

TOWN OF BROOKLINE SELECTBOARD MEETING
Wednesday, August 1, 2018 at 6:30 PM
Approved Minutes

Present:

Selectboard: Dorothy Maggio (Chair), David Jones, Gwen Tanza, Bruce Mello

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

Call the meeting to order

The meeting was called to order at 6:37 PM.

Review changes to agenda if any

Approve Minutes from July 18, 2018 regular meeting

Mr. Jones moved to approve the Minutes from July 18, 2018, as corrected. Second by Mr. Mello. **All in Favor.**

Scheduled members of the public

Unscheduled members of the public

Summary / Update / Reports

A. Guy Tanza Town Clerk Report

Mr. Tanza noted that Tuesday, August 14 is the Vermont State Primary and requested all members of the Board of Civil Authority help count the ballots; there may be some write-ins.

Homestead Declarations and rebate have been delayed at the state level. He requested that residents make payments as billed so as not to incur late fees.

B. Unlicensed dogs

There were three returned letters (some have come in and paid fees and penalties); two people, four dogs; Ms. Maggio will discuss with the Animal Control Officer and ask for follow up; otherwise two municipal tickets will be issued.

Highways and Roads

Mark Bills - Road Supervisor: Current projects and plans

Ms. Maggio asked about gravel on Ellen Ware Road; spread last Friday, Mr. Clark confirmed.

Upcoming projects - schedule

Review snow plowing bid / contract before advertising

Review sand bid / contract before advertising

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Ms. Maggio had provided a packet, two pages of paragraphs from the Reformer RFP; p 1 and 2 of 5 from the October 18 2017 Minutes where the proposals were recorded for 2017; and from the 2016 Minutes regarding Plowing and Sanding bids; and a file copy (9 pages) of a contract from 2016 for Fitzpatrick, noting that a contract was omitted at the time.

VLTC provide model contracts, the Short Form and the Long Form (which was used); Ms. Maggio circulated both forms for review. She asked if the Selectboard wanted to modify the language for the RFP, and would the Selectboard want to use a two-year contract. She asked Mr. Clark for his views.

In discussion questions were raised as to why two years; perhaps for a better price; for contractors there may be unforeseen costs that arise over a longer term contract; could make two RFP and see what the results were; volatility of the market may affect bids; healthcare insurance costs may change; two-year bids could be higher; the possibility of including an escape clause for the Town; there may not be savings for the Town in RFP for two-year contracts. Budget questions arose about spanning more than one budget year.

A straw vote was taken on the question of long-term contracts: in favor, none.

The decision on extended Winter-bid contracts was Tabled.

Ms. Maggio read the language in the RFP from the *Reformer*; there was discussion; return envelopes and letterheads will be corrected; the driveway at SLDC is not plowed by the Town; the Church as an emergency location is plowed. There was discussion of the level of detail about the work; a contact number for questions. She read the second RFP text, noting similar changes.

Ms. Maggio asked about sand quality, as there had been discussion previously. Mr. Clark discussed the two-hundred-yard standard delivery; he noted that the sand shed was half full, so the first load will be significantly less; there was discussion of specifying “Winter sand”.

Mr. Clark provided two samples of sand, one from two years before, the other from last year; he discussed the more recent sample as being harder to see and holding more moisture, which makes it prone to freezing; two small samples were shot for the video record.

Mr. Clark noted that some towns have their highway superintendent inspect deliveries to make sure that they are consistent with orders; there was discussion; sieve-analysis may be requested, Beck Engineering or M&W in Claremont can do this, a five-gallon bucket of sand is dried, sifted and analyzed against the State specification. Alternatively, Mr. Bills can look at it. Language for the RFP requesting one-quart samples with proposals

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was considered. There was discussion of coarseness, potential windshield damage. Mr. Clark noted that the older sample was screened at 9/16ths; he discussed impacts on blacktop. Delivery expectations were discussed, making sure sand arrives early enough in the season, as this had been a problem before. Seven to ten days from an order was considered reasonable; language should mention “to town specification”.

The discussion of details for the Winter Sand RFP was Tabled pending Mr. Bills’ return.

Mr. Jones asked about the contract form used in previous years, as to whether there was a need for changes; whether there had been issues with that form; Ms. Maggio explained that the office staff had requested use of a shorter form, good for contracts limited to one hundred thousand dollars. The short form contains similar details regarding insurance, etc.; Mr. Jones asked for copies of the short-form template for review.

There was discussion of salt; how much was used; the standard contract with Cargill; Mr. Tanza noted that letters from American and Cargill usually arrive in September; they had not arrived to date.

Old Business

Wood from tree removals was discussed; cherry wood from around the Meeting House had been auctioned; there was discussion of cutting the wood to smaller lengths. Ms. Maggio will ask Ms. Nau if she can find a way to have this done; if not the Town will do so.

Recycling site signage discussion

Mr. Jones had spoken with Peter Gaskill about signage, magnetic signs, etc.; it was suggested that the bins are also used by other towns, so the signs might go with the bins when they are swapped out; and that people don’t read signs on the bins, they are more likely to read sandwich-boards; Mr. Jones discussed other types of signs; he had printed two laminated signs originally; there was consensus that the sandwich-board had been effective; he will replace the laminated sign and look into printing several copies for maintenance. There was discussion of what the signs should say.

Mr. Jones suggested installing another pole, taller, for signs and possibly cameras. He will discuss this with Mr. Bills and refurbish the sign now on site.

It was noted that having only a single container on site has been effective management.

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Sunny Lane Daycare Update

Mr. Mello suggested opening an account with Perkins in addition to the one with W&W; he discussed price competition; he will discuss with Ms. Zwick.

Mr. Bovat has fixed the drainage as discussed previously; replaced broken parts and will submit a bill, expected to be under \$500.00; Mr. Bovat had noted that three toilets were not worked on, and take a long time to fill; two in the addition and one in the old building; replacement suggested at \$350.00 per toilet plus labor.

Mr. Mello discussed working with Mr. Zelesko, on rot and crown moldings; also working on the three sinks with rotten backsplashes, adhesive materials tried and failed for fastening tile; the new work will be heavier and correctly sealed. Backsplashes remain to be completed, and two other sinks will be done the same way.

Mr. Mello described Mr. Zelesko as competent and diligent, and expressed confidence in the progress of the work.

He discussed stripping the paint, some areas not possible as it is pre-1978 and EPA requires lead-abatement certification for such work. Mr. Momaney visited the site, has certification, and explained how the project can be done. The major difficulty is timing; Mr. Momaney had suggested finding a contractor for this small job; Perkins provided three names of certified painters. He discussed details of the damage.

Mr. Mello discussed information obtained from Mr. Momaney about whether to replace the rotted windows, advising that the wood is still of better quality than available replacements, and there are double storm windows. He had rough-estimated that the windows can be addressed for \$500.00 to \$600.00 each, where total replacement would be in the thousands.

Mr. Momaney had also gone into the church, and recommended that mold in the Sanctuary be scrubbed with bleach to prepare the surfaces for painting; three coats of paint would be needed primer and two finish coats. Mr. Mello noted that Mr. Momaney had not quoted a price, but suggested sixty gallons of paint would be needed, and if there was heat in the building he might be able to look at doing the work.

Mr. Mello discussed SLDC railings, vents, ducts, soffits. Ms. Maggio suggested that the research had been worthwhile. Mr. Mello noted that the amount spent so far would be about \$1,000.00; he discussed the budget, rent, expenditures of \$1,640.00 on the water system. There was discussion of other expected expenses; about \$1,200.00 to \$1,400.00 will be needed to complete the work on the toilets. It was suggested that these be addressed one at a time, and Mr. Bovat had been amenable.

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Ms. Tanza moved to permit Mr. Mello to direct the plumber to replace one toilet. Second by Mr. Jones. **All in Favor.**

Mr. Mello will obtain a quote for the necessary lead abatement work.

There was discussion of the expected timeline for completion of all of the SLDC work. Mr. Mello will continue to keep the Selectboard informed including taking photographs.

The Selectboard thanked Mr. Mello for his work. He noted that the building had been badly neglected since it was built.

New Business

Bookkeeper/ assistant to the treasurer position and pay rate changes

Ms. Maggio noted that Louise Sirois is moving to Colorado and is resigning the position; Ms. Zwick will be interviewing for that position, and asked for names of possible candidates; a pay raise was recently given.

Ms. Maggio moved that the new hire be paid at the previous rate of \$15.00 per hour. Second by Mr. Mello.

In discussion it was clarified that the starting rate would be reviewed based on performance. Mr. Mello noted that the new hire should be someone who works well with Ms. Zwick. Mr. Tanza noted that there are candidates, and the pay structure had been Ms. Zwick's suggestion. Ms. Maggio suggested a need for a protocol for setting compensation; Mr. Tanza noted that there is a listing of compensation rates. It was noted that the pay rate can be changed in the future.

On the Motion, **All in Favor.**

Communications

Email

Mr. Webb - not seeking additional term in 2019. Mr. Webb has served for two one-year terms.

Ms. Maggio - not seeking additional term in 2019. Ms. Maggio explained that she must take time off, but could return to the Selectboard, and still can help with the cemetery and other work she has been performing.

Gary Lavorgna had emailed about flowers. Ms. Maggio is to meet with Ms. Fegley about a complaint; Ms. Maggio had seen a lot of bridges with flowers on them, and suggested this could be done in Brookline. There was discussion. At present volunteers mow and maintain signage at the intersection of Hill and Grassy Brook Road.

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Ms. Tanza expressed appreciation for Ms. Maggio's work with the emails.

Regular Mail

- Roads Scholars re: Logging, storm damage,
- Carr re: unused ash tree removal contract
- Emergency Preparedness Conference – there was discussion of the requirement for a Selectboard member to sign the LEOP)
- SeVEDS re: appropriation request, about \$1,400.00, Tabled for discussion at budget time

Pay Orders

Payroll

Ms. Maggio moved to accept Payroll Warrant #2019-05, dated July 25, 2018, in the amount of \$1,600.30. Second by Mr. Jones. **All in Favor.**

Accounts Payable

Ms. Maggio moved to accept Accounts Payable Warrant #2019-04, dated August 1, 2018, in the amount of \$9,278.82. Second by Mr. Jones. **All in Favor.**

Set agenda for the next meeting - Wednesday August 11, 2018

- Winter Sand RFP templates
- Salt and plowing
- SLDC
- Culvert question
- Parker Road culvert and grading
- Removal of used asphalt

Adjournment

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

The meeting Adjourned at 8:38 PM.

Respectfully submitted, Peter Barus, Recorder, August 8, 2018