

**Approved Minutes**  
**Town of Brookline Selectboard**  
**Wednesday October 3, 2018, 6:30 PM**

**Present:**

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

*Members of the Public:* Cythia Nau, Gary Lavorgna, Doug Wellman, Guy Tanza (Videographer), Mark Bills, Peter Barus (Recorder)

**Call the meeting to order**

The meeting was called to order at 6:32 PM.

**Review changes to agenda if any**

Discussion of the Inner Fire Driveway Permit site visit and recommendations for compliance was moved up so that Mr. Lavorgna could be heard.

**Scheduled members of the public**

Mr. Lavorgna read a letter regarding the Inner Fire access road stating that the access road falls short of the required 20-foot minimum width, being only 18 feet wide; he noted that contractor Andy McPhail had asserted that Mike and Jay (Captain and First Assistant Chief) had been on site and had said that the pumper would not have to go up there. Mr. Lavorgna explained that this statement was not accurate; that contrary to Mr. McPhail's statement, they had actually said that they would drive up immediately under the assumption that the truck could get up there. He noted that Mr. McPhail had misquoted members of the Fire Department. Mr. Jones noted that the contractor should not have been part of that discussion in the first place. Ms. Maggio confirmed that 20 feet is the minimum permissible size of the road. It was noted that the permit has yet to be approved.

The Selectboard returned to Scheduled Members of the Public.

**Cynthia Nau & Doug Wellman re: Historical Society**

Ms. Nau had met with Mr. Haskins, and reported that the Round Schoolhouse is riddled with powderpost beetles, and something must be done; she had contacted Steve Haskins at the beginning, and Jack Greene, on the Committee, and Mr. Haskins. She had an estimate from another contractor of \$175.00 just to inspect the site; she had called Mr. Haskins former company, and they did not have time; Mr. Haskins has done bees and pine borers, and carpenter ants in Ms. Nau's house, and is still licensed to do this work; received his proposal last week (with Mr. Mello present representing ownership) and asked the Selectboard for approval to accept the proposal; she invited comments or questions.

Mr. Mello had seen the site and confirmed conditions; Orkin, Terminix and two other vendors were not available, or use toxic materials; Terminix quoted six hundred dollars less than others; Steven Haskins would fumigate under the building and spray powder the next day, remove the contents, and linseed oil everything; research had indicated that furniture brought in contained the beetles.

Ms. Nau recalled that the old desk and chair had contained beetles many years ago, and she had sprayed these items at the time; and they could have been dormant for many years.

She reported that Mr. Haskins proposed to do the job for \$1,850.00, \$125.00 annual inspection, including any subsequent treatment necessary; he was licensed, insured and would apply EPA approved treatment.

Ms. Nau reported that she had toured the building with some people from Michigan who had donated \$50.00, saying they were related to the original land owners; Mr. Haskins had a demonstration of the fumigation bomb and powder; she noted that the books must come out, and the furniture must be treated with linseed oil; that she has other needed equipment; that she will work with Mr. Haskins to remove the books (two shelves) into her jeep. Mr. Tanza confirmed that there would be no public events that weekend, and that the funds would come from the Round Schoolhouse Fund.

Mr. Mello moved to accept the bid of \$1,850.00 for treatment of the Round Schoolhouse for insect infestation. Second by Mr. Jones.

Ms. Maggio read the proposal. On the Motion, **All in Favor.**

Ms. Maggio signed the proposal from Stephen C. Haskins.

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**Win Clark re: Rescue Inc.**

It was noted that Mr. Clark had suggested inviting Ms. Daigneault to make a presentation for Rescue, Inc.; this will be done in November or December.

**Unscheduled members of the public**

**Approve Minutes from September 19, 2018 regular meeting**

Mr. Jones moved to approve the minutes for September 19, 2018, as amended. Second by Ms. Tanza. **All in Favor.**

**Summary / Update / Reports**

**Guy Tanza – Town Clerk Report**

Mr. Tanza noted that absentee ballots are available for the November 6 election, that also there may be another ballot for the new school district; the Town needs vote counters. He had submitted report about 123 registered dogs; Ms. Maggio would like it alphabetized.

He noted little response from the lawyer in Bellows Falls a month ago, and no response since.

He had spoken with the construction contractor on Tuesday, having difficulty getting the water out of the brook; there had been inadequate signage for the detour with Columbus day weekend coming; he noted signs from a prior job at the town yard; the location of the detour is at 505, there should be a warning sign a mile before the detour.

Mr. Tanza had been waiting to hear from Alan Pike from Code Three, now in the third week.

Regarding a delinquent tax sale following a \$2,500.00 tax delinquency, there seemed to be a problem with lawyers; delinquencies had been zero to date. Ms. Maggio asked if a change in legal representation was needed; Mr. Tanza will call every day and demand immediate attention or find another attorney.

**Dot Maggio – Riverside Cemetery Map update-Nov 1 meeting scheduled**

Ms. Maggio discussed two five-hour meetings with Ms. Nau and old books; the map had been photocopied so the available plots could be visualized; and work was done on the agenda for the November 1 meeting at 6:30 PM.

**Old Business**

Mr. Mello suggested having a budget discussion in November, announcing with a postcard about whether people would attend Town Meeting on a Monday as had been discussed previously, with a view to improving attendance. There was discussion of approving something by next meeting; it was noted that State Representatives always come on Tuesday and won't know what was changed; the cost is \$186.00 for a postcard mailing; it was suggested that the residents be consulted.

Mr Webb moved to set the starting time of the March 5 Town Meeting to 9:00 am. Second by Mr. Jones. **All in Favor.**

**SLDC**

Mr. Mello observed that he would like to know the total expenses for the building. A planning meeting was scheduled for Oct 25 with Mr. Mello and Ms. Maggio to work on the lease; the law allows any others to attend as long as no action is taken, but it is not a Warned meeting.

Mr. Mello noted that Butch from Dick's Locksmith would be changing the door hardware at SLDC on October 12 at 10:00 AM, and would need someone to let him in and out of the building. The school is closed for an in-service day from October 11 to 15. Mr. Jones will call the locksmith to arrange this.

Mr. Mello discussed a mis-billing, discovered two accounts, "Brookline School" and "Town of Brookline"; that W&W had billed NewBrook (under \$200.00), and WCSU paid the bill; that Mr. Tabachnick has been apprised of the situation; all parties are aware.

Mr. Mello reported that repairs are proceeding; he was not sure if the plumbing has been addressed yet; Mr. Bovat had called the manufacturer and informed them that the water system was incorrectly installed, and would require about \$500.00 to make the correction; this condition had been setting off alarms. Lumber for the remaining deck

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work had been obtained and stored on site. He discussed the work schedule for the front deck and the North deck, noting that the carpenter has been maintaining railings and so forth while in progress, for safety. The toddler room had still been slow draining; Mr. Mello will consult Mr. Bovat; other plumbing was good.

Mr. Mello left the meeting.

## **Highways & Roads**

### **A. Guy Tanza – Road Commissioner Report**

#### Discuss / Vote on WRC Scope of work as the local project manager for the Salt & Sand Shed Project

Copies were printed; tasks and costs listed; Ms. Maggio reviewed the figures totaling \$13,200.00 and noted that less money is being spent on project management than was anticipated.

Ms. Maggio moved to accept the agreement between the WRC and the Town of Brookline for the Salt and Sand Shed. Second by Mr. Webb. **All in Favor.**

The signed document will be mailed to WRC.

#### Box Culvert work near 505 Grassy Brook Road – Road closure

Ms. Maggio asked if Mr. Tanza wished to add anything; only concern was inadequate detour signage for the weekend. Mr. Bills noted “Road Closed” signs with approximate mileage to the site (Putney Mountain intersection); and the four pumps running to remove the water from around the footings; that all structures appear to be on site; that several loads of fill have been moved to the town garage area; and that workers had thought it would be a five day closure.

#### Inner Fire Driveway Permit – Discussion of Site visit and recommendations for compliance

There was discussion of photographs and road measurements from site visit. The driveway had been measured at two locations, showing 19 and 18 feet respectively; this was short of the mandatory twenty foot minimum. Mr. Tanza noted that the end of the culvert is almost in the road, and suggested it be moved to avoid damage from traffic; he asked whether Inner Fire owned the land across where materials could be deposited.

Mr. Bills had measured fourteen feet of road surface to the edge of the culvert; this had been noticeable going up Parker road; if the culvert was set four or five feet over, this would improve access and put the culvert out of harm’s way; the Town will maintain it after approval, so now is the time to make that improvement, recognizing that trucks are still going through the site; the culvert could be moved after the construction vehicles are done; they could have their contractor reset the culvert; he noted that they had not come to seek approval, and the access permit can be denied; he discussed details of the move; this would alleviate a problem that will certainly exist for the Town if not addressed; he estimated half a day’s work would be involved.

Ms. Maggio asked the Roads Commissioner to write up the needed changes to the site, access road width and culvert reset of 4 to 5 feet away from the road, to be sent to notify Inner Fire.

Mr. Bills will mark the location showing where to move the culvert.

Mr. Tanza offered to speak with the owners personally, and follow up with the letter, as a courtesy, and that discussion will include marking the area and the specification required.

Mr. Bills noted that Palmer Goodrich had been the contractor and is finishing up, and Mr. McPhail is now the contractor. Ms. Maggio suggested notifying all concerned prior to putting stakes in the ground. It was noted that the area is in the Town right-of-way. Mr Bills noted again that the culvert should not be moved until the construction vehicles have finished working the area to avoid damage to the culvert, and the culvert should be allowed to settle for a week after moving before trucks cross again.

#### Road Salt vendors – Discuss and award materials contract

Mr. Tanza had not heard back from American Salt Co, and plans to call back once more; he noted that Cargill offers \$79.88, and Townshend had not used American Salt last year; Mr. Bills noted that deliveries had been up to three weeks late last Winter; and that enough is on hand for one good storm, with the caveat that there have been white Halloweens.

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Salt Vendor will be on the October 17 Agenda.

**Crack Sealing – vendor availability and cost to do several locations in town**

Mr. Tanza noted no new information to date; Ms. Maggio discussed the specification with Mr. Bills; three or four sections to make up a mile. Mr. Tanza will consult with the vendor; Mr. Bills noted some cracks in various locations, and is working on some erosion repairs, applying for the erosion grant.

Mr. Tanza discussed line painting, noting that previous lines are beginning to fade; there was discussion of the cost of single lines, versus yellow-and-white, noting that salt will fade lines, and the Winter months are darkest on the roads when there is no snow on them; there was discussion of the cost for double lines; that the State paints all the main roads each Summer.

The Selectboard will revisit the question during budget discussion for FY 2019. Mr. Tanza will report more fully next meeting.

**Mark Bills – Road Supervisor**

**Current projects and plans**

Mowing & culverts (including culvert work as the machine has multiple tools): Mr. Bills discussed the new machine as working out quite well, good size for the work; the brush hog can be used stationary over the bank, or set to mow while driving; has good reach over banks; works well for improving sight-lines on corners. He had mowed for nearly a week, then replaced with the ditch-bucket to start some of the ditch projects; some had been planned for grant work; the grant is almost two thirds of the machine rental; he has been clearing roads with clean water act grant, and had worked on Putney Mountain where there were erosion issues, repairing shoulder, noting that from the West River corner to the culvert is also part of the grant for water improvement; the machine is the right tool for every job, versatile and a pleasure to operate; the Town of Dummerston had expressed interest in renting the machine at the end of Brookline's rental, which would reduce the trucking fees to return the machine. Mr. Bills noted that Newfane has been testing a larger version, finding it oversized for their needs; this one does not endanger overhead wires; a good piece of equipment for a town to own.

There was discussion of purchasing the machine; it was noted that there is a month to decide, and suggested that the machine could be purchased and then rented to other towns. Mr. Bills noted that wheels make this an "emergency vehicle"; terms of sale were said to be favorable (possibly rental rolled into purchase).

It was decided to explore lease-to-buy, etc. Mr. Tanza will initiate discussions with the rental company, and sound out the town on potential approval; he will consult VLTC; the machine is listed at \$96,000.00. Larger new ones sell at around \$300,000.00.

Mr. Bills noted that there are additional tools to try and there are some stumps to remove, some mowing to do, the stone-lined ditch work is nearly done, last will be checking of each culvert; the rock has been lined up.

**Policy – Ordinance discussion**

**Social Media Policy – discuss / vote**

The Selectboard had read the Social Media policy; Mr. Webb suggested that it covers the Town in the event that meetings would be broadcast live on YouTube (with comments feature turned off). Mr. Tanza noted that a device would be necessary (about \$200.00) to produce video in a timely manner; this is not technically needed, the five day rule applies. The videos are now on Comcast channel 10 five times a week; if implemented, Mr. Tanza would not have to drive to the studio with the camera.

Mr. Webb expressed approval of the YouTube idea, and suggested that the policy should show that there would not be a comment feature. There was discussion of language in the policy regarding public comment; the policy can be amended at any time; a policy shows due diligence on the part of the Board-of-Authority and protects the Town from legal exposure.

There was discussion of FaceBook and the Open Meetings law.

Mr. Jones discussed an error in the typed version; the text will be redone for the next meeting; this is on the Agenda for the November 7 meeting. There was discussion on adopting the Social Media Policy.

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**Dog Ordinance – discuss changes re: trespassing**

Ms. Maggio noted that the ordinance had one issue with language about trespassing; there was discussion; Mr. Webb cited the VLCT model, suggesting amending one or two words and noting that it must be approved at a Town Meeting (March), or be approved by the Selectboard, with forty-four days for public comment; VLCT advises review by an attorney (\$700.00); it was noted that the attorney had advised the change in the first place; but that was in closed session, and it had been left open that the attorney would assist in making changes.

Mr. Jones proposed that the Selectboard review the ordinance again from scratch. Tabled for a January meeting.

**Logging Policy – waiting for information**

Ms. Maggio had written to the highways listsrv (a listsrv for road foremen, and equipment, product information, etc. to do with road management); waiting for information, will provide the address to Mr. Tanza

**New Business**

**Budget session for FY 2019-2020**

Highway and Roads Budget discussion

Mr. Tanza will take more time to analyze the situation, meet with Mr. Bills. Tabled for November meeting.

Mr. Bills noted a slight rise in salt costs from Cargill (from October 2017). There was discussion of line painting.

**Discuss and vote on the starting time for the Town Meeting**

Discussion about the municipal voting age – possible article for Town Meeting

Mr. Webb reported that Brattleboro has been discussing changing the municipal voting age to sixteen; he had experienced this himself in Maryland; Sacramento and Washington, DC are also considering this, DC. looking at voting age 16 in presidential elections. He discussed engagement of young people, the minimum age for entry into the National Guard, driving; tax payers without the franchise; this could extend to voting in Town Meeting and running for some offices.

Mr. Tanza noted that the voter checklist age is 18; he will ask the Secretary of State about this; voting laws may be an issue.

Ms. Maggio suggested that school students could be engaged in the political process, Historical Society, etc.; for the record, she issued the Selectboard's invitation to young people, to communicate if interested in participating.

**Communications**

**A. Email**

**B. Regular Mail**

- Cargill customer form for \$79.88 per tone de-icing salt
- new Brook fire and rescue Department (read by Mr. Lavorgna above)
- appropriation request from "The Current" bus co
- Trunk or Treat, Tuesday, October 30th, 4:30 at SLDC announcement
- Senior Solutions Citizenship Award
- Valley Cares newsletter
- SE Vermont Watershed Alliance appropriation request \$110.00
- SeVEDS 2018 Town Bulletin
- VLCT flier registration municipal employment law workshop Nov 14
- WRC contract for sand and salt shed
- A.S. Clark and Sons, sand and plowing, road maintenance contract (Selectboard signed, approved at last meeting)
- Contract for Round Schoolhouse repairs (previously signed for the work) W9 form

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**Pay Orders**

**B. Payroll**

Ms. Maggio moved to accept Pay Warrant #2019-14, Dated October 3<sup>rd</sup>, 2019, in the amount of \$1,617.08. Second by Mr. Jones. **All in Favor.**

**A. Accounts Payable**

Ms. Maggio moved to accept Accounts Payable Warrant #2019-13, dated October 3<sup>rd</sup>, 2019, in the amount of \$23,442.92. Second by Mr. Webb. **All in Favor.**

**Set agenda for the next meeting – Wednesday Oct. 17, 2018**

- Budget session
- SLDC update
- Reminder: November 7th – invited guest Robert Spencer re: WSWMD
- Reminder: November 6th – Election—BCA needed to count ballots @ 7pm
- Reminder: Various committee meetings need to have agenda provided 48 hours in advance and minutes posted within 5 days of the meeting.
- Reminder: Invite Somara Zwick to the November Selectboard meeting to work on budget
- Information on road salt contract award
- Crack sealing
- Municipal Voting age – report from Secretary of State

**Adjournment**

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

The meeting was Adjourned at 8:35 PM.

*Respectfully submitted, Peter Barus, recorder, October 9<sup>th</sup>, 2018*