

**Draft Minutes**  
**Town of Brookline Selectboard**  
**Wednesday November 7<sup>th</sup>, 2018, 6:30 PM**

**Present:**

*Selectboard:* Dot Maggio, David Jones, Gwen Tanza, Chris Webb

*Members of the Public:* Robert Spencer, Somara Zwick,

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**

Ms. Maggio noted that several items may be tabled.

Mr. Jones suggested tabling the SLDC Update in the absence of Mr. Mello.

**Scheduled members of the public**

**A. Robert Spencer – WSWMD**

Mr. Spencer was introduced by Mr. Jones, Representative to the Waste Management District; Mr. Spencer provided a letter listing matters to be covered.

Mr. Spencer discussed the closing of the recycling center; efforts to evolve the district focusing on organic waste; and noted that WSWMD has the largest composting operation in the state, and it is a profit-center. He noted 30 stickers sold to Town residents so far, and 31 last year, for \$36 per year, comparing this to \$3.00 per trash bag. He had obtained tonnages from Triple-T; last year through June there had been 70.38 tons hauled from Brookline; the three previous years there had been 30 – 48 tons. He noted the Town recycling policy. There was discussion.

Mr. Spencer noted that the WSWMD board will be meeting Friday, November 9, to create the new budget. He discussed the Solar Array leases from the district, noting that WSWMD had incurred about \$50,000.00 in legal and engineering expenses; the first quarter will address this; benefits will be about \$100,000.00 per year. He discussed towns and schools that participate as off-takers, noting renewable energy credits ranging from \$5,000.00 to 100,000.00; there will be a public hearing in December and a vote in January, on the budget.

Mr. Tanza noted the reduced budget item; Mr. Spencer noted that FY 21 may be further reduced; that the solar project may support additional equipment for the composting operation. There was discussion about the WSWMD budget; and that food scraps collection in 2020 will not require further action by Brookline, which is in compliance.

Mr. Spencer invited questions on the budget, operations, general administration, educational programs; operations is a profit center, like the composting operation; general admin and education do not turn profit.

Ms. Maggio asked about composting; Mr. Spencer offered to provide training when composting becomes available. He noted that several towns have considered leaving the district; Winhall had left years ago; Whitingham left recently; Dover and Guilford and Marlboro have reviewed their membership.

He discussed participation in hazardous waste collection, 59 residents last year, noting free paint recycling in Vermont, subsidized through a state program. Single-stream recycling is \$150.00 per ton to Triple-T; Mr. Tanza noted that the average is one bin per week. There was discussion of the success of alternating bins at the transfer site.

Mr. Spencer discussed the Solid Waste Implementation Plan, mandated reporting to maintain compliance, etc.; and the Supervisor's Manual. He invited questions.

Ms. Maggio discussed composting, noting that haulers must offer recycling and may charge a fee. Mr. Spencer discussed bear problems and composting.

The Selectboard thanked Mr. Spencer.

**Unscheduled members of the public (none)**

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**Approve Minutes from October 17, 2018 regular meeting**

Corrections were made.

Mr. Jones moved to approve the minutes for October 17, 2018, as amended. Second by Mr. Webb. **All in Favor.**

**2019-2020 Budget discussion with Somara Zwick – Treasurer**

Ms. Zwick asked about sending the October 3 Minutes to Ms. Major (WRC). She discussed the budget worksheet provided for Funds 1 and 2, copies provided, showing the completed year, the adopted budget, overages and underages. She noted that in FY 2018 she had compared the numbers with the Town Report.

**A. Fund A -Brookline Meeting House – Discuss**

Ms. Zwick noted that this is not a budget item; that the budget relates to how much tax to raise; she discussed current expenditures and a negative balance of \$3.00.

**B. Fund B – School Building – Discuss**

**C. Fund C – Brookline Community Fund – Discuss**

Ms. Zwick noted about \$2,800.00 in the fund.

**D. General Fund 1 – Municipal Budget**

Ms. Zwick discussed tax rates; controlling costs in areas consistently under budget on the expense side that could be reduced; and that there was a surplus of about \$20,000.00 in FY 2018 that could be used to offset some taxes.

Mr. Tanza explained that delinquent taxes cannot be counted as revenue; and suggested \$1,000.00 as a penalty; and suggested interest on unpaid taxes at \$1,000.00.

The Selectboard reviewed the budget worksheet document line by line, setting budget amounts.

i. Appropriations – Requests received by October 31, 2018

The appropriations list (approved during the year) was missing nine expected items; Ms. Maggio had received additional letters; she noted that a grace period could be provided; the organizations had apparently not been notified of a deadline.

ii. Buildings and Grounds (inclusive) discussion on Budgeting needs

There was discussion of whether the soccer field is part of the SLDC property; it was determined that for accounting purposes it was not part of the building lease.

iii. TBD (recycling-special articles) (Tabled)

**E. Highway Fund 2**

The rest of the budget discussion was tabled.

**F. Riverside Cemetery Fund 3 – Discuss**

Ms. Maggio will discuss with Ms. Zwick; the cemetery commission does not submit reports to the Selectboard; it was noted that under statute, the Cemetery fund may not be commingled with any other fund.

**G. Rehab Loan Fund 4 – Discuss**

Ms. Zwick suggested closing the Rehab Loan fund, now holding \$900.00.

**H. Historical Fund 5 – Discuss**

There was discussion of outstanding loans totaling possibly ten to fifteen thousand, grants from the state for home improvement. It was noted that this is not Town funds.

It was noted that the Historical Society has a positive balance.

**I. Fund 6 (Dead fund)**

**J. Reappraisal Fund 7 – Discuss**

**7. Highways & Roads**

**A. Guy Tanza – Road Commissioner Report & Town Clerk Update**

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Mr. Tanza noted that the election was successfully conducted, and thanked the volunteers on behalf of the Board of Civil Authority. He discussed the procedure for absentee ballots, of which there were 29.

**1. Box Culvert @ 505 GBR Project Result**

Mr. Bills reported that the culvert project is finished and paved; that a shim was added on Hill Road; he suggested installing a guard rail close to the right-of-way. There was discussion; there had been safety concerns expressed. Mr. Bills noted that it is a Class 2 road. Mr. Tanza noted that quarterly state highway funds have just been received; and that there had been some discussion of the design when the culvert was installed.

Mr. Bills had left a message with Lafayette Guardrail Co. and expects a return call; they provide linear foot estimates, and asked if used materials would be acceptable (there was consensus in favor). The guard rail was specified at 30 feet out on each side of the culvert; the estimate is expected with the return call. Mr. Bills had also suggested that another location could be improved with a guardrail, and had asked for an additional estimate. He noted that they usually operate until the end of December. It was suggested that the state highway money could be used in this application.

Mr. Bills discussed paving at the culvert site; he had called the pavers about a small amount of paving needed at the entrance of Hill Road and Grassy Brook, and the work had already been done with leftover materials from the culvert job; he did not expect a bill for this additional work, and acknowledged Lafayette Guardrail for their consideration.

Mr. Bills discussed the silting-in of the culvert and ditches at Inner Fire; these have now been dug out fairly deeply, and stone lining will be installed. He had cleaned a lot of ditches with the wheeled excavator, and filled a few potholes with the machine; he noted that Mr. Clark has a good supply of road gravel, and will bring it to the site, and to an exposed culvert on Athens Road. This will complete the Summer projects. He expected to have Lafayette Guardrail's estimate for the next meeting.

Most of the fuel was used up with the excavator; he will order Winter mix, in case the grader is needed for plowing (there was consensus in favor). He noted that the tank should be replaced when the new shed is built.

Ms. Maggio asked about Winter road maintenance costs, noting that the plowing contractor should be removing all the snow, and use of the grader is an additional cost that should be considered during the plowing contract negotiations.

**2. Logging Ordinance Suggestions**

Mr. Tanza discussed the lack of a logging policy, that there are no models for this designated agricultural operation. There was discussion of noise policies. Ms. Maggio suggested inviting Sam Bourne to a meeting to discuss the logging issues.

Mr. Bills recalled the ordinance samples Mr. Webb had provided previously; he noted that the issue is also wear and tear on Town roads, for which loggers could be required to provide a bond, and applications for access could be required through the Road Commissioner. He noted that in the present case a forester had monitored the work in the woods, and that the road had been used for a log landing before; but that there had been no request for permission from the Town. There was discussion of the process for implementing an Ordinance.

Mr. Webb will develop language. Mr. Tanza will research Windham's approach with permits, overweight regulations, etc.; he suggested that some enforcement mechanism is needed.

Mr. Bills had graded the road and found machinery parked in the right-of-way; he noted that the Town is responsible for the condition of the road to the last house.

Ms. Maggio will send a letter to Mr. (Sam) Bourne, as manager for the Whitney Hill Road logging operation, inviting him to a Selectboard meeting.

**3. Wheeled Excavator – option to purchase discussion w/loan**

Mr. Tanza noted that the machine is available at \$88,000.00. He provided background. There was consensus that the matter should be pursued.

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Mr. Bills noted that he was able to install plastic culverts and cut brush as well as do the roadside mowing with this machine, and it is an emergency vehicle for storm damage, etc. Mr. Tanza suggested that it could also be leased out to neighboring towns.

**4. Pavement plans / Crack Sealing plans**

Mr. Tanza noted that \$6,300.00 and some other monies in the Highway Fund would cover two days of sealing, and that it does work; cost is \$3,600.00 per day.

Mr. Tanza asked whether to pursue crack sealing; Mr. Bills noted that it is the right time of year, and that there is some time to address this during this season as the highway crew prepares for Winter.

The Selectboard agreed that crack sealing should be started. Mr. Bills will mark the roads for the sealing vendor.

**5. Grant work on roads for 2019-20**

Mr. Tanza discussed a \$9,000.00 amount from the state and \$120,000.00 from a bond, \$120,499.00 in the Highway Fund; and discussed other upcoming projects.

It was noted that these are safety issues. Mr. Bills offered to work up costs, and obtain additional estimates.

**6. Salt /Sand Shed project finances**

Mr. Bills noted that some design changes are needed, but costs will not change from what had been anticipated.

**B. E. Mark Bills – Road Supervisor**

**1. Current projects and plans**

**2. Upcoming projects – schedule**

Mr. Bills discussed an issue on Putney Mountain Road above John Swing's property, where an ash tree needs to be removed, and another nearby; he noted that there are at least a hundred trees that are constantly falling; one tree had cost \$600.00 to remove; he offered to assess the costs of removing those additional trees while the road is closed for the Winter months.

There was discussion of how to prevent people from attempting to use the road during such times. Mr. Bills noted that he has a harvesting machine that can remove the trees without damaging the others; there are no wires; he will provide an estimate for the operation and a timeline, offering substantial savings.

**8. Old Business**

**A. Sunny Lane Daycare Update – repairs done and future repairs planned (Tabled)**

**B. Brookline Meeting House – Winterize the building – water is turned off**

It was noted that the Meeting House has been winterized.

**C. Historic Round Schoolhouse – Result of pest control treatment for beetles**

Mr. Tanza reported that the Round Schoolhouse has been treated for insects and will be reinspected by the exterminator. He noted that the exterminator had warned that any furniture moved in or out should be carefully checked, as the likely vector of the original infestation.

**New Business**

**A. Social Media Policy – Discuss and vote on the policy**

Copies were provided; Mr. Webb had asked for any changes.

Ms. Maggio moved to accept and sign the new Social Media Policy. Second by Mr. Jones. **All in Favor.**

The Selectboard members each signed the Policy.

It was noted that there is a copyright infringement disclaimer that must be included on the Town website.

**B. Wood at BMH from tree work – Lee Ann Parker suggested we offer it to Peter Meyer as a way to thank him for mowing the grass all season long. Discussion and vote.**

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Ms. Maggio moved to donate the wood from the BMH tree work to Peter Meyer. Second by Ms. Tanza. **All in Favor.**

**Communications**

**A. Email – Nancy Burke suggests we request reduced coliform testing from the State for SLDC.**

Ms. Maggio is following up on a referral by Ms. Burke. A letter to neighbors will be researched and sent out.

**B. Regular Mail**

- Windham Co sheriff dept
- New appropriation requests

Appropriation requests were tabled.

**Pay Orders**

**A. Accounts Payable**

Ms. Maggio moved to approve Accounts Payable Warrant #2019-18 dated 11/7/18, in the amount of \$ 23,727.26. Second by Mr. Webb. **All in Favor.**

**B. Payroll**

Ms. Maggio moved to approve Payroll Warrant # 2019-17, dated 11/7/2018, in the amount of \$5,195.19. Second by Mr. Webb. **All in Favor.**

**Set agenda for the next meeting – Tuesday Nov. 20, 2018 (\*\*New Date)**

- Wheeled Excavator
- Sam Bourne
- Crack Sealing
- Putney Mountain tree removal
- Budget Session
- Rescue, Inc, budget numbers
- Newbrook Fire Dept budget numbers
- Appropriations
- Any other budget matters as come before the Selectboard
- SLDC Summary
- Town Report Dedication

**Adjournment**

Mr. Webb moved to Adjourn. Second by Ms. Maggio.

The meeting adjourned at 933 PM.

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