

TOWN OF BROOKLINE SELECTBOARD MEETING
January 3, 2018 at 6:30 PM
Draft Minutes

Actions:

- Approved the Minutes for December 20, 2017.
- Signed the Shared Town Line Winter Road Maintenance Agreement.
- Final reports for Town Meeting shall be completed and submitted by January 16.
- Approved Warrants and Pay Orders.

Present:

Board: Dorothy Maggio (Chair), Gwen Tanza, David Jones, Chris Webb, Bruce Mello
Members of the Public: Somara Zwick (Treasurer), Mark Bills (Roads), Guy Tanza (Town Clerk, Videographer), Peter Barus (Recorder)

Call the meeting to order

The meeting was called to order at 6:31 PM.

Review changes to agenda if any (none)

Approve Minutes

From December 20, 2017 Regular Meeting

Mr. Jones moved to approve the Minutes for December 20, 2017. Second by Mr. Mello.
All in Favor.

Scheduled members of the public (none)

Unscheduled members of the public (none)

Summary/Update Reports

A. Guy Tanza - Town Clerk report

The Selectboard regaled Mr. Tanza with song in honor of his Birthday.
Mr. Tanza reported that signs for fire permits, dog license fees are posted; permits and licenses available until April 1 before penalties apply. The digitization project is progressing, has found some omissions and is investigating.

B. Bruce Mello - Cutt's Family

Mr. Mello announced that Bruce Cutts had passed away. He had provided a letter of condolence that was read aloud by Ms. Maggio and approved for signature by the Selectboard. There will be a spaghetti dinner at NewBrook Firehouse the afternoon of

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January 14 in the family's honor. There is approximately \$20,000.00 in a special account for the family, for donations.

Highways & Roads

A. Current projects and plans

Ms. Maggio asked about the materials in barter for previous road damage; Mr. Bills explained that it is inch-and-a-quarter road gravel, and will be delivered. The Selectboard discussed a site visit for the Grassy Brook Road culvert at the former Stankiewicz residence.

B. Planning for new Salt / Sand Shed: General Contractor discussion

Mr. Bills had gone over plans for a site visit and developed paperwork (project description, job quality expectation, state regulations etc.) Mr. Tanza discussed bonding; this was not included in the RFP; Mr. Bills offered to call Mr. Clark about this. Mr. Tanza recalled that bonding had not been required in the past but might be something to consider. The site meeting is scheduled for 9:00 AM. Friday morning, mandatory attendance for all bidders. Mr. Bills called Mr. Clark about the bonding question and the expected extreme weather. Mr. Clark responded that bonding was not necessary, but could be considered for the sand shed RFP, a performance bond or payment security bond, as used for larger projects. In the event of bad weather a mandatory meeting is still a mandatory meeting; any who cannot attend may send a representative to ask questions. There will be a sign-in sheet so that any questions not answered at the site may be fully addressed afterwards.

Mr. Bills asked if there had been any frost problems, etc., at SLDC; Ms. Maggio suggested communicating with SLDC about precautions such as opening cabinet doors in extremely cold weather.

C. Town of Putney Shared Town Line Winter Road Maintenance Agreement for review and signature.

Ms. Maggio had met with Mr. Clark regarding the paperwork from the Town of Putney, on the Winter maintenance agreement. The document was signed by Ms. Maggio.

New Business (none)

Old Business

A. Town Report for March 2018

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Mr. Tanza explained that vital statistics for the Report are not complete; he expects to have this within the week. Ms. Maggio noted a suggestion that there should be acknowledgement of deaths in the form of a dedication.

There was discussion of finalizing content by January 24, at which time Mr. Jones will format the document and submit it for proofreading, leaving a week to make corrections before printing.

There was discussion of the Warning for the school district. Ms. Maggio noted that the school meeting section is scheduled for 11:00 AM.

The meeting addressed Highways and Roads (above)

Mr. Webb reported that he had not received the Listers' report or a Historical Society or Cemetery Report, and the Auditors are waiting for end-of-year data; Mr. Tanza is awaiting information as well, including from Ms. Nau. There was discussion of other reports still outstanding, school, etc.

It was decided that final reports shall be completed and submitted by January 16.

Mr. Mello noted the change in starting time for Town Meeting; it was suggested that this be posted on the Listsrv and *Front Porch Forum*. Mr. Jones will follow up regarding the school reports.

Budget Planning for 2018-2019

Work on budget

Communications

A. Comments / Concerns

- Ms. Maggio observed that 36 inches of snow fell in the month of December, and asked if there had been any complaints; there were none.
- A Rescue, Inc. bill in the amount of \$15,173.90 that had been mislaid was found.

B. Email

C. Regular Mail

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- Policy for review, Bridge No. 8: Excess Weight Use, for Brookline Roads and Bridges. This will be addressed on the next Agenda.
- Equalized Municipal Property Grand List Value, set at \$745,180.00 last year.
- Certificate of Highway Mileage; Mr. tanza explained that this AoT documentation is done annually, and there have been no changes since last year. It will be on the next Agenda
- Timson Hill Rabbit Run
- Appropriation Request, Therapeutic Riding Center

Pay Orders

A. Accounts Payable

Ms. Maggio noted an invoice from July, found and included in the amount.

Ms. Maggio moved to approve Accounts Payable Warrant # 2018-26 dated 1/23/18, in the amount of \$20,037.03. Second by Mr. Jones. **All in Favor.**

B. Payroll

Ms. Maggio moved to approve Payroll Warrant #2018-25 dated 12/27/17 in the amount of \$1,934.45. Second by Mr. Webb. **All in Favor.**

Set agenda for regular meeting on Wednesday January 17, 2018

- The Articles
- Certificate of Highway Mileage
- Policy for review, Excess Weight Use, for Brookline Roads and Bridges
- Employee compensation changes.
- Budget vote

Ms. Maggio invited members to email other agenda item suggestions, if any.

Mr. Jones reminded that proofing the Town Report will be done between the January 17 meeting and the February Selectboard meeting, when the Selectboard will vote on the Town Plan approval.

A. Town Report -Meeting -Budget final review if needed

Ms. Zwick arrived at 7:25 PM. There was discussion of budgeting for processing the recycling materials; Mr. Jones expressed concern for rising costs.

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Ms. Zwick noted that there must be one more meeting on the budget, to vote the amount, before publication.

The Selectboard returned to discussion of Roads and Highways, briefly.

Turning again to the budget discussion, Ms. Zwick reviewed the documents provided (*FY2019 BUDGET WORKSHEET - UPDATED 12/21/2017*) and explained highlighted open items. She discussed items that will be addressed at the next meeting. She noted that the Audit Reserve must be Warned separately if at all. She suggested an Article asking to set aside \$2,000.00 for the Audit Reserve. There was discussion of other allocations that could be made, such as to the Round Schoolhouse. She suggested holding part of the surplus for a Reserve Fund, noting that this would have to be voted. She discussed statutory differences between the operating fund and highway fund as examples; an Article such as “Shall the Town vote to put (amount) into a Reserve Fund for (defined purpose)?” would be needed. The Selectboard discussed comparisons between the current and previous years, the small surplus from the previous year and whether to Warn an amount to set in Reserve; the likely need for an Abatement Hearing; and whether an Article would have to be itemized in detail; there would be need for a Tax Abatement, an Audit Reserve, future contingencies. Mr. Tanza suggested specifying an amount for reserve and asking the voters what their wish would be for the rest of the surplus. Ms. Zwick explained that an Audit Reserve would have to be Warned separately because there will not be an Audit; setting aside an amount each year for several years could be done instead of voting a large amount in one year. There was discussion about applying the surplus to present needs, with one Article for each need; if voted down, it would appear in the next year’s budget.

There was discussion of salaries and compensation; changing the title “Road Foreman” to “Road Supervisor”, with the related compensation change; it was suggested to provide some consideration the hours of work done on SLDC, noting that this would not affect the budget; Ms. Maggio asked the Selectboard to consider paying \$25.00 per hour for the SLDC work, and to look at compensation for the additional time people have spent on various projects.

Ms. Zwick discussed the hours devoted to treasury work, and the Town Clerk’s extra work with the legal matters; She observed that the Treasurer and Assistant Treasurer have been within budget and suggested increasing the Assistant Treasurer’s salary, offering to

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take a reduction in her own compensation. Mr. Tanza expressed satisfaction with his compensation, and expressed support for increasing compensation for the Road Foreman/Superintendent and the Assistant Treasurer. He discussed making the position of Town Clerk attractive enough that someone with the necessary skills would step in when he retires.

Mr. Jones suggested that the Selectboard consider budgeting for a stipend or other reimbursement for the Animal Control Officer. There was discussion of making this an annual stipend, noting that the volunteers frequently don't claim reimbursement that is well-earned. Ms. Maggio proposed to budget \$500.00 annual stipend for the Animal Control officer; after discussion it was also decided to budget \$8,300.00 per year for the Assistant Treasurer, and \$1,875 per year for the Minutes recorder.

The Selectboard reviewed *Town Operating Expenditures* for Selectboard Clerk, Assistant Treasurer, Election Officials, Assistant Town Clerk-Records Restoration, Assistant Town Clerk, Auditors, Listers, Delinquent Tax Collector, Treasurer/Tax Collector, Town Clerk, and Selectboard. Some changes were made. Ms. Maggio discussed changing the job title of "Road Foreman" to "Road Supervisor" and increasing compensation to \$24.00 per hour. This and the other changes will be voted in the next agenda.

Mr. Mello discussed of the SLDC compensation and proposed it go into effect immediately.

Mr. Jones discussed the recycling costs; Ms. Zwick will send the Members the updated Budget Draft.

B. New Town Plan - Discussion and Vote

Adjournment

Ms. Tanza moved to Adjourn. Second by Mr. Webb . **All in Favor.**
The meeting was Adjourned at 8:48 PM.

Respectfully submitted, Peter Barus, Recorder, January 8, 2018.