

Meeting Called to Order: 7:05

Members Present:

Doug Wellman
Kim Rink
David Parker, Jr.
Tom Staats

Members of public:

Archie Clark
Kerry Bourne
Cynthia Nau
Guy Tanza
Kim Sankey
Mark Bills

Upon start of meeting, Wellman read the letter of resignation from Mike Fontaine as stated below in correspondence.

Previous Minutes:

- Sept. 21 Minutes: Wellman provided recommended changes which the board reviewed. The board has decided to review Wellman's changes at home and get back with possible additional changes.
- Oct. 19 Minutes: Wellman recommended an addition to first page and Staats recommended moving a paragraph from page two (New Business) to Correspondence.
- Staats moves to approve October 19th minutes with changes, Parker seconds and all approve.

Members of public:

- Guy Tanza's here inquiring about the appointments of bookkeeper and town clerk.
- Cynthia Nau wanted to publicly thank David Parker for submitting the grant application.
- Kerry Bourne is curious about follow up on the State Hydrologist's feedback for Parker Rd. Wellman's been trying to contact him weekly but has not heard back from him yet. Bourne asked to be present at the site visit when it happens.

Old Business:

- Winchester property is still being followed up on by Wellman. Hopefully should know something before next meeting.
- Staats follows up on Tom Bloom, asking if the board would like to send him a letter of apology for the job that was mistakenly granted to him. Parker thinks it's appropriate. Wellman had hoped to explore with Bloom what acceptable compensation would be in regards to possible other work but agrees that a letter is appropriate as well. Wellman will draft a letter and request suggestions on content.

Road Report:

- Flood Damage update is that FEMA is slow. One of the contractor's contract has been revoked so the Town will have to wait for another contractor. This contractor has the paperwork for Sue Clark's to get at least one project into the system. Payment can be expected probably mid-January.

- Mark Bills comments that everything is in ok shape for winter. Archie Clark mentions that it wasn't as bad as expected to plow after Saturday's snow. Wellman asks about the situation at Papoose Lane. Staats mentions the VELCO patch-work paving will begin next week and maybe the town could piggy-back on that work.
- At a Whitney Hill culvert, water has eroded against the abutment. Per Staats, Bills suggests adding stone.
- For non-flood related work, there is an ongoing list of general maintenance such as brush cutting and cleaning culverts. There is a discussion about whether or not the "road closed" sign on Putney Mt. Rd. adequately gets the message across as drivers have gone around it.
- Bills has ordered signs to warn trucks, buses and RV's of the risk of crossing over Putney Mt. Rd. and said that they will be a couple of weeks until they are delivered unless he picks them up personally. The town of Putney gave the ok to post one of the signs on their side of the mountain.
- Rink mentions that someone told him there's a sign in the river by the new bridge.
- Staats and Bills looked at Ellen Ware Rd. curb cut and it looks ok to put a drive way in. Staats has brought the curb cut permit that needs to be signed for Ellen Ware Road.
- Wellman mentions a tree was downed on Ellen Ware Rd. Bills said it has since been pushed completely out of the road.
- Wellman provided Staats more information on the filing process of Mitigation Grants and the deadline of January 20th, 2012.
- Staats asks about the culvert up there (WHICH CULVERT?). Hydrology study and engineer needed. Ron Bell, an engineer from Spofford, was hired previously.
- Rink asks whether Brookline has an over-length and/or over-weight stipulations because he saw a questionable log truck passing through today. Discussion ensues about how to enforce it. Bills indicates that there is an overweight permit sign at the town line.
- Bills measured the i-beams for Cornish bridge and priced them out at \$6,100 for the amount needed to repair the bridge. There is a possible vendor who could complete this project.
- Major Road Projects for 2012 – Cornish bridge, paving. Wellman suggests that the board should have ballpark figure prior to town meeting in case it's necessary to ask voters for additional money to complete projects.
- Clark asks who the contact person is for salt and sand deliveries. Staats indicates that the salt has been ordered but for future reference, he is the contact for this matter.

New Business:

- The Selectboard met with both volunteers last night to fill the temporary positions of Town Clerk and Treasurer.
 - o TOWN CLERK – Staats motions to appoint Guy Tanza, Parker seconds. All in favor.
 - o TREASURER – Staats motions to appoint Somara Zwick. Parker seconds. Wellman's concerns are as he voiced last night that she desired to do it short term and thinks either would do a good job. Staats sees it as that it's a board appointment for only three months but with Zwick's background, he favors her over Tanza. Parker is concerned about following the auditor's recommendations on separating duties and to use the next three months as a trial period for doing so. He also thinks that the board should listen to recommendations of the auditors. Rinks was absent at the interview last night but mentions that the positions do come up as separate at the town meeting. A vote is taken. Rinks abstains. Parker and Staats say aye.
- Guy Tanza declines the Town Clerk position as he had indicated last night that he preferred the position of Treasurer over the Town Clerk and then voices his thoughts on how he had worked toward securing the position.
- Town Clerk position is still open and will need to be advertised again.
- Wellman mentions the need to find a new Selectboard member as well. This involves running an ad and requiring deadline on letters of intent by the 14th so that they can be interviewed by November 15th and decided on the next Selectboard meeting. IF there is only one person interested, all agree that the interview can be done at the Selectboard meeting instead of the night prior.
- Staats mentions the Solid Waste position and indicates that the alternate asked for a letter from the board clarifying his appointment. Wellman said they'll look for the letter or generate a new one.

Financial Policies:

- Regarding recurring audits, the first policy needs input from the auditors. Archie Clark mentions that Newfane audits every year.
- Purchase Policy – Wellman asks if the current purchase policy should mimic this one or use the current one for now and focus on other policies for the time being. Both Staats and Parker like the bid process outline. Discussion ensues about blending the two as the current policy spells out what constitutes various project levels and several members favor that. Wellman asks Clark if the auditors would have time at the next audit meeting to review the hybrid purchase policy. Clark agrees to review. The board agrees to Wellman melding the two policies.
- Current Budget Review–Wellman suggests asking the Treasurer to come to Selectboard meeting to help with budget questions. Purpose of review is to see where the Town stands with road maintenance expenditures. Board decides the provide budget is not helpful to determine that.

Correspondence

- Letter from Mike Fontaine announcing his resignation due to health concerns
- Letter from Green Up. Lynn Reinhardt has agreed to be primary. Amy Niebel agrees to be alternate.
- Letter from Public Service Board about Comcast saying they got the letter.
- Letter from Comcast responding to complaints of phones not working during power outages
- Budget request from Grace Cottage
- Thank you letter from Grace Cottage
- Letter from Windham Solid Waste notification of charter amendment
- Thank you letter from Valley Cares
- Signed copy of curb cut permit to be sent out
- FEMA paperwork to be sent out
- Letter from SEVCA
- Paperwork signed to be returned for Grassy Brook/Putney Mt. Roads bridge grant

Pay Orders:

Mark Bills ordered gravel from Clark’s and was going to submit it as part of his bill as it was part of his bid however Clark’s submitted a bill to the Town separately. Clark has been notified and will now send two separate bills with Mark Bill’s portion separate from what he supplied himself.

What	Order#	Amount
Payroll	8	\$1796.81
Acct. Payable	8	\$2126.94

Staats motioned to approve the all Pay Orders, Parker seconded and all approved.

Meeting adjourned: 9:30

Respectfully Submitted,
Amy Niebel
Clerk of Brookline Selectboard