

TOWN OF BROOKLINE SELECTBOARD MEETING
October 4th, 2017 at 6:30 PM
Draft Minutes

Actions:

- Voted to order salt from Cargill at \$71.97 per ton, between 140 and 200 Tons.
- Authorized the Chair to sign the Project Commitment Form for the 2018 Municipal Mitigation Program Grant award of \$188,000.00 with \$47,000.00 matching funds required.
- Voted to decline a proposed six-hour foot-race through the town.
- Approved Warrants and Pay Orders totaling \$6,018.47

Present:

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

Members of the Public: Lee Ann Parker, Mark Bills, Peter Barus (Recorder)

Call the meeting to order

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

Review changes to the agenda

Mr. Jones added New Business, Newfane Recycling Committee discussion.

Ms. Maggio noted that the Selectboard is not opening bids in this meeting.

Approve minutes from the last meeting held on September 20, 2017

There were minor corrections.

Mr. Jones moved to approve the minutes for September 20th, 2017 as amended. Second by Mr. Webb. **All in Favor.**

Scheduled members of the public

Lee Ann Parker – Brookline Meeting House Advisory Committee

Ms. Maggio welcomed Ms. Parker, noting that Mr. Meyer had left, and invited her to speak;

Ms. Parker explained that the Meeting House Advisory Committee is down to two members; she had discussed with Mr. Bourne a balustrade project on course for completion this year, waiting for Peter Newton to schedule time this Fall. One goal discussed at the July meeting was having the kitchen appliances inspected and assessing needs; Scott Bovat was suggested by Ms. Maggio; Ms. Parker will start with him and bring in others if necessary; the Committee had also discussed having the chimneys inspected; it was noted that the stoves had been used in the past; there was discussion of the chimneys; the wood stoves would not be used, only the gas heaters. Ms. Parker discussed a fund reserved for kitchen repairs, stove, refrigerators, flaking paint removal and other cleaning that would be necessary to make the kitchen available for community events that would have food.

Mr. Mello discussed the condition of the kitchen, noting a freon refrigerator and gas stove, not anticipating problems. Mr. Tanza suggested the insurance company would require an inspection; Mr. Bills suggested the inspection would require a licensed technician and suggested Keene Gas or Cota & Cota; Mr. Mello noted the installer of the furnace, Seth Stewart, listed as a Preferred Vendor for the Town. Ms. Tanza will pass vendor information to Ms. Parker, who will make calls. Ms. Parker will also obtain a testing kit for lead paint.

There was discussion of Halloween, when Ms. Parker will be away, so an Open House will be unlikely; she will stay in touch with the Selectboard in case there may be requests for a wedding or other event at the building.

There was discussion of holding Town Meetings in the building; Mr. Mello recalled the difficulties last time this was tried, several years ago and noted that there is no Certificate of Occupancy as yet.

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Ms. Parker observed that the building is in good structural shape, and is safe, acknowledging the Committee for a good job, and noted that having big events there is beyond her personal capacities; Mr. Mello suggested the building will never be used until it can be heated, other than June, July and August; that there is no lighting or heat since the Committee had chosen not to apply for a Cultural Arts Grant.

Mr. Jones suggested that three months is the limit of practical use of the building given the funding and time the community puts into it. Ms. Tanza acknowledged that no single individual can do it alone. Ms. Parker will keep the Selectboard informed on progress.

Ms. Tanza reported what had been decided regarding requests to use the building. A draft was provided for Ms. Parker. There was discussion of fees for local events (to be addressed later in the Agenda); the fee for a wedding is by donation.

Ms. Parker discussed the heaters in the addition, as to whether this could be adequate for a wedding event. She suggested trying the heaters in the cold weather to ascertain whether and how much heat they can provide to the rest of the building. There was discussion of liability insurance, occupancy certificate requirements, ACA access, there being no ramp.

Ms. Parker will meet vendors and inspectors on site when needed.

The Selectboard thanked Ms. Parker.

Guy Tanza - Town Clerk Update

Mr. Tanza reported a trip to Rutland for the VLCT business meeting; membership reviewed and adopted the Municipal Plan to be presented to the Legislature next season; he spoke with the Mayor of Burlington, and met with Abby Freeman regarding any relief for small towns' legal fees; awaiting a response.

Ms. Tanza is on Book 29 in the digitizing project; new residents will be listed in the Town Report, and other materials including opportunities to volunteer.

There are pending sales of two or three properties in town.

Mr. Tanza discussed New England Municipal Resource Center accounting software (NEMRC) and another system used by Listers, that have not been backed up; there are annual fees for backup services for both of these software systems, and everything should be backed up.

Unscheduled members of the public (none)

Highways and Roads

2018 Municipal Mitigation Program Grant award \$188,000.00 with \$47,000.00 matching funds required.

Ms. Maggio discussed an award letter for Mr. Clark, inquiring whether the Town will accept the award of this grant requiring matching funds; there was discussion of time lines, noting that this is a "reimbursable grant"; Mr. Tanza explained how such disbursements are made; the funds come to \$235,000.00 in total; he suggested using money from the Paving Fund, also noting that there is \$9,000.00 per quarter from the State for roads. A vote on acceptance would be necessary. The deadline is one month from receipt to sign the Project Commitment letter.

Winter bid discussion

Mr. Bills obtained confirmation from the Selectboard that the sand and plowing bids will be opened on the 18th of October. Ms. Maggio read from the RFP for winter plowing and sanding for the Town, with a fixed price for the snow season. Ms. Maggio proposed adding "no electronic submissions" language, and adding snow removal at the recycling area and the Brookline Meeting House, to the RFP; there was discussion.

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The church building is to be included because it is officially the emergency gathering place; the school is responsible for its own parking lot. The Selectboard discussed the RFP for 200 yards of sand.

Ms. Maggio noted two unsolicited offers in the mail, one from Cargill offered options not used in Brookline; Ms. Maggio spoke with Cargill, who provided salt last year; Ms. Hoard had signed last year; there was discussion of a price per ton of \$71.97; Mr. Bills noted that sand is purchased by the cubic yard and salt by the ton. The second unsolicited rock salt offer from American Rock Salt was fifty cents per ton higher. There was discussion of past dealings with Cargill, noting that they buy enough for the whole State and can offer the best price. Ms. Maggio noted that this is over the purchase policy amount; there was discussion of the difference between the two unsolicited offers.

Ms. Maggio moved to order salt from Cargill at \$71.97 per ton, between 140 and 200 Tons. Second by Mr. Jones. **All in Favor.**

Ms. Maggio discussed RFP award for 200 yards of sand, changing the time of bid opening to 6:30 PM, all bids to be in by Saturday the 7th of October, on paper; opening will be held on the 18th. Ms. Maggio will publish the ad on October 5th, 2017.

Current projects

Mr. Bills expected that mowing should be taking place in the coming week. He had spoken with Emily Davis regarding a field trip for the Better Back Roads grant (\$5,300 to correct erosion) to verify the site; also reviewing the road inventory (part of the Better Back Roads grant process) in coming week. He had also spoken with Mr. Clark about marking the centerlines for the road painter.

Tree cutting is proceeding; there is much on side roads getting well cleaned up along power lines; he plans to meet with the tree foreman from Green Mountain Power to give them the locations of some other trees that should be cut.

Mr. Bills reported grading and graveling on Whitney Hill, which had none this Summer; and general maintenance, ditch and culvert clearing.

Ms. Maggio invited questions; there were none.

Return to Discussion: the 2018 Municipal Mitigation Program Grant

Mr. Webb moved that the Chair be authorized to sign the Project Commitment Form for the 2018 Municipal Mitigation Program Grant award of \$188,000.00 with \$47,000.00 matching funds required. Second by Mr. Jones.

In discussion it was decided that Mr. Tanza will scan the letter and send it to Mr. Clark. Ms. Maggio will call the Project Lead and firm up the time line, and send that to Mr. Clark. Mr. Bills noted that the project could be done next Summer, and suggested there is a two year window.

All in Favor.

Mr. Bills reported that Sam Bourne has said the Windmill Hill project will be done next year, as there is no time this year. There was discussion of the Inner Fire project; Mr. Clark has spoken with the owners, and discussions with the tree company are in progress.

Old Business

LDC work

There was discussion of the Work Bee in the rain. Mr. Mello reported that the stone is done around the front; the rest of the building remains to be done; there is carpentry work; the specification is needed for the railing. Mr. Jones noted that the railing specification is fairly complicated as to height, providing one for children, diameter, etc. Mr. Bills noted that Mr. Lavorgna had cited WW as having code-compliant railings.

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There was discussion of the deck stairs, snow protection ideas for a gas opening; trim. Mr. Bills noted that the furnace vent never completely closed until the new motor was installed, now it shuts tight and is working properly. Mr. Mello discussed drainage work for next year, the satellite dish, chimney, and air conditioning ventilation. He noted that the downstairs and other areas are becoming cluttered, and suggested imposing a security deposit.

Mr. Jones discussed stone from Fitzpatrick; Mr. Lavorgna and Mr. Bills can work Saturday, the 14th, starting at 9:00 AM and do as much as they can.

Mr. Jones expressed gratitude for Mr. Lavorgna's help and willingness to bring his tractor to the site.

Recycling Policy review draft #2

Ms. Maggio noted changes made by Ms. Tanza; the Selectboard perused the document.

Mr. Tanza thanked Mr. Jones for the recycling sign at the bins; Mr. Jones noted that there is an additional laminated sign in reserve.

Ms. Maggio discussed the document; fine amounts; Newfane posts a \$500.00 fine; statute allows up to \$500.00 and this should be noted on the signs when the Policy is adopted. Mr. Tanza noted that the Policy may be adopted by vote of the Selectboard.

Mr. Jones proposed that the Policy be updated with the proposed changes, and circulated by email for a vote at the next meeting. Ms. Maggio will place this vote on the agenda.

Mr. Tanza noted that the Town can only issue civil fines, capped at \$500.00. There was discussion of the best amount for the fine.

Building Use Policy discussion

Ms. Maggio noted that this had been tabled previously; after hearing Ms. Parker, not ready to adopt a policy. Ms. Maggio asked Mr. Tanza how it should be handled; he suggested that applicants submit a letter to the Selectboard. Ms. Maggio proposed to table the matter, and continue as before, with fees covered by donation. Mr. Jones asked about liability; Mr. Tanza noted that the Town has its regular umbrella, but applicants must provide their own coverage. The question may be revisited next Spring.

Savage Race request

Ms. Maggio explained that Charles Savage, a person who has never been to Brookline, wrote to ask to hold a marathon race in the Town; the letter proposes a six-hour race starting at 6:00 AM "passing through Brookline", looping through town, 20 to 50 participants; they would provide insurance, portable toilets, EMT protection; it is a for-profit entity but donates some proceeds to charitable causes; there would be an expert review of the course by John Frey; it is a qualifying race for the Boston Marathon.

There was discussion; Joe Cook, from Dummerston, had referred this group to Brookline. The difference between this and a Timson Hill event was discussed; there is no benefit to the Town, and inconvenience to residents; Timson Hill is local and benefits local organizations. Fifty people making five loops on Grassy Brook and Hill Road is not a trivial inconvenience.

Ms. Maggio noted a red and green marker on stakes and had learned that a mountain-bike race was held in Brookline without notice. She will pursue this matter as to who is responsible, and follow up.

The race impresario's website indicates enterprises similar to the "Tough Mudder" at Mount Snow; there was discussion of traffic control, the total lack of parking space; the proposed event would be on a Wednesday.

Mr. Mello moved to reject the request. Second by Mr. Webb. **All in Favor.**

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New Business

Town Plan Draft due

The Town Plan was delivered, from the Planning Commission. Ms. Maggio is reading the document, and noted some updates; from Act 250 it was learned that the terms “should” and “may” are encouraged actions, whereas “shall” and “must” are required. Mr. Tanza announced that the Town Office has an additional hard copy. This was last done in 2012, and is a required update every five years.

Newfane Recycling Committee

Ms. Maggio had written to the Newfane Selectboard, and read their response, which said that they had read her letter at their meeting, and were awaiting their Recycling Committee’s review; they regarded use of Brookline’s recycling bins by their residents as unlikely; they suggested charging a sticker fee for non-residents, and offered to post a reminder on the *Front Porch Forum*.

Ms. Maggio discussed sticker fees, suggesting that advertising will merely attract abuse. There was discussion; Mr. Jones noted that Newfane’s volume is three times Brookline’s, but costs about the same because of population density. He had received email from Johanna Gardiner (Newfane Recycling Committee) saying they will present their findings to their Selectboard on October 16th, and inviting Mr. Jones to attend, suggesting a partnership arrangement; he noted that he cannot attend that date, but encouraged others to go, not necessarily to engage in discussion, but to be informed. Ms. Maggio will go if possible. There was discussion.

Correspondence Review

Ms. Maggio noted a finance workshop that could help with finding funding for the disinfecting system at SLDC; she cannot attend, but will receive a report from an attendee; she will also call a chemical engineer (Matthew Beck) and Mr. Smart.

Emails

- Free Finance Workshops (drinking water development)

Regular mail

- Thank you from Vermont/New Hampshire Visiting Nurses
- Town of Newfane
- VLCT Newsletter

Pay orders

Accounts payable

Ms. Maggio moved to accept Accounts Payable Warrant # 2018-13 dated 10/4/2017 in the amount of \$4,434.89. Second by Mr. Jones. **All in Favor.**

Payroll

Ms moved to accept Payroll Warrant #2018-14 dated 10/4/2017 in the amount of \$1,583.58. Second by Mr. Webb. **All in Favor.**

<u>Item</u>	<u>Amount</u>
Accounts Payable Warrant # 2018-13 dated 10/4/2017	\$4,434.89
Payroll Warrant #2018-14 dated 10/4/2017	<u>\$1,583.58</u>
Total:	\$6,018.47

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Set agenda for next meeting

- Policy Vote
- Open bids for snow plowing and sand
- Traffic monitoring on Putney Mountain and Ellen Ware roads
- Town Meeting discussion

Adjournment

Ms. Tanza . moved to Adjourn. Second by Mr Mello. **All in Favor.**

The meeting Adjourned at 8:32 PM.

Respectfully submitted, Peter Barus, Recorder, October 7th, 2017.