

Approved Minutes
BROOKLINE SELECTBOARD MEETING
May 3rd, 2016 at 7:00 PM

Action Summary:

- Accepted the Minutes from April 19th, 2017
- Approved Pay Orders totaling \$4,932.64
- Voted to accept the Triple T Trucking bid for recycling
- Voted to adopt the 2017 Local Emergency Operations Plan

Present:

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

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

Call to Order

Ms. Maggio at 6:30

Changes to Agenda

Mr. Jones: New Business, add discussion of Green-up Day

Ms. Tanza: defer Policies review until next meeting

Open Recycling Bid

One bid from Triple T Trucking (Peter Gaskill, General Mgr.) was received April 29th. Ms. Maggio opened and read the proposal for service using the single-stream method, transport to the Rutland facility; estimating a 10% reduction in the number of hauls. Fees: \$40. per ton to reload and transport, minus whatever the value is on delivery to Rutland; Because of the fluctuating value of commodities, fees will be adjusted monthly. The proposal also discussed rates for Brattleboro, \$130. transport, \$40/T, \$100/T for non-recyclables.

Mr. Jones explained the proposal as meaning that non-recyclables will incur a cost of \$100/T if exceeding 2% of volume. He suggested that while this is not of great concern, that some mechanisms be set up to limit non-resident use and illegal dumping.

Ms. Maggio discussed game-cameras. Mr. Tanza noted that Newfane uses them; there was discussion of the new technologies available. Mr. Jones concurred in this. Mr. Tanza asked what the Town would pay per month. In discussion it was noted that 43 tons in 42 hauls was produced last year. Assuming the volume does not change, Mr. Jones projected, with the Tip-fee, a cost of about \$7,300.

Mr. Tanza discussed three hauls a month, one dumpster. Mr. Jones reported that he has requested that the Waste Management District keep two dumpsters, and provide at least one swap-out container, noting that it is possible to have two single-stream dumpsters in alternating use. There was discussion of site management.

Ms. Maggio noted costs under \$8,000 if nothing changes; Mr. Jones pointed out that the \$40. per ton figure could change with commodities prices, which are advantageous at the current time. He discussed the figures voted at Town Meeting, based on two dumpsters and a different hauling fee and tonnage price, observing that the current offer seems more cost-effective, and provides some room to accommodate fluctuations in costs.

Ms. Maggio discussed roll-off container requests; Mr. Jones, having addressed this with the District, discussed the possible shortages of containers, and will ask for priority to be given to town applications for containers.

Ms. Maggio moved “to accept the Triple T Trucking bid for recycling, July 2017 to the end of June 2018 at the price of \$130. per haul, with \$40. per ton (plus or minus) revenue change, per RFP on file.” Second by Mr. Jones. **All in Favor.**

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Approve Minutes from April 19, 2017

Mr. Jones moved to accept the Minutes from April 19th, 2017, as amended.” Second Ms. Tanza. **Carried with one abstention.**

Scheduled Members of the Public

Ms. Maggio asked for a report from Mr. Tanza.

Mr. Tanza noted assessing fines for two unlicensed dogs under safety statutes.

The Town received a permit application for a “twelve bed, six employee recovery care facility” owned by Beatrice Birch and Tom Kavet (“Inner Fire”). He asked if the Selectboard would invite the owners to come and discuss what they will be doing at that location, in the interest of transparency.

Ms. Maggio noted that under the Emergency Plan this site would need to be listed. There was discussion of Act 250 and other statutes.

Mr. Jones asked for the details as known to date.

Mr. Bills noted that Ms. Birch had asked about a driveway access, and he had told them to use the existing trail. He now observed that road access would need a culvert, and that fire equipment will not be able to get up that trail; the driveway access permit probably should be reviewed.

Mr. Tanza suggested that this is probably a commercial venture, and would need an Act 250 Hearing. There was discussion. The notification had come from the Department of Environmental Conservation, related to waste water permitting.

Mr. Noga noted that the agency website should have a plan on file that is accessible, and the Town should follow up.

Ms. Maggio will research this and speak with all concerned about a meeting with the Selectboard.

Mr. Tanza observed that Saturday is Green-up Day; people have come in for bags for designated areas; he had referred them to the Green-up Day Coordinator, Mr. Jones.

Ms. Tanza is now working on Book 33 in the Town documents imaging project; there are 600-700 pages per book, she is now on the sixth book; the Town may seek a vendor who has equipment to handle books from which pages cannot be removed.

Old Business

Stan Noga Insurance Valuation Update grader shed

Mr. Noga discussed the grader shed: valuation between \$50,000 and \$75,000, basic building, concrete piers, wood frame, barn-board exterior, galvanized roof on trusses; labor may be less expensive from time to time and there are seasonal variations for materials costs. He looked at construction loans for buildings 28' x 50', 1,400 sf, with no pad. Mr. Bills thought it might have been constructed in 1985 by Kerry Bourne.

Discussing grants, Ms. Maggio observed that the salt/sand shed is different from the grader shed. Mr. Bills confirmed this, recalling it is a state-designed structure, eleven feet high on three sides, with deep footings; Mr. Clark reduced the State design by a third, changed the angle; the concrete was the expensive component. Ms. Maggio asked about the availability of the grant; Mr. Bills discussed the shed and the grant on site with Better Backroads, as there were some details requested; Better Backroads also does grants for such purposes, so there are two potential sources of grant funding.

Ms. Maggio asked if the building had been over-valued; Mr. Noga recalled that the suggestion had been made that the valuation might be a little high; he discussed measurements and costs, similar constructions, and suggested that the per-square-foot cost is reasonable; every year there is a review of the valuations, and adjustments are made; he suggested the Selectboard could save a substantial sum by making the

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recommended changes.

Ms. Maggio suggested scheduling various reviews that the Selectboard should do on a regular basis. Mr. Jones asked if Mr. Noga has all the insurance documents; Mr. Tanza observed that Ms. Zwick should have these documents; Mr. Jones discussed Wade Masure's numbers; Mr. Noga noted that the review had been done last fall, and there should be a comparison of the figures; Ms. Zwick has participated in most of the pertinent relationships and should have the information on file.

Wade Masure pending report up-dating insurance

Ms. Maggio noted VLCT list of things that were seen at the visit April 11, prioritized with completion dates: low priority (by July 10); medium (by June 10); and high priority (by May 10). She provided copies of the documents and read the cover page containing hazard identification surveys, a summary of the visit, attached recommendations and loss control report, remediation dates; signed by Wade Masure, Senior Loss-Control Consultant, VLTC.

The Selectboard reviewed the entire VLTC Loss Control Report document in detail.

There was some confusion as to the locations addressed in the report. Mr. Noga noted that since there is no ramp at the Church, it must refer to the SLDC, which was seen on a different visit.

Ms. Maggio observed that VLCT should be contacted to resolve the confusion. Mr. Jones noted that SLDC was not visiting at the time referred to in the report. Mr. Noga observed that this is not likely a recommendation to install a ramp at the Church. There was discussion of features of both properties. Ms. Tanza noted that on page 4 there is clear reference to the Church. There was discussion of the most recent visit. It was generally agreed that clarification is needed.

Mr. Jones noted that the majority of issues are fire-safety related.

Ms. Maggio suggested a list be maintained on fire extinguishers. Mr. Bills was asked to check the fire extinguishers and initialing the tags. **Ms. Maggio will ask Tina Bills how many are present in the building and let her know that Mr. Bills will check them monthly when he checks the water.**

Mr. Jones asked that the fire extinguishers in the office be checked also; Mr. Tanza offered to attend to this, and ask Mr. Masure what the required interval is. Mr. Jones had discussed this with Mr. Pike, and learned that they must be checked annually for charge, monthly for fill-level and trigger impairment. He noted that the tenant should not be responsible for this, and thanked Mr. Bills for taking on the responsibility.

Ms. Maggio will notify Peter Meyer about the inspection schedule.

Mr. Jones noted that smoke alarms would be in place before opening the facility to the public.

Mr. Noga suggested that failing to remedy the listed items precludes applying for a grant. There was discussion. Mr. Noga noted the language "anything outstanding" references the Loss Control Report, and recalled that Mr. Masure had warned that If there were a fire the Town could be out of coverage. The work yet to be done was discussed, and whether the Report takes into account the ongoing process of construction and restoration.

Mr. Jones noted that many conditions exist on the balcony that would have to be addressed if it were ever to be accessible to the public. **Ms. Maggio will discuss this with Mr. Masure.** Mr. Noga noted discussions with Mr. Masure of locks for the doors to the balcony, and a railing along the 18" wall of the balcony. Mr. Noga discussed mold in the ceiling beams. Some areas had been washed successfully by Mr. Noga and others and two years have elapsed without re-appearance of mold.

Mr. Jones suggested discussion with Mr. Masure regarding the implications of hazards with high priority for being addressed by next week, if there were a grant application involved.

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Mr. Tanza had discussed fire extinguisher inspections. Mr. Noga discussed the need for a certified electrician, and suggested names.

Mr. Tanza noted speaking to Mr. Pike about the Town Office electrical panel; he will address this when doing his inspection; and the fire alarm breaker needs a lock. **Ms. Maggio will bring locks.**

Mr. Bills discussed an early visit by Mr. Masure; Mr. Jones discussed the diesel tank installation. Mr. Bills noted that there is room inside the building for the installation. **Ms. Maggio will call to inquire about grants for moving the tank indoors.**

Mr. Tanza will discuss with Mr. Pike the fire alarm system, overdue for inspection, and the lack of heat or smoke detection equipment in the Town Office basement.

Ms. Maggio will call Mr. Masure and report back at the next meeting.

Mr. Jones noted that professionals are scheduled to address the list, but not in time for the listed deadlines.

Welcome Center Update

Ms. Maggio noted the June 23rd date, and that Barbara Bourne is working on this; Ms. Zwick is meeting with Brookline bakers to see who can produce food to be sold to raise funds for the Brookline Meeting house; three shifts will be available, no food services exist at that location, so sandwiches could be sold; the date was assigned by lottery; a concern was that food would run out. Ms. Maggio will check access to the Welcome Center other than driving one exit beyond and turning back; Mr. Tanza recalled a back way in. Information will be on Front Porch Forum, etc. A potential \$1,500 fundraiser.

Gwen Update Town Purchase Policy and Conflict of interest changes and signing

Because the policies were not clearly readable, Ms. Tanza had volunteered to retype and correct errors, and place a signature line on the bottom. She emailed everyone for proofing, and recommended placing this on the next Agenda for the full Selectboard to approve.

Highway and Roads Update

Mr. Bills reported that Mr. Clark spoke with District 2; the Structure Grant for Box Culvert paperwork has been sent north, the Town should soon be notified of funding. The plate repair on one culvert was settling, Mr. Bills added six more bags of patch, it seems to be holding for the time being and will be monitored; Spring brings the highest water damage potential; he found no internal obstructions, it is working properly. Most all the roads have been graded at least once, crushed gravel added where needed; Putney Mountain Road is officially open, he added some gravel to bad places. The process of preparation for the paving on Hill Road and Putney Mountain has begun. He met with Mr. Clark and evaluated culverts on Hill Road, established that five need replacement before paving; one driveway culvert was added to that list, and one extension to a culvert beyond the edge of the pavement, to support the shoulder.

Ms. Maggio asked about bids for the culverts; Mr. Bills noted that Mr. Clark will bring the paperwork to the next meeting for the RFP. Ms. Maggio asked about sealing spray; this is to be addressed later. Ms. Maggio asked about Mowing; this is scheduled for July 11 – 15, paperwork is completed. Ms. Zwick was to ask about possible over-40-hour costs, that information should be available before next meeting. Mr. Bills met with Alan May from Better Backroads about grants; it only remains to send photographs to Montpelier to get approval.

Mr. Webb discussed a speed limit on Ellen Ware road, with children in the neighborhood. There was discussion of the process starting with State Police; Mr. Bills explained that Windham Regional Commission installs a traffic meter, reports to the Selectboard, followed by a vote. There was discussion of other speed sign installations. He referred to “The Orange Book” for detailed information. There was discussion of other road signage, turning vehicles, parking, etc.

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New Business

LEOP Discussion / Adoption

The Local Emergency Operations Plan was sent out to the members; it is similar to last year's plan; Ms. Maggio had updated emails and names, FEMA documentation, maps, the animal care section. Ms. Maggio had questions about the National Incident Management System. The LEOP does not need to be signed, just enter the name of the person responsible. Ms. Maggio discussed training levels, confirming with individuals that they are certified and up-to-date. **Ms. Maggio will follow up on this information.** There was discussion. Mr. Noga noted that there is a page in the Flood Plain documents pertaining to LEOP.

Ms. Maggio moved "that the Selectboard adopts the 2017 LEOP that was emailed previously, for 2017."

Mr. Jones cited some typographical errors in the documents.

Second by Mr. Jones, with corrections as discussed.

All in Favor.

Mr. Noga volunteered to take training if needed.

Green-up Day

Mr. Jones noted that Saturday is the Day. There was discussion; there was less response this year than last year. Mr. Bills offered a twelve-foot trailer, to pick up stockpiles. Snacks and coffee will be at the Town Office in the morning. Vermont Coffee Co. is a sponsor and has provided a couple of bags of coffee. There was discussion.

Other Business

Mr. Noga discussed two maps that are not included in the documents, a 911 map and a culvert and bridge map, are not appearing on the WRC website. **Ms. Maggio will look into this.** Mr. Bills discussed sources for the culvert information.

Mr. Noga had received an email from Tina Bills about the basement; asked if the Selectboard would have another work bee; Mr. Bills suggested plywood could replace the stained panels under the bathroom. There was discussion. Mr. Jones noted that not all had received the email. Ms. Maggio explained that it concerned the swing set and damaged ceiling tiles from toilet flooding, and referred to graduation coming up soon.

There was discussion of methods of repairing the ceiling. There is an open meeting there May 20th at 9AM. **Ms. Maggio will speak with Tina Bills to discuss repairs, etc.**

There was discussion of prohibiting ball games inside, for safety. There was discussion of removing and disposing of the swing set.

Mr. Tanza noted a complaint about a light; Mr. Bills explained that it was on for the winter for the trucks to load, with a floodlight as well; the remaining one is on a timer; he will address this. There was discussion.

Mr. Bills asked about the SLDC furnace; There was discussion of an incident and repairs.

Correspondence Review

- Mr. Jones received email from Goodenough Rubbish thanking for the RFP, declining to bid.
- VLCT Loss Control Report rec'd April 28th
- VLCT Newsletter rec'd April 29th
- American Red Cross rec'd April 29th
- Efficiency Vermont

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Pay Orders

<u>Item</u>	<u>Amount</u>
Accounts Payable #2017-44 in the amount of	\$3,273.63
Payroll # 2017-43 in the amount of	<u>\$1,659.01</u>
TOTAL	\$4,932.64

Ms. Maggio moved “to approve Payroll # 2017-43 in the amount of \$1,659.01.” Second by Mr. Jones. **All in Favor.**

Ms. Maggio moved “to approve Accounts Payable #2017-44 in the amount of \$3,273.63.” Second by Mr. Webb. **All in Favor.**

Set Agenda for May 17, 2017

- Town Purchase Policy and Conflict of interest changes
- Culverts
- Mowing overtime
- Speed limit at Ellen Ware
- Information on the insurance and hazards from VLCT
- Letter to “Inner Fire” to discuss their plans with the Selectboard
- Financials – Ms. Zwick
- SLDC update
- Tim Newell’s Trailer on Town Property

Adjournment

Ms. Tanza moved to Adjourn. Second by Mr. Jones.

The meeting adjourned at 9:15 PM.

Respectfully submitted, Peter Barus, Recorder, May 4th, 2016