

**BROOKLINE SELECTBOARD MEETING**  
**July 5<sup>th</sup>, 2017 at 6:30 PM**  
**Draft Minutes**

**Action Summary:**

- Approved the Minutes for June 21<sup>st</sup> 2017.
- Approved Pay Orders totaling \$11,172.22.

**Present:**

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

*Members of the Public:* Tom Kavat, Beatrice Birch, Archie Clark, Stan Noga, Julie Lavorgna, Gary Lavorgna, Peter Barus (Recorder)

**On-site visit, Inner Fire access road**

The Selectboard assembled on site at 6:32PM.

Discussion included the Fire Chief's letter regarding the access road to the property; a large tree at the entrance to the road; width requirements. Mr. Birch discussed a holding tank, and observed that the access road is wider than Parker Road. Ms. Maggio noted that the Fire Chief will not sign off on a width less than twenty feet. Mr. Kavat described this as new information. It was noted that there is an Act 250 hearing on July 14<sup>th</sup>, 2017. Further discussion included the grade and width of the access road. Measurements were taken by Mr. Lavorgna as he explained the dimensions and access needs of emergency equipment.

The meeting was recessed to move to the Town Offices.

**Call meeting to order**

The meeting was reconvened at 7:03PM.

**Review Changes to Agenda (none)**

**Approve Minutes**

Mr. Jones moved to approve the Minutes for June 21<sup>st</sup>, 2017, as amended. Second by Mr. Webb. **All in Favor.**

**Scheduled Members of the Public**

Town update

Mr. Tanza reported that most dogs are now licensed, one remains; in discussion it was found that the dog in question had passed away. Delinquent taxes collected amount to just over 7%, at \$13,000.00, down from \$41,000.00; no deficit this year.

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

**Discuss Site Visit**

Ms. Maggio noted that when Mr. Kavat had been provided a copy of the Fire Chief's letter, he seemed surprised, and said that if the access required 20 feet, it will be 20 feet. The Selectboard had discussed grade requirements, maximum 12%. In discussion of a perpendicular entry to the road, it was noted that this is not necessarily a requirement.

Ms. Maggio asked Mr. Clark to discuss the plan; he noted that he had been given a very small-resolution print of the plan, and had been promised an electronic copy; Mr. Tanza provided such copies; Mr. Clark explained that the concerns are grade off the road, drainage, and site distance (length of the access road); he noted that the access permit has yet to be signed by the Selectboard. Ms. Maggio explained that the previously-issued 14' Variance would have to be removed.

There was discussion of the Act 250 hearing, including a site visit, scheduled for 9:30AM on July 14, 2017, followed by a meeting at Town Hall.

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**Highway and Road Update (\*continued below)**

Mr. Clark reported that the mowing tractor will be coming July 17<sup>th</sup>; Mr. Bills has had no word yet on culverts to be done by July 15<sup>th</sup>; the pavement contractor would like to begin work. He discussed the line-painting (striping) on Hill Road after the blacktop and shoulder work is done; crack-seal for a mile or two, and the local vendors; he suggested posting RFP to two or three vendors. Crack-seal cannot be applied to cracks that are too small or large (with fragments); it will not prevent dips and heaves; is only meant to keep moisture down. There was discussion of RFP being below \$7,500.00, and the small number of qualified vendors available for this kind of work. Ms. Maggio offered to advertise.

Ms. Maggio discussed Fitzpatrick repair and a letter informing them of damage, and that 90 days have passed while this has been placed on several agendas. Fitzpatrick had called back and said they would be making the repairs. The Selectboard discussed concerns about Fitzpatrick's expertise as to whether it matches the \$220,00.00 work being repaired. Mr. Clark noted that cold-patch is not sufficient, that site must be prepared; Mr. O'Brien had suggested grinding farther out, for a key-way effect, to hold the repair. Ms. Maggio discussed whether the repair is beyond Fitzpatrick's capacity, and suggested some other work be offered in lieu of that repair. Mr. Mello discussed the type of repair involved.

Mr. Clark noted that Mitchell Sand and Gravel is paving, Velco is doing the culverts. O'Brien is already doing some repair work for the town; Ms. Maggio suggested asking Mr. Fitzpatrick for two truckloads of gravel for another location, in exchange for the repair, and having O'Brien make the repairs.

There was discussion of having accepted Fitzpatrick while not knowing details about the repair that is planned; and whether to inform Fitzpatrick that he should not do this repair, since he is not a paver, and has taken three months to start. Mr. Noga asked if any certified letter or deadline has been provided; he cited insurance issues for Mr. Fitzpatrick, that may result in future issues. There was discussion. Ms. Maggio noted that the latest letter brought the response that the job would be done this week. Mr. Noga pursued the specifics of whether there had been an understanding of a deadline, and discussed the possibility of future litigation; he suggested setting a specific time, so that if this is not met, the Selectboard will be free to take other action on the repair. Mr. Jones suggested talking with Fitzpatrick about what his plan is. Mr. Noga noted that discussions had been with Mr. Bills, who was not present. Ms. Maggio will call Mr. Fitzpatrick, and ask if his repair will meet the same quality as O'Brien, if not, would he barter for another job; if not, it must meet the specification, or will be asked not to do the job.

**Old Business**

Mr. Webb reported that he has started the paperwork to get a couple of traffic studies, at Ellen Ware at the culvert, and at Putney Mountain Road, on the dirt section. There was discussion of location for the study.

**Letters to be included with the Tax Bill**

Mr. Mello had written about the Sand and Salt Shed, Round School House, Church, SLDC, with comments on each.

Ms. Maggio had ordered a Recycling Permit and displayed a sample, noting that these will be printed on a windshield cling-sticker. There was discussion of how the sticker would be required to be displayed. Citizens must apply at the office for additional stickers for extra cars, per family.

Mr. Jones discussed the bins. He had zip-tied one closed, and came back an hour later to find it had been cut and the bin used; he discussed the need for public education and discussed signage. Mr. Tanza asked who notifies Triple-T to collect the bins when full. There was discussion of the bins from Windham Solid Waste; in this instance Mr. Jones had called for pickup, while at the same time, Skip had decided to provide new bins in better shape, and replaced a bin; Mr. Jones told Skip that Triple-T was collecting a bin, and not to take the empty bin; Skip then replaced both bins. Triple-T did the pickup as requested (and billed for \$34.00); and the District (who had said they were not providing any more bins) replaced one anyway.

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Ms. Maggio asked about a Town Ordinance on recycling for Town residents only; or offering recycling to Newfane for a price covering annual cost; Triple-T would have more flow, but more recyclables; should this be researched? There was discussion of other approaches to managing transfer stations. Mr. Jones noted that it is against the law for anyone to charge for recycling; but users must have a permit. Ms. Maggio noted that the permits should have arrived by Monday, and envelopes should be stuffed and mailed out by Friday.

Mr. Tanza noted that there are 334 parcels of land for which there would be tax bills; Ms. Maggio had ordered 400 windshield stickers. The covering letter will describe the permitting process, and the charge for additional stickers. Mr. Clark observed that some parcels of land will not be associated with use of the recycling system. Ms. Maggio noted that all will be sent a sticker.

There was discussion. Mr. Tanza cited some issues with stickers, and surrounding towns' approaches to the new and changing recycling situation; a sticker must be connected to an ordinance to be enforceable. Mr. Jones noted that there is little enforcement in any case. Ms. Maggio observed that an ordinance will have to be designed, there must be hearings, etc.

Mr. Jones noted several responses to a letter about permitting, suggested that there is interest in implementing some systematic approach to managing the transfer site; and discussed the impact of illicit dumping on taxes. Ms. Maggio noted that she had discussed this with SLDC in regard to their newsletter, noting that other Towns had been asking about joint use of the transfer site, and she will have the main points ready to go out with the tax bills.

**SLDC RFP review and acceptance**

Ms. Maggio read the RFP, which covered work on SLDC, to repair /replace rotted soffits and eaves, and install metal venting to prevent ice damming on the entry; bidders are invited to site visit July 13<sup>th</sup> at 9:00AM, all bids to be in by 4PM July 19, to be opened that evening at the Town Office. She discussed a completion date; there was discussion. September 1<sup>st</sup> was agreed. Mr. Clark noted that liability insurance should be listed as a requirement. Mr. Clark suggested not accepting late, faxed or emailed bids, as this violates the sealed bid process; there was discussion of several points that should be explicitly stated in the RFP, such as clean-up, the fact that the site is an active day care center, and deadlines for publication.

**Highway and Roads (\*continued)**

**Ms. Maggio will call Mr. Fitzpatrick and ask if he is comfortable with the level of quality required, if not, whether he will accept other work as fulfilling his obligation.**

Mr. Clark had discussed the shed repair/replacement; the grant application will be kept on file; he will call to see if there is an updated form; Still no word on the hydraulic study for the culvert; he noted that the whole state has this problem, and a three year grant cycle is under consideration.

**Correspondence Review**

- Invoice from Brattleboro Salvage
- Invoice from Seth Stuart, SSC Mechanicals
- Grant page for town records
- Windham Humane Society, contract for animal impoundment
- VLTC periodical

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**Warrants and Pay Orders**

Mr. Mello asked about septic, Ms. Maggio noted it was pumped at cost of \$480.00. There was discussion of the maintenance cycle for pumping and filter replacement.

Mr. Tanza asked about the Source Protection Plan, now in the hands of the SPP expert; the cemetery permit has a new date per Nancy Burke; An Annual Lead Abatement Program Inspection will be scheduled.

Mr. Jones asked about toilets; all are installed; insulated units would have been an extra \$200.00. There was discussion of the overflow problem not being from toilets but from upstairs.

Ms. Maggio moved “to approve A/P Warrant #2018-01 dated 7/5/17 in the amount of \$8,674.15.” Second by Mr. Mello. **All in Favor.**

Ms. Maggio moved “to approve Payroll Warrant #2017-51 dated 6/28/17 in the amount of \$2,498.07.” Second by Mr. Webb. **All in Favor.**

<u>Item</u>	<u>Amount</u>
A/P Warrant #2018-01 dated 7/5/17	\$8,674.15
Payroll Warrant #2017-51 dated 6/28/17	<u>\$2,498.07</u>
TOTAL:	<b>\$11,172.22</b>

**Set Future Agenda**

- SLDC
- Recycling Ordinance development

**Act 250 hearing Friday, July 14<sup>th</sup>, at 9:30AM**

The Selectboard discussed the July 16<sup>th</sup> event honoring Minnie Marsh at the Round School House; Mr. Mello discussed public engagement, a letter about the BMH update, work yet to be done, inviting new members to join the Advisory Committee; he will be providing information on this to guests at the event.

Mr. Tanza thanked the Board and United Natural Foods for the Welcome Center event that raised \$1,800.00.

Mr. Mello observed that the Church (BMH) still needs much work before it will be usable. There was discussion of means to complete the work. Mr. Mello suggested attending the Round School House event as an opportunity to engage the public.

**Adjournment**

Ms. Maggio moved to Adjourn. Second by Mr. Mello.

The meeting adjourned at 8:40 PM.

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