider meeting to discuss what the past issues were so that we are better prepared moving forward. The audit should have already been scheduled and finished by the end of October. Trish will prepare an RFP for Audit Services for approval at the October 1, 2024 Selectboard meeting.
- Budget - As part of the preparation for the FY26 budget, Trish is collecting detailed information for each GL Header, which will be outlined in a comprehensive Budget Spreadsheet. This spreadsheet will include the relevant GL numbers along with FY24 actuals and FY25 estimates. It will also feature notes on vendors associated with each GL, anticipated increases, and other pertinent details. She will review this information with the relevant staff members affected to ensure accuracy. Trish hopes to have this part of the process completed by the end of September so that the first budget draft can be discussed at the October 15, 2024 Selectboard meeting.
- Grants Management - Annual SAM entity registration renewal is underway. We are on track to have it done by the deadline in November 2024.
- Operations - Trish notified Waitsfield Telecom of the Selectboard's approval of the new phone system on 8/23. The contract was sent over for signature, however, after further discussion with VC3 regarding our network and equipment, additional questions arose which are being addressed. She was also notified by Waitsfield Telecom that the network at the garage should be upgraded to fiber by the end of September. Fiber will be needed for the new phone system.

Highway Update

- The Highway Department is still hauling winter sand and should be done by the end of the month.
- Kristyn will call the traffic sign vendor for an update on new posts and breakaway hardware. She will get Joe and Will a map and list of traffic signs to install/replace.
- Joe and Will conducted Gary Smith's performance review.
- There was discussion of a few contacts willing to do plowing as needed this winter.
- Questions came in about a small spill of hydraulic fluid from a town truck on the Gap Rd. In the future, Will will notify Trish immediately of spills of any kind.
- Tim and Trish haven't been able to ID any additional edge painting vendors to complete one deliverable in the Highway Safety Improvement Program grant. If we don't get the work done in time, we will forfeit that funding. Tim will call Brett Combs about the boulder work in that grant.

Current Business and Authorizations

Candidate Forum

- The idea of holding a candidate forum, similar to the August 19, 2024 public meeting with the state elected officials, was discussed. The Selectboard Assistant submitted a proposal with a list of tasks to be completed in order to hold this event before the November election.
- Amanda liked the idea of co-hosting a forum with another town or towns. Victor thought this would merit holding the event at Mt. Abe High School to accommodate more attendees.
- All agreed that we should do the appropriate outreach to get at least Bristol, if not Monkton and Starksboro, on board to co-host, and find out when the high school auditorium is available on a weekday night in October. If a large, co-hosted event is possible, Kristyn will move forward with

inviting Phil Scott, and if his team confirms, she will then reach out to the full slate of candidates for governor. If other towns are not willing to co-host, we would move forward with an event more on the scale of the state rep forum: Lincoln alone will host, it would be held at Burnham Hall, and the full slate of candidates for state senator and state rep for Addison-4 district would be invited.

MOTION by Tim, 2nd by Amanda to approve the Selectboard Assistant taking the steps necessary to plan a candidate forum before the election.

PASSED 4/0/0

Winter Road Maintenance Policy

- The Selectboard reviewed the final draft of the policy, which incorporates Selectboard and Highway Supervisor feedback.

MOTION by Tim, 2nd by Joe to approve the Winter Road Maintenance Policy for the Town of Lincoln.

PASSED 4/0/0

Discussion of the transfer station warming shed was tabled until the next meeting.

Accounts Payable & Payroll Warrants

MOTION by Tim, 2nd by Joe to approve **AP-25-12 for \$36,518.07**.

Includes \$13,308.19 for gravel; \$1,119.16 for vehicle parts; \$418.98 for highway department boot reimbursements; and \$124.13 for two weeks' of highway uniforms. There was discussion of whether the boot reimbursement policy should include a guideline on staff putting in for reimbursement when they have communicated an end date of service.

PASSED 4/0/0

MOTION by Tim, 2nd by Joe to approve **PR-25-10 for \$7,477.60** [pay period ending 8/31/24] and **PR-25-11 for \$7,207.00** [pay period ending 9/7/24]

PASSED 4/0/0

Previous Meeting Minutes

MOTION by Tim, 2nd by Joe to approve meeting minutes for the 8/19/24 special meeting and the 8/20/24 regular meeting.

PASSED 3/0/1 (Victor abstained)

MOTION by Tim, 2nd by Joe to approve meeting minutes for the 9/3/2024 regular meeting.

PASSED 4/0/0

New Business

- There was discussion of cost estimates for a check scanner to eliminate trips to Middlebury to make deposits. Trish calculated that it would cost the town more than \$4,600 to continue having her make deposits in Middlebury at her current salary and reimbursing for mileage on her car.
- There are two options for check scanners – a single feed (one-time fee of \$329) and a multi-feed (one-time fee of \$665) – and two quotes – a basic remote deposit package and a commercial package. The basic package includes up to 100 checks per month, with a \$1 fee for each additional check. With overages for our typical volume of checks deposited, this option would

cost approximately \$2,240 annually. The commercial package has a monthly service fee, a per check fee, and a per deposit fee, and with our typical volume of deposits would cost approximately \$1448.40 annually. Trish also researched weekly courier services estimated to be about \$2,080 annually.

- Trish recommended moving forward with the multi-feed scanner for efficiency and overall cost savings with the commercial package.

MOTION by Tim, 2nd by Amanda to approve the quote for a multi-feed check scanner at a one-time cost of \$665 and the commercial package at an estimated cost of \$1,448.40 annually.
PASSED 4/0/0

- There was discussion of the draft performance review policies, a raise request process for town employees, and current raise requests under consideration. Trish went over a draft performance review policy, performance review form, employee self-assessment form, and wage schedule. The Selectboard provided some feedback and committed to reviewing the policies closely before the next meeting. A vote to approve these policies will be warned for the next meeting.

Kristyn Brady left the meeting at 8:31 PM. Minutes from this point on were taken by Trish Waugh.

Appointments and Employment

MOTION by Tim, 2nd by Victor to enter executive session regarding the appointment, employment, or evaluation of a public officer or employee. 1 V.S.A. § 313(a)(3)
PASSED 4/0/0

Entered executive session at 9:01 PM.

Exited executive session at 9:09 PM.

The result of the discussion in executive session was a decision to hold a special meeting on September 23, 2024, at 6:30 pm to conduct two interviews with Sarah Laird for the Planning Commission and Ken Stockman for the Selectboard. Tim will follow up with them.

There was discussion of holding off on a vote for Vice Chair until after a new Selectboard member has been appointed.

There was additional discussion of the Highway Safety Improvement Program grant deadline and Victor reaching out to BirdsEye for the boulder work instead of Tim.

MOTION by Tim, 2nd by Victor to adjourn at 9:14 PM.
PASSED 4/0/0

Respectfully submitted: Kristyn Brady