

BROOKLINE SELECTBOARD MEETING
June 21st, 2017 at 6:30 PM
Draft Minutes

Action Summary:

- Voted to approve the minutes from June 7th, 2017.
- Voted to set the 2017-2018 Municipal Tax Rate for the Town of Brookline at 0.4629.
- Scheduled the Act 250 hearing for July 14th, 2017, 9:30 AM at the Town Office.
- Scheduled a Special Meeting of the Selectboard for 6:30 PM, Wednesday, July 5th, 2017, at the Inner Fire access road site.
- Approved Pay Orders totaling \$18,392.48.

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), Somara Zwick

Call meeting to order

Ms. Maggio called the meeting to order at 6:33 PM.

Review changes to agenda

- New Business, set date for Act 250 hearing

Approve minutes from the last meeting held on June 7, 2017

Corrections were made.

Mr. Mello moved to approve the minutes from June 7th, 2017 as amended. Second by Mr. Jones. **All in Favor.**

Scheduled members of the public

Gary Lavorgna - Nbfd Driveway Access Permit for Inner Fire Project

Mr. Lavorgna read a letter from the Executive Board to the Selectboard regarding a Variance to the Inner Fire property's access road; the Fire Department does not approve the present configuration, but recommends a full-width access; the Waiver was granted despite this recommendation.

He noted that In February Ms. Birch had submitted a Proposal stating the width was 14 feet; it had been explained that the minimum permissible width was 20 feet; the Executive Board had informed her that this was the law. He explained that in winter, if there is a problem, the snow will exacerbate the problem; the pumper truck is 30 feet long, ten feet wide and will not negotiate the present access.

Ms. Maggio read from a communication from the Division of Fire Safety, which stated that it did not take the matter lightly, and went into further details on buildings protected with fire sprinkler systems; that the installation of such a system was the basis for granting the variance; and that they were willing to revisit the matter of the access road.

Mr. Lavorgna noted that the pumper moves a thousand gallons a minute, and the three thousand gallon tank on site is insufficient; and that the Fire Chief has said that the variance will be revisited.

Ms. Maggio noted that The Selectboard will be briefed on ten items at the Act 250 hearing; Mr. Lavorgna observed that the department will not sign off on the access road if it is not in compliance.

Mr. Tanza asked if Inner Fire was conducting their programs at present. Ms. Zwick observed that they are not using the new building, they rent other property.

Mr. Clark and Mr. Bills consulted the Act 250 Permit, noting that the access road is one thousand feet in length from Grassy Brook Road to the point of access. Mr. Bills pointed out the diagrams to the Selectboard. He recommended removal of certain trees and other modifications that would be necessary.

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Mr. Lavorgna recalled that he had been consulted by an adviser to the Inner Fire owners some time ago as to what kind of access would be needed; he had referred them to Mr. Clark, they did not follow up.

Mr. Maggio cited several items that must be prepared for the Act 250 hearing.

Ms. Zwick observed that the space in question is not completed and people are not living there as yet.

Mr. Tanza asked about the space being used at present, as to what protection the Town has in the event of problems at that location.

Mr. Mello discussed length and grade of the proposed access.

Hearing no further questions or comments, Ms. Maggio thanked Mr. Lavorgna.

Guy Tanza - Town Clerk Update (None)

Unscheduled members of the public (None)

Old Business

Somara Zwick - Finance report review- SET TAX RATE

Ms. Zwick noted that the Selectboard must officially set the Municipal Tax Rate; copies were circulated of the *Municipal Tax Rate Worksheet*. She explained that the report is predicated on the Municipal Grand List lodged with the Town Clerk; the Tax Rate is 0.4629.

She explained that there is some property with pending Current Use designation that might change the number, but there are no grievance changes; other possible factors could be homestead exemptions, filed late, but this is not expected; based on the amounts voted by a Town, the rate for each amount is calculated and the sum is 0.4629.

The prior year was shown for comparison; she explained that almost half the increase is deficit refunding, a one-time event that will not happen next year; the two big increases are from the recycling budget and the deficit; therefore a reduction may be expected the following year.

Ms. Zwick noted that for informational purposes only, Local Exemptions, Education Taxes and Homestead Education Rate estimates are shown on the document; downloads of this data from the state are checked weekly; the overall estimated increase will be close to 12%.

Ms. Maggio moved "to set the 2017-2018 Municipal Tax Rate for the Town of Brookline at 0.4629." Second by Mr. Jones.

In discussion Ms. Zwick explained how the figures were calculated and noted that the software used for the final work will produce a slightly different result, usually within less than \$20.

Mr. Tanza discussed unusual factors that have affected the results this year.

All in Favor.

Ms. Maggio thanked Ms. Zwick, who acknowledged Kim Ellison for her assistance.

Ms. Zwick then discussed two items related to school, and offered spreadsheets for those who wish to plug in numbers based on actual expenses, for comparison against the budget; the Balance Sheet dated June 21st shows the Money Market share; the Fund Balance shows that revenue exceeded expenses; the school building is not losing money; the net now is \$4,636. There was discussion of ongoing work. She explained that the invoice date will determine whether such expenses go into this year's calculation or next; either way there will be a surplus.

Ms. Zwick also discussed a punch-list (compiled for the previous meeting) which could be used to enter

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estimates for repair and maintenance expenses; she made recommendations as to procedures to follow. It was noted that this is on the Agenda. She explained that these reports are for the people managing the funds, but also for the public.

Regarding the Operating Fund and the Highway Fund, the Highway Fund is closing with an expected deficit, and also is awaiting \$20,000 from the Better Back Roads grant; the net deficit for the Highway Fund (including the \$20,000) is about \$77,000. The current Fund Balance is \$219,000. The Town Operating Fund is showing a small deficit; of that, \$20,761 is being raised; the only delinquent taxes are for the current year, \$17,784.60. There was discussion of certain bankruptcies etc.

Ms. Zwick noted that the Education Taxes must not be counted as expenses; the revenues owed, and that should have been collected, are more than offset; year-end salaries will be posted on Monday (June 26th); the Town appears to be in good standing. She explained that the Tax bills are mailed out no later than July 15th, 30 days before the first tax payment is due; and that if all the paperwork from the State, etc., is received on time, the mailing will be done by the Fourth of July.

Ms. Maggio suggested that members of the Selectboard should summarize their areas of expertise for the tax payers, Mr. Jones on recycling, Mr. Webb on speed and road safety and what it's like to be new arrivals in town; Mr. Mello on the buildings; a paragraph from each member with current information, to engage the public. She suggested asking for volunteers to stuff envelopes, etc.

The Selectboard thanked Ms. Zwick.

David Jones - Recycling update

Mr. Jones reported that the containers now on hand will probably remain; no more pickups are expected from the District; the system is now effectively single-stream; Triple-T has some new stickers to identify the bins as such, but for the present the sandwich-board and an email will fill the gap; once there is some signage, one bin will be closed while the other is filled, alternating for hauling, and to show that it is now a single stream system. There was discussion. The town will be paying for about ten days worth of materials processing, but this will be less costly than a rental. There was discussion of Newfane's recycling situation; their bins will be gone at the end of June, and not replaced; Mr. Jones expressed some concerns about the impact of this on the local site; nothing is changing in Athens. The Selectboard discussed possible actions to take to prevent unauthorized dumping.

Mr. Lavorgna discussed the condition of the containers; Mr. Jones explained that they are on indeterminate loan; they were the ones that were available at the time; Triple-T may provide containers in better condition. Mr. Lavorgna asked about maintaining the containers; Mr. Jones explained that they are part of a system of rotation and they may or may not come back, be upgraded, etc. Mr. Tanza asked about procedures for requesting a pickup.

Mark Bills / Archie Clark - Highway and Roads Updates
Grant-in-Aid Pilot project

Mr. Bills noted some erosion from the hard rains; applied gravel where needed; two other Better Back Roads grants were denied; another one is available through Windham Regional Commission; the funding will be smaller, maximum \$4,200 with a 20% local match; to reapply to WRC, the project must be related to water management and requires the Selectboard to sign a Letter of Intent. This is the Pilot Grant-in-Aid project. The application is due by July 5th; WRC will help do the rest. It requires an inventory of erosion on all the roads, but not beforehand; Mr. Clark explained that one of the BBR services is in assisting with the inventory, which will be mandated by the end of 2018; he observed that Brookline is relatively fortunate in regard to erosion problems.

Ms. Maggio discussed the draft Letter of Intent, and discussed connected road-miles in proximity to watercourses, etc., making entries as appropriate, dated the Letter of Intent, and circulated it for members to

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sign.

Mr. Clark discussed a Structures Grant award; Megan from District 2 had called Mr. Bills, having recalculated a hydraulic study, and suggesting a larger structure is indicated, 5' x 7', where now there is a 30" pipe; her calculation indicates a 7' x 9' opening; Mr. Clark explained that the location does not provide sufficient room for this structure; it would have to be four feet wide and ten feet high; but not many of these culverts are perpendicular to the road, and a skewed concrete structure is more expensive; Megan has sent this information to Montpelier, and will return with a structure that fits both the site and the hydrology. Mr. Clark was told that funding for any changes involved will be adjusted, even though the grant does not list the correct specification.

Repair of road damage from snow plow GBR

Ms. Tanza asked about the snow damage and reported no word as yet. Mr. Clark noted that if the repair is contracted, funds will have to be found; **Ms. Maggio will follow up.**

Signage

Ms. Maggio discussed obscured and missing signs; some new ones are needed such as for turning trucks at Ellen Ware Road; and asked about a time frame. There was discussion of whether certain signs are enforceable; Mr. Webb reiterated that speed signs are not technically always enforceable; orange warning signs, such as trucks entering, at least serve to warn drivers. There was discussion of preferred speed sign locations.

Chris Webb - Traffic Ordinance review/discussion/plan

Mr. Webb discussed posting a 35 MPH sign at entrances to the town, noting that VTRANS has said speeds are not enforceable in this case, but may be a deterrent. WRC will do a Traffic Study at no charge; this might give some weight to the Town's efforts to control speeds. He suggested identifying locations where the study might be best applied. They will do this on any road surface; the application requires a Selectboard signature, and a diagram of the area for study. Locations were discussed.

Ms. Maggio suggested identifying five locations. There have been complaints of racing on Hill road, speeding on Putney Mountain Road, Grassy Brook Road between Parker Road and the School (posted at 40 MPH now); Mr. Jones noted that where no sign exists, the limit is legally 50. Mr. Bills pointed out that speeds are only enforceable where there are signs at each intersection. Mr. Jones discussed changing a limit where there is already another limit posted.

Mr. Tanza provided the Traffic Ordinance from 2010 (posted on the Town website). Posted speeds and their locations were discussed, and possible locations for a Traffic Study.

Possible Study locations:

- Ellen Ware near the new culvert (should be posted)
- Athens Road (should be posted)
- Upper end of Putney Mountain Road (should be posted at 35 MPH)

Possible Locations for signs:

- Putney Mountain Road: 30 MPH for paved sections;
- Green Iron Bridge

Mr. Tanza asked about increased logging traffic; Mr. Bills noted a new logging operation.

Mr. Webb noted that the 80th percentile in the data from a study is considered as normal speed. Mr. Bills observed that the numbers list how many exceeded the limit, how many abided.

At that moment a truck was remarked speeding past the Town Office.

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The Town Ordinance notes a 35 MPH limit on all dirt roads. There was discussion; it was decided that applications will be made for Traffic Studies.

Mowing

Mr. Bills noted that mowing is starting in July; wild parsnip is flowering; two mowings are planned, the first for July 11th – 15th. Culvert work is to be completed by July 15th according to the RFP; the contractor has not been in touch.

SLDC Update;

Budget discussion for SLDC -

Mr. Mello discussed the Budget, about \$4,000.

Repair discussion/ Timeline/RFP development

Mr. Mello noted safety considerations, discussed the list compiled earlier; he recommended exterior work be done first, starting with the roofing; the RFP should include the North side, front, vents, and entrance way overhang. Then wood lattice, deck reinforcement, and the North side. He discussed the regrading and stone drainage; and repairs to the entrance walkway.

Mr. Clark suggested that if O'Brien does the repair they can easily patch the dip in the sidewalk without heavy equipment. Mr. Mello suggested using his own truck to move stone to the site. There was discussion of how detailed the RFP should be; it was agreed that it should be specific and include a site visit.

There was discussion of whether to include the overhang where ice-dams have been forming as an "alternate" for contractors to assess and offer solutions. **Mr. Mello will collaborate with Mr. Clark on developing the RFP.**

There was discussion of what work might be done by Mr. Bills.

New toilets June 22, 3:30 pm, other plumbing work?

The new Toilets are to be done June 22nd; there was discussion of capping vents into the room where the piano is.

The Steve's Septic bill is under \$500. He pumped more than anticipated, they pumped over 2,500 gallons from a grease trap tank and second tank; in future the charge will be about \$530. The contractor noted that access for the second tank has a filter that was cleaned, but **needs regular annual maintenance.**

Water System – Inspections

Nancy Burke will conduct the inspection June 28th.

Playground Equipment

Ms. Maggio noted that painting was done, more sand or wood chips for six feet around will have to be budgeted, if it is to be done.

New Business

Act 250 Hearing date

The Selectboard discussed the available dates from the Act 250 Commission.

Mr. Burke of the Act 250 Commission had specified a 9:30 site visit, then moving to a conference space with guests; Ms. Birch had been invited by email; Mr. Burke suggested the Town Hall, but if more than 20 were present (capacity) there must be an alternate in the Warning. It was agreed that the Warning should list Town Hall, with the Brookline Meeting House as alternate. Mr. Burke had asked that the meeting continue

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after a lunch break if necessary, suggesting it should be about two hours, and the decision will be returned subsequently. It was suggested that the Selectboard be well prepared.

The date chosen is July 14th, 2017.

Including the information in the tax mailing was discussed. **Ms. Maggio will call Mr. Burke regarding the meeting, set for 9:30 AM at the Town Office, July 14th. This will be Warned as a public meeting.**

Mr. Clark recalled that the Selectboard had planned to meet on site at Inner Fire prior to the Act 250 hearing, to consider the access matter, as the hearing will also cover other areas of concern. Mr. Bills discussed a culvert that would be affected by the final design of the access road, explaining that as this is a commercial access, the culvert should not be signed off before the final configuration of the access road is decided.

Ms. Maggio discussed the Warning for a special assembly of the Selectboard to consider the access road at Inner Fire, including the possible location change in the event of a large audience.

The meeting will be at 6:30 PM, Wednesday, July 5th, 2017. The Selectboard will meet at the Town Office and carpool to the site.

Correspondence Review

Emails

Roger Albee request for Round School House event July 16 2017

To be held from 2:00 PM to 4:00 PM.

WCHS Contract for animal impoundment discuss & sign

Ms. Maggio signed as Chair.

12 Month contract Vermont State Police discuss & sign

Ms. Maggio noted that last year's contract was for six months, this year twelve, for one officer, one hour per week, for 52 weeks, for the sum of \$3,595.44. Ms. Maggio signed as Chair.

Regular Mail

- Gary Lavorgna re Inner Fire access and response
- Thank you from Vermont Association for the Blind and Visually Impaired
- Historic Preservation Grant Agreement (signed by Mr. Mello)
- EMS World Magazine
- Unsolicited package from an engineering company.

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Pay Orders

Accounts Payable

Ms. Maggio moved “to approve Accounts Payable Warrant #2017-50 dated /21, in the amount of \$12,911.20.” Second by Mr. Mello. **All in Favor.**

Payroll

Ms. Maggio moved to approve Payroll Warrant # 2017-29 in the amount of \$5,481.28.” Second by Mr. Webb. **All in Favor.**

ITEM	AMOUNT
Accounts Payable Warrant #2017-50	\$12,911.20
Payroll Warrant # 2017-29	<u>\$5,481.28</u>
TOTAL PAY ORDERS:	\$18,392.48

Set agenda for the next meeting: June 21, 2017

- Inner Fire visit / discussion maybe July 5th 6:30 on site
- Act 250 discussion July 14th at Town Hall
- RFP and Tax Information Letter
- Roads and Highways

Adjournment

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

The meeting adjourned at 9:11 PM.

Respectfully submitted, Peter Barus, Recorder, June 22, 2017