

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

6 In attendance: Bill Finger, Chair, Paul Forlenza, James Needham, Will Sipsey, Oakley Smith,  
7 David Cavoretto, Scott Buysse.  
8

9 Adjustments made to the agenda:

10 Scott Buysse from Green Mountain Power was added. Loan for the loader to be discussed. Tax  
11 rate sheet approved at the last meeting to be signed. Discussion of vacation policy. Budget report  
12 removed from agenda.  
13

14 MOTION by Bill Finger, second by Paul Forlenza, to approve meeting agenda as adjusted.  
15 MOTION PASSED 5-0-0.  
16

17 Adjustments made to the minutes of the July 25 meeting:

18 Specific salaries were removed pending further discussion. Consensus was that salary figures not  
19 be included in the minutes.  
20

21 MOTION by Paul Forlenza, second by James Needham, to approve minutes of meeting of July  
22 25 as adjusted.

23 MOTION PASSED 5-0-0.  
24

25 Scott Buysse reported on GMP electrical work in Lincoln. He apologized for  
26 miscommunications regarding obtaining of town permits.

- 27 • Maps were passed out on the Cobb Hill project showing one, two, and three phase  
28 overhead lines in addition to digging for underground lines. If a landowner requests that  
29 lines be buried, GMP will absorb the expense of burying lines in order to avoid a cross-  
30 country section of lines.
- 31 • Maps were passed out showing East River Road, crossing the river, and following up  
32 Gove Hill Road. Work involves rebuilding old line in place and changing out older poles  
33 and lines. A right of way was denied by a property owner, so GMP will line along  
34 existing right of way and bury line through private property.
- 35 • Easements were obtained for Browns Road to West Hill Road to replace old poles and  
36 anchors and to run black storm-hardening wire that will take the beating of limbs and ice.
- 37 • A recloser closes the line at Ripton Road.
- 38 • Three phase lines go up Briggs Hill, down Atkins, and up Forge Hill. A single phase line  
39 leads down East River Road.
- 40 • Private rights of way go up to Green Mountain National Forest. National forest officials  
41 may require burying lines through forest land.
- 42 • A problem was encountered on Notch Road by GMP laying line without obtaining town  
43 permit. The line has been laid underground to the Goldstein property, connecting to their  
44 underground lines. For future projects, GMP will see to obtaining town permits.

- 45 • There was concern about an electrical box and a power pole close to a right of way and  
46 possibly obscured by winter snowdrifts, creating a hazard for town road machinery. It  
47 was agreed that GMP will move the box and the pole.
- 48 • Standards need to be established regarding road repair after poles have been set,  
49 including laying gravel and mulch.
- 50 • A line will be strung on York Hill Road to Green Road, crossing national forest land  
51 where bears have rubbed against poles and weakened them.
- 52 • Line road crossings and digging next to the shoulder are a concern for the road crew.

53

54 MOTION by Oakley Smith, second by James Needham, to permit GMP to proceed with projects  
55 in process. Discussion: Permits are needed wherever poles are in town rights of way, and permits  
56 may be documented in town land records. Concern was stated about contractors following low-  
57 risk erosion control rules.

58 MOTION PASSED 5-0-0

59

60 Paul Forlenza stated that a budget and finance report is not available at this meeting.

61

62 James Needham presented warrants.

63

64 MOTION by James Needham, second by Paul Forlenza, to approve payroll check warrant 18/05  
65 in the amount of \$3,648.83. Discussion: A new timesheet format is in place outlining general  
66 duties for employees with spaces for written notes. Dave Cavoretto explained the  
67 implementation of the timesheet, including shop hours worked. A computer with a searchable  
68 database similar to Road Service Management software would be useful for keeping records  
69 rather than handwritten notes in manila folders. It was suggested that Dave Antone of Municipal  
70 Public Works Consulting be consulted about digital recording of road work.

71 MOTION PASSED 5-0-0.

72

73 MOTION by James Needham, second by Paul Forlenza, to approve accounts payable check  
74 warrant 18/05 in the amount of \$2,255.77. Highlights: Retirement and state tax payments.

75 MOTION PASSED 5-0-0.

76

77 Signing of tax rate form:

78 At request of Treasurer Lisa Truchon, Select Board members are to sign the tax rate form.

79

80 Financing of loader:

81 A letter from Lisa Truchon suggested using either Vermont Municipal Equipment Loan Fund,  
82 which will finance 75% of the purchase price, or Peoples United Bank, which will finance 100%  
83 at 2.35% interest rate for a 5-year term. For Peoples United, annual payment would be  
84 \$22,877.19 and would change the capital equipment reserve fund plan by an additional \$3,500  
85 cost annually. There was concern that Peoples is an out-of-state bank.

86

87 MOTION by Oakley Smith, second by James Needham, to approve the Peoples United Bank  
88 loan at 2.35% interest for a 5-year term.

89 MOTION PASSED 5-0-0.

90

91 Class 4 road signs:

92 James Needham suggested the sign read CLASS 4 ROAD NOT MAINTAINED BY TOWN,  
93 TRAVEL AT YOUR OWN RISK.

94

95 MOTION by James Needham, second by Paul Forlenza, that both ends of every class 4 road read  
96 CLASS 4 ROAD NOT MAINTAINED BY TOWN, TRAVEL AT YOUR OWN RISK.

97 Discussion: 16 signs are needed for the town's Class 4 roads. It was determined to start with 4  
98 signs to be placed at each end of Orchard Road and Green Road.

99 MOTION PASSED 5-0-0.

100

101 Road report by Dave Cavoretto:

- 102 • Lyn Gordon removed the problematic rock wall on Orchard Road.
- 103 • Improved 75 feet of class 4 Orchard Road as per motion of last meeting. Two loads of  
104 gravel have been laid at the beginning of the class 4 road, and topsoil has been placed,  
105 seeded and mulched under supervision of Mr. Gordon. The project is complete.
- 106 • On East River Road, drainage is 95% complete. Problems arose with 1-1/2 inches of rain.
- 107 • There is a cost of \$1600 to pave an apron and 180 feet of paved swale by the Gemignani  
108 driveway.
- 109 • A quote was given to Mr. Gemignani to pave his eroding driveway for \$2500.
- 110 • Gove Hill is ready for paving after fine grading.
- 111 • Sargents Tree Service gave an estimate of \$760 to cut down a tree on Colby Hill as  
112 approved at last meeting.
- 113 • It was suggested that the tree warden be involved in decisions about tree removal.
- 114 • Trees have grown in on County Road and need to be cut before ditching can occur. Brett  
115 Sargent charges \$760/day for tree removal service.

116

117 MOTION by Oakley Smith, second by Paul Forlenza, to direct the road foreman to spend up to  
118 \$5000 for tree work in order to maintain roads, to begin immediately. Discussion: The road  
119 foreman will seek alternative estimates for tree work.

120 MOTION PASSED 5-0-0.

121

122 Continuing discussion of road work:

- 123 • Guthrie Road has a problem spot for a town turnaround, and prompt attention will be  
124 given to it.
- 125 • Dave Cavoretto expressed appreciation to the Select Board for support of the road crew.

126

127 State of road equipment:

- 128 • The Western Star truck needs repair. Dave Cavoretto suggests using Obe White Truck  
129 Repair in Williston, after which the truck will need regularly scheduled greasing.
- 130 • The budget allows \$8800 for road equipment repair for FY18.
- 131 • Estimates were presented for repair of the 2015 Terrastar truck.
- 132 • Dave Cavoretto will request an estimate from Obe White Truck Repair for repairs to the  
133 Terrastar.
- 134 • Repair of holes and overlaying the surface of York Hill Bridge is estimated at \$2800 or  
135 28 tons of material at \$100/ton. The estimate was determined to be a possible mistake

136 since the bridge cannot accommodate 28 tons of weight. Dave Cavoretto will investigate  
 137 the accuracy of the quote.

- 138 • The board examined a draft letter to the Vermont Agency of Transportation requesting  
 139 funds for repair of the York Hill Bridge.

140

141 Oakley Smith reported on the Old Town Shed:

- 142 • Averi Smith Construction is five weeks out from beginning work.
- 143 • Electrical work will be contracted out.
- 144 • A contract will be drawn up based on the bid from Averi Smith Construction.
- 145 • The construction is estimated to take three weeks.

146

147 MOTION by Oakley Smith, second by Paul Forlenza, to contract with Averi Smith Construction  
 148 to make repairs to the town shed as per RFP (requests for proposals), not to exceed the cost of  
 149 \$58,400.

150 MOTION PASSED 5-0-0.

151

152 Town Plan:

- 153 • A special meeting was suggested with the Select Board and the Town Planning Board to  
 154 establish that without a Town Plan, the town will lose its right to zone.
- 155 • It was suggested that the Zoning Board and Planning Board be combined to make a  
 156 Development Review Board.
- 157 • Bill Finger will consult with Barb Rainville, head of the Zoning Board.

158

159 MOTION by Will Sipse, second by Paul Forlenza, to exit for Executive session for the purpose  
 160 of discussing personnel matters.

161 MOTION PASSED 5-0-0.

162

163 Regular meeting adjourned at 10:00 p.m.

164

165 Respectfully submitted,

166 Ellie Bryant

167

168 Minutes Addendum

169

170 The Select Board exited executive session at 10:23 PM.

171

172 There was no action taken on items discussed in executive session.

173

174 Meeting adjourned at 10:25 PM.

175

176 Respectfully submitted:

177 Bill Finger

178