

TOWN OF BROOKLINE SELECTBOARD MEETING
November 1, 2017 at 6:30 PM
Draft Minutes

Actions:

- Voted to approve the minutes for October 18, 2017, as amended.
- Voted to sign the Recycling Policy, as corrected and amended.
- Voted to approve a request for use of the Brookline Meeting House for a Memorial service.
- Voted to implement the new Policy for Brookline, for Notarial Services.
- Voted to start Town Meeting Day at 9:00 AM.
- Approved Pay Orders

Present:

Board: Dorothy Maggio (Chair), Gwen Tanza, David Jones, Chris Webb, Bruce Mello
Members of the Public: Somara Zwick, Mark Bills, Guy Tanza (Videographer), Peter Barus (Recorder)

Call the meeting to order

The meeting was called to order at 6:30 PM.

Review changes to agenda if any

There was a call from Ms. Zwick, arriving after 8:30, Budget discussion later BMH discussion and Town Meeting Day discussion moved later on request.

Approve minutes from the last meeting held on October 18, 2017

Minor corrections were made.

Mr. Jones moved to approve the minutes for October 18, 2017, as amended.

Second by Mr. Webb. **All in Favor.**

Scheduled members of the Public (none)

Unscheduled members of the Public

Mr. Lavorgna complimented Mr. Bills for his excellent work; and Mr. Barus for the Minutes.

Summary Reports

Town Clerk - Guy Tanza

Digitizing project is proceeding; Mr. Tanza attended the Mapping Project and learned that the State is standardizing parcel IDs to match SPAN numbers; this should be a Lister's determination as it works with the Grand List, a Town decision is not required until the decision is made to participate in phase 2; by waiting, there is less cost to the Town. There are three Listers, Marcia Omand, Sheila Gokey and Don Gokey, a full complement. Mr. Tanza discussed the activities of the Listers; Mr. Bailey is the immediate supervisor for the State.

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Traffic monitoring - Chris Webb

Windham Regional Commission replied to the request for monitoring data on Ellen Ware and Putney Road; 80th percentile is the basis for setting speed limits; 18th percentile on Putney Mountain Road, 28th on Ellen Ware; 25 MPH is the minimum speed that may be posted; there is a lengthy template for the Ordinance; Ms. Maggio asked if Mr. Webb would like a Selectboard member to work with him on writing a Town Ordinance; there was discussion about whether the existing ordinance (written in the 1980s) may be modified; it is not required to present this at Town Meeting; the process for monitoring is now known.

Mr. Lavorgna cited 30 years' residence and observed that traffic studies have been done, some areas have been neglected; the last study done found no problem; Rt 35 is 35 MPH, the back roads are all 35, 40 in places in Dummerston. He suggested Grassy Brook be posted at 35; he discussed areas where excessive speed is a problem and puts school buses, SLDC and horses in jeopardy; he discussed severe accidents that have occurred from excessive speed.

Mr. Jones noted that many of these areas have never been posted, and the current studies are being done for this reason; Mr. Webb noted that surveys are subject to complex regulations when used as the basis for an Ordinance. Mr. Mello suggested that new signs would be ineffective; Mr. Tanza recalled conversation with police to the effect that speeders will always speed. There was discussion of costs versus benefits of implementing and monitoring speed zones, which would involve State Police. Ms. Maggio provided a brochure for an automatic speed monitoring sign; Mr. Tanza noted a lot of people from out of town using the roads, more traffic than previously, and often speeding past the Town office; endangering pedestrians.

Mr. Lavorgna noted an ambiguous "Left turn yield to through traffic" sign and discussed replacing the sign. There was discussion.

Ms. Maggio clarified that Mr. Webb is suggesting work in the Spring based on the research. He suggested getting more input from the community; Mr. Jones observed that the appropriateness of current limits, and any changes needed, are the two questions of concern, and discussed a report from the State Police.

There was discussion of what actions by the Town would be effective toward reducing risk and nuisance of speeding. Ms. Maggio observed that a Town Constable would be able to issue citations; Mr. Lavorgna suggested placing a cardboard cutout of a policeman, or parking an official-looking car in areas of concern. Mr. Bills suggested that the Selectboard drive the roads, and post appropriate speed signs; it was noted that there are legal complexities involved in this process.

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According to the State Police report, troopers are present 2 or 3 hours a month, not up to the time specified in the contract; Mr. Tanza suggested that there have been mitigating circumstances, and that Lt. French be invited to a meeting to discuss what can and cannot be done.

Animal Control - Dot Maggio

Ms. Maggio reported working with Nancy Libbey on malnutrition of horses, and getting them surrendered to the Humane Society; two loose dogs this week, one was in an accident and left at the scene; animal seizure work is a complex challenge; at 74 Merrill Drive the resident had moved to Tennessee, is involved in a court case, she cannot go to inspect the property; rent had been \$1,425.00/mo for a trailer, subsidized by the state of Vermont. Ms. Maggio noted a Town Health Officer workshop in Brattleboro.

SLDC Update- Projects TBD before winter-Bruce Mello

Ms. Maggio has been in contact with the engineer about the disinfecting system, and a typographical error in the contract named the wrong town; the work may be done for no more than \$4,200.00; that is below the Purchase Policy limit. The engineer will develop the plan for a plumber to come in and do the work, possibly another \$3,000.00; Ms. Maggio informed the parties that with the typo, this could not be addressed in this meeting.

Six months before the lease expires the tenant must request a lease extension; Ms. Maggio cited a copy of the three-year lease, signed April 2, 2016, expiring June 30, 2019; there was discussion of the need to do the work on the property; of a punch list for Mr. Bills; of hazard mitigation items; scheduling projects in light of the approach of Winter; Mr. Bills noted that plans are to have machinery at the yard, and he could deliver wood chips to the school Saturday; Mr. Lavorgna offered to help; Ms. Maggio cited dates and deadlines in the lease contract; it was decided that some work would be done on listed items at the playground. There was discussion of the air conditioner removal, and how to address the opening left after the unit is removed; and about whether another unit would be installed later; and whether it is part of the lease agreement. Mr. Mello expressed approval for the stone, and noted lattice, railing, furnace stack, and dish, as projects he would be following up. Mr. Bills noted that the crack-sealing operation did not reach the school.

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Highways & Roads

Grant Update if any

Mr. Bills met with Emily Davis (Better Back Road Grants); visited the worst of the erosion sites; she is writing a report for the Town; a grant application must be completed by November 17th, to follow that report.

Current Projects & Plans

The crack-sealing crew worked on the north end of Town near the new pavement, to Parker Road, about one mile, as agreed; he observed that it looks like a lot of material was applied; it was suggested that this should be monitored to learn how long such treatment can be expected to last; Mr. Bills noted that with cracks sealed, there should not be frost heaves.

Line painters are expected this month; they asked for a centerline mark; Mr. Bills discussed walking the roads with a logger's tape, marking the centerline location; he noted that the road varies from about 18 to about 21 feet in width; he expects to complete this within the next few days.

The last rain storm spared Brookline the extensive damage found in nearby towns; there was almost five inches north of Newfane; there was a lot of deadwood, two culverts that became partially clogged; minimal damage. WRC had called for a damage report, connected to State disaster assistance.

Sickle Bar Mowing

The mower has not been delivered, probably still in use; this late in the season, he suggested doing the work later, and doing the entire town; a second mowing is not really needed. The machine is reserved for a week and a half next year, end of June; he recommended extending the time to cover back roads as well; Mr. Bills was asked to reserve the equipment for a full two weeks.

He discussed conversation with other road crews, they all have difficulty keeping mowing staff; this affects timing so that mowing is pushed back into the Fall; he suggested the same company might be willing to bring back the equipment next Fall. Wardsboro and Newfane have had difficulty maintaining a mowing schedule. Mr. Lavorgna expressed approval of Mr. Bills' mowing operations; more coverage than in prior years.

Mr. Tanza discussed leasing equipment, the possibility of grants for this, perhaps through WRC; he noted invasive plant species are becoming a problem; Mr. Bills noted that mowing fees are comparable to the cost of a lease for the equipment. There was discussion of maintenance mowing; Towns are buying 3-point hitch leaf blowers, cited Chester, Dummerston; and multipurpose equipment; research was suggested for

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consideration next year. Mr. Bills noted that there are municipal loans for equipment available; used equipment is available as well.

The sickle-bar will be canceled; Mr. Bills noted some blind spots that should be cut back, but this late in the season it might be preferable to plan a big job for the warm weather; he discussed silting-in at culverts and ditches; cleaning them out before Winter; the culvert near Putney was seen by Ms. Davis, who thought it fit the grant specification well; she has worked with Putney; they considered lining their ditch with interlocking stone; if that culvert is replaced by a larger one, 20", and the sharp turn at the inlet is modified, the water will keep it cleaner; at the exit end, the long ditch collects material, and a deep silt pond would help, with a check-dam, so that the silt could be cleaned regularly. Depending on her report, that could be a grant item.

On the Ellen Ware Road project, the road erodes and there is no place to deposit snow; trees were cut on the opposite side of the field, and another five feet added to the road to make the corner safer for passing vehicles; hopefully it will not cause speeding problems; when it is crowned the erosion may stop.

One culvert needs some gravel cover; Parker road has a lot of construction, almost ready for a driveway culvert.

Tree removal

Several dead elms have been marked with blue tape in hopes of having them removed, but the company was very busy with storm damage; he will consult other companies for estimates.

Mr. Bills obtained a quotation for diesel fuel tank, 300 gal, double lined oval, electric metered fuel pump, \$3,700.00. He will pursue the matter, obtain more options and price quotations; and for the tree removals not under powerlines.

The Selectboard thanked Mr. Bills.

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Old Business

Recycle Policy adoption

Ms. Maggio moved that the Selectboard sign the Recycling Policy, as corrected and amended. Second by Mr. Webb. All in Favor.

The Selectboard signed the document; Ms. Maggio will post the information on the listsrv.

Town Plan - Draft w/changes to WRC

There was discussion of when the Plan would be sent to WRC; Mr. Tanza noted that it must be signed by January, 2018, after a public comment period; a panel will review it at WRC; Mr. Kavet would like to send no later than November 8; there was discussion; the previous version needed to be proof-read; this could be done after WRC has received it; Ms. Maggio will notify Mr. Kavet that the document may be sent to WRC, and proof-reading will take place later.

Building Use Policy - (Tabled 10/18) Wedding and Funeral request discussion

Under New Business there is a request for use of the Meeting House; there was discussion; a building use policy should be in place whether money changes hands or not.

Mr. Mello asked for an explanation of the plowing bill; Ms. Maggio explained that the bid was opened, and what was voted; in view of the lateness of the season it was thought necessary to move ahead; she suggested doing the snow plowing bids earlier, perhaps in August, and have the RFP specify two-year contracts; this would benefit the vendors as well; Mr. Mello asked why the Fitzpatrick bid was rejected when it was lower; There was discussion about saving money versus quality work, concerns about the damaged pavement on Grassy Brook Road that remained for three months before being addressed, and required negotiation. Mr. Mello observed concern for the budget; it was noted that the deliberation had been lengthy and thorough. It was suggested to analyze the bidding history over the past year; Mr. Mello suggested that \$1,400.00 was spent more than necessary. There was discussion of the vendors' equipment and capabilities, additional manpower supplied by the Town. Ms. Maggio asked that the Selectboard consider a summer RFP and two-year bids. Mr. Bills observed that both vendors did good work; the Selectboard has the right to "refuse any and all" bids; and the lowest bid is not always the best. Mr. Mello expressed concern that vendors might be discouraged from submitting bids in the future. There was discussion of policies and procedures around RFP.

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New Business

Request for using the Brookline Meeting House for a Memorial service in the sanctuary for Mrs. Balou and a request to use the meeting room there for coffee and cake afterwards. No use of kitchen, No use of balcony, No ADA compliant Rest Room, No heat. Two to three hours of time for less than 50 people estimated. Friday, November 3, 2017.

Ms. Maggio noted that Mr. Bourne had escorted the family through the building and explained the condition of the heating system, etc. Mr. Bourne had emailed Ms. Maggio; Mrs. Balou had contributed to the BMH; this was her wish. There was discussion.

Ms. Maggio moved to approve a request for use of the Brookline Meeting House for a Memorial service in the sanctuary for Mrs. Balou and a request to use the meeting room there for coffee and cake afterwards. No use of kitchen, No use of balcony, No ADA compliant Rest Room, No heat. Two to three hours of time for less than 50 people estimated; for Friday, November 3, 2017. Second by Mr. Mello. There was discussion. Ms. Maggio will Email details. **All in Favor.**

Ms. Maggio will contact Mr. Bourne.

Discussion and vote

Notarial Services Policy discussion and vote- Gwen Tanza

Ms. Maggio read the Policy aloud.

Ms. Maggio moved to implement the new Policy for Brookline, for Notarial Services. Second by Mr. Mello.

In discussion, the Selectboard made some typographical corrections, which were addressed by Ms. Tanza prior to signature by the Selectboard. The Motion was amended to add “as amended.”

All in Favor.

First Budget discussion for Fiscal Year 2018-19 - Somara Zwick

Ms. Zwick noted this is an unaudited version of the budget, not what will be presented to Town Meeting; she suggested that more detail would be wanted, and will do those; Ms. Zwick discussed the Operating fund and Highway fund, the numbers that the Selectboard has to fill in, with advice from any relevant committees; she suggested beginning from the expense side, which contains items the Selectboard will need to consider; she cited a bound copy of a report, *Compensation and Benefit Survey Report* (VLCT); she will email the information to be done by the end of November, and when appropriation requests are in, the Auditors will proof the financials and can share this with the team.

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There was discussion of scheduling a budget meeting. Ms. Maggio will set aside fifteen minutes on the agenda for next meeting (November 15th), and schedule the 21st for a special budget meeting at six PM.

Ms. Zwick will provide a checklist and a version of the *Compensation and Benefits Report* (VLCT), with the draft balance sheet.

The Selectboard thanked Ms. Zwick.

There was discussion of the Town Meeting vote schedule.

Town Meeting Day discussion (tabled 10/18)

Mr. Webb moved to start Town Meeting Day at 9:00 AM. Second by Mr. Mello.
Discussion.

All in Favor.

Brookline Meeting House discussion on grant research for heating (tabled 10/18)

Mr. Mello asked that this be tabled.

Correspondence Review

Emails

- Request for use of BMH
- VLTC re: Town Meeting Day and Harassment Laws information

Regular Mail

Ms. Maggio reported a call to the Animal Control Officer with threatening terms; she is not contemplating charges, but would like to send a letter to the caller. She had also received a letter in 2015 about The Sofa on Mr. Henderson's property, and called Mr. Henderson and invited him to attend the next meeting and explain any reasons for not moving the item, and discuss the threatening call.

- Appropriation request from Vt Assoc for the Blind and Visually Impaired.
- Youth services of Windham Co, request \$255.00, assisted foster children in town
- Grace Cottage Hospital, \$300.00 by taxation appropriations requested
- County Sheriff's office, offering rates for police services, \$51.00 /hr for up to 1,000 hours (not hired by Brookline)
- VLTC municipal road management workshops
- VLTC newsletter

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Pay Orders

Accounts Payable

Ms. Maggio moved to approve Accounts Payable Warrant #2018-18 in the amount of \$1,082.69. Second by Mr. Mello. **All in Favor.**

Payroll

Ms. Maggio moved to approve Payroll Warrant #2018-17 dated Nov. 1 in the amount of \$1,562.96. Second by Mr. Mello. **All in Favor.**

Set agenda for the next meeting: November 15, 2017

- Budget
- BMH discussion
- SLDC

Adjournment

Ms. Tanza moved to Adjourn. Second by Mr. Mello. All in Favor.
The meeting adjourned at 9:28 PM.

Respectfully submitted, Peter Barus, Recorder, November 2, 2017.