

Pending Approval

Town of Lincoln, Vermont  
Regular Selectboard Meeting

(This meeting held from multiple remote locations via GotoMeeting).

Tuesday, May 5, 2020, 6:30 PM

**In Attendance:** Selectboard Chair, Bill Finger; Vice-Chair, Paul Forlenza; members Oakley Smith, Will Sipse, and Bay Jackson; Selectboard Assistant/Bookkeeper, Ann Kensek; Selectboard Clerk, Sarah Summers

**Guests:** Road Foreman, Dave Cavoretto

Bill called the meeting to order at 6:56 PM: He apologized for the delay in meeting commencement due to technical problems.

1. **\*Approve 04-21-2020 Regular Meeting Minutes:**

- a. MOTION BY BILL, SECOND BY PAUL, TO APPROVE THE MINUTES OF THE 04-21-2020 REGULAR SELECTBOARD MEETING (AS CORRECTED TO INCLUDE PAUL'S CLARIFICATION OF LINES 78/79). NO DISCUSSION. VOTE CALLED AND PASSED. 5-0-0.

- i. **CORRECTION\*\*\*: LINE 78/79 of 04-21-2020 Regular Selectboard Meeting Minutes should read:** *Paul said we have \$50,000 left in gravel budget and that it was increased from \$134,000 in FY19 to \$145,000 in FY20.*

2. **\*Agenda adjustments and approval:**

- a. Paul to review year-to-date numbers under agenda item 5C, Bay to discuss Green Up Day & supply procurement under agenda item 6C.
- b. MOTION BY BILL, SECOND BY OAKLEY, TO APPROVE THE AGENDA (AS AMENDED). NO FURTHER DISCUSSION. VOTE CALLED AND PASSED. 5-0-0.

3. **Citizen comments:**

- a. NONE

4. **Highway report:**

a. **Driveway access permit request- Chris Acker – Elder Hill Rd:**

- i. Bill introduced the request for approval to ~~build an~~ expand an existing driveway access ~~road~~ on the corner of Quaker/Elder Hill which was passed on to the board by the Zoning ~~dept.~~ Administrator Bob Hall Bill explained that the selectboards ~~have~~ has the ultimate authority for access permits. Resident is requesting to expand/widen their current existing access ~~road~~. The access leads to a build site for future home of resident's daughter.
- ii. Dave explained that it is an inconvenient location with a history of water deflection issues and that the ditch would need to be redone to accommodate. Further discussion on precise location of access and the current infrastructure in place. (\*Missing content: poor audio quality).

- 44 iii. Will expressed concerns about the project’s adherence to current  
45 ordinances (sightlines) and that it seems dangerous. Oakley noted that  
46 adherence to ordinance may not apply as the access road is already  
47 existing and has been used historically. Further discussion on best-  
48 possible access points for the property.
- 49 iv. Bill explained that the landowner is eager to complete the improvements  
50 on the existing access and that he will likely proceed without full approval  
51 of access permit—given that the road exists and is in continued use.
- 52 v. Board to discuss further details of the line of sight ordinance and meet  
53 with landowner and Dave on site to better-glean the scope of the project  
54 and the location/effects of access road. (Will, Bay and Dave will meet  
55 with Chris Acker ASAP)

56 **b. Road maintenance update:**

57 **i. Review of Urz curve plans 7 and So. Lincoln Road project update:**

- 58 1. Bill announced that Ann recently received confirmation of  
59 reimbursement for the Quaker St. project. He reviewed  
60 documents outlining the Urz project and costs. Bill explained  
61 some of the unexpected savings given the better-than-anticipated  
62 condition of asphalt and culverts. Bill explained the decision to  
63 increase depth (5 inches) of asphalt in the areas with the heaviest  
64 use by town trucks. (\*Missing content: poor audio quality).
- 65 2. Bill outlined various segments of the project and their current  
66 levels of completion. He explained that the bulk of the money  
67 spent so far has been on pavement removal ~~and~~  
68 ~~(potentially) addition of gravel~~ of gravel and repaving. Bill updated  
69 the board on various grants (denied, pending, etc.). The town has  
70 a \$54,000 ~~Better Roads (Cat. D)~~ grant pending with ~~(Cat. D) Better~~  
71 ~~Roads~~. The town will be applying for another Class 2 grant mid-  
72 month, which would be another \$175,000 to be split equally for  
73 South Lincoln Rd and West River Rd projects.
- 74 3. Bill said that town funds have been little used except for paving  
75 and a little bit of the Hwy Fund money. He explained that the  
76 asphalt for the curve is within the original estimate. Paul asked Bill  
77 how much more will be needed this year and if the surplus can be  
78 used for next year. Bill explained that nothing can be done until  
79 the wetlands delineation is completed, and we cannot reserve the  
80 funds ~~beyond the end of the fiscal year.~~ Ann noted Acker and  
81 Nezin’s work on Brown’s Rd. and Natural Turnpike which should  
82 be considered budgetarily. Paul noted that the town will have  
83 roughly \$17,000 remaining. (\*Missing content: poor audio  
84 quality).
- 85 4. Bill explained that it’s much more streamlined and effective to  
86 keep paving categorized as its own subproject when it comes to  
87 grant funds. Paul noted the problematic nature of this from a

88 budget reporting standpoint, he and Ann to meet with Larry  
89 about budgeting alternatives. Bill noted that grant requirements  
90 should be considered when developing budget format.

91 ii. **Grading/ditching:** Dave said that ~~a lot of~~ the sweeping has been  
92 completed. He noted that Josh Masterson did some minor ditching on  
93 West River Rd. and that he's very happy with. He also noted that Lucas is  
94 starting the Natural Turnpike project tomorrow. He said grading is being  
95 done every day if weather permits, and Adam Lafountain is spreading  
96 gravel.

97 iii. **Gap Road drainage and opening:** Dave said Matt Atkins is working on  
98 ditching the gap.

99 **c. Equipment and vehicle maintenance:**

100 i. Dave noted that Sean ~~Brough-sp?~~ is working on trucks and making  
101 progress.

102 **d. \*Sand pit – update on permitting process:**

103 i. Bill explained that he had a virtual meeting with Chuck Norton, Paul,  
104 Dave, Robert Clark (from OCE), and Ann to discuss next moves on sand  
105 pit. He said it was a very productive meeting that has resulted in the  
106 initiation of survey work. He noted that the board should have some  
107 survey results back from (OCE and Larose) in near future. The survey will  
108 dictate the basis for storm water and various other permitting. Bill noted  
109 that the first subdivision hearing is set for May 21<sup>st</sup> (to be held virtually)  
110 and though this is Chuck's permit, the town is helping to keep the ball  
111 rolling.

112 ii. Dave noted that he was able to purchase surgical masks in bulk from  
113 Fastenal, and he has given the extras to the town office.

114 **5. Budget & Finance:**

115 **a. Approval of check warrants:**

116 i. MOTION BY PAUL, SECOND BY WILL, TO APPROVE BOTH PAYROLL  
117 WARRANT #20/44 (\$3,474.40) & PAYROLL WARRANT #20/45:  
118 (\$3,302.98). NO DISCUSSION. VOTE CALLED AND PASSED. 5-0-0.

119 ii. MOTION BY PAUL, SECOND BY BAY, TO APPROVE ACCOUNTS PAYABLE  
120 WARRANT #20/45: (\$55,210.53). VOTE CALLED AND PASSED. 5-0-0.

121 Highlights included: Payment to Acker for Brown's Rd. grant (\$13,000),  
122 payment of \$2,000 to IRS, \$3,000 for sidewalk scoping, \$2,400 for gravel,  
123 \$3,500 for street sweeping, and interest and principle payment on the  
124 excavator.

125 **b. Contingency planning for potential revenue loss due to COVID-19 economic**  
126 **impact:**

127 i. Paul made a presentation about the potential impact on town finances  
128 due to the covid-19 crisis. The presentation detailed tax collection  
129 procedures and town-to-school obligations. He explained that he has  
130 continued to speak to a variety of people about uncertainties  
131 surrounding tax collection/education funds. He learned that significant

132 tax penalties do not kick in until March. He said that all parties are  
133 understanding of the issue and some action is being taken by the league  
134 (VLCT). Paul explained that VLCT (Vermont League of Cities & Towns) has  
135 requested that the legislature authorize selectboards to vote to waive  
136 interest and penalties. If enacted, this would give the decision to the  
137 board and it would not have to go to a town vote. The league also  
138 requested that severe penalties be eliminated and that the state take on  
139 the responsibility of ensuring the education fund is fully -funded.

- 140 ii. Paul said the state and legislature needs to provide clarity before  
141 decisions can be made about possible approaches, and that the board  
142 should continue to review (at least) monthly. There are many parties  
143 involved and the town can continue navigating and cooperating with  
144 various entities as the situation unfolds.

145 **c. Other business:**

- 146 i. **Paul's addition to agenda: Budget overview:** Paul outlined notable  
147 overages: (advertising, legal). He said that the General Fund is a bit over-  
148 target but not of concern. He explained that some line items *look* as if the  
149 budget has been exceeded but in actuality it has not, (he referenced the  
150 difficult reporting and the need for greater detail and more explicit line  
151 items). Paul explained some issues with the Hwy Fund surrounding the  
152 recent decrease in road crew employees/hire of contractors. He said that  
153 the savings appears to be fairly insignificant-about 2%. Oakley noted the  
154 timeline of the change and that the numbers could be skewed without a  
155 full year under the new program. Ann also noted the significant savings in  
156 health insurance policies.
- 157 ii. Paul noted that equipment maintenance is very high; he asked about  
158 remaining expenses. (Dave had left the meeting). Oakley mentioned the  
159 insurance money from the Western Star. It was noted that the insurance  
160 money ended up as a surplus last year and it cannot be included in this  
161 budget. Oakley said it was not a good year for equipment and that it's  
162 especially difficult when revenue is received in FY19 and the expense  
163 does not exist until FY20. Paul mentioned that heating fuel shows a  
164 significant increase, but Ann clarified that it has been underbudget for a  
165 few years.
- 166 iii. Further discussion on the need for details in budgetary line items. Ann  
167 mentioned that contractual service figure likely includes more than  
168 plowing. Paul cited bottom lines: Hwy Fund at 80%, and General Fund at  
169 81%. He noted that the surplus will likely be very small. Ann noted that  
170 the town needs to be especially prudent in spending going forward. She  
171 mentioned a few notable future expenditures: survey for sand pit,  
172 additional payments to engineers, more legal expenses, ads, etc. Paul  
173 said that Dave has the biggest expenditures and the board should remain  
174 in close contact with him. Paul suggested a possible purchasing delay  
175 until July 1.

176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215  
216  
217  
218  
219

**6. Admin & Personnel:**

**a. Employee Safety Policy as required by VOSHA for reopening town facilities:**

- i. Bill reminded board members to complete the mandatory VOSHA training certificate. He also explained the town requirements for establishing training/policy procedures surrounding covid-19 and the reopening of town facilities. The town is required to develop policies in order to ensure employee safety/screening. VLCT has developed a model questionnaire that is required before work on a daily basis; it can be amended to suit town’s needs. League recommends immediate disposal of completed questionnaires to avoid the disclosure of any sensitive health information/HIPAA complications.
- ii. Further discussion on the need for policy and screening for visitors to town facilities and the requirements needed. Ann mentioned the need for guidance for those with existing health conditions (unrelated to covid-19).
- iii. Bay cited the need for signage and the importance of providing the public with all necessary information on the exterior of the building. Bill noted Sally’s (already precedented) standard of great accommodation and her willingness to service townspeople while they remain outside the office (for various reasons/accessibility challenges). Bill noted that we will have to be diligent about checking in on our own health as well as the health of colleagues/employees frequently.
- iv. Paul asked Ann about the current status of the town office. Ann explained current distancing practices and scheduling. She also explained the vigorous disinfecting routine and the lack of public entry/guest permittance. Oakley made arrangements for Desabrais to outfit the town office with a glass shield; they recently completed the measurements and it is being fabricated.
- v. Bay said that she’d been in contact with the Middlebury Natural Foods Co-Op and they are happy to place any orders (for cleaning and sanitizing supplies) on the town of Lincoln’s behalf.

**b. Review of PACIF claims history:**

- i. Bill performed a general review of the most recent claims history from VLCT’s Property and Casualty Intermunicipal Fund (PACIF). General discussion and summary.

**c. Other business:**

- i. Bay informed the board about her conversation with Dawn Mikkelsen (Green Up Chair). Dawn has indicated that she is not comfortable initiating the gathering of people. Dawn expressed that perhaps the entire month of May can be considered “Green Up Month” to mitigate excess gathering/congregating on a single day. Bay said that Dawn is still unclear on whether or not to get the green bags. She also explained that coordination with Moose Rubbish & Recycling would be needed. Bay suggested the possibility of keeping a dedicated Green Up trailer at

220 the dump for the month. Bill to touch base with Randy at Moose. Ann  
221 mentioned the raffle for kids and the possibility of somehow hosting  
222 virtually. Bill said we should proceed in getting the green bags. General  
223 discussion on dump stickers/deadline extensions. Ann mentioned the  
224 Green Up budget; Paul suggested possible donation of recycling/refuse  
225 bins for recreation area (maintained by Lincoln Sports) should there be  
226 surplus funds.

227 **7. Public Safety:**

228 a. NONE

229 **8. Board Member Concerns:**

230 a. NONE

231 **9. Executive Session:**

232 a. NONE

233 **10. Adjourn:**

234 a. Meeting Adjourned: **9:02 PM**

235

236

237 Respectfully submitted,

238 Sarah Summers

239

240 Clarifications pending approval – Bill Finger

241

242