

DRAFT Minutes
BROOKLINE SELECTBOARD MEETING
April 5th, 2017 at 6:30 PM

Action Summary:

- Approved the Minutes for March 15th, 2017, as amended.
- Appointed Chris Webb to Selectboard open seat for remainder of term (one year).
- Appointed Mike Winot and Mike Fontaine as Emergency Management Co-Coordinators.
- Authorized Selectboard Chair and Vice-Chair to sign payroll documents.
- Ratified changes to the Town's bridge excess weight limit document.
- Approved RFP for Hill Road and Putney Mountain Road paving bids.
- Approved spending up to \$3000 to rent a roadside mower for one week.
- Approved Pay Orders totaling \$21,348.35.

Present:

Selectboard: Dorothy Maggio (Chair), Bruce Mello (Vice-chair), Gwen Tanza, David Jones

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

Call the meeting to order

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

Changes to the agenda

Mr. Mello asked to add an update on the Brookline Meetinghouse under new business.

Ms. Maggio asked to table agenda item 6D until the May 17 Selectboard meeting.

Ms. Maggio asked to add discussion about snowplow road damage under new business.

Approve minutes from March 15, 2017

Typographical errors and omissions were noted and will be provided to Mr. Barus for correction.

Mr. Jones moved to approve the minutes as amended. Second by Ms. Tanza.

All in Favor.

Scheduled members of the Public

Town Clerk Update

Mr. Tanza noted that there are 107 dogs currently registered with the Town. There are 25 dogs that will be considered late for registration at this point.

Unscheduled members of the Public (none)

Old Business

Appoint Vacant Positions

The open Town positions were advertised at the three Town notice boards: 1. Town office; 2. The junction of Grassy Brook Road and Whitney Hill Road; 3. The "T" junction of Grassy Brook Road and Hill Road.

Ms. Maggio moved to appoint Chris Webb to the open seat on the Selectboard for the remaining one year of the term previously held by Bernardine Hord. Second by Mr. Jones.

All in Favor.

Mr. Tanza administered the oath of office to Mr. Webb. Ms. Maggio presented Mr. Webb with a copy of the Handbook for Vermont Selectboards as well as copies of the Brookline Selectboard Rules of Procedure, the Town's Conflict of Interest Policy and the Town's Purchase Policy.

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Ms. Maggio noted that Mike Winot and Mike Fontaine have agreed to serve as Emergency Management Co-Coordinator. **All In Favor.**

Ms. Maggio noted that there were no responses for the following open positions:

Rescue, Inc. Representative
SEVCA Representative
Planning Commission (one open seat on five-member commission)
Leland & Gray High School Director

These positions will remain unfilled.

Mr. Jones moved to authorize the Selectboard Chair (Ms. Maggio) and Vice-Chair (Mr. Mello) to sign documents and payroll. Second by Ms. Tanza. **All in Favor.**

Ms. Maggio noted that no interested person came forward to fill the one open position on the Historical Society. This position will remain unfilled.

Ms. Maggio stated that if any Town residents are interested in filling any of the open positions they should contact the Selectboard.

Mr. Tanza noted that due to changes in legislation, the duties of the SEVCA Representative are now handled by the State of Vermont, so the Town no longer needs to fill that position.

Mr. Tanza also indicated that he has removed the names of Bernardine Hoard and Stan Noga from the Southwest Mutual Insurance notifications for issues related to the Town's insurance policy.

Windham Solid Waste Management District (WSWMD) Recycling Report

Mr. Jones reported that he is putting together an RFP to solicit formal bids for handling the Town's recycling services effective July 1, 2017. There was discussion around whether the Town's purchase policy requires advertising the RFP in the newspaper. It was clarified that the policy does not require it. Mr. Jones noted that, since there are only three vendors in this area who have the equipment and capability to provide these services, and in the interest of saving the cost of advertising, he would send the RFP directly to those vendors. Mr. Jones also commented that the WSWMD board voted at the last meeting to allow member towns to borrow, at no cost, the same quantity and type of recycling containers the Town is currently using, based on availability when the WSWMD recycling services are shut down. Mr. Jones said he is hopeful that this will mean Brookline can keep two containers, preventing the need to rent them from a vendor. Mr. Jones will have the draft RFP ready for review at the April 19, 2017 Selectboard meeting. Mr. Jones also suggested a topic for discussion at a future meeting should be whether the Town can find a way to monitor the recycling containers to prevent use by non-residents.

Sunny Lane Day Care (SLDC) Update on Repairs & Future Work

Ms. Maggio provided a copy of two previous recommended repair lists, one dated May 12, 2015 created by Mr. Mello and Stan Noga, and one dated December 6, 2016 created by Wade Masure of VLCT. Ms. Maggio also ensured that all Selectboard members have a copy of the "Capital Needs Assessment" document created by Criterium Lalancette on September 4, 2015.

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There was discussion around how much of a surplus exists in the building account, and what if any funds should be allocated to improvements. Mr. Tanza clarified that there is currently a surplus of approximately \$2000 in the building's account. Mr. Mello expressed that he believes we should "cautiously move forward and start fixing the building" based on the priority of the needs. On March 18, 2017, Mr. Mello and Mr. Bills spent some time walking around the building and making note of issues that are of concern. Mr. Mello subsequently took photos to highlight the primary concerns, and he shared those with the Selectboard. One of Mr. Mello's concerns is the absence of soffit vents on the older portion of the building. Mr. Mello showed photos to highlight this issue and some of the immediate impacts it has had. Mr. Mello described how ice had built up on and around an air conditioning unit on the north side of the building, causing water to divert inside the framing and ultimately into an electrical outlet in the kitchen of the daycare. Mr. Bills suggested that in the future we could build an overhang to divert the water away from the AC unit, or consider removing the unit in the winter and covering the opening with an insulated panel. Another concern that Mr. Mello noted was that snow and ice buildup had blocked an outside exhaust vent of the building's heating system. Mr. Bills and Mr. Mello have discussed building a box around the vent in the future to prevent this from happening. Mr. Mello presented photos to highlight the amount of peeling paint and rot on the fascia boards on the front side of the old section of the building. Mr. Mello also showed photos to highlight a buildup of ice on the roof of the front entryway, which should be addressed. Mr. Mello believes that installing a metal roof over the entryway's existing fiberglass shingle roof, and also installing metal roofing in the channel, might be a cost-effective solution.

Ms. Maggio noted that there were five recommendations made by Wade Masure in his list from December 6, 2016 that need some clarification. Mr. Jones and Mr. Tanza will discuss these recommendations with Mr. Masure during a previously-scheduled building review on April 11, 2017.

Ms. Maggio told the Selectboard about a communication from Tina Bills of Sunny Lane Daycare asking if the Town would be willing to share the cost of installing exhaust vents in each of the bathrooms. The full cost per bathroom would be approximately \$300. Ms. Maggio noted that the Town, as landlords, is not obligated to add the vents which are not required by state law for a commercial building. Mr. Mello commented that he does not think the Town should feel obligated to make improvements based on the certification needs of the tenant. Ms. Maggio will respond to Ms. Bills that the Selectboard is not willing to share the cost of the proposed improvements at this time.

Ms. Tanza suggested that a special meeting be scheduled to discuss repair and improvement needs of the SLDC building in more detail. Mr. Jones suggested that the meeting take place at the SLDC building. A Warning will be issued for the special meeting to take place Saturday, May 20, 2017 at 9:00am at the SLDC building. Ms. Maggio will inform Ms. Bills of the meeting.

Town Policy Review

The Selectboard reviewed the Town's Conflict of Interest Policy. Mr. Jones suggested some minor typographical changes.

The Selectboard reviewed the Town's Purchase Policy. Mr. Jones suggested some minor typographical changes.

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Ms. Maggio moved that the Selectboard ratify the Town's bridge excess weight limit document. The document was changed to make the weight limit on all bridges 60,000 pounds and to eliminate Greer Road bridge, as it was downgraded to a Class IV road. Second by Mr. Webb. **All in Favor.**

Mr. Tanza suggested that as Town policies come up for discussion, the Selectboard consider any changes that might need to be made. Ms. Maggio requested that Ms. Tanza, in coordination with the Town Clerk, pull together all existing Town policies, and the Selectboard will review them one at a time over the next few months.

Health Officer Training Report

Ms. Tanza reported that she and Ms. Maggio attended a full-day training session on March 29, 2017. Both said the training was valuable.

New Business

Highway/Roads update

Mr. Clark presented the Selectboard with a draft RFP to solicit bids for paving portions of Hill Road and Putney Mountain Road. A small advertisement will be placed in the Brattleboro Reformer directing bidders to the Town website for the full RFP. The deadline for bids will be 6:30pm on April 19, 2017 at the next Selectboard meeting. Ms. Maggio moved to approve the RFP for paving as submitted. Second by Mr. Mello. **All in Favor.**

Mr. Mello commented that once this work is complete, it will mean that approximately half of the Town roads will have been paved within the past two years.

Mr. Bills has reserved an over-the-rail roadside mower for July 11-15, 2017. Ms. Maggio clarified that on September 21, 2017 the Selectboard first discussed possibly renting this equipment to do the Town's roadside mowing, as an alternative to hiring a contractor to do the work. Ms. Maggio moved the expenditure of no more than \$3000 for renting equipment to use for roadside mowing July 11-15. Second by Mr. Mello. Ms. Maggio pointed out that \$3000 is what the Town paid a contractor last year to do less mowing than what Mr. Bills will be able to accomplish with the rented mower. Mr. Bills noted that a goal of mowing in July is to get ahead of the invasive plants before they go to seed. **All in Favor.**

It was brought to Ms. Maggio's attention that some of the recently paved portion of Grassy Brook Road, across from where the Reinhardts used to live, was damaged by snow plowing. The estimate for repairing the road is \$820. Ms. Maggio will send a letter to Fitzpatrick Excavating notifying them of the damage and requesting restitution.

Brookline Meetinghouse update

Mr. Mello explained that the Meetinghouse Advisory Committee is applying for the Vermont Arts Council Cultural Facilities Grant. The deadline for applications is May 1, 2017. If the grant was awarded, the money would be used to insulate and heat the building. The building does not currently comply with requirements under the Americans with Disabilities Act (ADA), but Mr. Mello had a discussion with a representative of the Vermont Arts Council who did not think the lack of ADA-compliance would be a barrier to being awarded the grant. The next meeting of the Meetinghouse Advisory Committee is April 11, 2017.

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Finance review/updates

Ms. Maggio highlighted the current fund balances per the most recent reports provided by Treasurer Somara Zwick. Ms. Zwick will attend the Selectboard meeting on April 19, 2017 to discuss the Town's finances in more detail.

Correspondence and Pay Orders

Correspondence

- RSVP, funding email, rec'd 3/22/17
- VLCT, municipal employment law workshop flyer, rec'd 3/24/17
- American Red Cross, community fund drive flyer, rec'd 4/5/17
- VLCT, VLCT newsletter, rec'd 3/27
- Northeast Resource Recovery Association, workshops flyer, rec'd 3/21/17

Pay Orders

The Selectboard signed the following pay orders, totaling \$21,348.35:

- Ms. Maggio moved to accept Accounts Payable #2017-39 in the amount of \$16,261.82. Second by Mr. Mello. **All in Favor.**
- Ms. Maggio moved to accept Payroll Warrant #2017-38 in the amount of \$2977.52. Second by Mr. Webb. **All in Favor.**
- Ms. Maggio moved to accept Payroll Warrant #2017-40 in the amount of \$2109.01. Second by Mr. Mello. **All in Favor.**

A/P #2017-39	\$16,261.82
Payroll #2017-38	\$2977.52
Payroll #2017-40	\$2109.01
Total	\$21,348.35

Set agenda for the next meeting: April 19th, 2017

- Paving bids
- RFP for recycling
- Vermont Arts Council grant update
- Special Meeting for May 20
- Financial review
- Town Clerk update
- Highway update

Adjournment

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

The meeting Adjourned at 9:20PM.

Respectfully submitted, David Jones, Recorder, April 9th, 2017