

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

6 In attendance: Bill Finger, Chair, Will Sipsey, Oakley Smith, Ann Kensek, Rep. Fred Baser,  
7 Alexander Johnson. Absent: Paul Forlenza, James Needham, David Cavoretto.  
8

9 MOTION by Will Sipsey, second by Bill Finger, to approve meeting agenda.  
10 MOTION PASSED 3-0-2.  
11

12 Corrections and additions to meeting of November 21 meeting:

- 13 • Line 24 should read: *short term loans* rather than *bonds*.
- 14 • Lines 34-35 should read: *An engineering report exists on stretches of asphalt road*  
15 *that are directly connected to waterways and will be sent to Mr. Gaughan.*
- 16 • Line 46 should begin: *For example.*
- 17 • Lines 51-53 should read: *The capital plan should be in place before presenting a*  
18 *bond proposal to voters, all bond proposals to include language that project costs*  
19 *will be reduced by grant funds if available.*
- 20 • Line 54 should read: *A bond vote.*
- 21 • Line 56 should read: *The vote must be Australian ballot at an annual or special town*  
22 *meeting.*
- 23 • Lines 60-61 should read: *Mr. Gaughan will compose an amortization schedule to*  
24 *give an idea of what the annual impacts on the town budget will look like.*
- 25 • Line 68: Spelling of Averil Smith's name is corrected.
- 26 • Line 73 should read: *Square breakaway posts are not always being used....*
- 27 • Lines 75-76 should read: *A pneumatic post hole pounder may need to be procured or*  
28 *rented to make installation safer.*
- 29 • Line 80 should read: *FEMA estimate for cleanup is \$8500, but considering labor*  
30 *should be \$12,000.*
- 31 • Lines 89-90 should include the words: *as contract employee for snow plowing.*
- 32 • Lines 125-26 should read: *Penalties are imposed after the second installment date for*  
33 *delinquent taxes.*
- 34 • Line 163 should read: *Executive Session was requested to discuss personnel matters.*  
35

36 MOTION by Bill Finger, second by Will Sipsey, to approve minutes of the November 21  
37 meeting as corrected.  
38 MOTION PASSED 3-0-2.  
39

40 Addison County Rep. Fred Baser of the Ways and Means Committee spoke regarding 2018  
41 Legislative Session priorities. Rep. Baser offered to be a voice for the Lincoln Select Board in  
42 the state legislature. Pending 2018 issues:

- 43 • \$15 minimum wage.
- 44 • Universal primary care.
- 45 • Funding for Clean Water Act (Act 64). Phosphorus and nitrogen are major runoff

- 46 problems.
- 47 • Opioid and mental health issues.
- 48 • Increase in property tax for statewide education.
- 49 • Marijuana legalization.
- 50 • Affordable housing issue. A \$35 million bond for affordable housing is proposed.
- 51 Discussion is ongoing.
- 52 • Independent contractor needs defining to allow entrepreneurs to establish their own
- 53 businesses.
- 54 • Family leave bill (up to six weeks of paid leave) has been approved in the House and will
- 55 be up for vote in the Senate. Employees will pay an estimated .14% of total compensation
- 56 to fund the bill.
- 57 • 75% of Lincoln roads (of a total of 52.09 miles of roads) currently affect waterways, and
- 58 moneys need to be acquired to meet Act 64 requirements. Rep. Baser offered to address
- 59 the issue in the legislature.

60

61 At 7:40 Paul Forlenza joined the meeting by speaker phone.

62

63 Discussion with property owner Alexander Johnson relating to future maintenance of Class 4

64 Green Road.

- 65 • Mr. Johnson plans to build a house a year from now and would like the Class 4 road
- 66 improved for access.
- 67 • Mr. Johnson will need to present an improvement plan to the road foreman and Select
- 68 Board chair along with map showing location of proposed project.
- 69 • The plan must meet town specifications for road drainage and runoff.
- 70 • Mr. Johnson owns 450 acres total, half in Bristol and half in Lincoln.
- 71 • A home currently exists on the property, occupied by Mr. Johnson's brother.
- 72 • A survey of the property may be required before subdividing the property for building a
- 73 second home.
- 74 • It was suggested that Mr. Johnson talk to zoning administrator Bob Hall about beginning
- 75 the process of road improvement and constructing a house and outbuilding.
- 76

77 Highway Report by Bill Finger:

- 78 • Email address for road crew foreman Dave Cavoretto is [roadcrew@lincolnvermont.org](mailto:roadcrew@lincolnvermont.org).
- 79 • Cell phone number for road crew foreman Dave Cavoretto is 802-377-7576.
- 80 • Consideration will be given to FY19 budget for capital equipment purchase of new
- 81 grader and truck rather than spending funds for new tires and repairs.
- 82 • New tires would cost an estimated \$10,000.
- 83 • Estimated cost of a new grader from Caterpillar is \$380,000 with trade-in of \$100,000 for
- 84 current grader, or \$280,000 net cost.
- 85 • Amortization of a 2% loan for 10-year period would result in an annual payment of
- 86 approximately \$31,000.
- 87 • The current grader was purchased in 2007 and was paid off in FY16.
- 88 • A dump truck is also scheduled for replacement in FY19.
- 89 • Other quotes need to be obtained before a decision is made about a grader purchase.
- 90 • It was suggested that Dave Antone be consulted about grader repair, purchase, or rental.

- 91 • Final work is being done on the old town shed.
- 92 • The Town of Warren has experienced four calls this season for rescue on the closed
- 93 section of the Gap Road. Warren is considering placing tree trunks across the Warren end
- 94 of the road to restrict access except for snowmobiles and rescues. The barricade presents
- 95 a potential problem for motorists who fail to heed the Gap Closed signs on the Lincoln
- 96 side of the mountain and who attempt to proceed down the other side. Warren has asked
- 97 if we would block the road at the top of the gap. Warren has erected signs on top but the
- 98 signs have been lost to theft.
- 99 • Lincoln Gap is part of the VAST (Vermont Area Snow Travelers) Trail, and any barrier
- 100 should allow access to snow machines and skiers.
- 101 • It was suggested that two Jersey Barriers be put in place on the Lincoln side of the gap at
- 102 a cost of approximately \$300.

104 MOTION by Will Sipse, second by Oakley Smith, to purchase two Jersey Barriers to be filled  
 105 with sand and placed on the Lincoln end of the Gap Road at the point where the snowplow stops.  
 106 Motion amended to require Warren to do the same on the Warren end of the Gap Road rather  
 107 than blocking the road at the top.

108 MOTION PASSED 4-0-1.

109

110 Paul reported on highlights of FY19 budget draft.

- 111 • Each of the columns on the table was defined.
- 112 • FY18 year to date target is at 42% of budget expenditures.
- 113 • Expenses of League of Cities and Towns is at 101%,
- 114 • An amount of \$10,400 was paid to the bookkeeper. Previously there was no budget for
- 115 bookkeeper.
- 116 • Currently the bookkeeper is hired at 20 hours/week.
- 117 • If Ann Kensek assumes the position of administrative assistant as well as bookkeeper, her
- 118 hours would increase to 30 hours/week and qualify her for health care benefits.
- 119 • A question arose about how the assistant town clerk position will be filled while Lolly
- 120 Otis is off for the winter. One possibility is to fill it with Ann Kensek.
- 121 • It was suggested that the Lister position be broken into two positions, Chief Lister and
- 122 Assistant Lister. Listers' hours and salary need to be discussed further with Town
- 123 Treasurer Lisa Truchon.
- 124 • It was suggested that Planning be broken into two lines: annual fee and consulting fees.
- 125 More investigation needs to be done.
- 126 • Street light expense has a 20% increase.
- 127 • Office equipment repair will increase 450%, from \$50 to \$250.
- 128 • Cleaning costs amount to \$150-170/month, or \$2100/year and need reviewing.
- 129 • Transfer numbers are the same as the previous year and may need to be increased or
- 130 decreased.
- 131 • FY19 has a 13.2% increase in the general fund over FY18.
- 132 • Highway department figures for FY18 YTD total 30%.
- 133 • Highway equipment expenses are well above target at 65% for FY18.
- 134 • Equipment purchase expenses are paid out of the Capital Fund and therefore have been
- 135 removed from the budget.

- 136 • It was suggested that there be a separate line for small equipment purchases (for example,  
137 a professional chainsaw).
- 138 • Fuel may be saved by having a three-man road crew rather than a four-man crew.
- 139 • Telephone costs have increased due to supplementing Dave Cavoretto's cell phone bill.
- 140 • Supplies are at 50%, or a 7% increase over FY18.
- 141 • Highway project costs FY18 YTD are at 94%.
- 142 • Overall FY18 YTD highway expenses meet the target of 42%.

143

144 Paul Forlenza reviewed the hiring of Ann Kensek as bookkeeper.

- 145 • She will learn the NEMRC accounting system.
- 146 • Her primary responsibilities include payroll, invoices, and getting invoices into the  
147 accounting system.
- 148 • She will continue collecting input from the highway department on specific projects and  
149 payroll timecards.
- 150 • The budget does not allow for a full-time bookkeeper position at this point.
- 151 • If FY19 budget allows, Ms Kensek could work both as bookkeeper and administrative  
152 assistant, which would qualify her for health care.

153

154 Oakley Smith presented the Check Warrants.

155

156 MOTION by Oakley Smith, second by Bill Finger, to approve Accounts Payable check warrant  
157 18/23 in the amount of \$8,690.30. Highlights: none.

158 MOTION PASSED 3-0-2.

159

160 MOTION by Oakley Smith, second by Will Sipse, to approve Payroll check warrant 18/22 in  
161 the amount of \$2,870.65 and Payroll check warrant 18/23 in the amount of \$3,453.94.

162 Highlights: Not much overtime.

163 MOTION PASSED 3-0-2.

164

165 Response from VTRANS on funding for repair of York Hill Bridge.

- 166 • Bond Bank suggested that a meeting be convened with the finance representative from  
167 VTRANS and the State Finance Department to discuss funds for bridge repair.

168

169 Discussion of Stephen Harris proposal on alternatives for the \$35 million bond for repairs to the  
170 Mt. Abraham High School facility.

- 171 • A new building can be built for classrooms, old classrooms to be sold to a developer for  
172 commercial use.
- 173 • Gym and pool would remain in use for students.
- 174 • Mr. Harris estimates that his proposal will cost approximately \$17 million.

175

176 Regular meeting adjourned at 9:15 p.m.

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178 Respectfully submitted,

179 Ellie Bryant