

BROOKLINE SELECTBOARD MEETING
August 2nd, 2017 at 6:30 PM
Draft Minutes

Action Summary:

- Voted to approve the Minutes from July 19th.
- Voted to replace the picnic tables with new ones, not to exceed \$150 each.
- Voted to approve Pay Orders totaling \$15,238.46.

Present:

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

Members of the Public: James Roberts, Gary Lavorgna, Peter Barus (Recorder)

Call the meeting to order

Ms. Maggio opened the meeting at 6:30 PM.

Review changes to the agenda (none)

Approve minutes from the last meeting held on July 19, 2017

Mr. Jones moved to approve the Minutes from July 19th as amended. Second by Ms. Tanza. **The motion passed with one abstaining.**

Scheduled Members of the Public

James Roberts re: Windmill Hill Pinnacle Association request for a letter supporting their Act 250 Permit Application to develop a trail and parking connecting the Cascade Trail in Westminster to Grassy Brook Road Trail in Brookline.

Mr. Roberts provided a map that will be submitted with the permit documents. There was discussion of driveway access; there is no culvert, fairly level, near the Childs property. Sam Bourne will be the contractor; 15' entryway, for three cars and a bus (or eight cars); abutters will be included in the Act 250 process; Mr. Parker noted that the application is simple, no water or floodway issues; not changing the flow of Grassy Brook; the area has been reviewed for wetlands (none involved); Ms. Tanza asked if the parking area would be expanded later, Mr. Parker responded that this is not planned and would involve another Act 250 process.

Mr. Lavorgna noted that the cascade trail passes close to his property, and sometimes visitors park on their land; since a fifty foot setback is required, no parking area has been proposed for the location in question; in discussion Mr. Tanza suggested that for Town approval (regardless of Act 250), neighbors should be heard before any decision is made. Ms. Maggio read from a form letter in support of the project that the Town is asked to include with the submission on Pinnacle's behalf. Mr. Jones noted that the neither the neighbors nor the Road Foreman have been heard from as yet; Mr. Parker noted that the Municipal Impact questionnaire is part of the lengthy Act 250 submission process, and should include input from the Town Manager or the Selectboard. There was discussion of Town support for similar projects.

Mr. Tanza asked if there is another parking lot nearby; it was understood to be two or three miles away. Mr. Parker explained that the trail at Pinnacle leads to the view at the lean-to. Mr. Lavorgna observed that the trail is well-kept, clean, and an asset to the Town.

Ms. Maggio suggested she approach the Road Commissioner about the driveway access, and put out email on the Town listsrv, and should be able to provide a letter by the next Selectboard meeting. This was met with general approval. She will retain the form letter-of-support for the application until then.

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There was discussion of the location for purposes of visiting the site.

Guy Tanza - Town Clerk Update

Mr. Tanza reported that the last dog has been licensed, of 125 dogs listed; FactTV lost the drone video and the last meeting video.

The Town is required to have a meeting by August 15th, completed by September, to review the Voter List.

Regarding the digitizing project, 3,600 pages have been recorded and posted on the internet.

Air conditioners arrive in December; the heating system has arrived. There was discussion of these purchases, ventilation for the air conditioners, etc.

Unscheduled Members of the Public

Mr. Lavorgna noted that he had come to support the act 250 effort; he congratulated Mr. Bills on the work with the rented mowing equipment. There was discussion of certain areas where the brush is heavier than the machine can handle; Mr. Bills is addressing these with a wood-chipper.

Old Business

Recycle Update - if any

Mr. Tanza noted that the bins are filling more rapidly than expected, it appears that there are some visitors; apparently containers are being hauled before they are full; the cost is \$130 per haul; there was discussion of how to educate the public to proper use, and providing means of moving the contents in the containers for more even distribution. Mr. Jones suggested leaving only one bin on site, that pickup timing would be an issue; Mr. Tanza noted that removal has been prompt in the past. Mr. Jones noted that there would be times when bins appear full and trash will be dumped on the side. Mr. Lavorgna discussed large blocks of styrofoam that have been put in the containers, a violation. Mr. Tanza noted that one dump per week would be within budget; it was acknowledged that Summer is a time of higher population. Mr. Jones discussed allowing bins to remain full for a time, if there are budgetary constraints, observing that volume is approaching budgetary limits. Ms. Maggio noted that Mr. Bills will build a tool for pushing contents back from the openings, and the site will remain as is for now.

Act 250 Update on Inner Fire -if any

Ms. Maggio printed out an exchange of emails that should be kept on file for future reference, between Mr. Clark and Mr. Hubbert of Putney, who is doing the design work; she asked Mr. Bills to discuss changes in the plans. Mr. Bills reported that the entrance is to be wider to accommodate fire equipment; power lines located under the road will now go over Parker Road to a new pole beside the access road, and then underground, for easier access and less work installing the driveway; there should be a maintenance program with annual review for the grade, the width, ditches and erosion; the crown of the driveway is critical, and should not be allowed to deteriorate into tire tracks, causing erosion damage; he reported that Mr. Clark would like regular maintenance specified in the documentation.

Ms. Maggio discussed conversations and printed materials about micro-pollutants and suggested consulting with Grace Cottage Hospital about how micro-pollutants are to be addressed; Mr. Lavorgna reported that Grace Cottage has no leach-field, but tanks are pumped regularly; the Inner Fire property has a sand leach-field. There was discussion of septic systems.

Ms. Maggio discussed email from Castle Freeman. Mr. Lavorgna reported meeting with Mr. Kavet and Mr. Hubbard with a revised plan for a twenty-foot road with improved drainage and wider entrance; he had asked that the parking for fire equipment be moved farther from the building for safety; the maintenance plan included a tractor with a snow blower, sanding and salting, mowing and cutting, storm water runoff kept from Parker Road; resurfacing; compaction; four sand barrels to be maintained along the driveway, an

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adequate supply of sure-pack on site, and annual meetings with the Road Foreman. It was noted that this was mentioned in the Freeman letter. Mr. Lavorgna had arranged to have a test run with fire equipment when the driveway is completed. He noted that there will be monitoring on an informal basis as well. The deadline is Friday, August 2nd, to deliver this to the Act 250 Commission. There was a five hundred gallon tank for the sprinkler system, they have added another five hundred gallon tank, and solar power for the backup generator.

Meeting House Update - if any

Finance discussion of reports from the treasurer given out on 7/19/17 if any.

Ms. Maggio had printed the information sent by Ms. Zwick, who is on vacation; a \$20,000.00 Better Backroads grant came in and was applied to the previous FY.

Town Meeting 2018 Planning Discussion with Moderator David Parker

Ms. Maggio provided notes from other Towns and copies of last year's Town Meeting Minutes. She discussed the agenda, breaks, and whether more people would stay through the meeting if it started earlier, etc.; Mr. Tanza noted that the School Board meeting is already warned for 11:00AM. Mr. Parker suggested starting at 9:00AM would probably help with attendance; there has not been time to get to Town business after a few elections. It could probably be done by 11:00 AM, and the school portion will be to elect Directors and hear from the Board. People have been leaving before the budget is addressed. Mr. Mello discussed the first two hours of the meeting, noting that the format is structured so that the important things are left for after lunch; he suggested this format does not serve the best interests of the Town. There was discussion. Mr. Parker recalled that the issue is not new, moving the meeting to the weekend would probably not change attendance, but starting at 9 might keep people engaged longer. Mr. Mello discussed making changes in the order of items on the agenda. Ms. Maggio discussed the Warnings, the listing of Articles, and statutory requirements, noting thirteen items. Suggestions included consulting with VLCT, starting at 9:00 AM, posting time limits for discussions, and getting the Town's business done before lunch.

Ms. Maggio noted an erroneous school Warning and suggested that printing be completed in time to review. There was discussion of proof-reading the materials. Ms. Maggio will ask individuals about performing this service. Mr. Tanza suggested that the Selectboard do the review before printing; the Audit report should be in the Selectboard's hands by September 15th. There was discussion of the process for providing printed materials for people attending Town Meeting. It was suggested that the Selectboard have a meeting with the Auditors.

The Selectboard generally favored holding Town Meeting at 9:00 AM. Ms. Maggio will call the Auditors about suggested changes.

The Selectboard thanked Mr. Parker.

SLDC Capital Improvement Plan discussion

1. Budget available to spend

Mr. Mello discussed the school building budget, expenditures; insurance; brought up questions for discussion:

- Graspable handrail, stairways and decks
- Wood laths on large openings
- Rehang three repaired doors
- Entrance handrails secondary repair
- Repairing two picnic tables

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2. Work that can be done by town employees and volunteers and

3. Work that will be placed on a RFP for 2018

Ms. Maggio noted that there had been RFP without responses, and caution-tape remains up around the picnic tables. Mr. Mello discussed some items that could be deferred, and whether there are GFI circuits in the bathrooms, kitchen and outside walls; he had made a list of items to consider later, and items in need of immediate attention. Rot had been found in several locations; this cannot be addressed until a carpenter is found next year.

Mr. Bills had spoken with Mr. Clark about O'Brien doing paving repairs on Friday at the school, weather permitting, and a bump over a box culvert that is diverting traffic into the opposite lane; another patch will be placed.

Mr. Mello referred to the assessment report, noting immediate needs:

- Asphalt sealing
- Cleaning and replacing parts of the chimney; metal chimney is rusted through
- Picnic tables: there was discussion of how to repair the tables; treatments that are safe for children. Mr. Tanza suggested purchasing new fiberglass tables

Ms. Maggio moved to replace the picnic tables with new ones, not to exceed \$150 each. Second by Mr. Webb. **All in Favor.**

- Remove satellite dish
- Reinforce deck steps north
- Replace the box in the cold air vent in the north end
- A/C winter protection. Ms. Maggio noted that Tina Bills had written that she is obtaining a new air conditioner, and the Selectboard should dispose of the old one. It was recommended that an insulated board be placed in the opening in winter.
- Re-grade outside the building at the foundation, adding stone
- Open junction boxes in the basement need covers
- Repair broken outside drain (p 8 in the report)
- Radon air test. Ms. Maggio will be meeting with Ms. Burke and will inquire about Radon testing.
- Leakage in kitchen pantry

There was discussion of the Purchase Policy and when there is a requirement to issue RFP.

Ms. Maggio asked about scheduling for projects to be done by Mr. Bills. There was discussion; Mr. Jones offered to volunteer. Mr. Mello has a list of projects and noted that more insulation was recommended for the cap of the school. Ms. Maggio asked about the potential for frost damage to plumbing; Mr. Tanza discussed a heat-exchanger. Mr. Mello discussed the "later" list, noting that it is late in the season for RFP; should be done after the winter holidays. Mr. Mello suggested that the windows be addressed, older first, newer ones in the new building have another five years of life expectancy.

Ms. Maggio suggested that the punch list be given to Mr. Bills, and work can proceed as opportunity permits.

Highways & Roads - Archie Clark/Mark Bills

Mowing

A tractor was lost that had been intended for the Town, but a new tractor was provided for the mowing. Forty hours were done, and the rig was picked up on a Wednesday, after four days. Did not do the end of

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Whitney Hill, Parker Road; fifty or sixty hours would suffice for the whole town; most of the parsnip was cut, but was quite mature, close to seeding; it would be good to start earlier in the season. The machine can handle small trees.

Paving

Mr. Clark had met with O'Brien and the plan is to cap the steel plate; Mitchell Paving called, and Mr. Bills showed him the work needed. They are waiting for weather, probably be here Friday, starting on Hill Road, do one lane at a time, then Putney Mountain Road; there was a request from the Dutton family, sugaring on Hill Road, with a pipeline above the traffic crossing the road; they would like a culvert for the pipelines under Hill Road, not for drainage; but may have to be a State standard eighteen inch culvert; might be a heavy sewer pipe, for commercial use; they would be responsible for costs; forty feet of pipe, in a dry area; subject to Selectboard approval. Paving presents a challenge in accommodating this request. Culverts should settle for a few days before being capped. One other option is a company in Dummerston that bores under roads, about the same cost, about \$2,500.00. This could damage the paving if they encounter a large rock. Given the time constraints the Selectboard felt that fulfilling this request would not be possible.

Belco completed the culvert work and Mr. Bills inspected, approved. There was some erosion on Putney Mountain Road, and Mr. Bills asked them to line the ditch with materials from the yard.

When paving is done the shoulders will need gravel; the Town supplies the gravel, and Mr. Clark finds that the cost of having Belco do this is below the purchase policy requirement.

Fred Aldridge from Mitchell Paving suggested that a foot of material be removed and replaced with fresh gravel at the triangle; this was done in preparation for paving.

The grant was discussed; Mr. Clark provided maps of the areas that meet the criteria for the grant. Emily Long will be contacted for inspection when locations are selected.

Painting lines

Sealing cracks

Mr. Clark has consulted with the Dummerston and Dover Road Foremen about pest practices, and they are forwarding information.

VT - DEC Grant in Aid

Awarded to Brookline for Hydrologically Connected Roads \$5,300.00

Motion detection lighting at town yard area

Peter Meyer will be approached about this as to whether he is interested in the installation; Mr. Tanza will refer him to Mr. Bills.

Asphalt rubble at town yard

The pavement rubble was offered without charge, and Belco will remove it; this was approved by the Selectboard.

Fuel tank at town yard

Mr. Bills will research this when in Springfield.

Bids will be put out for salt and sand, to be opened in October. The Selectboard thanked Mr. Bills for his good work.

New Business

Correspondence Review

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Emails

1. SLDC - replacing the kitchen AC: request to dispose of old AC

(see above, also about broken picnic tables)

2. Windmill Hill Pinnacle Association request for letter of support for ACT 250 Permit

Regular Mail

(discussed above)

Mr. Mello will send the work list and update it.

Pay Orders

Payroll

Ms. Maggio moved to approve #2018-04 in the amount of \$1,698.69. Second by Mr. Jones. **All in Favor.**

(This was signed previously on July 26, 2017)

Accounts Payable

Ms. Maggio moved to approve Accounts Payable Warrant #2018-05 dated August 2nd, 2017, in the amount of \$13,539.77. Second by Mr. Mello. **All in Favor.**

<u>Item</u>	<u>Amount</u>
#2018-04 in the amount of	\$1,698.69
Accounts Payable Warrant #2018-05 dated August 2 nd , 2017, in the amount of	<u>\$13,539.77</u>
TOTAL:	\$15,238.46

Set agenda for next meeting: August 16, 2017 6:30 PM

- Recycling Update
- SLDC
- Act 250 Update
- Pinnacle Update
- Auditors re Town Meeting

Adjournment

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

The meeting adjourned at 8:54 PM.

Respectfully submitted, Peter Barus, Recorder, August 7th, 2017 \$15,238.46