

BROOKLINE SELECTBOARD MEETING
September 6th, 2017 at 6:30 PM
Draft Minutes

Action Summary:

- Amended and approved the Minutes for August 16th, 2017.
- Authorized the Chair to arrange for the installation of the SLDC water source sample-tap.
- Signed a letter from the Town in support of Windmill Hill Pinnacle Association's plan for modifications to their access road/parking lot.
- Authorized expenditure of up to \$4,000.00 for line-painting on Putney Mountain and Hill Roads.
- Signed Pay Orders totaling \$239,037.03.

Present:

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

Members of the Public: Sarah Waldo (Windmill Hill Pinnacle Association), Gary Lavorgna, Mark Bills, Guy Tanza (Videographer), Peter Barus (Recorder)

Call meeting to order

Ms. Maggio called the meeting to order at 6:32 PM.

Review changes to the agenda

Move Executive Session to last item before adjournment.

No vote is needed to approve the Source Protection Plan, but discuss and vote on spending money for the Sanitary Survey and water purification.

Add speed monitoring under Highways and Roads.

Under New Business, policies for recycling, building use, discussion.

Approve minutes from the last meeting held on August 16, 2017

Mr. Webb moved to approve the Minutes for August 16th, 2017 as amended. Second by Mr. Mello. **Passed with one Abstention.**

Scheduled members of the Public:

Guy Tanza - Town Clerk Update

Mr. Tanza discussed the digitizing project, now up to 6,000 pages; last dog reconciliation with State shows 125 registered dogs, further registrations will be at a reduced rate as the year is nearly over.

Unscheduled members of the Public.

Ms. Waldo noted a question about a culvert issue; this will be addressed under Highways/Roads.

Old Business

Recycle Update

The Selectboard discussed an email from Mr. Lavorgna regarding increased plastics collected; the system is now taking all types of plastic. Mr. Tanza noted two loads per week; he has challenged people at the site coming from Athens, Stratton, Newfane and other areas. Mr. Jones noted that the District will not resume processing recycling. The Town recycling budget is \$11,000.00 for this year, and probably will have to increase. There was discussion of a meeting August 23rd; anticipating overtures from other towns; that there is no sign on site designating the bins as exclusively for Town resident use. Mr. Jones will see about a new sign. There was discussion of the volume and varying size of containers. Mr. Lavorgna suggested paving the area, for snow removal and cleanup, using left-over materials from the next paving job. Mr. Jones noted

BROOKLINE SELECTBOARD MEETING
September 6th, 2017 at 6:30 PM
Draft Minutes

that during a solid waste management meeting a memorandum of understanding was discussed, and should be forthcoming, regarding the bin ownership (currently they are on loan).

Sunny Lane Day Care Updates

Source Protection Plan - vote to approve and submit to State

Ms. Maggio discussed a requirement for a Source Protection Plan that must be updated every three years, last done in 2014; she worked with a specialist and provided a copy of the updated plan; this covers contaminants, proximity of storage tanks, parking lots, salt storage, etc.; she will send this to the State with the Selectboard's permission; when finalized the document will be returned, a copy to SLDC, and adjoining property owners will be notified of the protected areas.

Compliance statement from the Department of Health:

A Sanitary Survey was done at SLDC with Nancy Burke, Patrick Smart (chemical engineer from State of Vermont) and Ms. Maggio; necessary because water is provided for approximately 59 residents. The following items were brought to the attention of the Selectboard:

- “Inoperable disinfectants treatment” must work to a “four-log” size;
- Ms. Burke has addressed the water pressure to the UV lines, drained the lines, meeting one of the conditions cited;
- On or before November 30th, 2017 there must be a Preliminary Engineering Report (PER) submitted to the State, summarizing the units, aspects inconsistent with the rules, identifying preferred alternatives, etc.; Mr. Smart had discussed a similar case and suggested the engineering vendor could be helpful in saving money; a chlorination system must be set up to be used in case of a failure, such as the previous coliform event; there are negative-interest loans available for this kind of work that may save up to 40% of the engineering costs; Mr. Smart can help with this process.

In discussion, Ms. Maggio explained that the SLDC system is called a “public non-transient, non community water system”; Mr. Lavorgna noted that SLDC is certified as a “school”. The state has provided dates by which the PER must be submitted; the present system is not adequate to meet the standards. Ms. Maggio suggested that working with Mr. Smart, the appropriate remedial work can be done at a cost of approximately \$20,000.00. Mr. Mello observed that a lease renewal may be coming up; Mr. Tanza noted that it is in the second year of a three-year lease, and the tenant must notify the Town of plans to continue in June 2018.

Ms. Maggio requested permission to hire a plumber to install a source-sample-tap above the water lines in the lines in the building, so that water conditions in the well may be reliably checked. With permission Ms. Maggio will hire Scott Bovat to install the tap.

Mr. Mello moved to authorize the Chair to arrange for the installation of the source-sample-tap. Second by Ms. Tanza. **All in Favor.**

Source Protection Plan Update

Ms. Maggio will send off the draft to the State.

UV piping is drained; permit to operate will be obtained when this paperwork is done; still legal to operate under last year's permit; it was recommended that the permit document be posted at the site.

Summary: Get engineering report (PER), install source sample-tap, submit Source Protection Plan and Phase II/V Monitoring Waiver Renewal Application.

Ms. Maggio discussed lists of work for Mr. Bills, that were not sent to Mr. Bills; punch-lists such as the

BROOKLINE SELECTBOARD MEETING
September 6th, 2017 at 6:30 PM
Draft Minutes

SLDC playground work to be done for insurance purposes. She asked for the Board's permission to obtain more wood chips for the swings and kickball area, extending beyond the jungle-gym; asked for suggested sources for chips; Mr. Bills noted that tree work in town is now depositing chips in the town yard. Ms. Maggio will mark the boundaries, and Mr. Bills will direct the tree company where to dump chips at the site for later raking. Ms. Maggio noted that this would satisfy insurance requirements.

Tina Bills had sent a fax from Septic Pro for the Treasurer to pay the invoice; there was discussion; it was noted that the amount had been reduced by the vendor.

There was discussion of recalculating the estimate of 16 yards of stone. Mr. Mello will update this calculation; extra stone can be used to patch the driveway.

Mr. Mello discussed two issues with railings in the approaches to the building. There was discussion of building access while work is being done, equipment needs, rentals, etc. Ms. Maggio asked Mr. Mello to work with Mr. Lavorgna and Mr. Bills to plan the project and keep her up to date.

Ms. Maggio will construct a master list-of-lists with Ms. Zwick.

Mr. Webb asked that Windmill Hill be addressed next in the Agenda, and the Board agreed.

Ms. Maggio discussed with Mr. Bills the removal of damaged picnic tables to the Town shed.

Act 250 Updates

Windmill Hill Pinnacle Association Parking Lot

Ms. Maggio provided a letter from the WHPA; Ms. Waldo discussed the culvert question; she had examined the site and asked about where the culvert would be placed; Mr. Bills explained that a culvert is always a consideration when an access permit is submitted, and discussed the terrain and water flow under State standards; most culverts are 20ft, but in this case 30ft would be needed (for a school bus, etc.); it must be back a certain distance from the edge of a road; he had marked the site accordingly. The property owner would be responsible for the culvert and installation, the Town is responsible for maintaining and cleaning the culvert. Mr. Bills offered to visit the site with the contractor. Ms. Waldo explained that there may not be an Act 250 Hearing for this minor modification, unless there are requests from neighboring property owners.

Ms. Maggio read aloud from a letter to be sent by the Town in support of the plan, specifying tree removals, vision clearance, culvert installation (15 inches by 30 feet), ditches. Ms. Maggio and the Selectboard members signed this letter.

Meeting House Update

Ms. Maggio read Peter Meyer's letter relinquishing his position on the Meeting House Advisory Committee, retaining "the privilege of mowing the lawn free of charge" and addressing other details. She recommended acceptance, with regrets. The members expressed appreciation for Mr. Meyer and his work and will send an appropriate acknowledgement.

Ideas were discussed regarding attracting new Committee members; and inviting the Committee to a Selectboard meeting to discuss the future direction of the project.

Inner Fire Project

Mr. Mello noted that the Act 250 permit was approved, with certain conditions. Ms. Maggio discussed the checklist; all forty-two acres are included under the permit, and not only the twelve acre leasehold cited in the application; the Town Plan contains nothing that would bar the approval other than "aspirational provisions" (use of the terms, "should" and "may", rather than, "shall" and "will", in the Plan). Ms. Maggio has asked the Planning Commission about these questions, and has not received a response.

Mr. Parker had reported that occasional screams had been heard that could be adverse to community

BROOKLINE SELECTBOARD MEETING
September 6th, 2017 at 6:30 PM
Draft Minutes

expectations; it was noted that there are no noise ordinances. Ms. Maggio suggested that all of the Town policies should be posted on the Town Website. The Commission had noted that for the next five years status may be withdrawn if complaints are not addressed quickly. Ms. Maggio noted that each September any complaints must be brought to the Selectboard. The Selectboard discussed maintenance of the access road.

Town Meeting 2018

Ms. Maggio has invited the Auditors to meet with the Selectboard to develop a schedule for completing the Town Report; Ms. Zwick discussed the timeline on which the Audit would have to be completed to allow for the process of proofreading prior to publication. Mr. Jones offered to perform some of the graphic design work. Ms. Maggio will follow up with Ms. Zwick and others.

Budget w/Somara Zwicksk

Ms. Zwick had emailed her reports, and provided drafts of last year's year-end report for Funds I and II; she noted that the accruals are done; She explained the documents; Fund Balance was positive. She then provided current data and explained that the first tax payments have been collected, the Accounts Payable Warrant not yet paid out; she cited recycling costs for July through August and part of September, and can print out details of any such line-item if needed. Highway budget status reflects the increased non-grant paving done this year. Ms. Zwick then provided copies of the balance sheets for each of the Funds, and the current SLDC data. She explained that most of the year the books are kept on a cash basis; for timely payments to the school, these are based on previous years and updated later.

Highways and Roads

Current road projects/shoulder work

Ms. Maggio noted that the shoulder work is completed; Mr. Bills discussed the work; Mr. Clark had provided paperwork for the hydraulic study for the box culvert replacement on Grassy Brook Road; it is too late this Summer for RFP so it will be kept until next year; Green Mountain Power's Arbor Crew went to work on Whitney Hill, a grant for this tree removal was denied as being too far from major water, but GMP is going ahead anyway, as heavy rain damages the road; some ledge removal will be required after the trees are removed; a similar project is in progress on Hill Road involving about 20 trees, and two more projects on Ellen Ware, all to create better drainage and safer roads; some dead or dying trees around Town will also be removed; prices will be provided to the Selectboard; he noted that GMP is not charging for the present work. Someone is willing to do roadside mowing for the Town in late September at \$500.00 per eight-hour day, including bringing in the machinery; this had required three ten-hour days previously. There was discussion of mowing costs and scope of work; at three to five days, \$1,500.00 to \$2,500.00 estimated cost. Mr. Bills will provide information on vendors to Ms. Zwick. He discussed line-painting, noting that it would not be available until November, noting that it can be done in cold weather; the vendor offers painting at \$0.22 per linear foot, yellow and white, including double centerlines; there was discussion of State line-painting on class II roads; Hill Road and Putney Mountain Road would be done by the Town; cost calculations were considered; Ms. Zwick noted that this would come from the Highway Fund.

Ms. Maggio moved to authorize line-painting on Putney Mountain and Hill Roads. Second by Ms. Tanza.

There was discussion; it was proposed to amend the Motion not to exceed \$4,000.00. Ms. Zwick noted that all of these expenditures are restricted to the roads. The Motion then read: "to authorize expenditure of up to \$4,000.00 for line-painting on Putney Mountain and Hill Roads."

All in Favor.

Ms. Maggio discussed a bid from Sealcoating, Inc., for \$9,850.00 for one mile, including traffic control, with fibers in the crack-sealing materials. Mr. Bills discussed the quote, valid through December; Freshcoat Asphalt Services had quoted \$3,600.00. There was discussion of differences between the quotations; Ms.

BROOKLINE SELECTBOARD MEETING
September 6th, 2017 at 6:30 PM
Draft Minutes

Maggio will ask for more details from the prospective vendors.

Mr. Bills has been over Holland Hill to examine a clogged culvert; Putney had cleaned it at no charge, but the heavy rains have begun to clog the culvert again. It will need cleaning again soon; he described the reason for this phenomenon and noted that Putney used to maintain this culvert, but now has a new foreman; local residents brought this to attention when the water flooded private roads nearby. The Selectboard discussed responding to calls, paying Putney for maintenance, exchange of maintenance work, etc. The issue for the Town is moving equipment eight miles to the site and back; the work itself is minor. Mr. Bills noted that the culvert is a good working culvert of adequate capacity, the problem is in the terrain downstream. Ms. Maggio will compose a letter to Putney for Mr. Clark.

Ms. Tanza reported that Ms. Nau is experiencing difficulty with oncoming traffic when exiting her driveway; Mr. Bills reported that the "Hidden Driveway" sign is present and recently has been cleared of brush.

Sand & Salt Shed Grant Update

No word expected until next October.

RFP for winter snow plowing contract discussion

RFP for winter sand/salt materials contract discussion

Ms. Maggio reported speaking with Emily Davis, who would like to set up a site visit for a \$5,300.00 grant and could visit other areas where grant money is needed.

Speed Monitors

Ms. Maggio reported that monitors will be installed for about a week, and the data would be available for the next meeting. Mr. Bills noted that there are complaints near Dutton Farm about excessive speed. There was discussion.

New Business

Ms. Maggio discussed policies for Town buildings and for recycling; Ms. Tanza had researched this and provided sample policies; it was suggested that members each write their comments on their copy; she discussed the sources for the information, State littering laws, etc. This will be on a future agenda.

Correspondence Review

- Letter sent to Newfane Selectboard re: recycling
- VLCT voting delegate form for meeting on October 4 in Killington

Mr. Tanza will attend the meeting.

- Letter sent to Auditors re: Town Meeting 2018
- Letter to Stan Noga re: climate change survey
- Vt Energy management registration
- Animal Safety
- VT Assoc for the Blind and Visually Impaired acknowledging \$100.00 gift
- SEVCA acknowledging donation
- Grace Cottage hospital, thank-you for the \$300.00 donation
- Municipal Budgeting Workshop announcement
- VLCT re: Town Fair registration
- Sanitary Survey
- Note re: posted speed is too high

Ms. Zwick noted that there are suspicious emails purportedly from banks at which the Town has no accounts; cautioned members to delete these.

BROOKLINE SELECTBOARD MEETING
September 6th, 2017 at 6:30 PM
Draft Minutes

Pay Orders

Accounts Payable

Ms. Maggio moved to approve Accounts Payable Warrant #2018-09 in the amount of \$234,895.96. Second by Mr. Mello. **All in Favor.**

Payroll

Ms. Maggio moved to approve Payroll Warrant #2018-08 in the amount of \$2,557.23. Second by Mr. Webb. **All in Favor.**

Ms. Maggio moved to approve Payroll Warrant #20189-10 in the amount of \$1,583.84 Second by Mr. Mello. **All in Favor.**

The Selectboard Signed the Pay Orders totaling \$239,037.03.

<u>Item</u>	<u>Amount</u>
Accounts Payable Warrant #2018-09	\$234,895.96
Payroll Warrant #2018-08	\$2,557.23
Payroll Warrant #2018-10	<u>\$1,583.84</u>
Total	\$239,037.03

Set agenda for next meeting: September 20, 2017

Executive Session to discuss employee/personnel information.

It was moved and seconded to enter Executive Session at 9:41 PM.

(The following kindness of Ms. Maggio):

The Selectboard came out of executive session at 10:10. No action was taken.

Adjournment

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

The meeting adjourned at 10:10 PM.

Respectfully submitted, Peter Barus, Recorder, September 10th, 2017