

TOWN OF BROOKLINE SELECTBOARD MEETING

November 15, 2017 at 6:30 PM

Draft Minutes

Actions:

- Voted to approve the minutes for November 1, 2017, as amended.
- Voted to accept terms & conditions from Beck Engineering not to exceed \$4200.
- 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)

Call the meeting to order

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

Review changes to agenda if any

Mr. Jones requested to add "WSWMD update" under New Business.

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

Minor corrections were made. Mr. Jones moved to approve the minutes for November 1, 2017, as amended. Second by Mr. Mello. **All in Favor.**

Scheduled members of the Public (none)

Unscheduled members of the Public (none)

Summary Reports

Town Clerk - Guy Tanza

Draft copies of Town Plan were sent to abutting towns; a new computer backup structure has been implemented at the town office to ensure all data is consistently backed up; Ms. Tanza is on book 27 of the digitizing project, over 7,000 pages have been completed so far; taxes were due this week.

New Business

Discuss How a Complaint Comes Before the Selectboard - Dot Maggio

In an attempt to prevent complaints and other feedback from the public going unrecorded, Ms. Maggio suggested that the Board add a new agenda item to each meeting for members to share any feedback they have received from the public. After discussion, it was decided that the section "Correspondence" will be renamed "Communications" and will include all email, physical mail and verbal communications received.

Budget Discussion

A discussion of budgetary matters was held, in advance of the special budget-focused Selectboard meeting scheduled for November 21. Mr. Clark noted that he and Mr. Bills

TOWN OF BROOKLINE SELECTBOARD MEETING

November 15, 2017 at 6:30 PM

Draft Minutes

still need to review last year's budget along with our current account balances and projected future grant obligations in order to make recommendations at the special meeting. Both Mr. Clark and Mr. Bills plan to attend the November 21 meeting. Mr. Clark shared with the Board an analysis of winter material costs from 2010/11 through 2016/17 that he asked Ms. Zwick to prepare. Mr. Clark noted that since there are often yearly fluctuations in the amount of material needed due to the weather, looking at the average over a period of years might be a more effective way to look at the costs. He also discussed the road surplus budget, and noted that we probably wouldn't want to let that balance get too much lower. There are several large grants that will be coming into play in the next fiscal year, and each require the town to make large payments prior to any reimbursement being received.

Highway & Roads

Mr. Bills has almost completed measuring and marking the roads for the line painters, who are expected to do the work soon. He has been doing road maintenance on Ellen Ware Road to improve drainage. Mr. Bills has invited Carr Tree Service to give the town an estimate on the removal of 80-100 small trees that are dead or dying. Discussion ensued on whether the project will fall below the purchase policy threshold that would require a bid process. Mr. Bills will know more once he has received a preliminary estimate from Carr. The Town is about to apply for a Class A grant from Better Back Roads, which is an erosion identification and mapping process grant. We will be applying for \$7600, with a Town match of \$1900. Mr. Bills has made some basic repairs to the existing salt/sand shed to get us through one more season. There was discussion about Putney Mountain Road maintenance having ended November 1. As has been the case, no barriers will be placed at either end of the road. Mr. Clark recommended that putting out RFPs for the salt/sand shed and box culvert projects over the winter would likely yield more bidders and potentially more competitive bids. He will work on preparing those RFPs in the coming weeks. The Board thanked Mr. Bills and Mr. Clark for their efforts.

WSWMD Update – David Jones

Mr. Jones observed that the town of Dover recently voted to remain in the solid waste management district, following votes by both Winhall and Whitingham to leave the district. He also said that it was noted at the most recent WSWMD Board of Supervisors meeting that the price of recycled commodities has recently been declining, which may result in higher tipping fees being charged by our vendor for processing of the Town's recyclables. Discussion ensued about issues with the Town recycling bins, primarily about non-residents using the bins.

TOWN OF BROOKLINE SELECTBOARD MEETING

November 15, 2017 at 6:30 PM

Draft Minutes

Old Business

Brookline Meetinghouse Discussion on Grant Research for Heating – Bruce Mello

Mr. Mello shared with the Board some thoughts on the usefulness of the building without it having a functioning heat source for the sanctuary. He would like to revisit the heating options and potential state grants for funding. The Board agreed that doing further research would be worthwhile.

Town Meeting Day Discussion

There was discussion about the timing of events, and an effort to encourage the state representatives to come at a time that works better with the overall schedule. Mr. Mello will reach out to the state representatives to start that discussion.

Building Use Policy Short Form

Ms. Maggio presented a simple form she has created for recording the initial contact details when anyone requests to use one of the Town buildings.

Sunny Lane Day Care

Ms. Maggio presented the Board with an estimate from Beck Engineering to complete an engineering report on the backup water disinfection system at the SLDC building. There was discussion about the cost and how the deadline from the State to complete the engineering report is already in jeopardy. The \$4200 estimate from Beck is considerably lower than previous ballpark estimates Ms. Maggio was given. She also noted that she has been researching any potential grants to help fund this project. Ms. Maggio moved to accept the terms and conditions from Beck Engineering with a cost not to exceed \$4200. Second by Mr. Webb. **All in Favor.**

Brookline Meetinghouse Belfry Project Update

The project is currently in process and expected to be completed soon.

Town Plan Update

A public hearing will be held December 13 at 7:00pm at the Brookline Town Office.

Communications Review

Emails

- Tom Kavet on Town Plan
- Penny Massey on Austin Cemetery
- Lorrie Clark on comments made re: the age of vendors
- Bruce & Sally Cutts on snow plow and sand bids

TOWN OF BROOKLINE SELECTBOARD MEETING

November 15, 2017 at 6:30 PM

Draft Minutes

- Gary LaVorgna on Mutual Aid dues for FY2018
- Vermont Association of Conservation Districts – appropriation request

Regular Mail

- VLCT municipal road management workshop flyer
- Moore Free Library appropriation request of \$250
- Project Feed appropriation request
- Groundworks Collaborative appropriation request of \$300
- The Current appropriation request of \$125

Pay Orders

Accounts Payable

Ms. Maggio moved to approve Accounts Payable Warrant #2018-19, dated November 15, 2017, in the amount of \$3,954.73. Second by Mr. Webb. **All in Favor.**

Payroll

Ms. Maggio moved to approve Payroll Warrant #2018-20, dated November 15, 2017, in the amount of \$1,609.83. Second by Mr. Mello. **All in Favor.**

Set agenda for the special meeting November 21, 2017

- All budgetary discussion that is necessary

Set agenda for the next meeting: December 6, 2017

- Highways & Roads Current Projects
- Tree Removal
- Salt/Sand Shed and Box Culvert RFPs
- Town Meeting
- SLDC

Condolences

Mr. Webb noted that longtime Brookline resident Sigrid Blase passed away this week. The Board would like to extend their condolences to her family.

Adjournment

Mr. Webb moved to Adjourn. Second by Mr. Mello. **All in Favor.**
The meeting adjourned at 9:04 PM.

Respectfully submitted, David Jones, Recorder, November 17, 2017.