

DRAFT Minutes
BROOKLINE SELECTBOARD REORGANIZATION MEETING
March 15th, 2017 at 6:30 PM

Action Summary:

- Selectboard Elections:
 - Chair: Dorothy Maggio
 - Vice-Chair: Bruce Mello
 - Road Commissioner: Archie Clark
 - Road Foreman: Mark Bills.
 - Representatives to WRC: Cynthia Nau and Guy Tanza
 - 911 Coordinator: Guy Tanza
- Approved the Rules of Procedure
- Accepted the Minutes for March 1st, 2017 as amended
- Voted to meet at 6:30PM, on the first and third Wednesdays of each month, at the Town Offices
- Signed Pay Orders totaling \$248,068.68

Present:

Board: Dorothy Maggio, Bruce Mello, Gwen Tanza, David Jones

Members of the Public: Chris Webb, Archie Clark, Mark Bills, Guy Tanza (Videographer), Peter Barus (Recorder)

Town Clerk to call the meeting to order

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

Mr. Tanza opened the floor for nominations.

Elect Selectboard Chair

Ms. Tanza nominated Dorothy Maggio. **Ms. Maggio was unanimously elected Chair.**

Changes to the agenda

For Reorganization and APPOINTMENT of town officers: Chris Webb.

For New Business:

Annual Report

Selectboard terms

Welcome Center email from Brookline Meeting House fund raiser

Ms. Maggio introduced the board and the public.

Review/Approve Selectboard Rules of Procedure

Ms. Maggio read last year's Rules of Procedure aloud. A new copy will be made and signed.

Ms. Maggio made copies available of the *Conflict of Interest Policy* established in March of 2013.

Ms. Maggio moved "to Approve the Rules of Procedure as read." Second by Mr. Mello. **All in Favor.**

Review/Approve minutes of March 1st, 2017

In discussion typographical errors were corrected.

Mr. Mello moved "to Accept the Minutes for March 1st, 2017 as amended." Second by Ms. Tanza. **All in Favor.**

Members of the Public

Ms. Maggio introduced Chris Webb; he has lived here since 2013, is married, has two daughters, has a degree in Herbal Medicine, works as a formulator. Mr. Webb expressed interest in serving on the Selectboard. Ms. Maggio asked about any specific ideas. Mr. Webb observed that all politics is worthwhile, and he wants to serve the community where he and his family plan to live and raise their children.

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Ms. Maggio explained procedures for filling Selectboard vacancies; in a five member Board the position should be posted, the Selectboard has tried to find people to fill vacancies; while not expecting a stampede, the next meeting will be on April 5th, when the Selectboard will signify that appointments will be filled. She thanked Mr. Webb for attending and invited questions. Mr. Mello noted that he had visited and addressed concerns for conflicts with childcare. Ms. Maggio welcomed Mr. Webb to the community.

Town Clerk Update

Mr. Tanza noted that dog licenses must be complete by April 1st, and the Rabies Clinic will be held from 10:00AM to 1:00PM, at which animals must be on a leash or in a cage. April 1st is the normal first Saturday of the month. Ms. Maggio will include the information in an email announcement through Ms. Lavorgne.

Reorganization & Appointment of Town Officers

Ms. Maggio opened the floor to nominations.

Elect Vice Chair of Selectboard

Ms. Maggio nominated Bruce Mello. **Mr. Mello was unanimously elected Vice-Chair.**

Review/approve Conflict of Interest Policy

Ms. Maggio Tabled the item, made copies for the members to take home, and will put it on the next agenda.

Appoint Recording Clerk of the Board

Ms. Maggio moved to appoint Peter Barus Recording Clerk. Second by Mr. Mello. **All in Favor.**

Set time and place for Selectboard Meetings

It was noted that the Selectboard has been meeting the first and third Wednesdays of each month at 6:30PM. There was discussion and consensus on the time of 6:30PM.

Ms. Tanza moved “to keep the present meeting time of 6:30PM.” Second by Mr. Mello. **All in Favor.**

Mr. Mello moved “to meet on the first and third Wednesdays of each month, at the Town Offices.” Second by Ms. Tanza. **All in Favor.**

Establish official locations & newspaper for posting of meetings/hearings

Ms. Maggio moved “to keep the locations at the base of Whitney Hill, Town Hall and the intersection of Grassy Brook Road and Hill road.” Second by Mr. Mello.

In discussion it was noted that the Town must use a newspaper by law, according to a VLTC publication.

The motion was amended to read, “that the Brattleboro *Reformer* be the Paper of Record, along with the locations customary locations at Town Hall, the base of Whitney Hill, and the intersection of Grassy Brook Road and Hill road.” **All in Favor.**

Appoint Road Commissioner

Mr. Mello nominated Mr. Clark, second by Ms. Tanza. **All in Favor.**

Appoint Representative to Windham Regional Commission

Ms. Tanza moved to appoint Cynthia Nau and Guy Tanza. Second by Mr. Mello. **All in Favor.**

Appoint Emergency Management Director

Ms Maggio moved “to Table pending interview with Jorda Daigneault”.

Ms. Daigneault is a Disaster Nurse at Grace Cottage, with whom the Selectboard has not yet communicated, has MS degree in management and has expressed interest.

Second by Mr. Mello. **All in Favor.**

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Appoint 911 Coordinator

Mr. Jones nominated Guy tanza. **All in Favor.**

Appoint Pound Keeper

Ms. Maggio nominated Windhan Humane Society. **All in Favor.**

Appoint Animal Control Officer

Ms. Maggio nominated Nancy Libby. **All in Favor.**

Ms. Maggio will be the Deputy ACO. **All in Favor.**

Appoint Members of the Historical Society

Ms. Maggio nominated Cynthia Nau, Doug Wellman, Jack Greene.

Ms. Maggio will post the vacancy left after Mr. Walsh passed away.

Cynthia Nau, Doug Wellman, Jack Greene were Appointed to the Historical Society.

Appoint Representative to Windhma Solid Waste Management District

Ms. Maggio nominated David Jones. Mr. Jones was appointed Representative to the WSWMD.

Appoint Members to the Brookline Planning Commission

Ms. Maggio nominated Barbar Bourne, for the five year term.

Four out of five seats are filled; the vacancy will be posted.

Ms. Bourne was Appointed to the Brookline Planning Commission..

Appoint Members to the brookline Church Committee

Ms. Maggio nominated Mark Bills, Kerry Bourne, Bruce Mello, Peter Meyer, Lee Anne Parker, Helen Samuels. All were Appointed.

Appoint Representative to Rescue Inc.

The position has been vacant for several years; Ms. Maggio asked for names and will advertise the vacancy. Mr. Tanza recommended Jorda Daigneault. Mr. Clark offered to provide an introduction to the new applicant; Mr. Tanza suggested sharing the position with Newfane; Mr. Clark noted potential conflicts with Rescue, Inc. policies. Ms. Maggio asked about the duties involved; Mr. Clark noted that a medical background is not required, there are monthly meetings, seven Subcommittees meet once a month, and there is a large Board.

Ms. Tanza cited other positions not listed in the Agenda, such as Fire Warden, Surveyor of Wood and Lumber; there was discussion; Mr. Tanza noted that several offices are now defunct.

Ms. Maggio nominated the current holders of the positions to continue; Mark Bills as Tree Warden; and the SEVCA nominee will be added to the email posting. She noted a couple of vacancies and will reach out to the community; she asked if all agree to the appointments. **All in Favor.**

Ms. Maggio nominated Mark Bills as Road Foreman. **All in Favor.**

Old Business

Town Meeting Recap

There was discussion of double elections, consensus that the Town Report would be reviewed for some errors; almost sixty people attended Town Meeting; Mr. Tanza noted Ms. Maggio's clear explanation of the deficit; Mr. Mello acknowledged Ms. Maggio as well.

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New Business

Goals for the new year

Mr. Mello cited a list of goals for new year; at Town Meeting, consider changing format to hold the school portion at the end of the Articles so people don't just eat and leave; start at ten and have lunch at noon; with only a two hour span of attendance, including Mr. Rucker, Mr. Tabachnick and two Legislators, people didn't stay for the budget. It was suggested that that the Town should be surveyed about moving the location to the church; changing to Australian Ballot was discussed; Mr. Bills cited a New Hampshire Town Meeting that takes place at night. Mr. Mello suggested surveying the Town about preferred day and time for Town Meeting, and having it in May at the church; Mr. Tanza noted that such changes would require a new Charter and State Legislature approval. Mr. Mello suggested that Town Meeting is not working, noting a need to encourage civic engagement, suggested analyzing whether changes would be worthwhile. Further goals included paving Hill Road, planning more work on the SLDC building with money already in the budget. After analysis from Ms. Zwick, have the Auditors examine budget and attend Town Meeting to address questions.

Mr. Mello suggested encouraging continued support of the church, expanding the advisory committee, encouraging new members and developing a Program Director to see the building opened up for more use.

Mr. Jones discussed his goals of learning the responsibilities and dealing with the recycling challenges and the facilities, observing that Newfane intends to keep their boxes, had considered a leasing arrangement but nothing is decided yet; he discussed the appropriation of \$11,000 in terms of cost per house; Ms. Maggio noted price changes.

Ms. Tanza observed that she is continuing to learn and do her best.

Ms. Maggio aspired to better understanding of budget items, reading and reviewing regularly, applying frugality and learning; and expressed interest in an emergency generator for Town Hall this year; improving some of the ancient cemeteries, with community service help from L&G students; she had a guided tour with Charles Marchant. She plans to meet with the Auditors about the March 2018 Town Report; have the Moderator review Warnings, dates and deadlines before printing; make sure items to vote on, that cost money, will be on the agenda, and no action will be taken until properly posted; to review policies now in place; to look at Town Hall, Meeting House, Round School House, playing field, etc.; review and make a 20 year plan and engineering report for SLDC.

Mr. Clark's goals include the emergency generator, grants available for public buildings; he will follow up; Ms. Maggio had researched costs for the generator, estimating it at under \$4,000 installed.

Roads/Highway

Mr. Clark discussed the mowing tractor, not sure if there was a vote to approve; Mr. Bills had been calling about this, it would be about the same to purchase as to hire a contractor to mow. Ms. Maggio will confirm what was decided by the Selectboard. Mr. Bills noted that each year the contractor spends three or four days, about three thousand dollars last year; next year if with a machine, he can do more, including neglected areas, for the same cost, and knock down the wild parsnip before it goes to seed; he has researched new and used tractors, truck bodies, other equipment; there is no response about the rental contact yet; he discussed prices, delivery, insurance; a reliable completion date need to be established, he will bring the information to next meeting about mowing.

Mr. Clark noted agreement with Agency of Transportation for a ten percent grant; this year, and every five years, the Town must update culvert and bridge conditions, including any culverts downgraded; the last inventory is from 2012; WRC makes the maps, and the person doing the maps now works for VTRANS, but is still available on a limited basis; a goal for FY18 is paving Hill Road and the lower portion of Putney Mountain Road. Mr. Mello asked about the Paving Fund; Mr. Clark reported that it is good for FY18, two

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culverts left to upgrade; the ones on Hill road are still buried in snow, but he will appraise these for replacement; he asked if the board wishes to hire Mr. Bills to do this job. Mr. Bills noted that they are a standard 18 inch Culvert as recommended by the State.

Mr. Clark discussed ditching, tree removal, noting that Ashplundh and Green Mountain Power have been looking at trees that may interfere with power lines and roads, which they will remove free of charge. Ms. Maggio cited trees near the green iron bridge, Newfane side; Mr. Clark observed that if any are over wires, GMP will take them out; otherwise if falls to the highway department; there are several trees around town, and around Hill road, areas to prepare for blacktop. He cited areas where the powerline is off in the woods, and GMP would not remove trees by the road, but Mr. Bills could drop them in the road if it were closed for a day. He discussed another location where there is a ledge in the ditch on a blind corner, and it ices up; and another lump of ledge to remove for visibility, drainage, snow clearance. There is an application for a VTRANS Structures Grant for a culvert.

Mr. Bills and Ms. Zwick are working on grants for Ellen Ware and Whitney Hill Roads, Better Backroad grants similar to last year's; Discussed past closures of Rt. 30 detoured through Ellen Ware Road. He discussed improving Ellen Ware for emergencies, noting that the previous grant was used up. Ms. Maggio asked if a new appropriation is needed; they discussed Pent Road; Mr. Clark noted cracked sealing and line-stripping, noting that people had expressed concern about the lack of lines on Hill Road. Mr. Bills has a list of land owners along Hill and Whitney Hill and Ellen Ware Roads, who will be affected by the construction, although all is within the Town Right-of-Way; Mr. Bills observed that the purpose of the grant is to reduce erosion, widen road and create a ditch for better drainage. Ms. Maggio asked about a letter to owners.

Mr. Clark discussed the Salt Shed: on March 1st the grant was denied, probably because there were so many applicants; as to what to do next, it could be left as is, propped up, wait for the next grant season, or just keep propping; or, build a cheaper shed with money now in the Reserve Fund; October 15th was the deadline for the grant; he discussed the 4-1/2 month delay before a response came on the grant and discussed reapplying. Mr. Bills noted stipulations about wetlands or water sources; there is a roof over the salt, and other applicants may not have roofs; Mr. Bills provided a letter regarding 31 applications totaling \$5.8 million; \$2.2 million was granted; there was discussion. Mr. Mello discussed anticipated cuts that may also naffect grants. Mr. Bills noted some smaller detail jobs to do, but will bring up goals as they arise.

Ms. Maggio proposed to add to the Agenda for every meeting, under new business, Roads and Highways.

Mr. Clark noted that last year's paving bids went out early; he discussed work schedules, to be complete after July; in April, contractors do a lot of bidding to line up summer work; he suggested a draft proposal to advertise, will send prior to next meeting. There was discussion; more than half the roads have been paved in the last few years; a crack sealant RFP may be in order, he will get preliminary numbers, sealant is defined by the gallon; he discussed grant cycles. Mr. Mello had calculated that a mile could be paved every three years; Mr. Clark noted that Grassy Brook is about 60% of the paved roads; contributing factors to road deterioration were discussed. Ms. Maggio noted a big project involving ledge, road closings; Mr. Clark discussed annual Friday meetings of the Road Crew and the District; one culvert needs a hydraulic study, it is probably too small.

Mr. Bills discussed Better Back Roads grant applications to sign and approve this meeting; provided an application for a grant for retrofits, storm mitigation, road widening etc. (Whitney Hill Road); Mr. Clark discussed the location and a possible matching grant. There was discussion of grants, costs; 60 feet of road, forty trees to remove; GMP may take the trees down free of charge.

Ms. Maggio read the application for the Ellen Ware Road grant, ledge removal, a stone lined ditch, storm water mitigation, with the power company removing trees from the right-of-way; there was discussion of the location and a grant of \$9,570 plus a local match.

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Ms. Maggio invited discussion of Selectboard approval to sign the grant applications.

Mr. Bills discussed projects to eliminate road erosion using grant money.

Ms. Tanza moved “to Authorize the Chair to sign the grant applications.” Second by Mr. Mello. **All in Favor.**

Ms. Maggio signed the documents.

Mr. Clark noted 25% matching for the two grants.

Selectboard terms

Ms. Maggio: 2003 went from three to five members, three three year terms, one two year, and one one year term; next month review the members’ terms, one vacancy of a one year term; ms. Maggio is a 3 year, mr. Mello is a 3year, Ms. Tanza 2, mr. Jones 2; Discussion; noted that it must be established at the town Meeting; appointments only until the next annual meeting;

Ms. Tanza: put in the Warning the correct terms; she read the terms from the Town Report;

Correspondence

Ms. Maggio noted email from the Timpson Hill School Director about the Rabbit Run Race in April, the certificate of insurance (Mr. Tanza reported that Ms. Zwick has the Certificate), and correspondence from the Meeting House, three days at the Welcome Center to raise money, other work with Barbara Bourne to raise money; there was discussion.

Correspondence received as follows:

- Certificate of Insurance, Rabbit Run, rec’d Mar 14
- Department of taxes, CLA, rec’d Mar 6
- Prevent Child Abuse, rec’d Mar 6
- Rural Fire Protection Task Force, rec’d Mar 7
- Road Scholar Workshop brochures, VTRANS, rec’d Mar 7
- Vt, Dept of Energy Conservation, ANR, rec’d Mar 8
- VLCT News, etc. rec’d Mar 9
- WRC notice of appointment
- EMS World, periodical
- Treasurer’s office re invoice from SSC Mechanicals LLC, rec’d Mar 15; Ms. Maggio signed the Repairs Authorization form, noting that necessary vendor forms are missing.

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Pay Orders

The Selectboard signed the following pay orders, totaling \$248,068.68:

Payroll #2017-37 signed March 8 in the amount of \$1,519.22

Accounts Payable #2017-37 signed March 15, in the amount of \$246,549.46

Ms. Maggio moved “to authorize Payroll Warrant #2017-37 in the amount of \$1,519.22.” Second by Mr. Jones. **All in Favor.**

Ms. Maggio moved +“to accept Accounts Payable Warrant #2017-37 in the amount of \$246,549.46.” Second by Mr. Jones. **All in Favor.**

Payroll Warrant #2017-37	\$1,519.22
Accounts Payable Warrant #2017-37	\$246,549.46
Total	<u>\$248,068.68</u>

Set Agenda for next meeting April 5th, 2017

- Appointments
- Vacancies
- Highway
- SLDC
- Town Meeting
- Conflict of Interest Policy
- Recycling

Copies of the document *Selectboard Rules of Procedure* were provided to Members. The Oath of Office has been administered by Mr. Tanza to most new office holders. Mr. Mello will be absent the third of May; Ms. Maggio will be absent the ninth of April.

Adjournment

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

The meeting Adjourned at 8:52PM.

Respectfully submitted, Peter Barus, Recorder, March 18th, 2016