

1 Town of Lincoln, Vermont
2 Select Board Meeting Minutes
3 Lincoln Town Office
4 November 21, 2017, 7:00 p.m.
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6 In attendance: Bill Finger, Chair, Paul Forlenza, Will Sipsey, Oakley Smith, David Cavoretto,
7 Lisa Truchon, Michael Gaughan. Absent: James Needham.
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9 Brook Field Service preventative maintenance agreement for standby generator was added to the
10 agenda.
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12 MOTION by Bill Finger, second by Paul Forlenza, to approve meeting agenda as amended.
13 MOTION PASSED 4-0-1.
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15 MOTION by Will Sipsey, second by Paul Forlenza, to approve minutes of the November 7
16 meeting.

17 Adjustments: Line 99, Planning Commission meeting is December 7. Line 117 should read
18 *unexpected* rather than *unnecessary*.

19 MOTION PASSED AS AMENDED 4-0-1.
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21 Michael Gaughan, Interim Director at Vermont Municipal Bond Bank, discussed financing
22 approaches for road improvements in FY19.

- 23 • Town has bond indebtedness out for the town garage and the town office.
- 24 • Bonds are also out for equipment purchases.
- 25 • Town has 53 miles of roads to maintain, none of which is a state highway.
- 26 • New legislation on water quality requires more work on town roads to prevent pollution
27 going into the river.
- 28 • Town is looking at a way to finance asphalt roads in grave need of repair.
- 29 • In order to meet new requirements, rip rap, detention ponds, and culverts need to be
30 adjusted. Extensive water runoff needs to be attended to on 75% of town roads because of
31 proximity to rivers and streams.
- 32 • Act 64 provides some funds but not enough to meet road repair needs over the next five
33 years.
- 34 • An engineering report exists on connected stretches of asphalt road and will be sent to
35 Mr. Gaughan.
- 36 • A capital plan should be devised for all expected projects before applying for a bond to
37 cover road repairs in order to avoid going to voters for approval of each project.
- 38 • Draw-down bonds can't be authorized.
- 39 • To meet spend-down limitations, the town will be given three years from issuance to
40 have the projects substantially complete in order to comply with IRS regulations.
- 41 • The process begins with the loan application, followed by board approval, after which
42 bonds are issued and funds are passed to the town.
- 43 • It may not be feasible to work on bond anticipation over a number of years.
- 44 • People's United Bank that holds the bond will require knowing specific projects to be
45 financed.
- 46 • It is prudent to have a bond vote on \$2 million, for example, but borrow only \$500,000

- 47 for South Lincoln Road upgrade so that interest needs only be paid on the lesser amount.
- 48 • Application deadline for winter pool is December 20 and June 20 for summer projects.
- 49 • Voters must approve the bond before application is submitted.
- 50 • The capital plan should be in place before appealing to voters, the plan to include
- 51 offsetting grants to bring down bond amounts.
- 52 • A bond note must be warned not more than 40 days and not less than 30 days before a
- 53 vote takes place.
- 54 • The vote must be Australian ballot at a special town meeting.
- 55 • It is recommended that the road bond vote not take place on the same date as the Mt. Abe
- 56 school bond vote.
- 57 • A solid strategic plan should be in place before an article warning the vote.
- 58 • Mr. Gaughan will compose a schedule to give an idea of what a town budget will look
- 59 like.
- 60 • Department of Environmental Conservation (DEC) planning loans that do not require
- 61 voter approval are available through the bond bank, especially for plans that are clean
- 62 water related.
- 63 • Mr. Gaughan left the meeting at 8:20 p.m.
- 64

65 Highway Report by Dave Cavoretto:

- 66 • Avery Smith hoped to stop by and drop off keys for old town shed. He's still waiting for
- 67 the electrician. Equipment is currently stored in the old town shed, but the door is not
- 68 locked.
- 69 • Some road name signs have been installed. More are needed. Signs have been purchased
- 70 from Vermont Corrections.
- 71 • Breakaway posts are not being used, but the road foreman has a cheaper method for
- 72 constructing breakaway posts.
- 73 • A pneumatic post hole digger may need to be procured or rented.
- 74 • Atkins Road sign has been taken. There was a question about how to prevent signs being
- 75 stolen.
- 76 • Still picking away at storm debris. Plenty more to do.
- 77 • Road foreman met with FEMA reps and was given a low estimate of equipment costs per
- 78 hour. To run a chainsaw is \$1.50/hour for the machine, not including labor. FEMA
- 79 estimate for cleanup is \$8500, but considering labor should be \$1200.
- 80 • Transfer station needs sand and plowing this winter.
- 81 • Private road maintenance should be figured at cost per mile or cost per hour for road
- 82 crew.
- 83 • Brett Sargent will attend to removal of a leaning tree and will bill the town for his work.
- 84 • The road foreman spent 14 hours attending to road plowing during Monday's snowfall.
- 85 • Wilbur Clark declined to join the road crew, leaving three men on the crew.
- 86 • A spare plow is stored in the shed in case one breaks down.
- 87 • The road foreman has color coded town roads and assigned a color to each crew member
- 88 with relatively equal mileage for plowing.
- 89 • Equipment maintenance involves keeping trucks clean, greased, hosed off, and oil
- 90 checked.
- 91 • Dave Cavoretto will meet with Paul Forlenza on Monday at 9:00 a.m. to discuss FY19

92 equipment maintenance projections.

- 93 • Storm damage cleanup has delayed road grading.
- 94 • Work is in progress with Dave Antone regarding budget estimates for Quaker Street and
- 95 South Lincoln Road reconstruction projects. Grants are available for engineering.
- 96 • A highway improvement plan for capital expense planning needs to be established.
- 97 • Road foreman purchased a new chainsaw and performed maintenance on existing
- 98 chainsaws.

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100 Paul Forlenza gave the budget report. FY19 will be a tight budget year because of no surplus for
101 the past year.

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103 Paul Forlenza presented check warrants:

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105 MOTION by Will Sipse, second by Bill Finger, to approve accounts payable check warrant
106 18/21 in the amount of \$27,622.99. Highlights: salt and gravel for Atkins Road project \$4200,
107 tires for all four trucks for \$4500, \$4750 paid to Telling & Associates for part of the audit, \$43 to
108 Agway.

109 MOTION PASSED 4-0-1.

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111 MOTION by Bill Finger, second by Will Sipse, to approve payroll check warrant 18/20 in the
112 amount of \$3,403.69 and payroll check warrant 18/21 total of \$3,229.31. Highlights: Very little
113 overtime.

114 MOTION PASSED 4-0-1.

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116 Lisa Truchon presented budget items.

- 117 • For current tax year 91% of taxes due were collected.
- 118 • Taxes are not delinquent until final date of all expenses are due.
- 119 • Delinquent taxes in the amount of \$57,422 are due for previous year.
- 120 • Penalties have been imposed in past years for delinquent taxes.

121

122 Larry Masterson's draft of Capital Equipment Reserve Fund plan and Capital Fund plan were
123 reviewed.

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125 Discussion followed about which Select Board members are up for reelection at Town Meeting.

- 126 • James Needham and Paul Forlenza are up for reelection in 2018.
- 127 • Bill Finger is up for reelection in 2020.
- 128 • Will Sipse and Oakley Smith are up for reelection in 2019.

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130 Discussion ensued about 2018-2019 employee health insurance comparison. Signup must be
131 completed by December 15.

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133 A resume from Ann Kensek has been received for the position of bookkeeper.

- 134 • A question arose about whether administrative assistant should be integrated with
135 bookkeeper.
- 136 • Paul Forlenza and Bill Finger will meet with Ann Kensek on Wednesday to discuss the
137 duties of the position.

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Planning Commission meeting is scheduled for December 7.

- A request will be made to protect canopy roads

Misc. New Business

- New private road name required for driveway on Steve and Judith Harris's property on West River Road. A name is required by 911 since they are building a new accessory dwelling, bringing the total residences to three. Beaver Meadow Brook is the suggested name.
- Request to establish "Green Cemetery" in Lincoln. A statute will require approval by the Select Board.
- A caveat was raised that if a cemetery becomes insolvent, it will be the responsibility of the town to maintain it.

Brook Field Service preventative maintenance agreement for standby generator was reviewed.

MOTION by Paul Forlenza, second by Oakley Smith, to approve the agreement.

MOTION PASSED 4-0-1.

Executive Session was requested.

Regular meeting adjourned at 9:01 p.m.

Respectfully submitted,
Ellie Bryant

Addendum to minutes:

The Select Board exited executive session at 9:12 p.m.

There was no action taken on matters discussed in executive session.

Meeting adjourned at 9:14 PM.

Respectfully submitted,
Bill Finger