

1 Town of Lincoln, Vermont  
2 Select Board Meeting Minutes  
3 Lincoln Town Office  
4 July 25, 2017, 7:00 p.m.  
5

6 In attendance: Bill Finger, Chair, Paul Forlenza, James Needham, Will Sipse, Oakley Smith,  
7 David Cavoretto, Sally Laframboise, Robert Patterson, Lyn Gordon, Marilyn Richardson,  
8 Wolfger Schneider, Robert Jimmo, Joshua Otey, Matt Babcock, Josh Masterson.  
9

10 One adjustment was made to the agenda: Aaron Thomas was not in attendance and discussion of  
11 the town plan was postponed.  
12

13 MOTION by Oakley Smith, second by Will Sipse, to approve meeting agenda as adjusted.  
14 MOTION PASSED 5-0-0.  
15

16 No adjustments were made to the minutes of the July 11 and July 12 meetings.  
17

18 MOTION by Paul Forlenza, second by Oakley Smith, to approve minutes of meetings of July 11  
19 and July 12. MOTION PASSED 5-0-0.  
20

21 Discussion followed regarding Orchard Road South.

- 22 • Lyn Gordon has placed rocks across the right of way to alleviate deep ruts caused by a  
23 truck using the class 4 road between Orchard Road South and Orchard Road North.
- 24 • It was determined that placing a rock barrier in a class 4 roadway violates a Vermont  
25 statute.
- 26 • It was stated that signage was requested at a previous Select Board meeting, but signs  
27 either were not placed or were torn down.
- 28 • Limited use of the class 4 road was requested.
- 29 • It was stated that the class 4 road is not maintained by the town but is open to use for  
30 everyone.
- 31 • It was suggested that the soil approaching the class 4 road be stabilized or that the class 4  
32 road be identified as a pent road.
- 33 • A pent road was defined as a public road that may be barred or enclosed by gates or bars  
34 especially at its terminal points.
- 35 • A question was raised about whether seasonal closings on all class 4 roads might be a  
36 solution as well as making an improvement to the road.
- 37 • A question was raised about whether there are weight limits for roads and bridges.
- 38 • It was suggested that Vermont Acts and Resolves may begin requiring maintenance under  
39 Act 68 for class 4 roads in the near future.  
40

41 MOTION by Bill Finger, second by Will Sipse, to direct Mr. Gordon to remove the rocks  
42 inhibiting traffic on the class 4 Orchard Road within the next 72 hours. MOTION FAILED 2-2-  
43 1, Oakley Smith abstaining.  
44

45 Mr. Gordon asked for a more realistic time frame to remove the rocks. Dave Cavoretto estimated  
46 that the class 4 road can be repaired with an excavator in half to three-quarters of a day and that

47 the project will cost an estimated \$500 in materials plus labor. He indicated that he will be able  
48 to get to the project as soon as possible.

49

50 MOTION by Will Sipsey, second by Oakley Smith, to have the road crew improve  
51 approximately 75 feet of the road in question, which includes removing the rocks placed by Mr.  
52 Gordon. MOTION PASSED 5-0-0.

53

54 It was suggested that signage on the class 4 Orchard Road again be placed in spite of signs being  
55 stolen.

56

57 Matt Babcock and Josh Masterson spoke about improving a class 4 road to provide access to  
58 Marilyn Richardson's property on French Settlement Road. Culverts of 18 inches with headwalls  
59 and ditching are required to prevent erosion and water flow down the hillside. It is estimated that  
60 the improvement is in the \$26,000 range to be paid by Mrs. Richardson or purchaser of the  
61 property.

62

63 MOTION by Will Sipsey, second by Oakley Smith, to improve 700 feet of French settlement  
64 road pending approval of the Lincoln road crew foreman. An amendment was made by Bill  
65 Finger that the improvement be in compliance with class 4 road policy which requires full  
66 responsibility of the property owner for maintenance.

67 MOTION PASSED AS AMENDED 5-0-0.

68

69 Oakley Smith reported on the Old Town Shed and presented estimates for improvements.

70

- 71 • Estimate from Averi Smith Construction of \$58,400
- 72 • Estimate from Aaron Thomas, president of Thomas Building & Design, Inc. of \$73,550.
- 73 • An overhead garage door would raise the estimate for Thomas Building & Design.
- 74 • Discussion followed about consideration of contingencies and which company should be  
75 given the project.

75

76 MOTION by Paul Forlenza, second by James Needham, that prior to Select Board approval  
77 Oakley Smith and one other Select Board member discuss a formalized contract with Averi  
78 Smith to complete town shed repairs by November 30.

79 MOTION PASSED 4-0-1, Oakley Smith abstaining.

80

81 Mr. Gordon mentioned that the Select Board should be made aware that there had also been  
82 threats associated with the on-going class 4 road debacle.

83

84 The Select Board recessed briefly to examine three front loaders in the parking area for possible  
85 purchase.

86

87 MOTION by Paul Forlenza, second by Will Sipsey, to purchase a John Deere front loader at a  
88 base price of \$105,244. Discussion: Dave Cavoretto recommended that the equipment be traded  
89 in every seven years so that the machine still holds value. An additional \$1,500 for rear fenders  
90 would help the longevity of the machine. Motion was amended to a price of \$106,744 to include  
91 fenders. MOTION PASSED AS AMENDED 5-0-0.

92

93 Paul Forlenza and Sally Laframboise presented the year-end budget report for July 1, 2016,  
94 through June 30, 2017.

- 95 • The town exceeded the projected budget by 5%. Expenditures as a percentage of
- 96 revenues amounted to 99.9%.
- 97 • The General Fund year-to-date actual expenditures for FY 2018 were presented.
- 98 • Personnel policies need reviewing.

99

100 MOTION by Paul Forlenza, second by James Needham, to provide the road foreman a stipend of  
101 \$40 per month to offset cell phone expenses. MOTION PASSED 5-0-0.

102

103 James Needham presented warrants.

104

105 MOTION by James Needham, second by Paul Forlenza, to approve payroll check warrant 18/03  
106 in the amount of \$5,870.35 and payroll check warrant 18/04 in the amount of \$3,422.34.

107 MOTION PASSED 5-0-0.

108

109 MOTION by James Needham, second by Will Sipsey, to approve accounts payable check  
110 warrant 18/03 in the amount of \$9,979.48 and accounts payable check warrant 18/04 in the  
111 amount of \$55,420.90. Highlights: Acker Excavating in amount of \$34,900 for the West York-  
112 Gove Hill intersection.

113 MOTION PASSED 5-0-0.

114

115 Paul Forlenza led a discussion of the FY2018 tax rate.

116

117 MOTION by Paul Forlenza, second by James Needham, to approve a tax rate of \$.62.

118 MOTION PASSED 5-0-0.

119

120 MOTION by Bill Finger, second by Paul Forlenza, to approve the education homestead tax rate  
121 of \$1.5710 and education non-residential tax rate of \$1.4316.

122 MOTION PASSED 5-0-0.

123

124 MOTION by Bill Finger, second by Paul Forlenza, to approve a pay rate for professional  
125 flaggers at \$15/hour as temporary part-time employees.

126 MOTION PASSED 5-0-0.

127

128 MOTION by Oakley Smith, second by Paul Forlenza, that Sargents Tree Service remove a tree  
129 on Colby Hill opposite the Beachamp property.

130 MOTION PASSED 5-0-0.

131

132 MOTION by Oakley Smith, second by James Needham, to verify by signature the accuracy of  
133 the Vermont River Conservancy document of property description and survey of the land.

134 MOTION PASSED 5-0-0.

135

136 MOTION by Paul Forlenza, second by Will Sipsey, to exit for Executive session for the purpose  
137 of discussing personnel matters.

138 MOTION PASSED 5-0-0.

139  
140 Respectfully submitted,  
141 Ellie Bryant

142  
143 Minutes addenda

144  
145 The Board exited executive session at 10:34 PM

146  
147 **MOTION** by Paul Forlenza, second by James Needham, to adjust FY 18 (retroactive to 7/1/2017)  
148 wage rates for highway employees.

149 MOTION PASSED 5/0/0

150  
151 **MOTION** by Paul Forlenza, second by James Needham, to request Town Treasurer to submit a  
152 written detailed explanation of the process for administering vacation leave time accumulation,  
153 use of accumulated leave time, calculation of remaining balances and cash out of accumulated  
154 vacation time.

155 The explanation should clearly show how the process complies with the Town personnel policy  
156 and if the process does not comply, why not.

157 MOTION PASSED 5/0/0

158  
159 **MOTION** by James Needham, second by Oakley Smith, to rescind a vote taken prior to executive  
160 session approving Payroll Warrant 18-03 in the amount of \$5,870.35

161 MOTION PASSED 5/0/0

162  
163 **MOTION** by James Needham, second by Oakley Smith to approve Payroll Warrant 18-03 minus  
164 any amounts attributable to vacation leave time paid.

165 N PASSED 5/0/0

166  
167 Meeting adjourned at 10:42 PM

168  
169 Respectfully submitted,  
170 Bill Finger

171