

9/5/2017

Town of Lincoln, Vermont
Select Board Meeting Minutes
Lincoln Town Office
September 5, 2017, 7:00 p.m.

In attendance: Bill Finger, Chair, Paul Forlenza, James Needham, Oakley Smith, David Cavoretto, Sally LaFramboise. Absent: Will Sipsey.

No adjustments were made to the agenda.

MOTION by Bill Finger, second by Paul Forlenza, to approve meeting agenda.

MOTION PASSED 4-0-1.

No adjustments were made to the minutes of the August 15 meeting.

MOTION by Bill Finger, second by Paul Forlenza, to approve minutes of meeting of August 15.

MOTION PASSED 4-0-1.

Paul Forlenza and Sally Laframboise gave a budget update for August expenses. Highlights:

- General Fund Year-To-Date is at 16% of budget, 1% under budget.
- Highway budget is at 20% with a target of 17%.
- Miscellaneous administration expense is for B Mighty 2, the town website.
- Nemrc and disaster recovery fee for software support in Listers category is at 82% of budget but is a single annual expense.
- Addison County regional planning is at 95% of budget.
- Streetlights expense may go up as sun sets earlier.
- Copier has exceeded printing for the month. The town may look into purchasing the copier rather than leasing.
- Office equipment repair covers the town clerk's disk drive.
- Cleaning services may have been misbudgeted.
- Terrastar and Western Star repairs are over budget.
- An expense for a truck tarp was \$893.
- \$3600 out of \$4000 was for stringer bits for grading roads.
- The loader expense is covered by a loan.
- Sources for winter sand have been found that will be cheaper than the current sources and may also be a better material.
- Salt is added to the sand to keep it from freezing on the roads.
- Other items are slightly above budget.
- A question arose as to whether quarry trucks will deliver the sand at a cost or whether the town trucks will haul sand.
- Radios for the pickup truck and the excavator have been requested at a cost of \$600 each.

MOTION by Oakley Smith, second by Paul Forlenza, to allocate \$600 for a bay station radio from Clark Communications for the pickup truck. Discussion: The town shed functions as an

45 emergency facility for the Lincoln Community School, so a radio for communication with the
46 school principal will be advantageous.

47 MOTION PASSED 4-0-1.

48

49 Review of Project Management System for highway records being developed by Paul Forlenza,
50 Dave Cavoretto, and Sally Laframboise.

- 51 • A handout was presented with preliminary information to be listed on the spreadsheet,
52 including date, road name, job function, equipment, material, amount used, unit, cost per
53 item, material cost, vendor, employee, subcontractor, hours, manpower cost, and total
54 cost.
- 55 • Grand total of highway expenses for July-August 2017 is \$174,005.
- 56 • To maintain the spreadsheet, the road crew fills out a form designed by road crew
57 foreman, the town clerk enters the data, and the information is tallied.
- 58 • Over time the information will be helpful in estimating labor and expenses.

59 James Needham presented warrants.

60

61 MOTION by James Needham, second by Paul Forlenza, to approve payroll check warrant 18/08
62 in the amount of \$3,221.39, payroll check warrant 18/09 in the amount of \$3,490.68, and payroll
63 check warrant 18/10 in the amount of \$3,611.08. Highlights: Very little overtime and incurring
64 slight expense for Mark Truax directing traffic for road repair and tree work.

65 MOTION PASSED 4-0-1.

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67 MOTION by James Needham, second by Paul Forlenza, to approve accounts payable check
68 warrant 18/09 in the amount of \$1,253.14 and accounts payable check warrant 18/10 in the
69 amount of \$118,405.11. Discussion: D&F Paving is included in the 18/10 expense at a grand
70 total of \$82,930.20. Expense includes White's truck repair for \$5,000, gravel and sand.

71 MOTION PASSED 4-0-1.

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73 Discussion ensued about timing of check warrant approval and actual payment of funds. Sally
74 Laframboise was asked to consider bi-weekly salary payments instead of weekly payments.

75

76 Highway report by Dave Cavoretto:

- 77 • Inter-town cooperation report: The town of Starksboro provided a shoulder box spreader
78 to spread gravel on Gove Hill, which saved money for the town.
- 79 • Concern was raised about accountability for sharing work and equipment with
80 neighboring towns.
- 81 • Consensus was reached that inter-town informal cooperation should be left up to the road
82 crew foreman.
- 83 • Construction on East River Road and Gove Hill has been completed.
- 84 • Tree work on South Lincoln Road is 85% complete.
- 85 • Tree and brush work on County Road will be next.
- 86 • Guthrie Road plow turnaround has been completed.
- 87 • Class 4 road signs have been installed.
- 88 • Atkins Road retaining wall was damaged when an automobile attempted to get around
89 GMP equipment.

90
 91 MOTION made by Bill Finger, second by James Needham, to request GMP to pay for repair
 92 or replacement of the Atkins Road wall.

93 MOTION PASSED: 4-0-1.

- 94
- 95 • At South Lincoln Road, Page Hill is experiencing deterioration due to drainage issues. To
 - 96 repair a 1100-foot section of the road is estimated at a cost of \$77,152.
 - 97 • It would cost an estimated \$2,000 plus \$500 in materials to bomag the section of the road,
 - 98 which means chopping up the pavement and leaving the road unpaved until spring.

99 MOTION made by Oakley Smith, second by James Needham, to bomag damaged 1100-foot
 100 section of South Lincoln Road at a cost of \$2,500.

101 MOTION PASSED: 4-0-1.

- 102
- 103 • Austin Road TH 39 leading to a single camp is designated as class 3, which the town is
 - 104 required to maintain. The camp owner has requested improvements to the road. To alter
 - 105 the classification, abutting landowners must be notified for approval to change a class 3
 - 106 to a class 4 road, which the town is not required to maintain. It was suggested to wait for
 - 107 Will Sipsey's recommendation on road classification. Research may have to be done on
 - 108 the specifications of the camp.
 - 109 • Budget estimates are needed for Quaker Street and South Lincoln Road reconstruction
 - 110 projects.
 - 111 • Vehicle communication equipment has been requested for a two-way radio for the town
 - 112 pick-up truck to facilitate communication with other town vehicles.
 - 113 • Over 100 loads of winter sand have been purchased. Another 200 loads need to be
 - 114 purchased.
 - 115 • Grading on County Road will begin soon.
 - 116 • Road crew foreman reported on attending a Vermont Local Roads program.

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 118 Regarding the Old Town Shed repairs, Averi Smith has signed the contract agreement. Bill
 119 Finger signed the contract, witnessed by Oakley Smith.

120
 121 A representative needs to be appointed to attend the VLCT Town Fair on Oct 4-5 in Killington.

122 There was no new business.

123 A question arose about the town's authority to appoint treasurer and clerk in accordance with the
 124 annual VLCT salary survey.

125 Paul Forlenza will be absent from the next three Select Board meetings.

126
 127 Meeting adjourned at 8:50 p.m.

128
 129 Respectfully submitted,
 130 Ellie Bryant