

Draft Minutes
BOARD MEETING
May 17th, 2016 at 7:00 PM

Action Summary:

- Voted to accept the Minutes from May 3, 2017, as amended.
- Voted to adopt the re-typed Purchase and Conflict of Interest Policies.
- Approved Pay Orders totaling \$10,213.57.

Present:

Board: Dorothy Maggio (Chair), Bruce Mello, Gwen Tanza, David Jones, Chris Webb

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

Call to Order

Ms. Maggio called the meeting to order at 6:31

Changes to Agenda

Ms. Tanza asked to remove her name from Selectboard review

Approve Minutes from May 3, 2017

Mr. Webb moved to accept the Minutes from May 3, 2017, as amended. Second Mr. Jones. **All in Favor**

Scheduled Members of the Public

Town Clerk Update

Mr. Tanza had provided the delinquent dog license list. Fire extinguishers in the Town Office are in compliance; the lock on circuit breaker panel will be replaced by Mr. Pike.

Ms. Maggio noted three new dogs in town not on the census, and one or two on Ellen Ware, Merrill Drive. **Owners will be contacted.**

Unscheduled Members of the Public (none)

Old Business

Review Selectboard Terms (tabled from April 5th)

There was discussion of term lengths; Ms. Maggio discussed whether anything needs to be addressed by Town Meeting to be in compliance. **Mr. Tanza will review the calendar;** Mr. Jones noted that Ms. Tanza's term should be Warned to be voted as a three year term.

Mr. Jones discussed changing the term Mr. Webb is completing (one year of a previously three year term), Warning it as a one year term in the next round. Terms are for one one-year, two two-year, three three-year seats. One of the five seats will always be a one year term.

Green up Day Summary – Dave Jones

Mr. Jones reported that despite the weather it was a successful campaign. Volunteers worked before and after, as well as on the day; did a substantial amount of Ellen Ware and Putney Mountain roads. He thanked Mr. Clark for his work with transport.

Mr. Clark discussed logistical issues in the removal of trash. Mr. Jones discussed the new relationship with Triple-T and issues to be addressed before next year. Ms. Maggio noted that the fee at the Transfer Station has gone up. Mr. Jones observed that it will probably go up again; Vermont limits the fees.

The Selectboard acknowledged Mr. Webb and the crew and volunteers for their efforts on Green Up Day.

Speed Limit Setting Discussion – Chris Webb. Review the current Brookline Traffic Ordinance and missing speed limit signs.

Mr. Webb had brought this issue to the attention of the Selectboard. Mr. Webb sent a summary of a call with Nancy Avery at VTRANS; there are two categories, speed limit setting, and enforcement. He noted that going 35mph on his way home, he had found it excessive. Ms. Avery had said that 50 is the limit in the

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absence of any sign. She had also said that slow-down signs are not enforceable.

There was discussion of Grassy Brook Road as Class 2; Mr. Clark discussed past speed studies and the option to put a sign at every entrance to the town, "35 unless otherwise posted"; Grassy Brook is posted at 40, Hill at 30; other signs have since disappeared. There was discussion of signs being placed on every road; Mr. Bills noted that signs must be there for the limit to be enforceable. There was discussion of existing sign locations and disappearances. Mr. Bills noted that a speed limit posting ends at an intersection. Mr. Mello discussed several witnessed excessive speeding incidents.

There was discussion of what action could be taken. Mr. Tanza discussed insurance issues; there was discussion of alternatives to police enforcement.

Mr. Jones discussed the ordinance, public notice, missing signs; there was discussion of a traffic study requirement before setting a speed limit. Ms. Maggio discussed the missing signs; Mr. Bills listed some signs that had gone missing. Mr. Jones posed the questions of practical enforceability, and public awareness. Plastic speed-bumps would probably disappear. It was noted that the Athens Road speed sign is still in place.

Ms. Maggio suggested updating the ordinance, citing a Yield sign installed in 1989; Mr. Bills brought out a map with the sign inventory. **Mr. Webb and Ms. Maggio will hold further discussions on this.**

Mr. Bills asked about law enforcement; Mr. Tanza cited the six-month contract for coverage, they invoice the Town, there have been tickets issued; the budget only allows \$3,600, seven hours a month; the contract is due for renewal next month. There was discussion of communications between town and police; the town can ask for certain vehicles to be watched for; Mr. Jones suggested asking the Police to take certain routes, for visibility, as a deterrent. Mr. Mello noted that hazardous driving is an offense regardless of signage.

Ms. Maggio read from the ordinance, speed limits that had been posted for various local roads. There was discussion of speed-slowng methods; a resident has changed an existing sign to a lower speed limit; other kinds of signs were discussed. **The Selectboard will revisit the matter in July after Ms. Maggio and Mr. Webb confer on questions of speed bumps, replacing signage, etc.**

Mr. Bills discussed Putney Mountain Road as being similar to Ellen Ware with respect to speeding, both are narrow, seasonal roads with blind corners; better maintenance makes for faster driving.

Ms. Maggio asked Mr. Tanza if State Police document activity; he noted that they invoice for hours; Ms. Zwick maintains a file with this information.

SLDC

Swing Set / Insurance Discussion

Ms. Maggio thanked Mr. Bills and Mr. Noga who had removed the swing set in the rain, and left a clean and neat appearance at the site.

Regarding insurance, Mr. Masure is returning to meet at Town Hall and tour the school to look at deficiencies, the amount of mulch under the swings, monkey bars, etc., and assess additional mulch. Mr. Bills noted a pile of mulch and a tractor with a bucket, possibly working on this.

There was discussion of the eight fire extinguishers and their locations at SLDC.

Seth Stewart – blower motor repair and contact info discussion

Ms. Maggio discussed the chain of accountability, whom Mr. Stewart should call about going to the site to do repairs. Mr. Tanza notes that Tina Bills had called the Town Clerk's office as expected, but others were out of reach. Mr. Stewart had emailed Ms. Zwick and made the repair. **Ms. Maggio will ask Ms. Zwick to contact Mr. Stewart asking him to call Mr. Tanza, and noting the Purchase Policy.**

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Mr. Bills noted that the blower motor appears to have been repaired.

Purchase Policy – Retyped-Review-Re-Sign

The Selectboard signed the Purchase Policy as re-typed and corrected, not modified in any Article.

Ms. Maggio moved to adopt the re-typed Purchase Policy. **All in Favor.**

Conflict of Interest Policy – Retyped-Review-Re-Sign

The Selectboard signed the Conflict of Interest Policy, re-typed and corrected, not modified in any Article

Ms. Maggio moved to adopt the re-typed Conflict of Interest Policy. **All in Favor.**

Mr. Tanza discussed the filing procedures, pointing out the records cabinet.

Highway and Roads Update

Mr. Bills noted that all roads have been graded at least once, when checked Putney Mountain Road has deteriorated since, muddy, but drying. The roads are generally in fair shape; some deadwood removed after wind damage.

Mr. Tanza had called the power company for one location, and they addressed a small tree on the wire.

Ms. Tanza suggested calling Mr. Fitzpatrick about the broken concrete at one location; **Mr. Bills will follow up.**

Mr. Jones asked about a certain patch; Mr. Bills recalled Mr. Fitzpatrick offering to address the situation, discussed Mr. O'Brien's offer; **Mr. Bills will follow up.**

Mr. Clark discussed two culverts, last on the blacktop portion of Putney Mountain; he had drafted the RFP, from which he read relevant portions. Pre-bid meeting would be on the 26th. Mr. Clark discussed the date of the meeting in regard to newspaper deadlines. **Ms. Maggio will place the ad for the RFP in the Reformer, referencing the pre-bid meeting and due date of 6:30 PM June 17th.**

Mr. Bills noted that the mower is reserved for July, and discussed the \$73.75 charge for every hour over forty (meter on the machine), considered unlikely.

Round School House Historical Society Grant Discussion and Spring Open House plans

Ms. Maggio discussed the \$5,000 grant; she had spoken with Cynthia Nau, who asks that the Selectboard take on the responsibility. **Mr. Tanza had spoken with Doug Wellman, who sounded interested, and he will follow up.**

Mr. Mello suggested Lisa Ryan; Ms. Zwick was considered; Mr. Tanza suggested working with her to address the situation.

The Historical Society is going to honor Minnie Marsh by hanging her portrait in the Round School House July 16th.

PACIF Grant Application – Postpone till Fall – Discussion

Mr. Noga put together in April; had to meet all important insurance requirements for safety, so the grant application was withdrawn temporarily, pending meeting on Friday to see what other safety items would be included in the grant. Mr. Bills was asked if there were any safety related items that should be part of the grant application; he suggested August for submitting the application.

Mr. Clark asked if the Sand & Salt Shed grant would be re-submitted to be kept on file. There was discussion of out of pocket costs of \$48,000 from the Highway Surplus Fund if the grant was awarded. The shed is nearly empty and could use some shoring up. Mr. Bills noted that Mr. May from Better Backroads indicated that another grant was possible.

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There was discussion of the steel plate patch, the project will probably cost over \$100,000; there was discussion of hydraulic studies and new calculations from the State figures indicating the culvert could be larger; this needs to be clarified. It is a two-year grant. **Mr. Clark will follow up.**

BMH Update if any

Ms. Maggio wrote to Peter Meyer asking for a survey of the fire extinguishers, and saying he will check the two each month, that they are now in compliance.

Mr. Mello discussed a lift for the steeple project and cost changes. He noted that he had resigned from the Committee, there had been opportunities for funding; he had discussed heating with Scott Bovat; his presentation on heating to the Committee had been rejected; the building cannot be used if it is not heated.

LEOP ICS training opportunities On Line 100 or in Grafton 402 level

Ms. Maggio noted approval at last board meeting; she is being trained in Grafton at 402 level; this allows her to sign the LEOP for the Selectboard. The LEOP is in compliance, and will go through once this process is complete. **She will invite Mr. Noga to be trained as well.**

New Business

Special Open Meeting at 9AM on Saturday May 20, 2017 at Sunny Lane Day Care to establish capital improvement needs punch list.

Ms. Maggio noted an email from Tina Bills: graduation date will be held on May 25th. Mr. Jones discussed a repair to the ceiling tiles, removing stained tiles, installing a larger panel. There are larger ceiling panels on site. **Mr. Bills will obtain supplies for the work to be done Saturday after the Special Meeting.** A previous inspection was discussed. **Insurance requirements will also be determined beforehand.**

Finance Discussion based on what the Treasurer sends us via email

Ms. Zwick had provided a monthly Statement. Ms. Maggio gave the fire extinguisher list to Mr. Bills. There was discussion of financial questions; required monthly water system reports; revenues from SLDC.

Ms. Maggio proposed to table the discussion until Ms. Zwick can be in attendance.

Security at Recycle Center

Ms. Maggio noted discussions of concerns about security when the Town becomes owner of the process. She discussed inexpensive camera systems, suggesting some preliminary research. Mr. Tanza noted that the camera could upload the data, so vandals would be recorded in the act even if they destroyed the camera; the presence of a monitor as a deterrent; locations for cameras were discussed, and the idea of a dummy installation with the sign.

Mr. Mello discussed the previous approval of the Triple-T contract, costs below \$11,000; commodities prices can change, affecting the costs; Newfane's next steps not known. Mr. Tanza noted that the contract is only for one year, and everything may change. **Mr. Jones had been communicating with Triple-T and will follow up.**

Mr. Jones noted that there are enough bins to go around, the Town will need to purchase three (two and one replacement). June 30th there will be a transition period during which the bins must be rented from Triple-T.

Source Protection Plan for Water Source at SLDC 2014 report

Ms. Maggio noted that Nancy Burke has emailed that the plan must be updated every three years. There was discussion of septic systems; **Ms. Maggio will work on updating with help from Mr. Tanza on land owner changes, etc.**

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Mr. Mello had been called by Sara Lange from SEVEDS on expanding the economy of each town; her boss had seen the article on the BMH; had discussed “interchange of ideas to improve the towns”; attended meeting at Putney Fire Station; presentation on economic improvement; he reported receiving no new information.

Correspondence Review

E-Mail

- Mr. Tanza forwarded an email to WRC for the 911 maps.
- VLCT Security Alert re: fraudulent Third-Party Accesses.
- Request from Planning Committee for Selectboard to attend meetings as the Town Plan is being updated. June 14 at 7:00 PM is the next one scheduled. Previous meeting minutes can be found on the town website. Ms. Maggio invited volunteers to attend; Mr. Jones may be available.
- Act 174 Energy Planning Maps from John Bennett.
- Beatrice Birch, Inner Fire program, Parker Road. *“Municipal Impact Questionnaire for an Act 250 Application”*

Ms. Birch could not attend this meeting but is on the June 7th agenda. There was discussion of legal consultation. There was no action by the Selectboard on the enclosed document.

Mail

- Fire Equipment catalog.
- EMS World (periodical).
- Invitation to Grand Opening Celebration, Rescue, Inc.
- Sealed Bid for Roadside Mowing, rec’d May 16th.

Pay Orders

Payroll Warrant #2017-46 in the amount of	\$1,477.86
Accounts Payable #2017-45 in the amount of	<u>\$8,735.71</u>
TOTAL	\$10,213.57

Ms. Maggio moved “to approve Payroll Warrant #2017-46 in the amount of \$1,477.86.” Second by Mr. Mello. **All in Favor.**

Ms. Maggio moved “to approve Accounts Payable #2017-45 in the amount of \$8,735.71.” Second by Mr. Mello. **All in Favor.**

Set Agenda for May 17, 2017

- Invite Win Clark to come and talk about RESCUE INC (Open House June 10th)
- Police Contract due in June for next 6 months
- Unlicensed Dogs in Brookline
- Timeline for improvements at SLDC
- Beatrice Birch
- Bids for the Culverts
- Somara Zwick
- Brainstorm BMH Committee
- Recycling

Adjournment

Ms. Maggio moved to Adjourn. Second by Mr. Mello. The meeting adjourned at 9:12 PM.

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