

TOWN OF BROOKLINE SELECTBOARD MEETING
December 6, 2017 at 6:30 PM
Draft Minutes

Actions:

- Held a the drawing for the winner of the quilt raffle
- Voted to waive the Homestead Penalty for this year.
- Appointed Lyndall Boal to the Leland and Gray School Board.
- Appointed Jorda Chapin to the Rescue, Inc., Board of Directors.
- Approved expenditure not to exceed \$7,200.00 for hazard tree removal by Henry Carr Arborist.

Present:

Board: Dorothy Maggio (Chair), Gwen Tanza, David Jones, Chris Webb, Bruce Mello
Members of the Public: Barbara Bourne, Lee Ann Parker, Suzanne d’Corsey, Archie Clark, Mark Bills, Guy Tanza (Videographer), Peter Barus (Recorder)

Call the meeting to order

The meeting was called to order at 6:32 PM.

Review changes to agenda if any

Move Budget Planning below Old Business.

Add Lee Ann Parker to discuss BMH, Unscheduled Members of the Public.

Correction, the donation of \$500.00 is for the Round Schoolhouse.

Table approval of Minutes from the Special Budget meeting November 21 for next meeting.

Approve minutes from the last meeting held on November 15, 2017

Corrections made.

Ms. Tanza moved to approve the Minutes for November 15th, 2017 as corrected. Second by Mr. Webb. **All in Favor.**

Approve minutes from the special Budget meeting held on November 21, 2017

(Tabled)

Scheduled members of the public

Barbara Bourne- re Town Plan

Ms. Bourne discussed advocacy for stronger language based on a prior Town Plan Survey and the Goals of the Town Plan; all “should” is changed to “shall”, except under Land Use, about which agreement was not reached. She cited page 60 of the proposed Town Plan, paragraph 2, “commercial and light industrial uses...” There was discussion of making a change from “should be carefully controlled” to “shall be carefully controlled”.

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Ms. Tanza pointed out another “should” in the paragraph above (“The Town Center should be maintained...”); this had been updated in Ms. Bourne’s copy; Mr. Webb had also noticed this item. Ms. Maggio asked about making this change at the hearing, which had already been Warned. Ms. Bourne recommended changing at the hearing.

Ms. Bourne cited another passage about commercial and industrial development in which 62% of survey respondents disagreed; and on p. 9, on which 57.1% of respondents agreed there should be more regulation of commercial and industrial ventures and noise; she cited one of the Goals of the Town Plan, “...to limit development that would...” noting that the language under Land Use ought to reflect that Goal; and that the WRC has said the language in the Town Plan is weak, and would not hold up in an Act 250 Hearing.

Ms. Maggio acknowledged the hours of research this clearly had required, and asked about putting out the sandwich board for the Hearing; she will look into other venues for communicating to the public; she invited questions.

The Planning Board meeting will be at 7:00 PM, December 13th, 2017. Part of the meeting will be to review the Town Plan; this will not be video-recorded.

Unscheduled members of the public

Lee Ann Parker, BMH

Ms. Parker brought up three matters: first, people had committed and given money for the quilt raffle; names and tickets were in the safe; a drawing was to be held after the 30th of November; this could be done another night, but should be done soon; she would be happy to notify the winner and give them the quilt. There was discussion. Mr. Tanza noted that a drawing could be done in this meeting by the Selectboard; Ms. Parker assented. The second issue concerned storage: she explained that several items are backlogged now that the BMH Committee is much reduced, and asked about storing some items at the Town Office, such as old Minutes, history, etc., noting the possibility that they were stored in the office previously, dating back to the Ladies’ Benevolent Society. There was discussion. The third was to inform the Selectboard that she will finish up responsibilities for the grants, working with Ms. Zwick. The Committee is down to two members now, Mr. Bourne and Ms. Parker. Mr. Tanza noted that a Quorum is needed to make Committee decisions; she noted that she is working for the Selectboard, and has updated the community to the extent possible. There was discussion of pictures from BMH that could be used on FaceBook, etc.

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Summary / Update Reports

Dot Maggio - Animal Control

Ms. Maggio reported that Nancy Libby (Animal Control Officer) has been working diligently on animal control reports, and has saved the Town legal fees by convincing a person to turn over an animal to a rescue service, rather than enforce removal; she can put apply for mileage reimbursement, and has been to conferences.

New Business

Brookline Meeting House -Donation of \$500.00 timely response requested.

It was noted that this was listed in error, the donation is for the Round Schoolhouse.

Ms. Maggio noted that correspondence from the Walter and Mary Myers Company stated stating that future donations would be contingent upon timely response on allocation of the funds; the Historical Society has not done much for two or three years; she had called Ms. Nau twice and left messages; the building was last used by Roger Albee, who reported musty and damp books; a dehumidifier was recommended, and the power not on in the building; if the Historical Society would consider this, and some repairs, there is now \$5,500.00 awaiting allocation; a previous donation has not been acted upon. There was discussion; the Selectboard could contact Doug Wellman or Jack Greene; Mr. Tanza discussed a beam in need of replacement; Mr. Wellman is postmaster in Bondville. Mr. Mello proposed Tabling the matter and doing research; Ms. Maggio recommended immediate action, to call Ms. Nau, Mr. Greene, Mr. Wellman and ask Ms. Zwick to read the letter; there was discussion. Mr. Jones will make these calls.

Summary / Update Reports

Town Clerk Report

Mr. Tanza reported that work is going as planned, the digitizing project has reached Book 27, at 600+ pages per book; on delinquent tax collection he is waiting to hear from Bankruptcy Court regarding the one delinquency; there will have been two years with no delinquency, if that case is resolved; holidays are slow in the office but now is time to generate six or seven reports for the Town Report.

Ms. Maggio cited HS.122, noting that each year a Homestead Declaration must be filed, and some have been confused; the State allows a fee of 8%, the Listers have discretion on whether to impose that penalty; they say the penalty should be waived, people pay enough taxes; the language in the statute “May assess...” for late filing.

Mr. Mello moved to waive the Homestead Penalty for this year. Second by Mr. Webb.

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In discussion, it was noted that this should be done every year, as the law is confusing. Some towns impose the penalty; Mr. Tanza felt this to be unnecessary; he read from the statute.

All in Favor.

Quilt

Ms. Parker displayed the tickets, and the quilt. Mr. Jones asked if there were any tickets that might be omitted; Ms. Parker asserted that all tickets were on hand.

Ms. Maggio drew the name of Deb Finer as winner of the drawing. She is a resident of Newfane. Ms. Parker will communicate to Ms. Finer.

Old Business

Open Position on the L & G School Board - Lyndall Boal is interested

Vote on appointment until Town Meeting open term expires 2019

This is an elected position until 2019; Ms. Boal would resume her former position on the L&G board; the present vote on appointment extends the term until Town Meeting, when a vote for the full term will be held.

Ms. Maggio moved to appoint Lyndall Boal to the Leland and Gray School Board.
Second by Mr. Mello.

It was noted that Ms. Boal had asked that Mr. Mello communicate with L&G on the matter to complete the appointment.

All in Favor.

The Board expressed thanks for Ms. Boal's service.

Open Position for RESCUE Inc - Jorda Chapin is interested

Vote on appointment - Annual Appointment Position

Ms. Maggio moved to appoint Jorda Chapin to the Rescue, Inc., Board of Directors.
Second by Mr. Webb. **All in Favor.**

Sunny Lane Day Care Building pre-winter projects

Mr. Mello will not be available; Mr. Bills will find time to clear the roof and take care of the air conditioning aperture; other projects can wait until Spring. Mr. Jones offered assistance with Mr. Bills; there was discussion.

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Highways & Roads

Current Projects and Plans

Line Painting - Expected evening of Dec 6th.

Mr. Bills noted that the line painting was taking place; he will be in contact with the contractor; they can work down to fifteen degrees and will work after 9:00 PM when traffic will be low.

Mr. Bills has started work on the WRC grants, to be completed by June 30th, 2018.

On Parker Road, Inner Fire has installed their driveway culvert, still in progress, roughed out, the angle of the driveway with the town road need some adjustment, but looks like it will come together, weather permitting.

Carr Tree Service submitted an estimate, it has not been reviewed for compliance; Ms. Maggio noted it was received December 2nd, 2017, a proposal for custom tree removal not to exceed \$7,200.00. Mr. Bills reported that he spoke with the man and showed him 65 flagged trees, some of which he had asked GMP to deal with, but they were just outside of the ten-foot right-of-way; Carr looked at all the trees, charges \$225.00 per hour with a 65ft bucket, two climbers, other equipment; he offers to do this for up to, and not to exceed, \$7,200.00 at that hourly rate. Mr. Clark discussed leaving the wood; Mr. Bills noted that they will chip up everything under four inches and leave the rest off the right-of-way for the landowners; these owners have said they knew someone who would take it; the majority is elm, with some ash, some oak and white birch, maple; the majority of hazard trees are dying elms. Mr. Bills noted that tree removal has not been done for some years; the Town had started to save about \$600.00 a year for removals, and sometimes one tree costs that amount; this would fall under Contract Services; each wind or hard rain event, wood is dropping. There was discussion of budgeting under Highways and Roads Contract Services; deadwood belongs to the landowners, and there are many people who will pick it up.

Mr. Bills recommended that the Selectboard should decide, given the substantial amount, and that this be done soon.

Ms. Maggio moved to approve expenditure not to exceed \$7,200.00 for hazard tree removal by Henry Carr Arborist. Second by Mr. Webb.

In discussion it was confirmed that GMP left trees that were more than ten feet outside the right-of-way; Mr. Carr felt that there were specific trees that the power company is

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liable to remove; Mr. Bills will make further inquiries about that, and believes GMP will return, as they had done in some cases previously. Mr. Carr is qualified to work next to powerlines, and is certified not to work within the right-of-way.

All in Favor.

Mr. Bills will notify Mr. Carr of the contract award.

Mr. Clark provided RFP for a box culvert; the draft mentions site meetings the 5th and the 17th. He will provide a condensed version for posting in the papers of record, etc. He noted that there is adequate time to complete the process. This is for the Stankiewicz culvert; Mr. Clark will discuss a temporary construction easement, some work to be done outside the right-of-way, but no part of the structure will be, and site restoration to present condition; he will write this up before the 5th. Ms. Maggio will work with Mr. Clark to compose the agreement.

Mr. Bills noted that sand has not been received yet; the letter was mailed Tuesday; Mr. Fitzpatrick sent a message to Ms. Maggio that he made a delivery; Mr. Clark confirmed that about seven yards had been delivered, and about 200 yards is needed; at seven weeks, this would be about a yard a week. Ms. Maggio has written to Fitzpatrick about deliveries and placing ticket lists in the slot at the office; Mr. Clark noted that Barrett delivers the salt. Mr. Bills suggested adding to the sand bid paperwork, "delivery date required". Mr. Jones asked if there had been any feedback from other road crews about Fitzpatrick's sand deliveries; Mr. Bills had spoken with Wardsboro's road foreman, they had not received any then, but subsequently got about two thirds of what they use; Jamaica may have most of theirs; Newfane was also a customer. Ms. Maggio agreed that the RFP needed to be more specific about timely deliveries. The shed holds 200 yd; it can be delivered as needed. A spreadsheet on usage showed that some years 600 yards has been delivered. There was discussion of what to do in the event of a shortfall. No delivery ticket accompanied the recent delivery so far as is known; Mr. Bills recommended having a backup plan for sand in the event of a shortfall. Mr. Clark noted that a small truckload has been received so far.

There was discussion of sealed bids, due at 6:30 PM, for the box culvert on Grassy Brook Road. Mr. Clark will email the final version to Ms. Maggio, Mr. Tanza will post on the website.

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Line Painting - Expected evening of Dec 6th.

There was discussion of a quote for the line painting, as to whether there was any guarantee as to longevity of the paint; and of a pothole repair.

Salaries/Payroll update for Budget

Mr. Clark noted that the budget is mostly level-funded, assuming the rate would stay the same, but there is ongoing discussion, and if there is an increase a corresponding rate increase will be proportional; there was discussion; \$3,458.00 is an estimate; Mr. Tanza asked how many hours will be allocated, as this will be asked; Mr. Jones suggested leaving this level of detail aside for the present discussion. Ms. Maggio noted the Employee Pay Summary document.

Mr. Clark discussed Contracted Services being over budget, possibly because of preparation for paving and general work, line painting, mowing, seal coating, culvert replacement; Mr. Tanza noted that this had been discussed before with regard to breaking out more detail; Mr. Clark suggested it could be less confusing, easier to track with categories such as culverts, shoulders, trees and brush, etc.; there had been discussion of raising to \$37,000.00 and the impact of an extra week with the mower; the important thing is the bottom line, should increase by \$2,000.00 after discussion, from \$37,000.00 to \$39,000.00. Ms. Zwick has a detailed breakdown of how \$61,000.00 was reached. There was discussion of a cushion in anticipation of unforeseen expenses; no paving next year; work anticipated for the coming cycle, culvert inventory, doing five or six culverts a year for the past several years. The only variance will be payroll; Mr. Mello acknowledged Mr. Clark and Mr. Bills for their budget work.

There was discussion of short term borrowing; Ms. Zwick had confirmed that this is possible; Mr. Clark discussed the timing of projects, for example, box culvert and new shed occurring in the same period; Mr. Tanza discussed grant reimbursements; Mr. Clark discussed contractors getting 75% for the half-completed work on a project; there was discussion; Mr. Clark noted that writing the RFP for the shed, he had not questioned whether to hire a General Contractor to oversee the whole project, or would the Town be the General Contractor. There was discussion of whether the Town ever hired a GC; what this would add to costs (10% or 15%); with several trades involved, the GC manages the overall project; there was discussion of a project in Winhall with a GC, other towns that may have taken this approach; Mr. Tanza asked when the Salt and Sand Shed would be built (2019) and the duration of the grant (two years); blueprints (AoT generic template was used, site plan made, template adjusted, part of the grant application); cost of the

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shed was \$240,000.00 of which \$180,000.00 was in the grant, raising the rest; 15% is another \$36,000.00; this should be considered when the bids are opened. Mr. Bills noted that under the grant the Town responsibility was \$47,000.00 a total of \$235,000.00. Mr. Tanza asked about whether an Article would be needed for Town Meeting, or funds are adequate.

Ms. Zwick will be invited to the next meeting to examine the questions of funding for box culverts and for grant-match, and possible GC.

There was discussion of how the shed project RFP had been developed; dollars-per-square-foot; cost estimates on the concrete and other materials, labor; a short-term loan does not require an Article (under a year, anticipation of grant funds).

Ms. Maggio will email Ms. Zwick to come to the next meeting to discuss matching funds for the \$47,000.00 and the other two issues.

Ms. Maggio referred to the updated highway worksheet, noting \$100.00 for permits, \$200.00 interest, Summer salaries and payroll tax may change, etc. confirming items discussed.

Mr. Bills discussed tractor rental; the tractor had been sold, the dealer sells to towns new or used; there is a credit union that provides a five year lease with one-dollar purchase at the end; he will send information on leases to the Town. There was discussion of auctions. Mr. Bills discussed municipal equipment loans.

Appropriations List for Budget

Ms. Maggio reviewed the appropriations checklist as of 12/1/17 from Ms. Zwick;

- Red Cross: \$250.00 for Town Vote; Yes
- Connecticut Rive transit \$125.00 for Town Vote; Yes
- Grace Cottage (appropriation request \$300.00; Yes)
- Green Mountain RSVP (No)
- Green up Vermont (appropriation request \$50.00; Yes)
- Morningside Shelter (appropriation request \$300.00; Yes)
- Historical Soc of Windham Co (appropriation request \$250.00; Yes)
- L&G Foundation (appropriation request, open)
- Moore Free Library (appropriation request \$250.00; Yes)
- Project Feed the Thousands (appropriation request \$100.00; open – confer with Ms. Zwick)
- Senior Solutions (appropriation request, open)
- SEVCA (appropriation request \$465.00; yes)
- Townshend Food Bank and FTT (appropriation request, open)

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- Vt Assoc for the Blind (appropriation request \$100.00; Yes)
- Vt Assoc of Conservation Districts “Fire Hydrant Grant” (appropriation request \$100.00, dry hydrants; No)
- Valley Cares (appropriation request, \$821.00; Yes)
- Vt Centers for Independent Living (appropriation request, \$80.00; Yes)
- Visiting Nurse and Hospice of NH (appropriation request, \$1,000.00; Yes)
- West River Watershed Alliance (appropriation request, \$110.00; Yes)
- Windham County Humane Society (no request, open)
- Women’s Freedom Center (appropriation request, \$500.00; Yes)
- Youth Services (appropriation request, \$255.00; Yes)
- Gerta’s Equine Rescue (appropriation request, \$100.00; Yes)
- SeVEDS (appropriation request, \$1,590.00; No)

Ms. Maggio will review the open requests with Ms. Zwick.

Compensation

There was discussion of the Recording Secretary salary; Ms. Maggio suggested adding mileage; there was discussion; recruitment; comparable pay scale; minimum wage; assistants; raises. Mr. Tanza proposed that the Road Commissioner should receive compensation. Ms. Maggio will discuss with Ms. Zwick and schedule time next meeting for further budget discussion.

Mr. Jones proposed a stipend for the Animal Control Officer (now receives mileage); Ms. Maggio noted that a time card is allowed at \$13.00 per hour. Mr. Mello proposed revisiting this after the rest of the budget is done.

Mr. Mello proposed a level-funded budget; the Selectboard was in general agreement;

Mr. Jones noted that \$5,000.00 had been approved for WSMD Landfill costs. Mr. Mello noted the amount of work Mr. Clark and Mr. Bills have done for the Town, grants awarded, etc.

Communication

Comments / Concerns

Dumping in Town

Ms. Maggio reported that a resident complained of a lot of tires showing up, there will be a tour next Saturday and update next meeting; how address “freecycling”.

Recycle Stickers

Regarding recycling stickers, a Summer resident lets family use the house in the off-season, but the sticker is in her car; Ms. Maggio suggested giving second sticker for a

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dollar; Ms. Tanza noted that there is no charge for second stickers for relatives; if the resident is in NJ, someone must come to the office to pick it up.

Email

Regular Mail

- Carr Tree & Timber estimate, have not reviewed for compliance; Ms. Maggio noted it was rec'd December 2nd, 2017, proposal for custom tree removal not to exceed \$7,200.00
- SEVCA rec'd November 30
- Gerta's Equine Rescue rec'd December 2
- Grace Cottage rec'd December 6 (appropriation request)
- Southern Vermont Therapeutic Riding Center rec'd December 5 (appropriation request)
- Vermont Land Trust rec'd December 5 (appropriation request) Mr. Tanza noted this is related to the bankruptcy matter.
- Valley Cares rec'd November 9 and December 5
- Solar City rec'd December 6
- Windham Solid Waste Management District M.O.U. rec'd November 30

Ms. Maggio read from WSWM M.O.U. regarding recycling containers; Mr. Jones noted the containers are on indefinite loan, hence the M.O.U.; there was discussion; three bins, two on site, Triple-T has third and swaps out; signatures requested; copies provided for review.

- American Red Cross rec'd November 28 (appropriation request)
- Channing Bete company rec'd November 24
- Columbia Southern University rec'd November 28
- VLTC Newsletter November 27
- Connecticut River Transit
- Rescue, Inc. requests payments totaling \$15,173.90. There was discussion of the Rescue, Inc. request.

Pay Orders

Accounts Payable

Ms. Maggio moved to approve Accounts Payable Warrant #2018-21 dated 12/6/17 in the amount of \$304,455.35. Second by Mr. Webb. **All in Favor.**

Payroll

Ms. Maggio moved to approve Payroll Warrant #2018-22 dated 11/29/17 in the amount of \$1,584.50. Second by Mr. Jones. **All in Favor**

Ms. Maggio had signed the order last Wednesday; she noted a deposit for an engineering study.

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Set agenda for regular meeting on Wednesday December 20, 2017, 9:00 PM.

- Budget
- Contract for WSWMD

Adjournment

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

The meeting adjourned at 9:41 PM.

Respectfully submitted, Peter Barus, Recorder, December 11th, 2017.