

**TOWN OF BROOKLINE SELECTBOARD MEETING**  
**Thursday, March 14<sup>th</sup>, 2018 at 6:30 PM**  
**Final Minutes**

## **Action Summary:**

Elections and Appointments:

- Chair: Dorothy Maggio
- Vice-Chair: David Jones
- Recording Clerk: Peter Barus
- WRC Representative: Guy Tanza and Cynthia Nau
- Emergency Management Directors: Mike Fontaine and Michael Winot
- 911 Coordinator: Guy Tanza
- Pound keeper: Windham County Humane Society
- Animal Control Officer: Nancy Libby
- Historical Society: Cynthia Nau, Doug Wellman, Jack Greene
- Windham Solid Waste Mgmt. District Representative: David Jones
- Rescue Inc. Representative: Jorda Daigneault
- Planning Commission: Chris Webb
- SDLC Property Manager: Mark Bills
- Surveyor of Wood and Lumber: Lester Rink
- Tree Warden: Mark Bills

## **Present:**

Selectboard: Dorothy Maggio (Chair), David Jones, Gwen Tanza, Bruce Mello, Chris Webb  
Members of the Public: Guy Tanza (Town Clerk and videographer), Beverly Waters, Archie Clark (Road Commissioner), Mark Bills (Road Supervisor), Peter Barus (Recording Clerk)

## **Call the meeting to order by Town Clerk Guy Tanza**

The meeting was called to order by Mr. Tanza at 6:39 PM.

## **Elect Selectboard Chair**

Mr. Tanza opened the floor for nominations for Selectboard Chair.

Mr. Mello nominated Ms. Maggio as Chair. **All in Favor.**

The clerk instructed that nominations be closed, and to cast one vote for Ms. Maggio.

**Ms. Maggio was duly elected Chair of the Selectboard.**

## **Any changes to Agenda**

Meeting house heating - defer until next week.

SLDC UV water report - defer until next week.

Add draft job description discussion for SLDC under Old Business.

## **Review/Approve/Sign Selectboard Rules of Procedure**

Ms. Tanza noted three forms to approve, Rules of Procedure, Conflict of Interest, Purchase Policy; and that she had retyped the Rules of Procedure. Ms. Maggio signed and circulated the forms for signature.

In discussion it was suggested that the documents be read by all members carefully to reinforce their understanding of the details. The members read and signed the documents. It was noted that new members have been duly sworn in.

The Rules of Procedure was adopted **by unanimous consent.**

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Ms. Maggio moved to approve the Purchase Policy. Second by Mr. Webb. **All in Favor.**

## **Approve Minutes from February 21, 2018 Regular Meeting**

Minor corrections were made.

Mr. Mello moved to approve the Minutes for February 21, 2018, as amended. Second by Ms. Tanza.  
**One abstaining, otherwise All in Favor.**

Ms. Maggio discussed the March 9, 2017 Minutes.

Mr. Webb moved to approve the minutes for March 9, 2017. Second by Ms. Tanza. **Two abstaining, the Motion passed.**

## **Members of the Public**

(None)

### **Scheduled Members of the Public**

(None)

### **Unscheduled Members of the Public**

Beverly Waters

## **Reorganization & Appointment of Town Officers**

### **Appoint Vice-Chair of Selectboard**

The Chair opened the floor for nominations for Vice-Chair.

There was discussion.

Ms. Tanza nominated Mr. Jones.

**All in Favor.** The clerk was instructed that nominations be closed, and to cast one vote for Mr. Jones.

**Mr. Jones was duly elected as Vice-Chair.**

### **Appoint Recording Clerk of the Board**

Ms. Maggio nominated Peter Barus to be Recording Clerk.

**Mr. Barus was appointed by unanimous consent.**

### **Set time and place for Selectboard Meetings**

By unanimous consent, meetings shall be held at 6:30 PM. on the first and third Wednesday each month at Town Hall.

### **Establish official newspaper for posting of meetings/hearings**

Ms. Maggio discussed a legislative action to remove some restrictions in the selection of Paper of Record.

Ms. Tanza moved that the **Brattleboro Reformer** be the Paper of Record. Second by Mr. Jones. **All in Favor.**

### **Appoint Road Commissioner**

Ms. Maggio noted that Mr. Clark has expressed willingness to continue with the three grants until completed, *i.e.*, the Salt Shed, Erosion Control, and the Better Back Roads planning grant; he will step down as Road Commissioner in other respects.

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Ms. Maggio circulated information from the VLCT Handbook on the open position, and advised that the Selectboard will take on the responsibility; it was noted that the Selectboard is technically the Road Commission in any case.

The Selectboard reluctantly accepted Mr. Clark's resignation, and expressed gratitude for his expertise and years of service to the community.

The appointment was deferred to a future date.

**Appoint Representative to Windham Regional Commission**

Mr. Tanza expressed willingness to continue as WRC Representative; Ms. Tanza noted that Cynthia Nau has also indicated willingness to continue to serve.

Ms. Maggio nominated Mr. Tanza and Ms. Nau as WRC Representatives for 2018. There were no further nominations. Mr. Tanza and Ms. Nau were duly appointed as Representatives to the Windham Regional Commission for 2018 **by unanimous consent.**

**Appoint Emergency Management Director**

Work on Local Emergency Operations Plan (LEOP) was discussed.

Ms. Maggio nominated Mike Fontaine and Michael Winot as Directors of Emergency Management.

**All in Favor.**

**Appoint 911 Coordinator**

Mr. Jones nominated Mr. Tanza as 911 Coordinator. He accepted the nomination.

There were no other nominations.

**All in Favor.**

**Appoint Pound Keeper**

Ms. Maggio nominated the Windham County Humane Society as Pound keeper.

**All in Favor.**

**Appoint Animal Control Officer**

Mr. Jones nominated Nancy Libby.

**All in Favor.**

**Appoint Members of the Historical Society**

Discussion; Ms. Tanza had spoken with all three; nominated Cynthia Nau, Doug Wellman, Jack Greene.

**All in Favor.**

**Appoint Representative to Windham Solid Waste Mgmt. District**

Ms. Maggio nominated Mr. Jones.

**One abstaining, passed.**

**Appoint Representative to Rescue Inc.**

Mr. Jones nominated Jorda Daigneault, noting that he had obtained her assent. **All in Favor.**

**Appoint Members to the Brookline Planning Commission**

Mr. Jones discussed a vacancy on the Commission; he noted that Suzanne d'Corsey would step down.

Ms. Maggio discussed possible outreach to fill the Commission; Ms. Maggio will ask the Commission about this. There was discussion about term length. Mr. Webb expressed willingness to fulfill the one-year previously vacant position. The term held by Ms. d'Corsey will remain vacant.

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Ms. Maggio nominated Mr. Webb for the remaining year of the vacant seat's term.  
Mr. Webb was duly appointed to the Planning Commission.

**Appoint Members to the Brookline Meeting House Committee**

Ms. Maggio opened the floor for nominations.

There was discussion of possible candidates; Mr. Jones suggested that the Selectboard discuss possibly combining with the Historical Society, given the difficulty of filling the Committees, and the ways in which they overlap. Mr. Tanza noted that now that there are two buildings, both could be under one Committee. The current Meeting House Committee members should be asked if they are willing to continue their work.

The Appointment was deferred until further discussions with all members about merging the Committees. Mr. Jones suggested that an item be added to a future agenda to discuss the state of the buildings. Ms. Maggio will talk with Mr. Bourne and Ms. Parker.

**Appoint Property Manager for SLDC**

Ms. Maggio moved that Mark Bills be appointed as property manager for SDLC.

In discussion, Ms. Maggio noted that a draft job description has been written for discussion. **All in Favor.**

**Appoint Road Supervisor**

Ms. Maggio moved that Mark Bills be appointed as road commissioner. **All in Favor.**

**Appoint Service Officer**

Ms. Maggio noted that the position is no longer viable and has been repealed, and the State now has other ways of addressing family services.

**Appoint Surveyor of Wood and Lumber**

Mr. Jones nominated Lester Rink as the Surveyor of Wood and Lumber. **All in Favor.**

**Appoint Tree Warden**

Mr. Jones nominated Mr. Bills as Tree Warden. **All in Favor.**

Mr. Webb asked about the Health Officer and Fire Warden. There was discussion of terms of office. It was explained that the State appoints the Fire Warden, and the health officer is still serving.

## **Roads and Highways**

**New/Current project**

Ms. Maggio discussed supply levels at the salt shed. Mr. Bills explained that more had been ordered from Barrett two weeks previously, and they promised delivery Thursday or Friday the following week (contingent on expected rail delivery); supplies are adequate until then. There was discussion about another delivery that has not arrived as expected.

Ms. Tanza discussed a complaint about the logging operation on Whitney Hill Road; Mr. Bills noted that the Ward family is having some timber harvested near where the Town vehicles turn around; logs are being brought to the road; permission has not been obtained to work in the road, and work in the road has resulted in deferred maintenance; he noted that VTRANS can send an officer to patrol such locations if the Selectboard posts specific roads and weight limits. He noted that the loggers have stopped for the winter season, but had been placing logs closer to the road because of mud. He had sent a request to the person in charge asking them to move the wood, and keep heavy trucks off the road

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when muddy, and they had moved the logs; he recommended that the roads be posted as above with VTRANS, so that issues could be addressed effectively. He noted that signs are usually observed; in this case vehicles were unloaded on the road during wet weather; the logging will probably continue in Summer; the landowner has the last property on the road. Ms. Tanza discussed the complaint, noting it was for excessive speed and damage to the road, and that the logging contractor had been named in the complaint. Mr. Bills noted the recent sudden thaw, when signs had been placed; that most loggers ask about using the roads in bad weather; previously a Forester with another project had attended a meeting and a bond was held until the work was completed. Ms. Tanza asked if Mr. Bills had spoken with the logging or trucking contractor; Mr. Tanza noted that the contractor would probably have their names. The issue will be revisited at a future meeting.

Mr. Clark discussed Act 250 projects, permits, insurance, etc., explaining that logging does not involve as much accountability. Mr. Bills had taken photographs of logs blocking half the road, crowding traffic into a soft ditch and creating a hazard for emergency vehicles. The logs in this case had been moved.

Ms. Tanza had asked the complainant to put their complaint in writing to the Selectboard. Ms. Maggio will attempt to communicate with the complainant.

Mr. Clark discussed his conversation with Mr. Jensen about a culvert size change, explaining that the new culvert would be the same size, but shallower and wider, to address the angle between culvert and road. Mr. Clark discussed hydrology, *eg.*, velocity, watershed area, slope, etc., and noted that the situation is being addressed.

There was discussion of the Salt Shed plan. Ms. Maggio will circulate email regarding oversight, inspection period, Ron Bell; this will appear on the next agenda as it concerns an expenditure.

During discussion of a box culvert bonding was brought up; Mr. Clark explained that he had discussed this with Ms. Zwick; that bonding protects the town by requiring the contractor to demonstrate satisfactory completion to have the bond released, and the contractor pays part of the bond; Ms. Maggio will ask Ms. Zwick if she sees a necessity in the case of the salt shed. There was discussion of a project that had failed, where a bond had not been in place. Mr. Clark noted that the RFP must include bonding requirements if any. Some smaller companies are often unable to obtain a bond.

Mr. Webb acknowledged Mr. Clark's service, noting especially his professionalism and positive approach; The Selectboard again expressed gratitude for Mr. Clark's service.

Mr. Clark discussed the Better Back Roads grant at Holland Hill where a culvert is being replaced, including lining the ditch with stone; some of this area is part of Putney. Mr. Clark had discussed this project with their Road Foreman, as they have maintained the ditch even though it is technically in Brookline; they have agreed to do this project and will provide an estimate for services rendered in Brookline. Mr. Clark is expecting this estimate for Brookline's portion of the project to replace the culvert, and had asked Mr. Bills to oversee this. Mr. Bills noted that Putney works with the same Better Back Roads people, and there could be a joint discussion; the project will upgrade the culvert and ditch, which will correct the erosion problems. Mr. Clark noted that the town line needs to be located and marked; and that Brookline was already approved for the grant, which also covers three other projects.

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Mr. Bills expressed his enjoyment working with Mr. Clark, noting his irreplaceable experience and knowledge.

Mr. Clark noted that it is the first anniversary of the roadside damage on Grassy Brook Road, and still no additional materials have been delivered, that part of the agreement has not been completed. Ms. Maggio will look into this matter.

## **Old Business**

**Meeting House Heating** (deferred)

**Sunny Lane Day Care UV Water disinfection report** (deferred)

### **Vicious Dog Hearing**

Ms. Maggio discussed a Protective Order and asked if any additional modification was needed. Mr. Webb asked about a clause regarding chain length; it was explained that the regulation concerns the safety of the animal in question. Ms. Maggio will retype the report and have copies sent out, return receipt requested.

Mr. Webb moved to accept the Protective Order for the male pit bull known as Goochie, as corrected. Second by Mr. Jones. **All in Favor.**

## **New Business**

### **Goals for the New Year (March 2018 thru March 2019)**

Ms. Maggio noted that this comes up at reorganization meetings, and asked for individual goals for the coming year. She listed three goals:

- Update a minimum of two Town Ordinances
- Determine the best way to spend \$2,000.00 on cemetery upkeep
- Participate in selectboard-sponsored activity at the MH, such as movie night, etc.

Mr. Jones listed his goals:

1. Set up a structure for diversion of redeemable cans and bottles from the recycle bins, as a fundraiser and to reduce hauling costs.
2. Make improvements to the Round Schoolhouse with the Historical Society, while the funds are available for that purpose.
3. Streamline the Town Report process.

Mr. Webb's goals:

1. Speed limit study and Ordinances
2. Work with Ms. Maggio on Ancient cemeteries
3. Schedule due-dates more specifically with regard for Residents' plans
4. Have a Brookline Town social media page (asked if he would run it he responded affirmatively)
5. Review of all Ordinances

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Mr. Tanza suggested that any social media project be researched with VLCT. There was discussion of the Open Meetings law. Ms. Maggio suggested consulting Mr. Tabachnick (Principal, NewBrook) who has some experience with this.

**SLDC Job Description**

Ms. Maggio circulated copies of the draft job posting for Property Manager. She noted that there were modifications to responsibilities under the headings for the UV Water system and lighting. Mr. Jones suggested some minor editorial changes, and will address these at the next meeting. Ms. Maggio will send the electronic version to Mr. Jones. The matter was Tabled until next meeting.

**Correspondence**

***Comments from Residents***

Email thanking the Road Commission for great snow removal.

Beverly Waters was recognized and asked about a road that had been private, and was made public, as to why the section at her house does not get plowed by the Town. Mr. Bills explained changes made by a previous resident, such that the Town road only goes as far as Bush Lane; the rest remains a private road.

***Email***

Letter of Resignation from Mr. Clark

***Regular Mail***

- Roads Scholar, offering work zone flagger classes, etc.
- re: Health Training Officer
- Vermont Local Roads training center
- VLTC Accounting and Auditing Symposium
- VLTC News (periodical)
- Advertising for picnic benches etc.
- WRC Energy Audit

Ms. Maggio discussed the Local Emergency Operations Plan (LEOP).

**Pay Orders**

***Payroll***

Ms. Maggio moved to accept Payroll Warrant #2018-35 in the amount of \$1,560.83

**All in Favor.**

Ms. Maggio moved to accept Payroll Warrant #2018-31, dated February 7, 2018 in the amount of \$3,543.82.

**All in Favor.**

**Set Agenda for the next meeting on March 21, 2018**

- Accounts Payable and Payroll signers
- SLDC Property Maintenance
- Final Warned Hearing for Town Plan to be scheduled at 6:30 pm March 21 2018
- Selectboard Meeting will begin immediately following Town Plan Final Hearing



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- SLDC
- Rabbit Run
- BMH Heating, invite Mr. Bourne and Ms. Parker
- Ron Bell's email, approve expenditure, bonding

Mr. Tanza announced that rabies vaccinations will be available at the Fire Station, Saturday March 18, 2018, from 10:00 AM to 1:00 PM; and that dog licenses are due April 2 and there will be a late fee for this after April 2, 2018.

### **Adjournment**

Mr. Webb moved to Adjourn. Second by Mr. Jones. **All in Favor.**  
The meeting Adjourned at 8:31 PM.

*Respectfully submitted, Peter Barus, Recording Clerk, March 16<sup>th</sup>, 2018*