

Draft Minutes
Town of Brookline Selectboard Meeting
Wednesday, February 16, 2022, 6:30 p.m.

Attending

Selectboard:

Dot Maggio (Chair)
David Jones
Bruce Mello
Stan Noga
Gwen Tanza

Town Officers: Guy Tanza (Town Clerk,
videographer)
Mark Bills (Road Supervisor)

Members of the Public:

Dan Towler
Lee Parker
Peter Barus (Recorder)
FACTV (Videoconference recording)

Call to Order

The meeting was called to order at 6:34 p.m.

Review changes to agenda if any

The Building Commissioner report was moved below Road Supervisor report.

Members of the Public

Open, discuss and vote on BIDS received for the repairs needed to the Brookline Meeting House Steeple.

It was noted that there had been one proposal submitted, from Kerry Bourne; that ad was in Saturday's weekend *Reformer*. Ms. Maggio read the estimate for flashing replacement on the slate roof to the steeple base of the bell tower, at estimated cost of \$9,420. There was discussion; that no certificate of liability attached, and one on file would expire soon. Ms. Parker noted that this was the only bid received. Mr. Towler asked if Mr. Jankowitz had been notified. Ms. Parker had spoken with them.

Ms. Maggio asked the board's pleasure. There was discussion; that a certificate was required at the time of submission; of tabling until it could be obtained; that the RFP specified August 15 completion; that the current certificate was found, and would expire in June, 2022, before the starting date for the contract.

Mr. Jones noted that it must be updated before awarding the contract; and asked whether the Selectboard was confident that the proposal was sufficiently detailed. Ms. Maggio suggested that there should be a contract in light of previous issues with the BMH. Mr. Noga suggested specificity, not because of any problem with the vendor, but needing more detail in the RFP, preferring itemized materials and labor, payment schedule. Mr. Jones noted the specifications in the RFP, and the proposal citing "scope of work." Ms. Tanza suggested clarification of specifications and an updated certificate of insurance.

Ms. Maggio suggested tabling the matter.

Ms. Parker observed that previous awards to painters had contained no more details than the present RFP; that they broke down payment schedules, but not more detail. There was discussion.

Ms. Maggio moved to Table, pending re-submission of proposal and certificate of insurance.

It was noted that there were no other bids, and the Selectboard was inclined to accept Mr. Bourne's proposal.

Ms. Parker noted that \$8,745 had been paid two years ago for the same work. Ms. Maggio noted that the bid cited had not been brought to the Selectboard.

Mr. Towler expressed confidence in Mr. Bourne and a fair price, but suggested more cost details would be helpful. Ms. Parker noted that without Mr. Bourne's help, the RFP would not have been written.

Ms. Maggio suggested that the paperwork should be complete by the BMH committee meeting, March 2.

On the Motion to Table, Second by Mr. Noga. All in favor.

Ms. Parker reported that the committee was moving ahead to get an idea of costs in preparation for the painting RFP. Ms. Maggio explained that the painting RFP would be discussed later on, and asked if it should be placed in the newspaper. Ms. Parker indicated that the committee favored this.

It was noted that both bids would be decided on March 2

Draft Minutes
Town of Brookline Selectboard Meeting
Wednesday, February 16, 2022, 6:30 p.m.

Approve Minutes

Regular meeting minutes from February 2, 2022

Ms. Maggio moved to approve the minutes for February 2, 2022, as amended. Second by Mr. Jones. All in favor.

New Business

Highway Grants - Appoint Stan Noga to supervise the necessary oversight on current and future grant work done for the town of Brookline's Roads and Highways.

Ms. Maggio noted that Mr. Clark had offered to take on some of the grant-writing work.

Ms. Maggio moved to appoint Stan Noga to supervise the necessary oversight on current and future grant work done for the town of Brookline's Roads and Highways. Second by Mr. Jones. All in favor.

Old Business

Review and sign updated contract to AS Clark for winter maintenance of town roads.

Ms. Maggio had circulated a document for the selectboard's perusal; some updates were made; the Selectboard reviewed the document in detail. Mr. Jones noted that the previous contract for highway maintenance and winter plowing materials was formatted differently, so that the contract now seemed to include maintenance as well as materials; that this document was not just the previous one with a new date; and that the vendor might question the added comma. Ms. Maggio explained that the VLCT had recommended the contract language. Mr. Noga discussed the way the contracts were structured. Mr. Jones suggested that the present document be considered a new contract with A. S. Clark & Son, rather than an extension of the previous one. Ms. Maggio noted that it could be worded as explicitly extended. Mr. Jones suggested that the contract should not be executed as the same agreement as before, unless using the identical document language.

There was discussion; that the modifications were intended to limit the scope to winter work; about what agreements were in place for repair work before the recent storm. It was noted that A. S. Clark was listed an emergency vendor with the town. There was discussion of drafting a cover letter explaining that it was an extension of the existing contract; that the language be changed to make clear that the agreement was for Winter work only; and the possibility of offering a new agreement that would include Summer work. Ms. Maggio noted that the contract was still valid until December 31, 2022, citing Article 3, which had been signed; and that there had been a second, unsigned version of the contract.

Vendor packet / Contract for BMH Repairs

Ms. Maggio suggested that besides the listing of materials requested by the Treasurer, that contracts should have more detailed specifications. There was discussion; of misunderstandings during a recent RSH project. Mr. Jones suggested developing a template with all necessary generic language, which could then have specific information added. Mr. Noga emphasized the value of clear contract language. Ms. Maggio read from an award letter template, listing forms to be submitted by accepted vendors.

Town Informational Meeting - Wednesday February 23, 2022 via ZOOM At 6:30.

Discussion.

Ms. Maggio discussed the meeting, members to arrive at 5:45 to set up and test equipment; that questions from the audience on an agenda item would be answered if possible; that the appropriation package would be needed in order of vote.

There was discussion; that ballots were online and in the mail; Mr. Noga offered a summary of the employment rationale to send in advance of the meeting. Mr. Jones noted that previously, notes about every item had been prepared, and it had been useful whether the notes were used or not; that there were 31 Articles, each of which must be read and comments allowed; that difficult questions could be anticipated. Mr. Joes suggested , preparing rationales for budget increases, citing rising costs, etc. There was discussion of technical administration of the videoconference.

Draft Minutes
Town of Brookline Selectboard Meeting
Wednesday, February 16, 2022, 6:30 p.m.

Contract with Suzy's Little Peanuts Daycare – Sign

Signing the contract was tabled pending receipt of the document from SLP.

Review - approve for posting the RFP for Painting the BMH Steeple

Ms. Maggio invited comment; changes were discussed. Ms. Maggio read the specifications aloud and suggested changes to date and time, removal of itemization.

Summary / Update Reports

Town Clerk - Guy Tanza

Mr. Tanza reported that absentee ballots had been mailed, 21 requests so far out of 442 registered voters; that animal licenses and real estate market were slowing; the Board of Civil Authority would need ballot counters on February 28; that ballot requests could be made online or in the office; and expressed hopes for a good turnout for Town Meeting, by Australian ballot.

Selectboard Chair Report - Dot Maggio

ACO - Nuisance Dog Report

Ms. Maggio reported a post on the listsrv about some stray dogs sighted by residents.

Town Health Officer - Update on pesticide drift concerns

Ms. Maggio reported that the matter had been updated by the Department of Agriculture, case closed, safety regulations followed; to be filed with the loose dogs report.

Coronavirus State & Local Fiscal Recovery Funds. Action required

Ms. Maggio reported that the action involved photo recognition and officials responsible for certain reports; that there would be a few weeks (until April 15) to review and be in touch with WRC.

Grant Update - Stan Noga

Mr. Noga noted that a meeting had been scheduled; looked at a summary of the salt/sand shed agreements; asked the assistant treasurer to help with paperwork, and would meet to go over the materials; and discussed a document cited last meeting about required reports to the state. There was discussion; of expenditures on class 2, 3, 4 roads, time to complete those reports, one report incorrectly filled out (for posting roads); a capital expenditure form; compliance with roads and bridges standards; that WRC would help with those documents. Mr. Noga offered to work with the members to do what was needed to bring the town into compliance, and thanked members for their help.

Any other reports or discussions by selectboard members

Mr. Jones discussed VTRANS and WRC, noting that Ron Bell had announced final changes VTRANS required, and was nearly ready to do the RFP; that eventually an inspection engineer would be needed on the project; and assuming the Selectboard would do this, there could be reason to hire jointly, in light of the work WRC was doing with several surrounding towns; that the project had been waiting for Bell and VTRANS to complete their work.

Ms. Maggio had received suggestions from Mr. Bills. Mr. Jones noted the months of reviews that had been done, that no changes could be made. Mr. Bills explained that crushed stone was being stockpiled under a tarp, that the old shed would have to be torn down, but that the stone could be stored in the old shed, and the new one relocated; that as designed, snow would come off the roof in front of the old building at the designated location; and the shed faced directly into the weather; that trucks delivering material would have difficulty lining up with the building; that locating it at the south end would resolve these issues; that the shed could be moved, instead of being torn down. Mr. Jones noted an environmental review that had taken months, completed a year ago; that proposing relocation of the building would probably require all of that to be done over again; and suggested that Chris Hunt (VTRAS) or Ron Bell (WRC) be consulted; and that Mr. Jones would not be taking any further action regarding the project. Mr. Noga discussed the work that had been done, and that changes would certainly increase costs; and offered to make an inquiry to see what could be done.

Draft Minutes
Town of Brookline Selectboard Meeting
Wednesday, February 16, 2022, 6:30 p.m.

Road Supervisor Report - E. Mark Bills

Mr. Bills reported on road salt delivery; calling around for summer equipment rentals, waiting on rental rates, whether a mowing and digging attachments would be available; and had discussed potential imminent mud weather with Mr. Clark.

Building Commissioner Report - Bruce Mello

Mr. Mello discussed issues and events at the school; a list showing 1989 to 2010 when WCSU took over, and when it was returned to the town; that a lot of people had contributed to the work; considered the idea of hiring a building maintenance manager; and that current work on the BMH under the committee was moving well.

Mr. Mello Discussed the history of the school, with regard to who had been maintaining it over the years; and various maintenance problems and associated costs; the work done to date; checking the thermostats for the zones; wiring issues addressed; communications in the event of failure; invited members to a meeting about future replacement of aged out, inefficient, costly boilers; had consulted efficiency Vermont; researched history of maintenance and repairs; and emphasized the need for a plan for the boilers.

Mr. Mello reported on the budget; yearly inspection of the water system (running 11 months without problems); battery and filter replacement; and a Cota & Cota service contract.

Communications

Regular Mail

- none

Email

- re: local 103 FOIA request for data collected for the electrical bid;
Ms. Maggio discussed and provided copies of letters written and sent on behalf of the board;

Pay Orders

Payroll

Ms. Maggio moved to approve Payroll Warrant #22-32 , dated February 16, 2022, in the amount of \$3,877.38. Second by Mr. Jones. All in favor.

Accounts Payable

Ms. Maggio moved to approve Accounts Payable Warrant #22-33 , dated February 16, 2022, in the amount of \$10,014.00. Second by Mr. Noga.

There was discussion of two items. On the Motion, all in favor.

Set agenda for the Reorganization Meeting on Wednesday March 2, 2022

Reminder - Special Selectboard Meeting via ZOOM on Wednesday February 23, 2022. The Town Informational Meeting will begin at 6:30 for questions / answers to the 2022-23 town budget.

Australian Ballot voting on Monday February 28, 2022 9 am to 7 pm at Town Hall or by absentee ballot if requested.

Adjournment

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

Mr. Tanza thanked all for help and support, Mr. Jones who was stepping down; Mr. Bills. Mr. Jones thanked the selectboard

On the Motion, all in favor.

The meeting was adjourned at 8:43 p.m.

Respectfully submitted, Peter Barus, Recorder, February 22, 2022