

Draft Minutes
Town of Brookline Selectboard
Wednesday December 19th, 2018, 6:30 PM

Present:

Selectboard: Dot Maggio, David Jones, Gwen Tanza, Chris Webb, Bruce Mello

Members of the Public: 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 the agenda if any

Order of discussion was changed as necessary.

Scheduled members of the public (none)

Unscheduled members of the public (none)

Approve minutes

A. from December 5, 2018 regular meeting

Ms. Maggio moved to approve the minutes for December 5th, 2018. Second by Ms. Tanza. **All in Favor.**

B. from December 14, 2018 emergency meeting

Ms. Maggio moved to approve the minutes for December 14th, 2018. Second by Mr. Jones. With two abstentions, **the Motion passed.**

2019-2010 Budget discussion

A. changes to appropriations if any

One additional appropriations request from L&G Foundation, \$250.00. There was discussion.

Ms. Maggio moved to add the request from the Leland & Gray Foundation to the appropriations. Second by Mr. Mello.

There was discussion; as this would be an exception to a deadline previously communicated, Mr. Webb suggested that this be placed as an Article for Town Meeting. Mr. Jones noted that currently approved requests total \$5,887.00; this addition would raise the total to \$6,137.00; and that this was slightly below previous years. It was not clear how effectively the deadline had been communicated. No requests had been denied.

On the Motion, **with one against, the Motion passed.**

B. changes to municipal budget line items if any

Ms. Maggio noted a recommendation that towns budget for local emergency planning and training programs, and suggested adding a \$500.00 line item to the Municipal Budget for that purpose. There was discussion, noting that this amount could be added back into the existing Seminars and Training line. Mr. Tanza noted that the total would then be \$1,500.00. There was consensus in favor.

There were no other changes suggested to the Municipal Budget.

Mr. Webb asked about Windham Regional Commission dues; Ms. Zwick suggested waiting for the Audit to be scheduled before setting the budget.

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C. changes to highway budget line items if any

Mr. Tanza discussed a \$39,000.00 line item for equipment, suggesting that it would be used if the purchase of the wheeled excavator was approved; and noting that this purchase could also lower expenses in several areas and create some revenue.

D. wording of articles to be included in the town report for town meeting day

Regarding purchase of the excavator, Mr. Tanza will consult with the VLCT on language for an Article. He noted that the state requires 25% of the purchase price for downpayment to qualify for a state loan. He will email the wording from VLCT for the Article. He noted that these actions would not be expected to increase the total highway budget.

E. any other items relating to the budget including surplus

Ms. Zwick explained that the surplus in the Highway Fund is automatically carried over; it came from revenues two years ago that were over-budget; she will work up a report on this and email it to the board. She noted that this surplus is about \$20,000.00 and discussed the possibilities for equipment purchase, lowering tax rate, etc. She explained that there is a reserve for audits (\$4,000.00), and for tax abatements; and that additional money is not budgeted for reserves this year; she will check on accruals. Mr. Mello asked about a deficit with SLDC.

F. Town Report booklet

There was discussion of various reports that will go into the booklet.

Town Clerk Update – Guy Tanza

A. Tax Sale

Mr. Tanza reported a successful sale; retired delinquencies; check received; the successful bidder is responsible for new taxes this year. There was discussion.

Ms. Zwick noted that one culvert grant was awarded; one Better Backroads grant is complete, paperwork ready for submission; there was discussion of other grants, application fees. She discussed cash balances in General Fund checking, Highway Fund, Cemetery account, Round Schoolhouse, Reappraisal Fund, BMH, School Building, Water testing and the phone line for the fire alarm, and Community Fund. There was discussion.

The Selectboard addressed the following under **Old Business**:

B. Sunny Lane Daycare Update on any projects planned or completed

Mr. Mello explained that \$2,000.00 of the \$3,000.00 deficit is insurance payments.

Plumbing

Ms. Zwick discussed bills from Vermont Sewer and Scott Bovat. Mr. Mello noted that the priority is to fix the drain.

Heating

Mr. Mello reported that this has been done and is part of the Jefferts invoice. He discussed the boiler, noting that it is working now, but is past its expected lifespan and could fail at any time.

Water testing

Mr. Mello reported that the water system is in compliance; that one test per month is scheduled, and he recommended consulting with Nancy Burke on reducing the frequency of testing.

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Contact List

Mr. Mello reported that he had given the tenant contact information for the plumber, etc., in case of emergency needs.

Lease

Ms. Zwick had printed a Revenue Report, Expense Report and detail, for SLDC. Ms. Maggio suggested that this be discussed in Executive Session.

The Selectboard returned to the Agenda:

Highway and Roads

A. Road commissioner update – Guy Tanza

Inner Fire Driveway Access Permit

Mr. Tanza noted that driveway permit application has not been found; the shoulder work on the culvert has been completed and is awaiting guardrail from Lafayette.

Mr. Tanza will check with Mr. Clark about the application.

Salt and sand deliveries were up to date.

Shoulder work near 505 GBR

B. Road supervisor update – E. Mark Bills

Mr. Tanza reported that weather had precluded planned work on putney mountain. There was discussion of maintenance at SLDC. Mr. Jones offered to help. Mr. Tanza will attempt to locate Mr. Bills.

Current Projects and plans

Upcoming projects and plans

New Business

A. Local Emergency Management Plan – Workshop

Ms. Maggio had attended at WRC about a new approach to development of the Emergency Plan; she suggested a workshop on this; the Plan must be adopted and sent in by May 1st, 2019.

Old Business

A. Recycling Policy Update

Review/Discuss/Vote on the updated Recycling policy

Ms. Maggio discussed the new policy and use of the recycling containers.

Ms. Maggio moved that the Selectboard adopt the updated Recycling Policy as presented. Second by Mr. Webb. **All in Favor.**

Ms. Maggio signed the Policy.

Send out an email on the Listsrv about the policy once approved

Mr. Tanza will post the Recycling and Media Policies on the Town website.

There was discussion of fencing off the recycling bins when full, or on a regular schedule; commercial use of the residential-only recycling bins; controlling the costs (over budget).

It was suggested that this issue be brought to Town Meeting.

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B. (addressed above)

Communications

Email

- Deer Run Nature Preserve video announcement

Regular mail

- NewBrook Fire and Rescue Department requests \$9,000.00 for annual stipend (previously addressed).
- Green Up Day announcement, May 4th, 2019.
- Vendor Contract from Jefferts, previously approved; Ms. Maggio signed the document.
- NewBrook Fire and Rescue seeking volunteers.
- VLCT Recreational Marijuana Update.

Pay Orders

The Selectboard had signed the Pay Orders.

Payroll

Ms. Maggio Moved to approve Payroll Warrant #2019-23 in the amount of \$1,958.70. Second by Mr. Webb. **All in Favor.**

Accounts Payable

Ms. Maggio Moved to approve Accounts Payable Warrant #2019-24 in the amount of \$268,513.17. Second by Mr. Webb. **All in Favor.**

Set agenda for the next meeting - Wednesday January 2, 2019

- January 2nd –
 - Discuss Budget
 - Discuss Article development
 - Town Meeting plans
 - Deer Run Nature Preserve support request
 - Discuss Recycling
 - Discuss Excavator
- January 16th –
 - Logging discussion w/ Andy Sheere re: the Ward property
 - Rescue INC Report w/Jorda Chapin
 - Set Tax Rate
 - Approve Articles

Executive Session:

At this time the Selectboard has a need to enter into an executive session for discussions on the development of the legal contract that will describe the lease agreement between the Town of Brookline and Tina Bills owner of Sunny Lane Daycare. The terms and limits of the new lease will be discussed.

Upon exiting the executive session the Selectboard may vote to extend a three year lease to Tina Bills, owner of Sunny Lane Daycare.

Mr. Webb moved to enter Executive Session at 8:00 PM. Second by Ms. Tanza. **All in Favor.**

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The following kindness of Mr. Jones –
Exited from executive session (at 8:50pm).

Ms. Maggio made a motion to extend a 3-year lease with amendments to Tina Bills, owner of Sunny Lane Daycare. The motion was seconded by Mr. Mello, and all were in favor.

Adjournment

Mr. Mello moved to adjourn, it was seconded by Mr. Webb, and all were in favor.
The meeting adjourned at 8:53PM.

Respectfully submitted, Peter Barus, recorder December 20th, 2018