

**Town of Brookline Selectboard Meeting
Wednesday September 19th, 2018 at 6:30 PM
Approved Minutes**

Actions:

- Mr. Tanza was appointed Roads Commissioner.
- A Site Visit was scheduled for Tuesday, September 25th, at 3:30 PM, at the Inner Fire access road.

Present:

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

Administration: Guy Tanza

Members of the Public: Gary Lavorgna, Win Clark, Mark, Bills, Peter Barus (Recorder)

Call the meeting to order

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

Mr. Jones attended by telephone.

Review changes to agenda if any

Approve Minutes from September 5, 2018 regular meeting

Mr. Webb moved to approve the Minutes for September 5th, 2018, as corrected. Second by Mr. Mello.

Passed with one abstaining.

Scheduled members of the public

A. Win Clark re: Rescue Inc.

(not in attendance)

It was noted that Jorda Daigneault will resume representing Brookline at Rescue, Inc.

Unscheduled members of the public

Summary / Update / Reports

A. Guy Tanza – Town Clerk Report

Mr. Tanza reported that Absentee Ballots will be available online or at the office and that Election Day is November 6th. Volunteers will be needed for the vote count.

B. Dot Maggio – Cemetery records

Ms. Maggio reported that she and Ms. Nau had reviewed the deed box records for Riverside Cemetery, and are preparing the maps for the Cemetery Commissioner's meeting (November 1 or 2).

Highways & Roads

A. Appointment for Road Commissioner

1. Guy Tanza has offered to take on the duties of RC – Discussion – Vote

There was discussion. Mr. Tanza noted that he is working with Ms. Major (WRC).

Mr. Webb nominated Mr. Tanza to be appointed Road Commissioner. **All in Favor.**

Mark Bills – Road Supervisor:

1. Current projects and plans

Mr. Bills reported that the sign order has been delivered, and signs will be installed within the week (Dutton, Putney Mountain); that there are two on Ellen Ware already; that there are extras on hand in case of need. Mr. Bills had met with Mr. Webb about crack sealing; Mr. Webb provided photographs of sealed

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cracks and discussed recent projects; they had met Mr. Clark at that time and discussed scheduling of sealing or paving in some areas based on conditions found. It was noted that the crack sealing operation was cost-effective; Mr. Bills estimated the cost at about \$3,200.00 per mile, and recommended sealing where paving is not expected for a year or two. Ms. Maggio noted that a folder for crack sealing will be set up at the office. Mr. Bills suggested that the sealing vendor be consulted on whether they prefer to do several areas in different locations or one at a time. Ms. Maggio will discuss this with Mr. Tanza. It was noted that last year sealing was done in December; that the paving budget was all spent last year; that no paving was done this Summer; that there should be \$30,000.00 budgeted this year.

There was discussion of a hundred feet of new road surface to be paved at 505 Grassy Brook Road after the current project is completed.

a. Culverts and ditching / roadside mowing with rental machine

Mr. Bills reported that the Wheeled excavator had not arrived. There was discussion of a machine parked by the roadside expected to remain at that location until October 1st.

Mr. Bills had been to Albany to order the machine; delivery is expected Thursday morning (9/20); he will commence mowing immediately, then switch tools and begin cleaning culverts. The rental is for 160 hours nominal, and there would be a few extra hours allowed.

Signage is in place at the Town yard, so that delivery drivers will not miss it; Cemetery signs are also needed; the signs can be ordered lettered on one side or both; it was decided that the Town prefers lettering on both sides.

2. Upcoming projects – schedule

a. Box culvert work on Grassy Brook Road – Road Closure time frame

October 1 is the deadline for waterways work.

b. Salt/Sand Shed scope of work being planned by WRC for future discussion

Mr. Bills noted that Mr. Clark has moved the majority of the old paving materials from the Town yard, and sand was delivered at the same time; load delivery slips will be dropped off with all deliveries; he had inspected the delivered product and found it of acceptable quality; several yards of salt had been left over from last Winter; some had been applied to the new delivery; Mr. Bills suggested placing an order in October. There was discussion of vendors; that trucking comes from Claremont; that the preferred salt is mined in New York; that Mr. Bills would order about thirty tons of salt; that some drivers have difficulty lining up with the narrow bay at the shed, so that the load is often partially dumped outside; that if available on demand, smaller loads are less prone to this spillage. Ms. Maggio suggested that this could be stated in the contract. Mr. Bills noted that weather can affect demand for sand, but most orders arrive within a day.

Ms. Maggio discussed a new agreement with WRC concerning professional services (local Project Manager for the Sand and Salt Shed); the document was provided, and a vote will be necessary at the next meeting; Ms. Major will respond to questions sent through Ms. Maggio before the vote on whether to hire WRC as the Project Manager. There was discussion of engineering and management costs as part of the grant. After the vote the Chair will sign the agreement.

Mr. Bills noted that the rains following Hurricane Florence were fortunately light; he had checked the ditches and culverts and found them working.

Ms. Maggio asked to meet with Mr. Bills and Mr. Jones at the Inner Fire access road, and will email pictures of that location and the Pinnacle location. A meeting was scheduled for Tuesday, September 25th, at 3:30 PM, at the Inner Fire location. Mr. Bills requested a copy of the blueprint of the driveway on site to check the specifications.

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Old Business

A. Sunny Lane Daycare Update – repairs done and future repairs planned

Mr. Mello discussed cash on hand; control of expenses; gave examples of vendors not sending bills in a timely manner; discussed materials costs, purchase of all remaining materials was completed.

Mr. Mello noted unanticipated work that is needed on doors at \$1,200.00 to \$1,500.00. There was discussion of the door mechanisms, quality and price; he asked the Selectboard to authorize the expenditure. There was discussion of the legal requirement to make changes to the exit doors. Mr. Tanza suggested consulting Mr. Lavorgna or Mr. Pike (Code 3).

Ms. Tanza will call Code 3 regarding fire extinguishers and fire door requirements.

Ms. Maggio reviewed invoices cited.

Mr. Mello discussed the UV water system; he had discussed it with Nancy Brook; sensors set off alarms that had then to be reset, and the cause of this was not yet known. It was noted that the test results have been normal, that the problems are not with the water, but with the sensors; Mr. Bovat had suggested that it be determined whether the plumbing was correct at the time of installation. Mr. Bills described his procedure when performing monthly checks of the system.

Mr. Mello had requested that Tina Bills notify him whenever the alarm activated.

The railings in the front and back, and the stairs, are completed. He discussed other work yet to be done.

The Selectboard thanked Mr. Mello for his work.

The expenditure of up to \$1,500.00 required for the fire doors at SLDC was approved by consensus, understanding that due diligence and research will guide Mr. Mello as to hardware selection.

B. Town meeting date change discussion.

Ms. Maggio noted that this had been discussed previously; there was discussion of location and schedule, public outreach by postcard; that a Warned Town Meeting must be held to vote on changing Town Meeting Day. Ms. Maggio suggested displaying a poster on Election Day in addition to a mailed postcard; and inviting David Parker to moderate. It was noted that an Article must be defined by the Selectboard.

Mr. Tanza suggested inviting the Brattleboro *Reformer* to send a reporter to do a story on changing Town Meeting Day. When the venue and date have been decided he will invite Bob Audette from the *Reformer*.

There was discussion of the Article language. It was noted that the Selectboard may select the time of the special meeting; that a special Town Meeting to vote on the date must also be Warned; there was discussion of turnout, and that this could be done next year. There was discussion of other votes that are anticipated related to the school district merger; of wheelchair access at SLDC; of holding the special meeting in the evening; of the contingency of a contentious meeting that must be adjourned and reconvened the following evening.

The Selectboard will meet on Tuesday, March 6th, 2019, to present an Article for the new Town Meeting day.

Ms. Maggio summarized: The Selectboard works to add to the October 3rd agenda a vote as to starting time for the March 6th Town Meeting day; the Draft Article that addresses having the 2020 Town Meeting in the evening for greater turnout; meanwhile, the Selectboard will add this change to the new lease contract for SLDC, on use of the building for Town Meeting; and there would be no change for the coming year.

C. Policy – Ordinance discussion

Mr. Webb observed that prior to his leaving the Selectboard there were Ordinances to discuss at the second October meeting; that the Dog Ordinance differs by one word from the previous one, regarding trespassing.

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Regarding the Logging Operations Policy, Mr. Tanza reported that a complainant had spoken with the police, who had visited the site, and there was activity, citing unmarked trucks, speeding trucks, noise before dawn; that some law enforcement action may be in progress.

There was discussion of law and policy. Mr. Bills noted that if roads are posted, no enforcement can proceed until the Selectboard acts on the signage; and that logging has been designated an Agricultural Activity, and logs are a perishable product that must be allowed to be transported; the Selectboard may regulate the use of a road that is posted for weight limits by requiring an overweight permit.

Mr. Webb discussed social media policy, and whether the Town website constitutes “social media”; it was thought not, and that a policy on social media is not necessary at this time. He pointed out that online video should have comment functions disabled to fit the definition of “not social media”.

Ms. Maggio discussed the Historical Society regarding Mr. Mello’s offer of purchase for the ash wood at the Round Schoolhouse; a final report will be part of the next Agenda.

New Business

A. Budget session for FY 2019-2020

Ms. Maggio discussed the Road budget; past activity might be a template for the next budget; Mr. Tanza will meet with Ms. Zwick about the roads budget. Mr. Bills noted receipt of the \$5,000.00 grant for the Storm-Water Culvert Inventory, and that the newest WRC award, the Erosion Improvement Grant, will not be forthcoming until next year.

Ms. Maggio discussed appropriations; about \$6,300.00 awarded last year of about \$8,500.00 requested. Appropriations will be discussed at the November 30th meeting.

Ms. Maggio asked about how the budget sessions should be planned; there was discussion of when to invite Ms. Zwick to discuss a preview; Mr. Jones will be conducting the meeting October 17th; he suggested working from the previous year’s line items with Ms. Zwick; Ms. Maggio will ask Ms. Zwick to prepare materials for the November meeting. Roads budget items may be discussed at the October 3rd meeting.

B. Does the Town Plan need an Energy Plan? Discussion

Ms. Maggio had attended the Planning Commission meeting the previous week; mail arrived regarding an energy resource inventory related to Act 178; WRC will administer a Federal Grant and requests notification by September 28th if the Town would like to participate in the program.

It was decided to decline.

Communications

A. Email

- Internet/cell coverage (expired)

B. Regular Mail

- Senior Solutions award nominations
- WSWMD brochure regarding composting and compost
- Magazines
- VLTC periodical

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Pay Orders

A. Accounts Payable

Ms. Maggio moved to approve Accounts Payable Warrant #2019-11 dated 9/19/18, in the amount of \$259,706.22. Second by Mr. Webb.

It was noted that this amount is unusually large because of school contributions.

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

B. Payroll

Ms. Maggio moved to approve Payroll Warrant # 2019-12, in the amount of \$1,590.73. Second by Mr. Webb. **All in Favor.**

Set agenda for the next meeting

October

- Town Meeting date
- Rescue Inc
- Salt contract
- Road Commissioner/budget
- WRC Contract for PM salt shed
- Inner fire access
- Crack seal
- SLDC Lease

Adjournment

Mr. Webb moved to Adjourn. Second by Ms. Tanza. All in Favor.

The meeting was Adjourned at 8:39 PM.

Respectfully submitted, Peter Barus, Recorder, September 23th, 2018