

Draft Minutes
BROOKLINE SELECTBOARD MEETING
April 19th, 2017 at 6:30 PM

Action Summary:

- Accepted the Mitchell Sand & Gravel paving bid
- Approved the Minutes for April 5th, 2017
- Authorized Mr. Noga to discuss grant documents with Mr. Pike from Code 3
- Appointed Mr. Noga as Flood Pain Administrator for the coming year
- Voted to send out the RFP to recycling vendors.
- Approved Warrants and Pay Orders in the amount of \$12,652.29

Present:

Board: Bruce Mello, Gwen Tanza, David Jones, Chris Webb

Members of the Public: Stan Noga, Archie Clark, Mark Bills, Somara Zwick, Chris Menkler (VT Roadworks), Michael Wrench (Mitchell Sand & Gravel), Guy Tanza (Videographer), Peter Barus (Recorder)

Call meeting to order 6:30

Mr. Mello called the meeting to order at 6:30PM.

Changes to the agenda (none)

Open Paving Bids - Hill Road and Putney Mtn Road Project

Sealed bids will be opened/reviewed/accepted or rejected for the paving of approx. 1.2 miles of Hill Road and .25 miles of Putney Mtn. Road as advertised in the Brattleboro *Reformer* with the entire RFP on the Town's website

Mr. Mello opened the bid envelopes and read the particulars. All included Certificate of Insurance, price per ton, and stipulated no recycled materials.

<u>Contractor</u>	<u>Tonnage</u>	<u>Price per Ton</u>	<u>Total</u>
Springfield Paving	2,390	\$65.85	\$157,381.50
Mitchell Sand & Gravel	2,234	\$59.49	\$132,900.66
Vermont Road Works	1,410	\$69.47	\$97,952.70
Bazin Brothers	2,615	\$70.45	\$184,226.75

Discussion:

Ms. Tanza asked about specification and price variations among the estimates. Mr. Clark explained the estimated tonnage formula, cubic feet multiplied by 145 lb per cf; the RFP had asked for price per ton; the decision should be based on that figure as the Town would only buy tonnage for which there are funds. Mr. Mello suggested that the whole job should be completed. Mr. Jones asked about RAS and RAP referenced in a bid; Mr. Clark explained that he had been advised to avoid recycled material, and the RFP was for non-recycled (and non-mixed) materials. Mr. Noga discussed differences in per-ton prices and tonnage estimates, accuracy, paving thickness. Mr. Mello noted the lowest bid does not list the lowest price per ton, noting almost ten dollars per ton difference overall; per-ton estimates and needed coverage were discussed. Mr. Webb asked if Mr. Clark's estimates were close to the bids; Mr. Clark explained that he had expected offerings in a range of about \$100,000 – \$150,000. Mr. Mello discussed the individual bids as compared to Mr. Clark's estimate; Mr. Clark noted that small variations in the existing road surface will impact actual material usage. There was discussion.

Mr Jones moved "to accept the Mitchell Sand & Gravel paving bid." Second by Mr. Webb. **All in Favor.**

Mr. Tanza asked Mr. Wrench (Mitchell Sand & Gravel) about scheduling, he responded that the time frame would not be a problem. Mr. Clark had informed him that funds would not be available until July.

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Approve minutes from the last meeting on April 5, 2017 6:45

Mr. Jones moved to approve the Minutes for April 5th, 2017. second by Mr. Mello. **All in favor.**

Scheduled members of the public

Town Clerk Update

Mr. Tanza reported that 18 dogs are not licensed, he will make calls next week; SEVCA needs a representative from the Town, and the Town Service Officer position is now a function of the State; Green-Up Day is coming up, he looks forward to good turnout; the Easter Egg hunt had 25 children, a wonderful time had by all.

Unscheduled members of the public

Mr. Noga discussed a grant concerning which he had visited Code 3, noting that the original owner is about to retire and was not available when he visited on three occasions; he will be there early tomorrow (4/20); he asked the Selectboard to have the grant document signed so it can be sent on by the 30th. Mr. Mello noted that Ms. Maggio will have returned by then. Mr. Tanza will personally speak with Allen Pike on Friday; Mr. Noga will have the documentation ready in the format that is required by the State for Selectboard signature; he will email a copy to Ms. Maggio.

Mr. Noga reported that during a visit to SLDC, Mr. Mazure had suggested seeking a grant for improvement, if it would be designated an emergency center; the Fire Marshal had made recommendations; Code 3 had participated in negotiations. The suggestion had been that the grant had a 50% chance of approval.

Mr. Webb and Mr. Noga were introduced.

Ms. Tanza moved to authorize Mr. Noga to discuss the grant documents with Mr. Pike from Code 3. Second by Mr. Jones. **All in Favor.**

Mr. Noga noted that he had been Flood Plain Administrator and volunteered to continue another year. There was discussion.

Mr. Webb moved to appoint Mr. Noga as Flood Pain Administrator for the coming year. Second by Ms. Tanza. **All in Favor.**

Mr. Noga discussed replacing the equipment garage, noting that Mr. Mazure had remarked during the above mentioned tour that the Town may have insured the building for more than is necessary. Mr. Noga will work up the figures for the next Agenda. Mr. Noga discussed the swing-set at SLDC. Mr. Jones noted that this is on the Agenda, but should be tabled until more information has been obtained. Ms. Tanza noted the next meeting will be May 3rd. There was discussion of repairing or replacing the equipment garage; Mr. Noga had spoken with Ms. Bills at SLDC, who had expressed concerns about safety. After discussion at that time the decision had been made to remove the building. Mr. Mello invited discussion of the swing-set; Mr. Jones suggested taking this up at the Special Meeting about the equipment garage. Mr. Noga will forward the information discussed to the Selectboard.

Old Business

RFP review for recycling vendors- David Jones

Mr. Jones noted that the timing of the RFP is fairly short, suggesting that if the RFP is approved he will get it to the three vendors who are capable and have indicated interest, tomorrow (4/20), and answer questions over the next few days; sealed bids would be due before the May 3rd meeting. He explained that there may not be enough containers to go around, and priority will probably be given to towns that have already accepted bids for the service. This would save significant costs.

Mr. Mello moved “to send out the RFP to recycling vendors.” Second by Ms. Tanza. **All in Favor.**

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Vermont Arts and Cultural Grant Update for BMH - Bruce Mello

Mr. Mello reported that the Brookline Meeting House Advisory Committee decided not to go forward with the grant request; Mr. Mello has resigned from the Committee, although he approves of the direction Mr. Meyer's work seems to be taking; Scott Bovat had planned to make a presentation of heating proposals with F. W. Webb; this will not be done.

There was discussion; Mr. Mello had proposed insulating the addition and the cap of the sanctuary, and installing a heating system with ducts through the wall into the sanctuary; the Committee had rejected this idea. He discussed materials, etc; Mr. Jones suggested that he could discuss the matter with Mr. Meyer and the Committee, and asked about the reasons for the rejection of the grant proposal. Ms. Zwick noted that the Committee is small and has lost the primary grant-writer. Mr. Mello noted that he had obtained the grant documents and planned to ask the Committee for the required information, but was rebuffed.

Ms. Zwick discussed the process of building consensus. Mr. Jones suggested that the Selectboard hold discussions with Mr. Meyer and the Committee at a future meeting to see if there is anything the Selectboard might do to help. Mr. Mello concurred, noting that the work now being completed is the last that will be done this year without additional funding. There was discussion. Mr. Webb asked if there is concern in the Committee about the use of the building; Mr. Mello suggested the issue is not what will be done with the building, but how the restoration will be completed, as major grants are necessary for painting, heating, ADA compliance; the painting alone would cost around \$30,000. Mr. Tanza suggested that the Committee should come to the Selectboard and explain what they think is needed. Mr. Mello suggested more participation is needed in general.

Budget review Q + A - Somara Szwick

Ms. Zwick reported attending the Town Officers Education Conference, where community organization had been discussed; the agenda had included competing for people's time, a workshops called "Heart & Soul Way" with representatives from the Orton Family Foundation, with information about how to bring people to engage in a small town, how to ask people what they like about living here, a bottom-up approach; the more different people get involved, the more they touch, the more they own. She cited the Orton Family Foundation website, and is taking this information to the Planning Commission as well. The keynote speaker was Peter Costello, on "Building unity, direction and priorities". Another workshop on business development dealt with ways to get economic help for towns other than through the State; the focus had been, "What will this do for your community?"

There was discussion. Ms. Zwick Suggested asking Louise to come and discuss "Town Center designation". It was acknowledged that there is a lot that can be done. Mr. Mello discussed the need for community engagement; Mr. Jones discussed focusing on how to engage more people. Ms. Zwick will write up some information on this for the Selectboard. Mr. Tanza noted the 50 or 60 people who have donated time and money, without acknowledgment, most living on fixed incomes, and recommended some expression of gratitude to them; he observed that the BMH project is a big job and will take energy to finish; he acknowledged the work and the people who have participated.

Ms. Zwick noted that she had emailed a few notes explaining things that might not be self-evident; and brought to the Selecboard's attention that along with the warrants to sign there are two road work documents requiring signature.

Ms. Zwick asked if there were questions beforehand; she explained how to read the Budget, using reference numbers; cited a page of questions Ms. Maggio had asked; and explained each of the Funds listed in the documents provided, and the relationships between these accounts, commitments or restrictions that may apply, which accounts are inactive, and the type and use of each Fund. She explained an automatic Fund maintained by the system for inter-fund transactions; the General Fund is Town operations, highway, cemetery; where and for what purposes money is available, and from what sources it originates. She

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explained that every fund is treated as a separate company. There was discussion, questions; she explained the Money Market Fund and procedures followed. She noted a balance of about \$65,000 in the Money Market Fund from other Funds. She noted that as of the end of March there is a deficit of about \$15,000, which is not unusual and will fluctuate. Every fund has a Balance Sheet.

Mr. Webb noted Fund Balance changes; Ms. Zwick explained that a shift between February and March was related to the Education Tax; auditors in 2010 had recommended that everything be recorded on a cash basis, which inflates and deflates revenue and expense, and is adjusted at year end; Fund One records all tax receipts including education taxes paid out to school districts; accrual is made at year end to adjust, listed in a separate line item.

There was discussion of line items and their derivations.

Ms. Zwick discussed Fund Two, the Highway Fund Balance Sheet, Bond payment updates, now paid down to \$140,000; used for bridges and culverts etc.; the Principal goes down by \$10,000 annually. The Budget Status report is seen by Mr. Clark and Mr. Bills regularly; some things are planned to go over budget, paving etc.; some is offset by grants; Mr. Bills noted that this will be addressed tomorrow (4/20); Highway Fund Revenue of \$153,313 was previously voted; the Fund always gets its money, a surplus does not have to be rolled back, but is carried forward.

The Cemetery Fund is a simple balance sheet, has its own bank account; the Town is not allowed to touch this money for any other purpose; the Town pays for mowing, and the Cemetery Fund reimburses the Town; there is a donated restricted principal amount that must be maintained in perpetuity. Other activity includes occasional maintenance and lot sales.

Ms. Zwick discussed accounts' shares in the Money Market Fund, reconciled monthly; she noted that the School Building has about \$1,800.

Ms. Zwick explained that she tries to get these reports out by the second Selectboard meeting of the month; questions about line items are always welcome, and Members may email questions.

Mr. Mello asked about the SLDC balance; any other expenses. Ms. Zwick noted that water testing is ongoing, building maintenance; insurance is paid once a year; the Town has reduced the coverage; last year's bill was paid, there is no bill yet this year, it should be about \$2,000. Mr. Tanza recalled insurance transactions.

Ms. Zwick will provided monthly financial reports by the second meeting or will email; she noted that Fund One and Fund Two are budgeted and tax-dollar supported, so are critical to watch.

Discuss April 11th meeting with Wade Masure

Mr. Jones suggested an agenda item for next meeting with the understanding that his formal Report will be submitted; he had gone through all the buildings with Mr. Tanza, Mr. Noga and Ms. Zwick, and flagged a few things in the Town Office; Mr. Tanza noted the front stoop; Mr. Jones noted nothing of concern at the BMH, but possible Code items after the use of the building is decided; there was nothing at the Round School House; in discussion of the garage and shed, possible over-insurance for the garage (valued at \$256,000 without contents) was noted; the numbers had been provided to VLCT by the Town, and should be checked, and coverage evaluated with a view toward possible savings. Mr. Jones discussed questions about traffic cones for road work, asked Mr. Bills if the State-approved reflector-cones were used; Mr. Bills explained that the regulation-type cones are in short supply, and there is a stack of shorter orange cones that don't meet the type 2 specification. Mr. Noga had showed him a grant document (\$2,500) for more regulation-compliant cones; it would pay to have extras for emergencies; Mr. Jones suggested waiting for Mr. Masure's formal report.

Mr. Bills discussed the diesel tank; Mr. Jones noted necessary research by Mr. Masure on what is required;

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Mr. Jones had made a note to discuss locust poles lying directly on the ground; Mr. Bills noted that locust doesn't rot, although some had sprouted leaves which the deer ate; but he will elevate them if desired.

Mr. Jones noted that nothing particularly dramatic discussed during the building tour with Mr. Masure. Mr. Bills noted that he had discussed putting the diesel tank under the shed; this would depend on applicable codes. This should be on agenda for next meeting.

Highway and Roads Update - Archie Clark/Mark Bills

Mr. Bills discussed the dry, firm mud season, roads held up well, a little bumpy, he checked every day, just a few wet spots, no ruts; the worst was Athens Road, he had scraped it once, but it will probably ripple until it dries more; some roads on the south end of town had potholes and were graveled and reshaped: Ellen Ware Road is passable all the way through, has some ruts which he flattened out; Merrill Drive and Papoose Lane got a little gravel, but in general, maintenance looks good; his next trip will be over Putney Mountain, this will be the first time since winter. He noted that the steel plates over the failing culvert have bumps, one has tipped down; the last heavy rain nearly filled the culvert completely; he will put a bump sign up and continue to monitor, and put some patch in; he may have to close a lane. Mr. Clark had talked with Mr. Pickering, they expressed confidence in obtaining the grant for that culvert. an engineering design is required for the box culvert; the hydraulic water study has been done; after engineering the RFP can go out. He will continue to watch that location.

Mr. Bills noted the roadside mowing for which the Board had previously agreed to spend up to \$3,000; a signature would be needed for a rental agreement with H. P. Fairfield for a tractor, for the period of July 17th to 21st, in the amount of \$2,950. The rental is for forty hours. Mr. Bills estimated forty hours to be adequate to complete the work. Ms. Zwick is researching what the fee would be if more time was needed, for next meeting.

Mr. Bills discussed plowing damage to the road; Mr. Fitzpatrick, the plowing contractor, offered to repair it himself and to discuss this with the Selectboard; Mr. Bills noted that Mr. O'Brien (local paving contractor who had capped over the culvert plates), had estimated \$850 to make this repair, and had recommended the damage to the shoulder should be ground first, before patching. Mr. Bills will discuss with Mr. Clark. Mr. Tanza suggested that it should be done soon.

New Business

Barbara Bourne had forwarded an email from the Welcome Center, offering Friday, June 23rd as a food-and-drink fundraising opportunity for the Meeting House; a response is needed by May 5th. There was discussion of ways to get the word out, etc. Mr. Jones asked whether the Committee would participate; Mr. Mello reported that they had declined. Mr. Jones offered to speak with Ms. Bourne and find out who would be participating, noting that while all support the idea, it is not appropriate for the Selectboard to drive the project. There was discussion. Mr. Jones will report back after discussions with Ms. Bourne at the May 3rd meeting.

Correspondence Review

- H.P. Fairfield, Rental Agreement for Mowing equipment, rec'd April 7th (for signature)
- Certification of Compliance for Town Road and Bridge Standards (signature was executed)
- Local Roads, VTRANS, rec'd April 17th
- American Red Cross, rec'd April 17th

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Pay Orders

Accounts payable

Mr. Mello moved to approve Accounts Payable Warrant # 2017-41 in the amount of \$9,925.60. Second by Mr. Jones. **All in Favor.**

Payroll

Mr. Mello moved to approve Payroll Warrant Payroll Warrant # 2017-42 in the amount of \$2,726.69. Second by Mr. Jones. **All in Favor.**

<u>Item</u>	<u>Amount</u>
A/P Warrant # 2017-41	\$9,925.60
Payroll Warrant # 2017-42	<u>\$2,726.69</u>
Total:	\$12,652.29

Set agenda for the next meeting: Date - May 3, 2017 8:20

- Open sealed recycling bids
- New Business: Green Up Day
- Old Business: Discuss April 8th Meeting with Wade Masure (Mr. Noga's updated value of the equipment shed; diesel tank issues)
- The additional fee if mowing rental is extended beyond estimate
- Transcribe the Town Purchase and Conflict of Interest Policies
- Welcome Center offer

Adjournment

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

The meeting adjourned at 9:25 PM.

Respectfully submitted, Peter Barus, Recorder, April 20th, 2016