

1 Town of Lincoln, Vermont
2 Minutes of Select Board Meeting
3 Lincoln Town Office
4 April 3, 2018 7:00 p.m.
5

6 In attendance: Bill Finger, Chair; Board Members Paul Forlenza, Will Sipsey;
7 ~~Bookkeeper/Admin~~ Select Board Assistant/Bookkeeper Ann Kensek, Road Foreman David
8 Cavoretto; citizen Mary Arbuckle. Absent: James Needham, Oakley Smith.
9

10 Agenda adjustments: Added an email from appraiser Bill Benton requesting the town's position
11 on extending the road plowing- On Lincoln Gap Road.

12 MOTION by Bill Finger, second by Paul Forlenza, to approve agenda adjustment.
13 MOTION PASSED 3-0-2.
14

15 Citizen comments:

16 Mary Arbuckle discussed enlisting Northeast Addison Television (NEAT) to cover events in
17 Lincoln.

- 18 • NEAT gets a small amount of funding from Comcast to cover local events.
- 19 • The station was started 15 years ago.
- 20 • NEAT coverage is a tool to get information to people about Planning Commission and
21 Select Board meetings, for example.
- 22 • Many citizens watch local events on cable television, but the broadcast is not available on
23 the DISH provider.
- 24 • The video link could be posted on the NEAT website and on Front Porch Forum.
- 25 • Bristol gives NEAT an annual appropriation to support coverage of their meetings and
26 events.
- 27 • For online viewing, long meetings can be "chaptered" so that viewers can connect to
28 sections of a meeting that interest them.
- 29 • Mary demonstrated the <http://neatbristol.com> website on the overhead.
- 30 • Video on Demand and Launch NEAT Cloudcast Player buttons bring up a catalogue of
31 videos on the NEAT website.
- 32 • Two mics are used to record audio at meetings.
- 33 • NEAT has covered civic meetings, local music at Burnham Hall and the Ripton Coffee
34 House, and Walkover Gallery music series, for example.
- 35 • It is possible to write a contract with NEAT at a rate of \$75 per meeting, including
36 covering the meeting, posting the video online, and publicizing it.
- 37 • Mt. Abraham High School was paying via invoices from NEAT but now pays an annual
38 appropriation.
- 39 • For seven shoots, NEAT would charge the town \$500.
- 40 • For meetings covered by video, a method of archiving the videos would have to be
41 devised.
- 42 • Reviewing the budget before Town Meeting would be of interest to the town's citizens,
43 especially if a line item for NEAT is included.
- 44 • NEAT has covered events at Lincoln Elementary School and speakers at Lincoln Library.
45 • A question arose about number of views on the NEAT website. No number was

- 46 specified.
- 47 • It was suggested that videotaping Select Board regular meetings would change the
- 48 dynamic of the meetings.
- 49 • It was suggested that NEAT cover a candidates' forum potentially to be held at the
- 50 library.
- 51 • It was suggested that NEAT cover this Thursday's meeting to approve the final version of
- 52 the Town Plan. Mary agreed to record the meeting at no cost to the town as an example
- 53 of the NEAT process and product.
- 54 • It was suggested that a documentary might be made of the work of the road crew.
- 55

56 Corrections were made to the minutes of meeting of March 20.

57

58 MOTION by Will Sipse, second by Paul Forlenza, to approve minutes of the March 20 meeting

59 as edited and amended.

60 MOTION PASSED 3-0-2.

61

62 Dave Cavoretto gave the highway report.

- 63 • Road crew has been repairing potholes and gravel eroded by frost, especially on upper
- 64 Colby Hill Road.
- 65 • Mud management has proceeded early in the morning while roads are still frozen.
- 66 • Mud season has not yet fully begun.
- 67 • There is enough sand remaining to accommodate the end of winter weather.
- 68 • To date, only one load of salt has been delivered, enough for two winter storms.
- 69 • It was suggested that 60% of the winter salt supply be stored in the shed prior to the
- 70 beginning of the next winter season.
- 71 • It was suggested the town look for alternative salt sources.
- 72 • The town salt shed holds only five or six loads of salt, which needs to be covered to
- 73 prevent caking and erosion that could release salt to the environment.
- 74 • Equipment is in good shape at this point.
- 75 • Wings have been removed from all but two trucks in case of spring snowstorms.
- 76 • Street sweeping should begin after winter is definitively over.
- 77 • A professional will be called to vacuum out catch basins.
- 78 • At \$150/hour, a professional should be able to clean out two catch basins an hour.
- 79 • Sidewalks and bridges need to be swept.
- 80 • A representative from John Deere will meet with the road foreman on Wednesday of this
- 81 week to discuss potential purchase of current grader and present information on the new
- 82 grader.
- 83

84 Roads capital planning

- 85 • Presentation of table showing pending Grant Applications and road repair costs.
- 86 • East River Road Segment 2 proposed project is to improve box culvert and add pavement
- 87 from Truchon Bridge to driveway at the mill.
- 88 • Cost for that project is estimated at \$137,500, including ditching 25 feet either side of the
- 89 bridge.
- 90 • It was suggested-noted that application could be made for a Class 2 Road grant for repairs

91 to the east side of the Gap Road, however the Town can potentially leverage greater
 92 amount of class 2 funds for other projects with the town spending if the town spends
 93 \$71,540 of its own budget on the Gap Road project.

- 94 • Page Hill ~~in-on~~ South Lincoln Road will need repairs needs to be completed.
- 95 • It was suggested that expenses for Segment 1 of Quaker Street repairs be from a Class 2
- 96 grant rather than a Structures grant.
- 97 • Parent estimates \$135,000 for Quaker Street repairs to take out existing 20 foot culvert,
- 98 adding an additional 30 feet to the culvert and 300 feet of stone-lined ditches.
- 99 • The four projects would cost \$250,704 in town funds.
- 100 • It was suggested that application be made for a Structures grant of \$123,750 for an East
- 101 River Road concrete box culvert rehab and widening. culverts.
- 102 • It was suggested that application be made for a Class 2 Road grant for the full
- 103 expense maximum amount of \$175,000 for the Quaker Street project.
- 104 • ~~It was concluded that~~ If the two grant applications are approved and fully funded the
- 105 town could do half a million about \$550,000 dollars worth of road improvements this
- 106 year.
- 107 • Ashley Bishop from VTrans will be asked to advise about potential for grant approvals.
- 108 • Projects on Quaker Street and East River Road were measured for work.
- 109 • Estimated cost of entire Quaker Street project amounts to \$226,629, to be offset by
- 110 reserves and grants.

111
 112 MOTION by Will Sipsey, second by Paul Forlenza, to go forward with East River Segment 2
 113 project with a Structures grant and Quaker Segment 1 with a Class 2 Highway grant project.

114 Discussion: Dave Antone approved recommends approval of Chris Acker's bid for the Gove Hill
 115 project. The Structures and Class 2 Highway grants must be submitted by April ~~15~~13. Forge Hill
 116 is a project pending project reclassification to Class 2. Isham Hollow Bridge repair was estimated
 117 at \$118,000 but is a lower priority than other projects. Narrow bridge chevrons Signage should
 118 be placed by the potentially dangerous Isham Hollow Bridge.

119 MOTION PASSED 3-0-2.

120 Spreadsheet analysis of road project and grant options is attached and made part of these
 121 minutes.

122
 123 A question was posed about whether usining FY19 budgeted maintenance funds the pending
 124 projects would diminish other road maintenance projects in the town. The response was that
 125 hiring contractors for the major projects will reduce work required by the town road crew.

126
 127 Regarding memo from David Antone:

- 128 • It was suggested that Dave Antone be called in on an as-needed basis for consultation on
- 129 road projects.
- 130 • It was suggested that a professional be called in to inventory specific road segment
- 131 projects.
- 132 • It was suggested that grants can be written in-house without hiring external consultants.
- 133 • Dave Antone will complete the Gove Hill grant.
- 134 • ~~A Select Board member~~ Will sipsey will speak with Dave Antone next week.

135
 136 Paul Forlenza presented check warrants:

137
 138 MOTION by Paul Forlenza, second by Bill Finger, to approve Accounts Payable Check Warrant
 139 18/40 in the amount of \$19,732.53. Highlights: Hauling gravel to Acker, hauling winter sand to
 140 Adams, salt from Cargill, more winter sand from ~~K-Case~~ Street Redi-Mix totaling about
 141 \$10,000.

142 MOTION PASSED 3-0-2.

143
 144 MOTION by Paul Forlenza, second by Bill Finger, to approve Payroll Check Warrant 18/39 in
 145 the amount of \$5,713.81 and Payroll Check Warrant 18/40 in the amount of \$3,936.20.

146 Highlights: Some overtime and some sick time.

147 MOTION PASSED 3-0-2.

148
 149 Budget status report:

- 150 • Electric for town office and town garage will be several hundred dollars over budget.
- 151 • Going forward, the budget for electric should be adjusted.
- 152 • Town office cleaning is over budget to date.
- 153 • Over budget for sand and salt.
- 154 • Since September there have been three repair calls for the burner at the town garage.
- 155 • Two burner repairs were for nozzles.
- 156 • At 75% of the fiscal year completed, the Highway Department is at 63% of budget and
 157 the Town office is at 66% of budget.

158
 159 Notice of meetings:

- 160 • Town Officers Educational Conference 4/3/18 Lake Morey & 4/10/18 Montpelier
- 161 • Town Health Officer Training – 4/17/18 Randolph
- 162 • The Board of the Addison County Solid Waste Management District will hold its annual
 163 organizational meeting April 12 at the Annual County Regional Planning Commission
 164 office in Middlebury.

165
 166 Old Business:

- 167 • A public hearing to approve the final version of the Town Plan will be held on April 5,
 168 7:00 p.m., at the Town office jointly with ACRPC/LPC.

169
 170 MOTION by Paul Forlenza, second by Will Sipsey, to approve the 2018 Lincoln Local
 171 Emergency Operations Plan updated by the Addison County Regional Planning Commission
 172 2018 Local Emergency Operations Plan. including several corrections of contact information.

173 MOTION PASSED 3-0-2.

174
 175 MOTION by Will Sipsey, second by Paul Forlenza, to appoint Bill Finger as representative to
 176 the Solid Waste Management Board of Supervisors and Oakley Smith as alternate.

177 MOTION PASSED 3-0-2.

178
 179 An email from appraiser Bill Benton was received requesting information regarding the town's
 180 position on plowing sections of the Lincoln Gap Road beyond the current plow termination point
 181 to provide access to a private resident who intends to build a house. The response was that the
 182 town will not honor requests for plowing beyond the current termination point. Draft written

183 response was approved for sending to Mr. Benton. (Attached and made part of these minutes.)

184

185 MOTION by Paul Forlenza, second by Will Sipsey to adjourn to executive session to discuss
186 personnel issues.

187

188 Regular meeting adjourned at 9:00 p.m.

189

190 Respectfully submitted,

191 Ellie Bryant

192

193 The select board exited executive session at 9:10 PM

194

195 There was no action taken as a result of discussion in executive session.

196

197 Meeting adjourned at 9:15 PM.

198

199 Post executive session minutes respectfully submitted by Bill Finger.

200

Draft