

1 Town of Lincoln

2 Special selectboard Meeting

3 January 21, 2022

4 {Draft} Meeting Minutes

5
6 Meeting called to order at 1:09 PM after resolution of technical Zoom meeting difficulties.

7 Present: Paul Forlenza, Oakley Smith, Bay Jackson, Will Sipse and Bill Finger.

8 There were no citizen comments.

9 Paul shared the latest iteration of the FY 23 Town General and Highway proposed budgets.

10 (shared on screen and made part of these minutes)

11 Noted that wage increases in the proposal are based on a 3% COLA after considering a range of 2.5% -
12 5%. There was board consensus that 3% is appropriate. "Necessary but not necessarily comfortable." –
13 OS

14 Focused on proposed Town General and Highway bottom lines and potential impact of FY 23 tax rate.
15 Noted that the actual tax rate cannot be calculated until budgets and Town Meeting articles are
16 approved and the new Grand List is known in April.

17 If sand pit reclamation reserve fund is approved, BF suggested that we consider repurposing the Green
18 Mountain National Forest Fund (approx.. \$10,500) for the first deposit in the new fund.

19 Approval of the budgets and separate Town Meeting articles could add about 5.7% to the tax rate.

20 WS noted that due to a \$90 M + surplus in the state's education fund it is likely that there will be no
21 education property tax increase required for FY23.

22 BF noted that property tax rates for FY 21 were inadvertently miscalculated when state funds to
23 reimburse the town for property enrolled in the current use program were considered. The correction
24 for that mistake was applied to the FY 22 tax rate.

25 **MOTION** by Paul, second by Will & Bay to ask town voters to approve combined Town General
26 (\$460,654) and Highway(\$1,121,057) funds budget requests totaling \$1,582,782 for FY 23 at 2022
27 Annual Town Meeting on March 1, 2022.

28 **PASSED 5-0-0**

29 BJ noted that it will be important to continue discussion and analysis of town highway maintenance and
30 repair needs as well management, staffing, equipment, facilities and materials needs, to plan for the
31 future.

32

33

34 Briefly reviewed Draft 3 of the Warning for March 2022 Town Meeting

35 Changes since Draft 2:

36 **Article 2** Shall the Town establish due dates for the payment of real property taxes to the
37 Town Treasurer, in two equal installments as follows: the second Wednesday of
38 October (October 12, 2022) and the **third Wednesday of March (March 15, 2023)**
39 per 32 V.S.A. 4871?
40

41 Positioned the following articles to be higher on the Australian Ballot and less likely to be
42 overlooked by voters.

43
44 **Article 6** Shall the Town vote to authorize its selectboard to appoint a Town Treasurer
45 {17 V.S.A. Sect. 2651f (a)}?
46

47 **Article 7** Shall the Town vote to establish a reserve fund (24 V.S.A Sect. 2804) to be under
48 control and direction of the selectboard to be used for the sole purpose of paying
49 periodic costs for reclamation of Town sand pit property after extraction of sand?
50

51 Suggested a special meeting for 6:30 PM on Tuesday, January 25 to finalize the Warning (budget
52 amounts for approval will be inserted) and the develop and approve a schedule, format and
53 process for pre-town meeting public information meetings and the required public hearing on
54 February 28.

55
56 Consensus to hold the special meeting.

57
58 Adjourned 1:40 PM

59
60 Respectfully submitted: Bill Finger

61
62
63

Town of Lincoln Estimated Expenses for FY23 Budget (July 1, 2022 - June 30, 2023)							
Line #	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Approved Budget	FY23 Proposed Budget	Line #
	Town Administration						
1	Property Tax Abatement		\$1,430				1
2	Care of Cemeteries	\$350			\$700	\$700	2
3	Town Conservation Properties				\$2,000	\$2,000	3
4	Legal Services - Town	\$5,740	\$18,310	\$17,073	\$20,000	\$20,000	4
5	Legal Services - School					\$5,000	5
6	Advertising/ Notice & Hearing	\$493	\$1,227	\$1,872	\$850	\$850	6
7	League of Cities & Towns	\$2,481	\$2,545	\$2,649	\$2,649	\$2,750	7
8	County Tax	\$6,708	\$6,694	\$7,954	\$8,300	\$9,470	8
9	Insurance Liability, Prop	\$8,986	\$8,489	\$9,665	\$13,000	\$14,284	9
10	Burnham Hall Insurance	\$3,943	\$4,245	\$5,092	\$6,500	\$7,271	10
11	Insurance-Workers Comp	\$475	\$530	\$580	\$750	\$1,159	11
12	Town Report Expense	\$3,752	\$2,777	\$2,963	\$3,000	\$3,000	12
13	Election Expense	\$1,820	\$947	\$5,904	\$2,000	\$6,000	13
14		\$34,748	\$47,194	\$53,753	\$59,749	\$72,484	14
15	Selectboard						15
16	Select Board Compensation	\$5,000	\$5,000	\$5,000	\$5,000	\$11,000	16
17	FICA	\$77	\$383	\$306	\$383	\$842	17
18		\$5,077	\$5,383	\$5,306	\$5,383	\$11,842	18
19	Selectboard Assistant						19
20	Salary-Asst-to-SB	\$34,463	\$35,870	\$35,777	\$37,440	\$32,136	20
21	Secretary-to-SB	\$1,526	\$2,066	\$887	\$2,500	\$2,109	21
22	FICA	\$2,397	\$2,797	\$2,737	\$3,055	\$2,620	22
23	Retirement	\$1,416	\$1,488	\$1,791	\$1,778	\$1,526	23
24	Health Insurance *	\$22,657	\$21,657	\$23,676	\$23,129	\$19,933	24
25		\$62,459	\$63,878	\$64,868	\$67,903	\$58,325	25
26	Town Administration						26
27	Tax Collector FICA	\$1,482	\$959	\$2,845	\$1,913	\$1,913	27
28	Consultants (auditors)	\$7,000	\$7,200	\$7,400	\$10,000	\$10,000	28
29	Professional Services				\$3,150	\$6,000	29
30	Bookkeeper				\$15,600	\$9,855	30
31	FICA				\$1,193	\$754	31
32	Training	\$780	\$422	\$544	\$1,000	\$250	32
33	Travel & Meetings	\$362	\$224		\$500	\$250	33
34	Insurance-Unemployment	\$328	\$231	\$130	\$1,000	\$554	34
35	Insurance- Workers Comp			\$19	\$1,000	\$1,159	35
36	Website Services					\$3,150	36
37	Misc. Administrative	\$3,708	\$6,156	\$11,183	\$5,000	\$5,000	37
38		\$13,660	\$15,193	\$22,122	\$40,356	\$38,884	38

Line #	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Approved Budget	FY23 Proposed Budget	Line #
39	Town Clerk						39
40	Salary-Town-Clerk	\$31,712	\$32,346	\$41,058	\$40,664	\$41,884	40
41	FICA	\$2,360	\$2,437	\$2,529	\$3,111	\$3,204	41
42	Retirement	\$1,308	\$1,375	\$1,848	\$1,932	\$1,989	42
43	Records Restoration	\$4,840	\$20	\$23,619		\$3,000	43
44	ACS Computer Fees	\$4,200	\$4,550	\$4,279	\$4,500	\$3,960	44
45	Training	\$509	\$50		\$100	\$500	45
46	Travel & Meetings				\$100	\$100	46
47	Health Insurance *	\$23,795	\$24,373	\$26,724	\$26,082	\$26,333	47
48	Software/Support	\$71	\$53		\$1,000	\$1,000	48
49	Equipment	\$2,000			\$1,000	\$1,000	49
50		\$70,794	\$65,204	\$100,057	\$78,488	\$82,971	50
51	Asst. Town Clerk						51
52	Salary-Asst-Clerk	\$6,365	\$6,684	\$7,514	\$10,684	\$11,569	52
53	FICA	\$467	\$484	\$61	\$817	\$885	53
54		\$6,832	\$7,168	\$7,575	\$11,501	\$12,454	54
55	Listers						55
56	Salary-Lister	\$10,737	\$10,822	\$8,485	\$15,000	\$16,068	56
57	FICA	\$809	\$787	\$649	\$1,148	\$1,229	57
58	Retirement	\$422	\$421	\$377	\$713	\$763	58
59	Professional Services						59
60	Tax Map Update	\$1,450		\$1,300	\$1,250	\$1,900	60
61	Training	\$150					61
62	Travel & Meetings	\$57	\$155				62
63	Software/Support	\$1,283	\$1,253	\$3,484	\$3,200	\$3,200	63
64	Equipment				\$1,000	\$1,000	64
65	Manuals & Software				\$300	\$300	65
66		\$14,908	\$13,437	\$14,295	\$22,610	\$24,460	66
67	Treasurer						67
68	Salary-Treasurer	\$17,319	\$17,319	\$17,700	\$18,200	\$18,746	68
69	FICA	\$1,325	\$1,325	\$1,354	\$1,392	\$1,434	69
70	Retirement	\$719	\$783	\$801	\$865	\$890	70
71	Training	\$60				\$450	71
72	Travel & Meetings	\$39	\$106			\$150	72
73	Software/ Support	\$1,008	\$1,038	\$2,817	\$2,500	\$2,500	73
74	Equipment						74
75		\$20,469	\$20,570	\$22,672	\$22,957	\$24,171	75
76	Asst Town Treasurer						76
77	Salary-Asst-Treasurer	\$1,836	\$1,873	\$1,914	\$2,500	\$2,500	77
78	FICA	\$141	\$143	\$146	\$191	\$191	78
79		\$1,977	\$2,016	\$2,060	\$2,691	\$2,691	79
80	Zoning						80
81	Salary-ZA	\$7,956	\$8,115	\$7,370	\$14,976	\$17,940	81
82	Administrative				\$250	\$250	82
83	FICA	\$608	\$620	\$256	\$1,146	\$1,372	83
84	Professional Services (Map Update)	\$1,450		\$1,300	\$1,250	\$1,900	84
85		\$10,014	\$8,735	\$8,926	\$17,622	\$21,462	85

Line #	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Approved Budget	FY23 Proposed Budget	Line #
86	Planning						86
87	Administrative Salary				\$450	\$450	87
88	Consultants-ACRPC	\$1,598	\$1,625	\$1,765	\$2,000	\$2,000	88
89	Training						89
90		\$1,598	\$1,625	\$1,765	\$2,450	\$2,450	90
91	Public Safety						91
92	Health Officer (2)	\$500	\$500	\$600	\$600	\$1,000	92
93	Dog Warden & Census	\$1,034	\$903		\$1,000	\$1,000	93
94	Tree Warden						94
95	Urz Demolition		\$12,370				95
96	Law Enforcement	\$1,800				\$2,500	96
97	Constable Reimbursement	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	97
98	Signs	\$6,168		\$190			98
99	Humane Society Contract	\$600	\$600	\$600	\$750	\$750	99
100	School Generator Main/Fuel	\$1,945	\$1,355	\$971	\$1,750	\$1,750	100
101	Street Lights	\$1,898	\$2,057	\$1,947	\$2,500	\$2,250	101
102	Green Up Day	\$450	\$50	\$757	\$450	\$450	102
103		\$16,796	\$20,235	\$7,465	\$9,450	\$12,100	103
104	Town Office						104
105	Postage	\$1,402	\$1,503	\$1,888	\$2,450	\$2,500	105
106	Copier	\$1,628	\$1,828	\$3,573	\$4,000	\$2,000	106
107	office equipment repair				\$250	\$250	107
108	Office Supplies	\$2,497	\$3,254	\$4,240	\$3,500	\$4,000	108
109	Computer Expense	\$2,796		\$1,922	\$750	\$750	109
110	Equipment	\$812		\$377	\$1,000	\$1,000	110
111	Electricity	\$1,819	\$1,727	\$2,067	\$2,000	\$1,800	111
112	Heating Fuel	\$431	\$1,009	\$1,020	\$2,200	\$1,500	112
113	Telephone	\$2,737	\$2,884	\$3,123	\$2,900	\$3,100	113
114	Repair/ Maintenance	\$6,093	\$353	\$679	\$2,000	\$2,000	114
115	Lawn Mowing	\$974	\$1,135	\$1,290	\$1,500	\$1,300	115
116	Cleaning	\$1,679	\$1,323	\$1,750	\$3,250	\$5,460	116
117	Misc. Town Office	\$1,253	\$1,335	\$987	\$1,500	\$1,500	117
118		\$24,120	\$16,352	\$22,918	\$27,300	\$27,160	118
119	Transfer Station						119
120	Contract with Wade Aker	\$1,402			-	\$15,000	120
121	FICA	\$1,628					121
122	Transfer Station Stickers	\$2,497	\$315		\$400		122
123	Monitoring	\$2,796					123
124	Recycling	\$812	\$3,246	\$6,000	\$13,500		124
125	Maintenance	\$1,819	\$390		\$1,500	\$1,500	125
126		\$10,954	\$3,951	\$6,000	\$15,400	\$16,500	126
127	Transfers						127
128	Transfer to Capital Fund	\$974	\$75,000	\$70,000	\$65,000	\$50,000	128
129	Transfer to Cap Equipment	\$1,679	\$9,686	\$9,686	\$9,450	\$-	129
130	Transfer to Conservation	\$1,253	\$400	\$5,400	\$2,700	\$2,700	130
131		\$3,906	\$85,086	\$85,086	\$77,150	\$52,700	131
132	Total General Fund	\$298,312	\$376,027	\$424,866	\$461,009	\$460,654	132

Line #	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Approved Budget	FY23 Proposed Budget	Line #
133	Highway Dept Administrative						133
134	Full Time Wages	\$151,445	\$105,232	\$151,676	143,785	\$64,480	134
135	Benefits(FY19-22) / Part Time Wages(FY23)	\$28,736	\$43,204			\$52,766	135
136	Overtime					\$24,506	136
137	FICA (Soc. Sec. + Medicare)				\$11,000	\$10,844	137
138	VEMERS				\$3,896	\$4,227	138
139	Highway Consultant (Engineering,ZBA CUP)	\$7,380			\$5,000	\$5,000	139
140	Contractors, plowing	\$29,048	see line 197	\$51,285	\$55,000	\$80,125	140
141	Training and Travel				\$500	\$500	141
142	Health Insurance *	\$478	\$11,529	\$9,510	\$9,281	\$9,372	142
143	Insurance-Unemployment	\$12,779	\$576	\$201	\$1,200	\$868	143
144	Insurance-Workers Comp	\$2,842	\$15,910	\$12,408	\$18,376	\$9,285	144
145	Employee Uniform Rental	\$4,348	\$1,218	\$1,147	\$1,000	\$1,000	145
146	Highway Expense Misc.		\$944	\$3,733	\$2,500	\$3,500	146
147		\$237,055	\$178,614	\$229,961	\$251,538	\$266,472	147
148	Equipment Maintenance						148
149	Historic Data on Maintenance (FY19-22)	\$66,299	\$75,424	\$17,949	\$7,600	-	149
150	Maintenance for New Purchases (FY22-23)						150
151	2023 Freightliner Dump Truck					\$1,000	151
152	2023 F350 w. Sander & Plow					\$1,000	152
153	2023 Trailer					\$1,000	153
154	Existing Equipment						154
155	2020 Freightliner	\$11,565	\$6,158	\$2,960	\$2,000	\$2,500	155
156	2021 Freightliner					\$2,500	156
157	2019 Grader (772G)	\$13,639	\$4,840	\$9,304	\$4,000	\$4,000	157
158	2019 Backhoe (JD 310SL)	\$202	\$1,608	\$2,352	\$2,000	\$1,250	158
159	2015 (Loader JD 544k)	\$17	\$896	\$2,612	\$2,000	\$2,000	159
160	2016 Excavator (CAT 311F)	\$470	\$639	\$127	\$1,500	\$1,500	160
161	Other-Contract Labor		\$60	\$436	\$3,000	\$3,000	161
162		\$92,192	\$89,625	\$35,740	\$22,100	\$19,750	162
163	Equipment						163
164	Equipment Purchase (from reserve funds)	\$259,737	\$159,818	\$251,564	\$3,000		164
165	Equipment Rental			\$1,500	\$1,500	\$1,500	165
166	Fuel (Diesel)	\$47,043	\$35,814	\$24,395	\$38,000	\$36,813	166
167	Lubricants	\$3,063	\$2,694	\$2,393	\$4,000	\$3,500	167
168	Tires, Chains, Plow bits			\$15,378	\$12,900	\$13,287	168
169		\$309,842	\$198,326	\$295,229	\$59,400	\$55,100	169
170	Town Garage						170
171	Insurance Liability, Prop	\$9,694	\$11,856	\$12,704	\$15,000	\$19,317	171
172	Garage Supplies	\$2,871	\$23				172
173	Electricity	\$1,897	\$2,208	\$2,321	\$2,500	\$2,575	173
174	Heating Fuel	\$4,814	\$5,185	\$4,966	\$5,000	\$5,000	174
175	Telephone	\$1,891	\$1,923	\$1,740	\$2,100	\$2,163	175
176	Misc. Expense (Shop Supplies)	\$3,002	\$13,467	\$9,224	\$8,000	\$8,240	176
177		\$24,168	\$34,663	\$30,955	\$32,600	\$37,295	177
178	Building Maintenance						178
179	Repair/Maintenance	\$8,540	\$6,076	\$8,165	\$4,000	\$15,000	179
180	Mowing	\$570	\$405	\$828	\$750	\$800	180
181		\$9,110	\$6,481	\$8,992	\$4,750	\$15,800	181

Line #	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Approved Budget	FY23 Proposed Budget	Line #
182	Supplies						182
183	Winter Sand	\$61,843	\$69,062	\$61,230	\$70,000	\$70,000	183
184	Gravel	\$138,500	\$138,998	\$120,086	\$145,425	\$140,000	184
185	Salt	\$53,565	\$61,374	\$40,431	\$56,244	\$51,790	185
186	Chloride	\$10,128	\$20,712	\$13,763	\$35,000	\$35,000	186
187	Culverts	\$38,990	\$76	\$11,593	\$25,000	\$25,000	187
188	Roadside Mowing	\$15,806	\$17,116	\$11,715	\$20,000	\$20,000	188
189	Equipment Supplies	\$2,695					189
190	Guard Rails			\$2,636	\$15,425	\$20,000	190
191	Cold Patch	\$8,839					191
192	Paving		\$5,382				192
193	Canopy Roads/Overhead pruning					\$27,000	193
194	Road Improvement	\$55,566	\$11,723	\$9,673	\$12,100	\$12,100	194
195	Bridge Improvement				\$10,000	\$10,000	195
196	Grant Match/Better Back R				\$20,000		196
197	Contractual Services	\$21,354	\$62,206	\$28,628	\$25,000	\$25,000	197
198	Signs	\$4,468	\$4,302	\$1,229	\$3,500	\$3,750	198
199		\$411,754	\$390,952	\$300,985	\$437,694	\$439,640	199
200	Highway Projects						200
201	major project/grant match		\$30,207	\$128,811	\$45,000	\$10,000	201
202	Culvert Inventory						202
203	Better Back Roads/Matching	-\$30,754				\$5,000	203
204	Class 2 Grant/Matching	\$52,941				\$39,500	204
205	VT DEC Grant/Matching					\$5,000	205
206	Structures program/Matching	\$136,072					206
207		\$158,259	\$30,207	\$128,811	\$45,000	\$59,500	207
208	Transfers to Capital Fund						208
209	Transfer to Capital Eq Fu	\$120,000	\$120,000	\$120,000	\$110,000	132,500	209
210	Transfer to Paving Res Fu	\$60,000	\$60,000	\$210,000	\$60,000	75,000	210
211	Transfer to Bridge Fund	\$10,000	\$20,000	\$20,000	\$20,000	20,000	211
212		\$190,000	\$200,000	\$350,000	\$190,000	227,500	212
213	Total Highway Fund	\$1,432,381	\$1,128,867	\$1,380,672	\$1,043,082	\$1,121,057	213
214	Grand Total	\$1,730,692	\$1,504,894	\$1,805,538	\$1,504,091	\$1,581,712	214

* Health Care Insurance above is net after deduction of Employee Contribution:
FY19 (2%), FY20 (3%), FY21 (4%), FY22 (5%), FY23 (6%)