

**Town of Brookline Selectboard Meeting
Wednesday September 5th, 2018 at 6:30 PM
Draft Minutes**

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 6:30 PM.

Review changes to agenda if any

Add vote for VLCT Delegate for the Town Fair, under New Business.

Move New Business after Unscheduled Members of the Public.

Mr. Webb noted that had sent the Planning Board a note informing them he would have to resign his seat.

Approve Minutes from August 15, 2018 regular meeting

Some corrections were made.

Mr. Jones moved to approve the Minutes of August 15, 2018, as amended. second by Mr. Webb. **All in Favor.**

Scheduled members of the public (none)

Unscheduled members of the public (none)

New Business

SB two person team w/ residents on Inner Fire Act 250 update

Ms. Maggio cited the Act 250 hearing a year ago in September, noting that part of the Act requires annual review of access road maintenance; that members should make site visit, photograph, assess the condition of the road, post announcement for public comment, and that this must be done every September until 2022.

Mr. Jones will participate with Mr. Bills, who suggested the Fire Department should be involved.

SB two person team for SLDC lease development

It was noted that, as the Tenant must notify six months before leaving, the lease should be furnished six months in advance of signature; Ms. Maggio and Mr. Mello will work on the three-year lease. They discussed schedules.

SB member (or two) to be responsible for ensuring grant compliance.

Ms. Maggio observed that a Select board member will be needed to oversee grant compliance; that there were three grants open, and Ms. Zwick will provide a checklist for compliance and work with whomever takes this responsibility.

Mr. Jones will work with Ms. Zwick and Ms. Tanza on grant compliance.

Budget development, timeline discussion, set schedule for meetings

Ms. Maggio noted that the end-of-year report from Ms. Zwick will be needed; there was discussion; this was placed on the Agenda for the next meeting.

SB member to take over monthly responsibility of filing SB letters etc.

Ms. Maggio noted that a Selectboard member will be needed to take over filing. Ms. Tanza offered her services.

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Discuss changing the date of the second Selectboard meeting in November (currently Thanksgiving Eve Nov. 21) to Tuesday Nov. 20th.

Ms. Maggio moved that the date of the second meeting in November be changed and Warned for Tuesday, November 20.2-18. Second by Mr. Mello. **All in Favor.**

Town Meeting 2018 Article 13 Defeated re: change TMD to Saturday. Discuss putting changing Town Meeting Day to the Monday evening in front of the voters.

Mr. Mello reported that there was broad support for a vote; he discussed announcing by post card, noting that a special Town Meeting must be Warned to make this change; there was discussion.

The matter was Tabled.

Re-appoint Animal Control Officer position-Switch primary to Dot Maggio and assistant to Nancy Libby at their request.

Mr. Jones moved to appoint Ms. Maggio as Animal Control Officer effective immediately. Second by Ms. Tanza. **All in Favor.**

SB two person team to work with others on the Annual Report Summary / Update / Reports

Mr. Jones and Mr. Webb will work on the Town Report.

Planning Board

Mr. Webb reported that he is unable to attend Planning Board meetings and has submitted his resignation.

There was discussion; he will write to Ms. Lavorgna for the listsrv to post a public notice; the next Planning Board meeting is Wednesday, September 12.

Ms. Maggio noted that Inner Fire should be addressed at that meeting re Act 250.

Summary / Update / Reports

Guy Tanza Town Clerk Report

Mr. Tanza reminded everyone that November 6 is Election Day, that Absentee Ballots will be available.

Ms. Tanza has done seventeen books and is working on the sequence linking; she had met with a records-retention contractor regarding indexing, declined their \$300 to 500 estimated monthly fee.

Mr. Tanza reported that land sales have been active.

Regarding 911 numbering, the number 1200 was assigned to the parking lot of the Pinnacle Association; he noted other address changes and reminded that it is important to have the current address displayed on properties for first responders.

Dot Maggio - WRC meeting re: Salt Sand Shed Project 9/7/18 @ 9:30 am

Marion and Chris from WRC will be at the office to meet about the Salt Shed project; 9:30 AM, Friday September 7; Ms. Zwick will attend.

Dot Maggio-Dog license for 2018 compliance.

Ms. Maggio reported that one new ticket will be issued, there had been a complaint about two or three dogs making a lot of noise; Ms. Maggio requested the current list of dog owners.

Dot Maggio - reminder about certification needed for LEOP ICS 100 level

Ms. Maggio explained that a person will have to be certified to sign after approval; currently certified individuals will not be on the Selectboard at that time. There was discussion of available LEOP courses; Mr. Jones noted that only Ms. Tanza and Mr. Mello are known to be planning to serve on the Selectboard

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then. Ms. Maggio is writing the LEOP, but a certified person will have to sign it.

Open Winter Road Maintenance Bid - Plowing - Vote to Award Contract

Ms. Maggio provided a copy of the RFP announcement that was published in the newspapers. She noted one bid on hand, from A. S. Clark & Sons, \$32,400 for plowing, sand and salt application, for the Winter of 2018-19 with payments due January 1, 2019, February 1, 2019, March 1, 2019, and April 1, 2019; A. S. Clark will keep the same price if a two-year contract is chosen; and other details of the bid.

Ms. Maggio noted that she had discussed two-year contracts with the VLCT. There was discussion of the contract to be kept on file

Mr. Jones moved to accept the Proposal from A. S. Clark & Sons at \$32,400.00 for removal of snow and applying sand and salt on the Town roads, Recycle Center, Meeting House driveway and Town Hall parking lot.

There was discussion of whether to choose the two-year option; budgeting for snow removal next year; the bid is within what had been anticipated; the previous year's accepted bid was for the same amount.

The motion was Amended to include the second year. Second by Mr. Webb.

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

Open Winter Road Maintenance Bid - Sand - Vote to Award Contract

Ms. Maggio opened a bid for 2018-19 year Winter sand.

Mr. Jones left the meeting at 7:06 PM.

The Proposal was for \$14.50 per cubic yard, to be delivered and mixed with the Town's salt and stored in the shed, consisting of 14 cubic yard loads to be delivered within seven days of the Road Supervisor's request. A sample was included with the bid. Mr. Bills examined the sample and noted that it was of coarser grit, appropriate for the need.

Ms. Maggio suggested that this sample would be held and used as the standard for acceptable materials. There was discussion.

Mr. Webb moved to accept the Proposal of \$14.50 per cubic yard, to be delivered in 14 cubic yard loads and mixed with the Town's salt and stored in the shed within seven days of the Road Supervisor's request. Second by Ms. Maggio. **All in Favor.**

Ms. Maggio thanked A. S. Clark & Sons for their continued service to the Town;

Mr. Clark offered to update the Selectboard on Rescue Inc. This was scheduled for September 19.

Highways & Roads

Mark Bills - Road Supervisor

Current projects and plans

Mr. Bills reported that he had ordered more signs, and discussed finishing the summer projects, for which a piece of equipment was needed, a wheeled excavator as discussed in the previous meeting; previously he had supplied his own machines to do the work needed, and had used the Town's grader applying gravel, but is now limited to the use of the graders as his personal equipment needs repair and he no longer has a truck to move the equipment onsite; he had located a machine that can move through from culvert to culvert cleaning and clearing ditches, to do a complete clean-up. He had provided a comparison of costs; he noted that he had worked two or three other jobs outside of Brookline, and the excavator worked well but had to

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be loaded and unloaded at every site; the rental machine is a 25,000 lb medium-sized wheeled excavator; there are not many for rent, the one located has a bush-hog on the boom and comes with a bucket for the culvert cleaning as part of the rental. One month's rental would likely be enough to accomplish the work under budget, and the mowing would be a bonus.

There was discussion; if the town rents this machine instead of Mr. Bills' equipment there would be substantial savings; paperwork was sent to the office for the rental; he had called several other companies, and did not find alternatives; others deliver machines for \$120.00; he had seen the business in question previously; the machine under consideration is valued at \$99,000 and has low running-hours. If rented next week he will go right to work; when the culvert run-outs are open and the roads are crowned, the work will last one to five years. The ability to drive the machine to sites is a cost saving feature. He discussed mowing; possibly this machine could do what the over-rail mower rented last year did; it could also could be purchased by the Town; he discussed the typical costs of the operations in prior years; rental for four weeks at \$7,200.00 compares favorably with the \$6,000.00 for two weeks previously spent on rentals; the Town will be responsible for insurance and fuel; there is a small dump truck for hauling debris where this is needed.

Mr. Bills noted that in the Spring there had been erosion from snow that turned to rain, and some ditches of sand had continued to deepen; with Emily from WRC plans had been made to fill them with crushed ledge; this machine would be able to scoop from the dump truck and fill erosion sites; a site under the grant is by the West River (reline with this coarse rock per WRC recommendation). There was discussion. Ms. Maggio noted that if the machine would be purchased it could be put in an Article for Town Meeting. Mr. Bills noted that it is a Wheeled Excavator with 26 hundred hours, from Able Equipment company.

Mr. Mello moved to rent the equipment as described, at \$7,200 for four forty-hour weeks plus delivery charges. Second by Ms. Maggio. **All in Favor.**

Upcoming projects - schedule

Ms. Maggio asked about Putney Hill Road and Whitney Hill Road; Mr. Bills explained that the machine would be of use there as well.

Inspect Inner Fire access road as per Act 250 discussion

Ms. Maggio invited Mr. Bills to participate; Mr. Lavorgna had provided photographs taken in November 2017 when the driveway was roughed in, for comparison; he noted the present 18' and 19' width (20' required). He discussed the grading and the problem of fire equipment access.

Mr. Bills noted that additional work has been done, and some erosion has occurred, materials collecting in the culverts below; the ditch will need cleaning; he offered to clean the ditch before the site visit; it was noted that this is not the Town's responsibility at this point; Ms. Maggio noted that Mr. Jones, Mr. Lavorgna and Mr. Bills would do a site visit with the property owner and hold a followup meeting; she will contact all parties by Friday.

Mr. Lavorgna had some notes on his observations at the site regarding erosion; there was discussion; the Town has not signed off on the location to date, and is not responsible; the owners have been informed that no ponding water should be in the ditch.

Evaluate the crack sealing done on GBR in 2017. Year 1 of 3 yr. Guarantee

Mr. Lavorgna also noted a tree across a brook in another location that could result in road washout, south of Windmill Hill; and another location south of Ms. Hoard's property, where three trees are blocking a brook since Tropical Storm Irene; Mr. Bills explained that the ANR had pointed out a floodplain that they assert would mitigate that situation in the event of flooding. Mr. Lavorgna discussed a culvert that has "floated"

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and has holes in the plastic; Mr. Bills had discussed this site with Archie Clark as to remedial work.

There was discussion; Mr. Webb had volunteered to work with the Selectboard and take photographs; there was discussion of the behavior of cracks during the winter and different qualities of sealants.

Paving Plans for 2019

Ms. Maggio noted that no paving was done this year, areas in need could be planed and RFP developed. There was discussion of locations that are deteriorating; she suggested that Mr. Bills consider locations, mileage, etc. to begin addressing paving. There was discussion. Mr. Webb will work with Mr. Bills on photography.

Mr. Bills had hoped to see the box culvert contractor by now; this will close the road for two to three days; advance notice will be necessary.

Mr. Bills had discussed with the Clarks the removal of the old paving materials from the Town yard before the frost.

Old Business

Sunny Lane Daycare Update - repairs done and future repairs planned

Ms. Maggio read aloud email from Tina Bills regarding fire safety equipment with out-of-date tags; Mr. Tanza will call Mr. Pike at Code 3; Mr. Lavorgna had been asked to replace a fire extinguisher on site that was inoperable, with a Code 3 tag. There was discussion of door locks on fire exits, etc.

Mr. Mello discussed interior, all sinks are done; toilet replaced in the powder room; Scot Bovat had noted a toilet in the infant room, not in bad shape; toddler room toilet replaced.

Mr. Mello reported that outside railings are nearly done, in compliance; the pressure treated posts were found sound; rotten wood replaced; back ramp is done; railings done with composite. Next will be the South deck; new stairs; then the deck at the door to the infant room.

Ms. Maggio asked about the hardware cited in Tina Bills' email; he had not seen it yet. He discussed the plan to address the north deck, which must be done in one day for reasons of tenant access; the deck will be removed deck on a Friday with pre-made stringers on hand, and completed on the following Saturday;

Bills had not been received for certain items, affecting plans to determine costs for what has been done; he discussed expenditures and cash on hand, estimated at \$2,600.00. He discussed furnace inspection, attic and heat exchanger (when weather cools). He reported that icicles had been an issue near the chimney because insulation was needed. The insurance bill will be coming up; he will call about lead-paint abatement.

The Selectboard thanked Mr. Mello.

Wood from the Ash tree near the Round Schoolhouse- Historical Society

Ms. Maggio had emailed Ms. Nau; there had been a meeting of the Historical society on the 29th; plans for the ash wood are not known. Mr. Mello offered \$75.00f for the wood. He will consult Ms. Nau. It was noted that the Minutes from that HS meeting were overdue. Mr. Mello discussed the opportunity to raise money for the round School House with the firewood.

Appropriation Request Deadline decision: October 15 or October 31th?

Ms. Maggio asked the Selectboard whether to cut off appropriation requests at October 15 or October 31. There was discussion; October 31 was favored by consensus; the appropriations requesters will be notified. Ms. Maggio had written the cover letter for the announcement. It will be an Agenda item for November meeting.

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Communications

Mr. Tanza discussed policies regarding the Cemetery Commission, in need of organization, meetings; plots must be sold only to local property owners; the policy makes the commission responsible for the sale and resale of plots; a written document specifying the policy and bylaws is needed. Ms. Maggio will consult with Ms. Nau.

Email -

- Tina Bills re fire equipment expiration

Regular Mail

- Pinnacle Assn rec'd Aug 30
- VLCT rec'd Aug 11
- Brattleboro Development Credit Corp rec'd Aug 16
- Bayada Hospice rec'd Aug 18
- SEVCA rec'd Aug 23
- Center for Public Safety rec'd Aug 30
- VLCT periodical rec'd Aug 14

There was discussion of a complaint about logging trucks; Somara Zwick had provided the Logging Truck Policy for the Selectboard's perusal.

Mr. Webb moved to designate Mr. Tanza to represent the Town at the VLCT Fair in October. Second by Ms. Maggio. **All in Favor.**

Pay Orders

Accounts Payable

Ms. Maggio moved to accept Pay Warrant #2019-09 Dated 9/5/2018, in the amount of \$4,339.09. Second by Mr. Webb. **All in Favor.**

Payroll

Ms. Maggio noted that she had signed the Payroll Warrants between meetings.

Ms. Maggio moved to accept Payroll Warrant #2019-08 dated 8/22/2018, in the amount of: \$2,045.82. Second by Mr. Webb. **All in Favor.**

Ms. Maggio moved to accept Payroll Warrant #2019-10 dated 8/22/2018, in the amount of: \$1,606.30. Second by Mr. Webb. **All in Favor.**

Set agenda for the next meeting - Wednesday September 19, 2018

- Budget
- SLDC Repairs etc.
- Town Meeting Date change
- Appropriations Date Change
- Inner Fire Act 250 follow up
- Crack sealing
- Machine rental for culvert cleaning
- WRC Meeting on Salt & Sand Shed
- Ash Tree & Cemetery Commission
- Policies and Ordinances
- Rescue, Inc. update

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Adjournment

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

The meeting was Adjourned at 8:37 PM.

Respectfully submitted, Peter Barus, Recorder, September 8th, 2018