

TOWN OF BROOKLINE SELECTBOARD MEETING
January 17, 2018 at 6:30 PM
Draft Minutes

Actions:

- Voted to approve the minutes for January 3, 2018, as amended.
- Voted to accept bid from Daniels Construction for the box culvert project, in the amount of \$99,950.
- Voted to adopt the Town Plan as revised at the 12/13/17 public hearing.
- Voted to approve an expenditure of \$200 for a stream alteration permit, related to the box culvert project.
- Voted to move the starting time of the February 7, 2018 Selectboard meeting to 7:30pm.
- Voted to change the Road Foreman position to Road Supervisor effective July 1, 2018.
- Voted to assign the pay rate of \$24/hour to the position of Road Supervisor for the 2018-2019 budget.
- Voted to add a \$500 annual stipend for the Animal Control Officer for the 2018-2019 budget.
- Voted to increase the pay rate for the Assistant Treasurer position responsible for bookkeeping by \$.50/hour for the 2018-2019 budget.
- Voted to add a new position known as SLDC Property Manager, with a pay rate of \$25/hour, effective immediately. The position will be funded by SLDC rent payments, and has no budgeted cost.
- Voted to appoint Mark Bills as the SLDC Property Manager.
- Voted to increase the pay rate for the Chairperson of the Auditors to \$15/hour for the 2018-2019 budget.
- Voted to add a \$500 annual stipend for the Town Road Commissioner for the 2018-2019 budget.
- Voted to increase the Selectboard Recording Clerk pay to \$75/meeting for the 2018-2019 budget.
- Voted to approve the 2018-2019 Town Budget.
- Voted to approve Warning for 2018 Brookline Town Meeting.
- Approved Pay Orders.

Present:

Board: Dorothy Maggio (Chair), Gwen Tanza, David Jones, Chris Webb, Bruce Mello

Members of the Public: Archie Clark, Mark Bills, Guy Tanza (Videographer), Barbara Bourne, Suzanne d' Corsey, Charlie Ezequelle (Renaud Brothers), Jeff Marsden (Bazin Brothers), Archie Clark III (AS Clark), Wesley Ameden (Ameden Construction), Kristie Denko (Daniels Construction), Somara Zwick

Call the meeting to order

The meeting was called to order at 6:30 PM.

Open Bids for the replacement of a 30' metal culvert with a cement box culvert

Seven bids were opened from the following vendors:

| | |
|----------------------|-----------|
| Daniels Construction | \$99,950 |
| Bazin Brothers | \$118,600 |
| Renaud Brothers | \$112,000 |
| A.S. Clark | \$104,183 |
| M&M Excavating | \$134,215 |
| M.A. Bean | \$163,000 |
| Ameden Construction | \$125,000 |

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There was discussion about previous Town projects done by Daniels. The Board asked Mr. Bills to review the specifics of the two lowest bids, from Daniels and A.S. Clark. Mr. Bills reviewed the bids and confirmed they were both conformed to the RFP. He also confirmed that all the bidders had attended the mandatory pre-bid meeting on January 5. Ms. Tanza moved to accept the bid from Daniels Construction for \$99,950. Second by Mr. Mello. **All in Favor.**

Review changes to agenda if any

Mr. Mello requested to have a brief budget discussion prior to item 8 on the agenda.

Approve minutes from the last meeting held on November 1, 2017

Minor corrections were made. Mr. Jones moved to approve the minutes for January 3, 2018, as amended. Second by Mr. Webb. **All in Favor.**

Scheduled members of the Public

Barbara Bourne appeared on behalf of the Planning Commission to answer any questions the Board might have related to the updated Town Plan. Suzanne d' Corsey and Charlie Ezequelle from the Planning Commission were also in attendance.

Discuss and vote on whether to accept the updated Town Plan

The Board had no questions or concerns on approving the updated Town Plan, following the public hearing on December 13, 2017. Ms. Maggio moved to adopt the Town Plan as revised at the public hearing on December 13, 2017. Second by Mr. Webb. **All in Favor.**

Nancy Libby Animal Control Officer – reporting vicious dog attack on January 5th

Ms. Maggio reported that Ms. Libby was unfortunately ill and unable to attend. Ms. Maggio detailed the incident from January 5. A woman was bitten by a dog and has filed a complaint. The woman is a renter of a property and was going to her landlord's house on Merrill Drive to deliver a rent payment, when a pitbull owned by the landlord attacked and bit her. The owner of the dog has been previously taken to court, but this is the first official report of the dog biting someone. The dog was on the owner's property, and Ms. Maggio explained that under Vermont law there are limits to what can be done. There was discussion about how to proceed, including possibly issuing a Town citation.

Unscheduled members of the Public (none)

Summary Reports

Town Clerk - Guy Tanza

Mr. Tanza reported that everything has been running smoothly, and the document digitization project continues.

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Highways and Roads – Mark Bills

Mr. Bills reported that the tree removal project is well underway, with only a couple more days of work left; some woodchips have been saved at the Town yard. He has asked Carr Tree Service, the vendor doing the work, to look at a potentially dying elm tree that is close to the historic Round Schoolhouse, and to advise whether they think it should be removed for safety. Mr. Bills recently plowed back some of the snow banks along the roadsides in Town prior to last weekends heavy rainfall. The Town didn't seem to experience as much flooding and damage as other towns in the area. Ron Bell, the person who designed the blueprint for the salt/sand shed project, has agreed to attend the pre-bid meeting when the project is put out to bid, to answer any potential questions that may arise.

Road/Bridge Weight Limit Policy

The Board will review and make the necessary changes to the current policy to reflect the proper weight limits, and vote on the revised policy at the next Board meeting.

Road Mileage Report

Mr. Bills will research any updates to the Town road mileage numbers and it will be reviewed at the next Board meeting.

Stream Alteration Permit for Box Culvert

The Road Commissioner, Mr. Clark, has advised that in order to complete the box culvert project a state stream alteration permit must be acquired. Ms. Maggio moved to approve the expenditure of \$200 for the stream alteration permit. Second by Mr. Mello. **All in Favor.**

New Business

Discuss and vote on delaying the starting time for the 2/7/18 meeting

Mr. Tanza explained that an Australian ballot vote for the school board will take place at the town office on February 7, and the vote is open until 7:00pm. Therefore the Selectboard meeting cannot start at the usual 6:30pm time. There was discussion about changing the date of the meeting, or pushing back the starting time. Ms. Maggio moved to start the February 7, 2018 Selectboard meeting at 7:30pm. Second by Mr. Webb. **All in Favor.**

Discuss and vote on changing the Road Foreman position to Road Supervisor beginning July 1, 2018

Ms. Maggio moved to change the position of Road Foreman to Road Supervisor effective July 1, 2018. Second by Mr. Webb. **All in Favor.**

Discuss and vote on assigning the pay rate of \$24/hour to the Road Supervisor position for the 2018-2019 budget

Mr. Mello moved to assign the pay rate of \$24/hour to the Road Supervisor position to the 2018-2019 budget. Second by Mr. Webb. **All in Favor.**

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Discuss and vote on adding a \$500 stipend for the Animal Control Officer position to the 2018-2019 budget

Ms. Tanza moved to add a \$500 stipend for the position of Animal Control Officer to the 2018-2019 budget. Second by Mr. Webb. **All in Favor.**

Discuss and vote on increasing the pay rate for the Bookkeeper position by \$.50/hour for the 2018-219 budget

Mr. Webb moved to increase the pay rate for the Assistant Treasurer position responsible for bookkeeping by \$.50/hour for the 2018-2019 budget. Second by Mr. Mello. **All in Favor.**

Discuss and vote on adding a new position to be known as the Sunny Lane Daycare (SLDC) Property Manager

Ms. Maggio explained that the new position would not be included in the Town budget, it would be funded exclusively by rent payments made by Sunny Lane Daycare. She also confirmed that a job description needs to be developed for the position. Ms. Maggio moved that the position of SLDC Property Manager be created, with a pay rate of \$25/hour, funded entirely by SLDC rent payments, effective immediately. Second by Mr. Webb. **All in Favor.**

Discuss the appointment of an SLDC Property Manager

Mr. Mello asked Mr. Bills if he was interested in the position, and Mr. Bills replied that he was. Ms. Maggio moved to appoint Mark Bills as the SLDC Property Manager, effective immediately. Second by Mr. Mello. **All in Favor.**

Discuss and vote on increasing the pay rate of the Chair of the Auditors to \$15/hour for the 2018-2019 budget

Ms. Maggio moved to increase the pay rate for the Chair of the Auditors to \$15/hour for the 2018-2019 budget. Second by Mr. Mello. **All in Favor.**

Discuss and vote on adding a \$500 stipend for the position of Town Road Commissioner to the 2018-2019 budget

Mr. Mello questioned whether the current Road Commissioner, Mr. Clark, would accept the stipend if it was added. Ms. Maggio noted that the stipend was for the position, and if the current holder of that position did not want to accept the money he could refuse it. Ms. Maggio moved to add a \$500 stipend for the position of Town Road Commissioner to the 2018-2019 budget. Second by Ms. Tanza. **All in Favor.**

Discuss and vote on increasing the pay rate for the Selectboard Recording Clerk to \$75/meeting for the 2018-2019 budget

Ms. Webb moved to increase the pay rate for the Selectboard Recording Clerk to \$75/meeting for the 2018-2019 budget. Second by Mr. Mello. **All in Favor.**

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2018-2019 Budget Discussion

A discussion of final budget concerns and details was had. Mr. Jones expressed concern about the rising cost of the processing of recycled materials. After discussion, the Board decided to increase the budget line item for recycling from \$11,000 to \$12,000. Ms. Zwick revised the budget to reflect the increase and printed a final copy of the 2018-2019 budget worksheet and estimated municipal tax rates documents.

Old Business

Discuss and vote on Town Meeting Warning including

There was discussion and clarification on the order and details of each article that should be contained within the warning. Mr. Jones moved that the warning for town meeting read as follows:

Warning For 2018 Brookline Town Meeting

The legal voters of the Town of Brookline are hereby warned to meet in the Multipurpose Room at the Brookline School building in the said Town of Brookline on Tuesday, the 6th day of March at 9:00 in the forenoon to transact the following business:

- ARTICLE 1. To elect a Moderator.
- ARTICLE 2. To elect a Town Clerk.
- ARTICLE 3. To elect a Town Treasurer.
- ARTICLE 4. To elect a Collector of Delinquent Taxes.
- ARTICLE 5. To elect all other officers required by law.
- ARTICLE 6. Shall the Town accept the Auditor's Report?
- ARTICLE 7. Shall the town vote to approve the General and Highway Fund expenditures, net of non-Tax budgeted revenues, for the town as follows:
 - Amount to be raised by taxes for General Fund: \$143,005
 - Amount to be raised by taxes for Highway Fund: \$158,512
 - Total Municipal Taxes to be raised \$301,517
- ARTICLE 8. To see what dates the Town will vote to collect taxes?
- ARTICLE 9. Shall the Town voters appropriate \$6,206.00 to be raised by taxes in continuing support of the following organizations?

| Organization | FY 2018 Approved | FY 2019 Requested |
|---|-------------------------|--------------------------|
| American Red Cross..... | \$ 250.00 | \$ 250.00 |
| CRT-The Current Ct River Transit..... | 250.00 | 125.00 |
| Grace Cottage Foundation..... | 300.00 | 300.00 |
| Green-Up Vermont | 50.00 | 50.00 |
| Groundworks Collaborative: (Formerly Brattleboro Drop in Center & Morningside Shelter) | 300.00 | 300.00 |
| Historical Society of Windham County..... | 250.00 | 250.00 |
| Leland & Gray Education Foundation..... | 250.00 | 250.00 |
| Moore Free Library..... | 225.00 | 250.00 |

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|---|-------------------|-------------------|
| Project Feed the Thousands (For Townshend Food Bank)..... | 100.00..... | 100.00 |
| Senior Solutions..... | 500.00..... | 500.00 |
| SEVCA..... | 465.00..... | 465.00 |
| VABVI-VT Assoc. for the Blind | 100.00..... | 100.00 |
| Valley Cares, Inc..... | 821.00..... | 821.00 |
| Vermont Center Independent Living..... | 80.00..... | 80.00 |
| Visiting Nurse Alliance..... | 1,000.00..... | 1,000.00 |
| West River Watershed Alliance..... | 110.00..... | 110.00 |
| Windham County Humane Society..... | 500.00..... | 500.00 |
| Women’s Freedom Center..... | 500.00..... | 500.00 |
| Youth Services..... | 255.00..... | 255.00 |
| Total All Appropriations Requests To Be Voted | \$6,306.00 | \$6,206.00 |

- ARTICLE 10. Shall the voters appropriate \$100.00 to be raised by taxes in support of Gerda’s Equine Rescue?
- ARTICLE 11. Shall the voters of the Town of Brookline vote to collect its current taxes by its Town Treasurer pursuant to 32 V.S.A. § 4791?
- ARTICLE 12. Shall the Town apply the budget surplus from the 2016-2017 budget in the amount of \$5,456 in the following manner?
 \$2,000 Audit Reserve
 \$2,500 Tax Abatement Reserve
 \$956 Capital Improvement Reserve
- ARTICLE 13. Shall the Town vote to change Town Meeting Day to the Saturday proceeding the first Tuesday in March, pursuant to 17 V.S.A. § 2640(b)?
- ARTICLE 14. To transact any other business that may legally come before this meeting.

Dated this 17th day of January, 2018
 Dorothy Maggio, Bruce Mello, Gwendolyn Tanza, David Jones and Chris Webb

Second by Mr. Mello. **All in Favor.**

Communications Review

Comments/Concerns

- Ms. Maggio received a call from a resident wondering why the road crew was plowing back snow along the sides of the roads last week. Ms. Maggio explained that the work was being done to reduce the likelihood of flooding on the roads from the rainfall and snowmelt.

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Emails

- None

Regular Mail

- None

Pay Orders

Accounts Payable

Ms. Maggio moved to approve Accounts Payable Warrant #2018-28, dated January 17, 2018, in the amount of \$5,901.36. Second by Mr. Webb. **All in Favor.**

Payroll

Ms. Maggio moved to approve Payroll Warrant #2018-27, dated January 10, 2018, in the amount of \$1,439.48. Second by Mr. Webb. **All in Favor.**

Set agenda for the next meeting: February 7, 2018

- Meeting will begin at 7:30pm
- Highways & Roads Current Projects
- Road policies
- SLDC work

Adjournment

Mr. Webb moved to Adjourn. Second by Mr. Mello. **All in Favor.**
The meeting adjourned at 9:24 PM.

Respectfully submitted, David Jones, Recorder, January 20, 2018.