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D R A F T

Town of Lincoln, Vermont
Minutes of Select Board Meeting
Lincoln Town Office
September 4, 2018 7:00 p.m.

In attendance: Bill Finger, Chair; Board Members Ellie Bryant, Paul Forlenza, Oakley Smith, Will Sipsey. Select Board Assistant/ Bookkeeper Ann Kensek. Citizens Roger “Whitey” Mayo, Evan Stone.

MOTION by Bill Finger, second by Paul Forlenza, to approve the meeting agenda. Copier proposal added. Administrative fee waivers moved to earlier agenda item.

MOTION PASSED as amended 4-0-1 (in Will Sipsey’s absence).

MOTION by Paul Forlenza, second by Oakley Smith, to approve minutes of meeting of August 21, 2018, as amended and clarified.

MOTION PASSED 4-0-1 (in Will Sipsey’s absence).

Citizen concerns: Bob hall Zoning Administrator reports that Whitey Mayo has requested a variance to accommodate a structure on his property to cover his vehicle. The structure design slightly exceeds town zoning regulations. A petition-letter of support signed by all members owners/residents of Robinson Road was presented by Mr. Mayo as evidence that there is no opposition to allowing Mr. Mayo him to build his structure. Fees for a-proceeding with a variance request before the ZBA variance are approximately \$150. Paul suggested an exception be made to waive the fee in Mr. Mayo’s case.

MOTION BY Paul Forlenza, second by Will Sipsey, to waive the fee for Mr. Mayo’s zoning variance.

MOTION PASSED 5-0-0.

Dave Cavoretto gave the highway report:

- Chris Acker began work on Quaker Street ditching and replacing a culvert by the MacDonald property. The project is not yet complete. A question arose about whether VOSHA requirements are being met on the job site. A work-stop order may be issued until VOSHA safety requirements are met.

MOTION by Paul Forlenza, second by Will Sipsey, to give the road foreman the authority to issue road-stop orders on contracts when he feels VOSHA regulations are not met.

MOTION PASSED 5-0-0.

Road Foreman reopt:

- Future contracts should reflect that contractors guarantee their work for a year and assume the cost of repairs if the work fails.
- Batteries have been replaced in one of the dump trucks and batteries will need to be

- 47 replaced in the backhoe. The backhoe also needs rear tires.
- 48 • Brett Sargent is almost finished tree work.
 - 49 • Road grading is continuing.
 - 50 • 42 loads of winter sand are left to haul.
 - 51 • Light ballasts at the town garage are starting to burn out and fixtures should be replaced
 - 52 with LED fixtures with a state rebate of \$80 per ballast. Estimate from East View Electric
 - 53 is \$5,103. With a rebate of \$1,120, the total cost will be \$3,983.

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55 MOTION by Oakley Smith, second by Will Sipse, to replace the light ballasts with LED

56 fixtures in the main area of the town garage.

57 MOTION PASSED 5-0-0.

- 58
- 59 • Dave will get a proposal and deliver to Ann Kensek for replacing light ballasts in the
 - 60 remaining areas of the entire town garage and installing light motion detectors.
 - 61 • The insulation job at the town garage is estimated to be completed by the end of the
 - 62 weekend.
 - 63 • Sand Resource – A jurisdictional ruling came from the Act 250 coordinator using a 1986
 - 64 Shelburne Farms decision as a supporting document. The Shelburne Farms document
 - 65 appears to be irrelevant to the proposed Lincoln sand resource. It was decided to seek an
 - 66 attorney with experience in similar Act 250 matters for advice.
 - 67 • East River Road Structure Grant has been received and signed. Completion deadline is
 - 68 December 2020.
 - 69 • Lincoln Gap Road paving expense came in approximately \$10,000 below anticipated
 - 70 cost.
 - 71 • Dave borrowed equipment from Starksboro to complete shoulder work and expressed
 - 72 thanks to the town of Starksboro.
 - 73 • HRRR – VTrans has yet to paint the school crosswalk as required by the HRRR project
 - 74 agreement. Awaiting response from VTrans.
 - 75 • Transportation alternative grant funding through VTrans amounts to approximately \$3
 - 76 million statewide-statewide some of which may be to be used for construction of
 - 77 salt/sand storage structures. Since it is but a matter of time before the state mandates a
 - 78 covered facility for both salt and sand, the grant may be an opportunity to begin a storage
 - 79 structure project partially funded by state and federal moneys.
 - 80 • Road into the transfer station needs attention.
 - 81 • Steve Patterson was hired to mow and clean up small town cemeteries and did a great
 - 82 job.-

83

84 Energy and Environment:

- 85 • Using GMP illustrations, Evan Stone, a resident of Isham Hollow Road, participated in a
- 86 discussion of the WCVT petition for line and pole locations on that road. GMP-WCVT
- 87 has agreed to bury the line on the south side of Isham Hollow along the meadow through
- 88 the Anderson property. Approval will have to be obtained from Northeast Wilderness
- 89 Trust via David Brynn.

90

91 MOTION by Paul Forlenza, second by Ellie Bryant, to approve GMP-WCVT plan 18-137 as

92 revised (see attached) to go underground from the line starting at pole 13 going west to pole 16.
 93 MOTION PASSED 5-0-0.

94
 95 A suggestion was made to contact the phone company asking that the redundant poles be
 96 removed.

97
 98 Budget and finance report presented by Ann Kensek and Paul Forlenza:

- 99 • FY19 budget status will report second period at the September 18 meeting.
- 100 • SymQuest was contacted to increase the base rate for the copier and advised that ~~fees will~~
 101 increase to increase to an average of \$140/month, based on current use, \$140/month
 102 beginning in January. A new machine will average \$128/month including 100 color
 103 copies. The old copier is approximately 8 years old.

104
 105 MOTION by Paul Forlenza, second by Will Sipsey, to remove and , if possible sell the Canon
 106 copier and lease the Konica Minolta C308 copier at an average of -\$128.24-00 per month.

107 MOTION PASSED 5-0-0.

108
 109 Oakley Smith presented check warrants.

110
 111 MOTION by Oakley Smith, second by Paul Forlenza, to approve Accounts Payable Warrant
 112 19/10 in the amount of \$48,368.85, paid on September 6, 2018. Highlights: \$32,387.78 for the
 113 Gap Road paving project and gravel purchased.

114 MOTION PASSED 5-0-0.

115
 116 MOTION by Oakley Smith, second by Paul Forlenza, to approve Accounts Payable Warrant
 117 19/10-A in the amount of \$59,429.89. Discussion: Payments for 2016 freightliner and loader
 118 paid on August 29, 2018. The invoices were paid based on implied consent because the Select
 119 Board signed the loan.

120 MOTION PASSED 5-0-0.

121
 122 MOTION by Oakley Smith, second by Will Sipsey, to approve Payroll Check Warrant 19/9 in
 123 the amount of \$3761.85 and Payroll Check Warrant 19/10 in the amount of \$3882.59.

124 MOTION PASSED 5-0-0.

125
 126 Public Safety:

- 127 • Tina Scharf will attend the October 2 meeting along with Nate Reynolds to present draft
 128 of an animal control ordinance.
- 129 • Ellie gave an update on ongoing plans for a potential Community Safety and Substance
 130 Abuse and Prevention presentation.

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 133 Administrative, personal and training:

- 134 • Conflict of interest policy – Now that FEMA has signed off on last October's damage
 135 claim, VT Emergency Management requires the Town to have a written conflict of
 136 interest policy that complies with state and federal law. The proposed policy is taken
 137 from the VLCT model policy with the required federal wording added.

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MOTION by Bill Finger, second by Will Sipse, to adopt the VLCT conflict of interest policy with the required federal wording added and replacement of the word “must” in Section G with “may.”

MOTION PASSED 5-0-0.

- Regarding Select Board protocol, Ellie Bryant presented requirements that other towns have adopted via charter or policy to govern Select Board behavior regarding attendance and participation and suggested that the board formalize the Lincoln Select Board vacancy and attendance policies. No action was taken on the issue.

Meeting adjourned at 9:20 p.m.

Respectfully submitted,
Ellie Bryant

Clarifications added by Bill Finger 09/05/18