

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

6 In attendance: Bill Finger, Chair, Paul Forlenza, Will Sipse, Oakley Smith, David Cavoretto,
7 Sally LaFramboise. Absent: James Needham.
8

9 Three grant applications were added to the agenda. No other adjustments were made to the
10 agenda.
11

12 MOTION by Bill Finger, second by Will Sipse, to approve meeting agenda.
13 MOTION PASSED 4-0-1.
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15 As minutes of the September 19 meeting were not originally submitted, Bill Finger drafted
16 minutes from his notes and reviewed those with the board.
17

18 MOTION by Bill Finger, second by Will Sipse, to approve minutes of the September 19
19 meeting.
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21 MOTION PASSED 3-0-2, Paul Forlenza abstaining.
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23 MOTION by Bill Finger, second by Will Sipse, to approve minutes of the October 17 meeting.
24 MOTION PASSEED 3-0-2, Paul Forlenza abstaining.
25

26 Dave Cavoretto gave the highway report.

- 27 • Brett Sargent and Matt Atkins were recruited to open roads on Monday from 12:30 a.m.
28 to 3:30 p.m.
- 29 • Brett Sargent is owed \$665 for his time; Matt Atkins is owed \$815.50.
- 30 • All of last week was storm cleanup for the road crew.
- 31 • Dave spent 44 hours opening roads, clearing ditches, and waiting for the power company
32 to remove downed wires.
- 33 • Dave hopes to attend the Foreman's meeting on Wednesday to hear a report from the
34 regional planner to determine if there will be a disaster declaration which will mean
35 federal money will be available to offset storm expenses.
- 36 • The chainsaws are old and need to be upgraded.
- 37 • Appreciation was expressed to Dave Cavoretto for his work after the wind storm.
- 38 • Atkins Road repairs to the damaged wall are finished.
- 39 • South Lincoln Road was graded on Tuesday, but rain turned the gravel to slime. More
40 gravel had to be laid.
- 41 • Storm cleanup continues.
- 42 • Winter preparation includes installing wings and plows on two of the trucks. A smaller
43 truck has a plow on it without wings. All trucks are ready for snow.
- 44 • Road name signs have been ordered and can be installed before the ground freezes.
- 45 • Tires have been changed on all the trucks.
- GMP responded quickly to a call about trees taking down power lines.

- 46 • So many power lines were down on Quaker Street that the road crew bulldozed fallen
- 47 trees rather than take time to cut them, considering that a woman on Zeno Road had gone
- 48 into labor and needed to get to the hospital.
- 49 • Doors on the old town shed need to be fixed for faster opening.
- 50 • Appreciation was given to Sally Laframboise for her work regarding road crew
- 51 bookkeeping.

52

53 Sally Laframboise gave the budget report.

- 54 • Some line items will not be added to the budget until late in November.
- 55 • Most line items are on target in the 33% range.
- 56 • Bills for vehicle repairs are high for the year.
- 57 • Winter sand expense is \$45,855 or 98% of budget.

58

59 Lisa Truchon joined the meeting at 7:35 p.m.

60

61 Check Warrants presented by Paul Forlenza:

62

63 MOTION by Paul Forlenza, second by Oakley Smith, to approve accounts payable check
 64 warrant 18/18 for \$1241.36 for payroll transfer for IRS taxes, and accounts payable check
 65 warrant 18/19 for \$1,022,680.71. Discussion: First installation for Lincoln Community School
 66 has been paid in the amount of \$566,800 and Mt. Abe fund in amount of \$405,700. The town
 67 needs to pay \$12,000 for sand from K Street, \$6,000 to Cargill for salt. For fuel, \$2500 to
 68 Allstate; tax refund of \$4500 to South Lincoln Land LLC (Solar Sweet Maple); and \$6800 for
 69 truck plows and wings to Viking.

70 MOTION PASSED 4-0-1.

71

72 MOTION by Paul Forlenza, second by Oakley Smith, to approve payroll check warrant 18/17 in
 73 the amount of \$3,298.24, payroll check warrant 18/18 in the amount of \$3,226.61, and payroll
 74 check warrant 18/19 in the amount of \$3,340.14. Discussion: Not much overtime.

75 MOTION PASSED 4-0-1.

76

77 Sally Laframboise has submitted her resignation as town bookkeeper effective this Thursday.

- 78 • There have been no responses to the Front Porch Forum request for a new bookkeeper.
- 79 • Some of Sally's responsibilities should be part of the town treasurer's job, amounting to
- 80 between 10 and 12 hours a week.
- 81 • The list of responsibilities for bookkeeper need to be reconsidered. For example, tax bills
- 82 are done by the listers because they have the tax software.
- 83 • Internal controls are guidelines of VLCT, including who signs checks and opens bank
- 84 statements.
- 85 • Guidelines for a new position of administrator for the Select Board needs restructuring.
- 86 • At least one of the bookkeeping duties should be delegated to the delinquent tax
- 87 collector.
- 88 • One of the bookkeeper's main tasks is preparing the budget report according to the
- 89 template designed by Paul Forlenza to present to the Select Board.
- 90 • Lisa Truchon stated that as an elected official, her primary responsibility is to Lincoln

91 town finances, and additional tasks for the Select Board may compromise her work for
92 the town until a new bookkeeper is hired.

- 93 • Currently Lisa works as town treasurer 15 hrs/week, town lister 8-12 hrs/week and at
94 NEMRC 40-50 hours/week for a total of 60-70 hours of work per week, which she
95 considers unreasonable. Additional bookkeeping duties may impose a burden.

96

97 No new business regarding the Old Town Shed.

98

99 Planning Commission has scheduled a hearing on the town plan for December 9. After the plan
100 is approved, a public hearing will be held before the Select Board approves the plan.

101

102 The town has been informed by Vermont DHCA of an obsolete form for adopting municipal
103 policies and codes. It was suggested that current municipal policies and codes be readopted since
104 there has been no change in policy.

105

106 MOTION by Bill Finger, second by Will Sipsey, to reapprove the policies. No discussion.

107 MOTION PASSED 4-0-1.

108

109 Preliminary Review of 2017 VLCT Salary Report by Paul Forlenza:

- 110 • Lincoln may be compared to surrounding towns or towns similar in population.
- 111 • Hours town employees work differ significantly in per-hour salaries.
- 112 • For highway employees, it may be effective to compare the town to other towns with
113 similar road needs.
- 114 • Only a third of towns have bookkeepers in addition to treasurers.
- 115 • It was suggested that a grand list per capita be explored for a five-town comparison.
- 116 • A discussion ensued regarding expense projections, the effect of increased storm ferocity
117 on buildings and roads, and unnecessary equipment maintenance costs.

118

119 Two tax sales are scheduled for November 13 at 9 a.m.

- 120 • If a property is redeemed within 12 months, the taxpayer will pay 12% interest prorated
121 to the date of redemption.
- 122 • A discussion ensued about pros and cons of the town bidding on tax sale property.
- 123 • Consensus was reached that the town not bid on property being auctioned for sale.

124

125 Sheriff Don Keeler sent a town records request regarding patrol sergeant Bruce Nason's
126 performance. Bill Finger replied in a letter that the town had no records pertaining to Bruce
127 Nason.

128

129 Will Sipsey presented grant applications:

- 130 • South Lincoln Road Drainage Better Roads Grant Application in amount of \$60,502.40.
131 #1 priority.
- 132 • Quaker Street culvert replacement Better Roads Grant Application in amount of
133 \$49,777.20. #2 priority.
- 134 • Quaker Street Culvert Replacement Better Roads Grant Application in amount of
135 \$25,239 for culvert emptying directly into Beaver Meadow Brook. #3 priority.

136

137 MOTION to approve three grant applications.

138 MOTION PASSED 4-0-1.

139

140 MOTION by Bill Finger, second by Paul Forlenza, to go into executive session.

141 MOTION passed 4-0-1.

142

143 Regular meeting adjourned at 9:10 p.m.

144

145 Respectfully submitted,

146 Ellie Bryant

147

148 Lincoln Select Board Minutes Addendum

149 November 7, 2017

150

151 The Select Board exited executive session at 9:25 P.M.

152

153 MOTION by Paul Forlenza, second by Will Sipsey, to request Treasurer Lisa Truchon to
154 temporarily assume Select Board bookkeeper duties currently provided by Sally LaFramboise for
155 up to 10 hours per week at \$20.00 per hour until the Select Board has successfully hired a new
156 person to fill the position.

157 MOTION PASSED 4-0-1.

158

159 Meeting adjourned at 9:30 PM

160

161 Respectfully submitted,

162 Bill Finger

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