

**TOWN OF BROOKLINE SELECTBOARD MEETING**  
**Wednesday, June 6<sup>th</sup>, 2018 at 6:30 PM**  
**Draft Minutes**

**Present:**

*Selectboard:* David Jones, Gwen Tanza, Chris Webb, Bruce Mello

*Members of the Public:* Archie Clark, Doug Wellman, Cynthia Nau, Jack Greene, Mark Bills, Guy Tanza (Videographer), Peter Barus (Recorder)

**Call the meeting to order**

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

**Review changes to agenda if any**

Move Round Schoolhouse tree discussion to accommodate scheduled members of the public (Historical Society).

Remove Traffic Ordinance discussion.

**Approve minutes from May 16, 2018 Regular Meeting**

Mr. Webb moved to approve the Minutes for May 16<sup>th</sup>, 2018, as corrected. Second by Mr. Mello. **All in Favor.**

**Scheduled members of the public**

**Cynthia Nau and Jack Greene re: Round School House Tree**

Mr. Jones reviewed the situation, noting an additional estimate for the tree removal from Bloom Enterprises at \$1,100.00. There was discussion of whether clean-up was specified; there had been another bid for \$2,800.00. He invited discussion.

Mr. Wellman explained that the Historical Society had met on the 30<sup>th</sup> to discuss the tree; no meeting had been held for a year so the group was reorganized; it was then found that there were funds on hand including \$500.00 that was recently donated; intended purposes from the various funding sources were determined to have been voted in 2004, 2006 and 2008 at Town Meetings, the 2006 donation were matching funds for a grant, and the other two, \$6,000.00 and \$15,000.00 respectively, were for restoration purposes. It had been decided that \$1,000.00 would be appropriate to use for tree removal, but restoration funds would have to be re-allocated by the voters if used for that purpose, as they were originally voted for restoration.

There was discussion that there may be no records from 2004; that Ms. Zwick be consulted. Mr. Tanza noted that there have been some further donations and asked that these be made available for deposit in the bank; he confirmed an agreement that restoration funds should not be used for landscaping.

Ms. Zwick will be asked for assistance in itemizing funding sources and any restrictions; the \$500.00 donation is available to use for tree removal. Mr. Tanza again noted that there may be more funds on hand than have been accounted for.

There was discussion of next steps.

Mr. Mello moved to accept the proposal from Bloom Enterprises for removal of the large tree over the Round Schoolhouse, for \$1,100.00. Second by Mr. Webb. **All in Favor.**

In discussion Mr. Bills noted that the Town contract for summer services covers employing workers for various projects; there had been a \$600.00 annual budget for tree removal. There was discussion of insurance and cleanup.

Mr. Mello moved to amend the Motion : “contingent upon inclusion of clean-up”.

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It was suggested that volunteers could be found to clean up minor brush.

On the Amended Motion, to accept the proposal from Bloom Enterprises for removal of the large tree over the Round Schoolhouse, for \$1,100.00 contingent upon inclusion of clean-up: **All in Favor.**

Mr. Wellman discussed other matters discussed at the Historical Society meeting, old books, dictionary with table, etc.

Mr. Mello discussed the need for a dehumidifier in the building; Ms. Nau noted that there is no electric service in the Round Schoolhouse; it had been on for many years unbeknownst and unused. There was discussion.

The Selectboard thanked the Historical Society.

**Peter Newton re: BMH timber shift concern** (not present, see below)

**Unscheduled members of the public** (none)

### **Summary / Update Reports**

#### **Guy Tanza - Town Clerk Report**

Mr. Tanza had reported a couple of dogs for the Animal Control officers; Ms. Tanza is on Book 25 in the digitizing project; Delinquent taxes are as expected and being processed.

#### **Animal Control officers**

Ms. Maggio had sent word that on June 2<sup>nd</sup> a stray pit bull with no tag had been taken to the Humane Society.

#### **Highways & Roads**

##### **Mark Bills - Road Supervisor**

###### Current projects

Mr. Bills reported that he is making sure the roads are usable; finishing up the Fiscal Year; Tom Bloom has been hired to remove three stumps for \$100.00 apiece that were left by the power company on the edge of the road, a problem when plowing.

There had been a call from Fairfield, the roadside mower company, asking if they could deliver June 15<sup>th</sup>, although the contract is for for June 18<sup>th</sup> for ten days; they offered training on the new machine. He is working on the \$5,400.00 erosion mitigation grant (applied for).

Roads have been inventoried and mapped, and he had met with Emily Davis (WRC) to select three sites; the project is to be completed by June 30<sup>th</sup>. He noted materials provided by Mr. Clark for two projects, stone-lined ditches. Only seeding and hay is left to do, Tom Brooks has mulch hay for sale and grass seed; when covered with seed and mulch, WRC will take photographs. The only unfinished project is on Holland Hill, he consulted with Ms. Davis, the funding is still in process. Mr. Clark had set up a meeting with Putney's Road Foreman about the Holland Hill section, about four hundred feet, with Brookline's part at the bottom; Putney has offered to cover the Brookline part and has given a price. This will be part of the new grant next year. Mr. Bills explained that best practice is to do erosion work in such a way that erosion from above will not spoil finished work; State standards specify different grades of stone and that ditch requires larger stone; that will be on the next budget.

###### Upcoming projects

Mr. Bills discussed candidates for Road Commissioner with whom he had communicated; two have respectfully declined the position.

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The last load of Green Up Day rubbish went to the landfill for a \$27.00 fee.

Ms. Tanza noted big puddles around the dumpsters; Mr. Bills explained that the Town does not have the equipment to transport the gravel to the site; he is awaiting response from Mr. Bloom; he suggested moving the bin so he can fix this with the grader; it was determined that a truckload of gravel would be needed at the site. There was discussion of sources for gravel.

Mr. Tanza will instruct the hauler to place the next bin to the side so that the grading can be done.

## **Other**

### **Old Business**

**Round School House – Tree** (discussed above)

**Brookline Meeting House – Beam**

It was noted that there had been a response from Mr. Newton, explaining that the photographs show where the straining beams and girt meet, and the joint is as it was when the reinforcement work was completed, and despite appearances there has not been movement of the beam.

Mr. Meyer will be notified.

### **Sunny Lane Day Care – Repairs**

Mr. Mello discussed the eaves and ventilation work, a vendor visited and has yet not provided an estimate; Mr. Mello discussed materials sources and provided photographs showing rot in the eaves, noting that extent of damage cannot be known until it is opened up.

He discussed redesigning the decks to improve drainage, now ruining clapboards, and stairs needing replacement; possible use of composite materials instead of wood for durability; the south deck needs some boards replaced, no major construction, but the stairs there are also unsatisfactory. He will be working with Mr. Clark in what time is available.

Ms. Bills noted a complaint about the ADA-compliant ramp in back; he proposes to do that as the first priority.

Mr. Mello suggested that the plan is to finish by August, and that parents might volunteer to paint; he discussed materials and finishes noting that composite materials do not need coating.

There was discussion of costs.

Mr. Mello explained that the outside of the building should be done before Winter to apply stain, and discussed other items, vent drain caps, working from old inspection lists, insurance items; he anticipated that most of the items will be done by end of year.

He noted that the windows on the North side are vinyl-clad, single-pane with storm-windows, in good condition; he will open and close and check each window; ten on the south side probably need replacement. He discussed costs. He noted that the windows framed with 1 x 4 trim have rotted under the sill; he will inspect to see the extent of the damage. He discussed the chimney, and dish removal.

Mr. Bills reported that he had encountered a gas leak alarm, possibly caused by removal of a rusted stack for repair; when nobody came to check he called Code 3, who did not respond coherently, and Mr. Mello had shut off the alarm. Mr. Tanza will call Alan Pike about this alarm system.

### **Road Commissioner Position**

As discussed above, two candidates have declined the position. Mr. Mello noted that, other than the salt and sand shed there is not much work for the Road Commissioner for the time being. It was suggested that the next grant cycle will present a need.

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Mr. Clark and Ms. Zwick will be invited to the June 20<sup>th</sup> meeting about the sand and salt shed grant, a five-year grant. Mr. Bills reported that the estimate included a ten percent cost estimate for Project Management.

## **New Business**

### **Communications**

Mr. Clark had brought the information about Project Management costs, and noted a 17 page grant application to WRC; there is a schedule of suggested fee structures for calculating total project cost; one item is Municipal Project Manager costs at ten percent for the engineering, right-of-way and construction phases; he had entered \$22,000.00. The grant application was based on his estimate from two years ago. There was discussion.

Mr. Tanza asked about the original grant received. Mr. Clark explained that total cost was \$235,000.00 and this was an 85% grant.

Mr. Jones invited Mr. Clark to the next meeting, with Ms. Zwick.

There was discussion of the paving budget.

### **Email**

#### **Regular mail**

- Municipal Roads Grants-in-Aid

Mr. Jones moved to sign and submit the letter of intent for the municipal road grants-in-aid due June 22. Second by Mr. Mello. **All in Favor.**

- Vermont ANR re storm water – Mr. Bills explained that work near water requires ANR permission.
- Contract from Cota & Cota – furnace contract, needs signature
- Brattleboro Credit Development bulletin
- Delinquent Tax collection workshop
- VLCT flier
- Efficiency Vermont – free energy assessments
- Efficiency Vermont – free energy assessments
- VLCT Newsletter
- Rescue, Inc. – contract for July 1 to June 30

Mr Jones moved to sign the service agreement with Cota & Cota for 2018-2019. Second by Ms. Tanza. **All in Favor.**

## **Pay Orders**

### **Accounts Payable**

Mr. Jones moved to accept Payroll Warrant # 2018-47 dated 6/6/2018 in the amount of \$262,504.44. Second by Ms. Tanza. **All in Favor.**

### **Payroll**

Mr. Jones moved to accept Accounts Payable Warrant # 2018-46 dated 5/30/2018 in the amount of \$2,836.81. Second by Mr. Webb. **All in Favor.**

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**Set agenda for meeting on Wednesday June 20, 2018**

- Budget discussions
- Salt and Sand Shed project discussion
- Dog ordinance revisions discussion
- Further discussion with Ms. Zwick re Round Schoolhouse tree removal and paving budget

**Adjournment**

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

The meeting Adjourned at 8:10 PM.

*Respectfully submitted, Peter Barus, June 7<sup>th</sup>, 2018*