

TOWN OF BROOKLINE SELECTBOARD MEETING
Wednesday, August 15, 2018 at 6:30 PM
Draft Minutes

Present:

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

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

Call the meeting to order

The Meeting was called to order at 6:31 PM.

Review changes to agenda if any

Approve Minutes from July 18, 2018 regular meeting

Ms. Tanza moved to approve the Minutes for July 18, 2018, as amended. Second by Mr. Jones. **Passed with one abstention.**

Scheduled members of the public

Unscheduled members of the public

Summary / Update / Reports

Ms. Zwick reported that Louise Sirois is leaving as of August 22, 2018; Sara Wiswall will be stepping into the position.

Ms. Zwick will not be in Mondays except to run payroll; she will be on a Wednesday to Friday schedule, training Ms. Wiswall on Fridays; she will work half-days; the new employee is experienced with the software and is to be sworn in tomorrow (August 16).

She explained that while the new employee is being trained assistance would be needed with grants management (the Road Commissioner had helped with this previously) and filing; also that a structure is needed as to who is keeping permits etc. in which location.

Ms. Zwick noted open grants for one culvert, two grants-in-aid, and Pilot Number Two (similar to the previous one, awaiting reimbursement, invoice sent); and for the Salt Shed. There was discussion; Marion Major is the WRC person dealing with the Salt Shed.

Ms. Zwick emphasized the need to designate someone to make sure the information is distributed while she is busy with training, etc.

Ms. Zwick reported that the A/P warrant has all appropriations. Ms. Maggio inquired about the appropriations deadline and provided a form for informing RFP respondents of

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approval. There was discussion of setting an earlier deadline; Ms. Zwick recommended starting the budget by late October.

Guy Tanza Town Clerk Report

Mr. Tanza reported a successful Election Day; tax delinquency is down to a little over \$2,200.00.

Unlicensed dogs

Mr. Tanza had spoken to the only individual with outstanding fees, and will issue citation if not completed in the coming week.

He noted that November 6 is the next General Election, for which volunteers will be needed.

Highways and Roads

Mark Bills - Road Supervisor: Current projects and plans

Ms Maggio noted that Mr. Clark had discussed winter sand and left samples, and suggested adding to the RFP form a request for samples with bids; she invited Mr. Bills to participate.

Upcoming projects - schedule

Mr. Bills reported waiting for a sign order; he had put up two 25 MPH signs on Ellen Ware Road, one 40 MPH sign outside Salley Fegley's property; replaced one damaged 30 MPH sign. Monitoring roads, there had been minor erosion to which he applied some needed gravel; brush is growing quickly, he has been working on some places to keep sight-lines open; he will be working on the culvert and ditch cleaning project. Some heavier rains have eroded shoulder gravel, worst is the new paved section on Putney Mountain road; he will be asking Mr. Clark for heavier gravel that will stay in place.

Ms. Maggio asked about culver cleaning locations; Mr. Bills noted that this is done regularly, for some more often than others; he starts at one end of town and works to the other; the excavator removes material that sometimes can be added to roadside, and some must be carted away; the majority of the culverts are in good shape; about a third require heavy cleaning when loose gravel forms dams at the downstream end; cleaning at that location allows natural flushing-out in the culvert.

Ms. Maggio noted that the Inner Fire culvert looks good and asked who maintains it. Mr. Bills noted that there was supposed to be a meeting, but because the drive wasn't

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finished, the proper drainage wasn't there; the driveway had been roughed-in during the wet season, then was subjected to heavy rains, and a lot of material came down and filled the ditch. Ms. Maggio noted that under Act 250 there should be monitoring; Mr. Bills noted that the culvert was more than three quarters full; the culvert under the road was installed two years ago with a lengthy ditch from the brook, and the whole section will have to be dug out and carted away; and that there are other places in town in this condition. There was discussion.

Ms. Maggio will follow up with the property owners; there was discussion of costs paid by the hour; that some will be the responsibility of the property owners; the majority of the material came down the hill from the property. A box-culvert award should be coming for the Grassy Brook culvert; the design had been finalized in discussions with the interested parties.

Ms. Tanza noted that a complaint was received about the removal of the old asphalt; Clark & Sons will be reminded that they had planned to haul it away.

Review snow plowing bid / contract before advertising

Ms. Maggio had emailed copies of the draft snow plowing RFP planned for publication. Members read and discussed the language; Mr. Tanza will call VLCT. It was noted that SLDC plows their driveways. The draft was accepted by consensus.

Ms. Maggio reviewed the second draft for the winter sand RFP. Mr. Jones suggested some wording about sand deliveries and bid acceptance; Mr. Bills suggested specifying the manner of delivery, including pushing the sand up into the shed, and mixing the sand with the salt; there was discussion of how the sand and salt are mixed in this process, noting that there had been a question last year about the salt concentration. There was discussion of placing such details in the contract; of whether to have the plow contractor do the mixing, or the deliverer.

Ms. Maggio will retype the RFP as amended and send out to the *Brattleboro Reformer* for August 25.

There had been an email from Todd Eton about sieve analysis regarding confusion between the labs involved, that this has been cleared up and the manager is happy to accommodate the municipalities; this will be on file.

There was discussion of Johnny Swing's property, Mr. Mello noted a dip in the road; Mr. Bills was aware, suggesting there may be a resurgence under the road, that he has been

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considering putting crushed stone there. Mr. Mello discussed Putney's gravel, sourced in Dummerston; there was discussion; Mr. Bills will research this product.

Mr. Bills has inquired about a wheel excavator (tires instead of tracks); this would save loading and unloading the machine as it can be driven on the roads; he is comparing rental prices for using this to clean ditches and culverts; there is one with a brush-hog or a bucket, so it could mow as well as clean culverts; one rents for \$5,500.00 per month (had paid \$6,000.00 in prior years); he will bring further information.

Parker Road culvert @ Inner Fire Driveway

(see above)

Removal of old asphalt at town yard

(see above)

Old Business

Sunny Lane Daycare Update

Mr. Mello had discussed lead paint certification, and noted that certification is not negotiable; that there could be legal exposure for the Town if proper procedures were not followed; he believed that Tina Bills was certified and should have known that this certification was required, and that testing would be necessary even if the building was considered to have been upgraded in 1989.

Mr. Mello reported that the sinks are expected to be complete this week; he displayed photographs of the existing condition and the removal of one; he noted that there was rot and moisture throughout; the wall had been patched with ordinary sheetrock which has now been replaced with plywood and properly sealed. He noted that standing water should not be left over the weekend and the counters should be cleaned often to prevent the buildup of mold, etc., and occupants should be made aware of this need.

Mr. Mello discussed the budget, understanding that there is \$5,200.00 on hand, although he had not seen the pay orders; there was discussion; Mr. Tanza noted some water testing expenses; Mr. Mello expects to be ready September 5 with the latest expense information.

Mr. Mello discussed the previously tabled issue of a toilet; Ms. Maggio noted that the Selectboard had voted to proceed; there was discussion of the plumbing situation; Mr. Mello had wanted to change the piping to plastic; there was discussion of the toilet work

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that had been voted on; Mr. Mello will instruct the plumber to change out one of the toilets.

Mr. Mello discussed painting and mold at the front of the building and he suggested having Mr. Momaney work on this next year; this would be below the expenditure policy limit; he has a list of several other contractors who could be used. He discussed doing the vents and railings on the south side of the building before the decks; there was discussion of ADA-compliance.

Mr. Mello discussed the decks, which could be done in four to six weeks; There was discussion of handrails, the requirement for fence openings of less than four inches to protect children; of rebuilding one of the two decks completely; Mr. Mello will report on costs before starting the deck replacement. Gaps, graspable handrails and the connection of the stairs were the three required remediations.

Mr. Mello noted that the tenant may be required to notify the Selectboard of intent to renew the lease in December; this would be prior to sending the budget to the printer; Mr. Mello suggested that there should be a budget for the building in the event that there is no lessee. There was discussion. Insurance is \$2,000.00 per year.

Round Schoolhouse Ash Tree

Ms.Maggio had spoken with Ms.Nau about removing the leftover ash tree wood.

Salt Shed help from Windham Regional Commission - Marion Major

Ms. Maggio asked if it was the will of the Selectboard to hire Marion Major from WRC, who had been made available to work on the salt shed grant (satisfying the requirement for a Project Manager). Project Management costs eight to ten percent of the grant; based on time spent, and often comes in lower than estimated; there is time to deliberate, the grant has a five-year window; this information came from from Chris Campi (WRC); Mr. Clark had applied for the 10% PM figure.

There was consensus that the Selectboard should hire Ms. Major as PM. Ms.Maggio will discuss with Mr. Campi the possibility of meeting to learn more.

New Business

A. New Hire - Sara Wiswall starting Aug 17th as new assistant treasurer

(discussed above)

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B. Budget development timeline discussion

This was suggested by Ms. Zwick; there was discussion; there is not as much of a learning curve since the same people are involved as last year.

Budget discussions will start with the September agenda.

The Appropriations deadline will be the end of October.

C. WSWMD request to meet with Selectboard re: Act 148 from Robert Spencer (see newsletter)

Ms. Maggio will invite Mr. Spencer to attend a meeting in September to discuss Act 148 and the district; some towns have exited.

D. Permit to discharge stormwater from municipal roads #8066-9040

Ms. Maggio discussed this mail item noting that the permit had been obtained; she will follow up with Ms. Zwick; it is part of the Clean Water Act; Ms. Maggio reviewed the Permit, the annual operating fees and reporting requirements. There was discussion; this was part of a grant; Mr. Bills noted a new grant for erosion mitigation on Class Four roads, and new funds allocated across Vermont. Mr. Tanza suggested obtaining more information; he will call WRC and ask about whether this impacts the Town.

This will be on the next agenda.

E. Vermont Emergency Management ICS 100 course certification needed 2019

Ms. Maggio was certified last year after a three-hour class; she noted that someone will have to be certified to sign the LEOP.

Communications

A. Email -

- Appropriations information requested from Big Heavy World -Devin Kiernan
- Todd Eaton - sieve analysis information
- VLCT Municipal Budgeting Workshop on Tuesday, September 11, in Montpelier
- Chris Campi re: WRC staff available to assist town with Salt Shed
- Vermont Council on Rural Development October 1, 2018 Local Leadership Summit, Castleton University (no cost to attend)

Mr. Jones expressed interest in attending the VCRD Summit. Mr. Webb nominated Mr. Jones to attend the VCRD Summit. Second by Ms. Maggio. **All in Favor.**

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Mr. Tanza reported that Inner Fire had inquired about the Emergency Management Manual, looking for space for emergencies; they were redirected to get in touch with Ms. Maggio. There was discussion of use of the BMH building as an emergency gathering location.

B. Regular Mail

- Municipal Roads Grant Permit
- WRC - Selectboard Acting as Road Commissioner
- VLCT Town Fair registration
- VLCT invitation - nominate someone to go to the meeting in October
- WRC Grant Award
- Building code information
- ANR bill, \$900.00 application administrative, review and operating fees for the Stormwater Permit -- to Accounts Payable

Pay Orders

A. Accounts Payable

Ms Maggio move to accept Accounts Payable Warrant #2019-06 dated 8/15/18 in the amount of \$29,190.35. Second by Mr. Webb. **All in Favor.**

B. Payroll

Ms.Maggio noted that she had signed the Payroll Warrant previously.

Ms. Maggio moved to approve Payroll Warrant #2019-07 dated 8/8/18 in the amount of \$1,742.44. Second by Mr. Webb. **All in Favor.**

Set agenda for the next meeting - Wednesday September 5, 2018

- Grant management
- Selectboard Filing System
- Deadline for Appropriations
- Budget timeline
- Open Bids for Winter Plowing bids at 7:00 PM, Sand at 7:05 PM
- SLDC
- Stormwater permit impact
- VLCT nominate Town Fair Representative

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Adjournment

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

The meeting adjourned at 8:29 PM.

Respectfully submitted, Peter Barus, Recorder, August 18, 2018