

**TOWN OF BROOKLINE SELECTBOARD MEETING**  
**February 21, 2018 at 6:30 PM**  
**Final Minutes**

**Actions:**

- Voted to approve the minutes for February 8, 2018, as amended.
- Voted to enter executive session to obtain legal advice on a Town matter.
- Approved Pay Orders.

**Present:**

*Board:* Dorothy Maggio (Chair), Gwen Tanza, David Jones, Bruce Mello

*Members of the Public:* Guy Tanza (Videographer)

**Call the meeting to order**

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

**Review changes to agenda if any**

None

**Approve minutes from the last meeting held on February 8, 2018**

Minor corrections were made. Ms. Tanza moved to approve the minutes for February 8, 2018, as amended. Second by Mr. Jones. **All in Favor.**

**Scheduled members of the Public**

None

**Unscheduled members of the Public**

None

**Summary Reports**

**Town Clerk - Guy Tanza**

Dog licenses are due by April 1. There will be a rabies clinic at NewBrook Fire & Rescue March 17 from 10:00am-1:00pm for dogs and cats.

**Town Meeting Q&A – Dot Maggio**

Ms. Maggio will reach out to moderator David Parker to see if he requires any assistance from the Boards in advance of Town Meeting. Mr. Tanza confirmed that there will be a binder or packet containing all the appropriations requests for review by the voters at Town Meeting.

**Vicious Dog Hearing – Dot Maggio**

Ms. Maggio reminded the Board that the Vicious Dog Hearing will resume on March 28 at 6:30pm.

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**Town Plan Hearing – Dot Maggio**

Ms. Maggio was advised by John Bennett at the Windham Regional Commission that the Selectboard should hold a separately warned hearing on the Town Plan prior to its final adoption. This hearing must be warned at least 15 days in advance. After discussion, the Board decided to warn the hearing for 6:30pm on March 21, prior to the regular Selectboard meeting. Ms. Maggio will place the warning in the newspaper.

**Executive Session**

Ms. Maggio moved that the Board enter into executive session to obtain legal advice on a Town matter. She noted that the executive session will include the Town Clerk. Second by Mr. Jones. **All in Favor. The Board entered executive session at 6:45pm.**

**Exit Executive Session**

Ms. Maggio moved that the Board exit executive session. Second by Mr. Jones. **All in Favor. The Board exited executive session at 7:46pm. No actions were taken.**

**Grant Application for Salt/Sand Shed**

Ms. Maggio signed the insurance certificate included in the grant application for the salt/sand shed project.

**New Business**

**Sunny Lane Daycare Center (SLDC) Improvement Plan for 2018**

Mr. Mello suggested that during the April 4 Board meeting there should be a comprehensive discussion about the plans for SLDC improvements during the coming year. He is investigating the scope of the rot repair work and discussing the project with some local contractors to get a better idea of the potential cost of the repairs. Mr. Mello also noted the great efforts of Scott Bovat in helping the Town deal with the water filtration system issues at SLDC.

**Review Job Description for the SLDC Property Manager**

Mr. Maggio presented the Board with a draft job description for the position. The Board will review, suggest edits, and likely vote to approve at the March 7 meeting.

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**Old Business**

**Brookline Meetinghouse - Mr. Mello**

Mr. Mello will make a presentation to the Board at the March 21 meeting on his thoughts about insulating, heating and installing fans in the Meetinghouse. He shared some initial details, including a cost estimate for installing wall-mounted propane heaters. During discussion it was noted that the existing gas heaters are no longer usable or up to code. The current members of the Meetinghouse committee will be invited to attend the March 21 meeting, to participate in the discussion.

**Communications Review**

Comments/Concerns

- Ms. Maggio received a question from the Town resident about the mailing of the Town Report. She clarified with the resident that the Town Report was sent to registered voters, but only one copy was sent per household. A limited number of additional copies are available at the Town Office, and a PDF of the report is posted on the Town website.

Emails

- Mr. Jones received an email from SolarCity requesting general responses about Town permitting and inspection requirements for solar and electric installations. The request had been previously sent to the Town via regular mail. After consultation with VLCT, the Town Agent and Selectboard chair will send a written response.
- Ms. Maggio received details about Town Health Officer training.

Regular Mail

- Fresh Coat Asphalt Services flyer
- Prevent Child Abuse Vermont letter

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**Pay Orders**

Accounts Payable

Ms. Maggio moved to approve Accounts Payable Warrant #2018-32, dated February 21, 2018, in the amount of \$9,553.32. Second by Mr. Mello. **All in Favor.**

Payroll

Ms. Maggio moved to approve Payroll Warrant #2018-33, dated February 21, 2018, in the amount of \$1,910.35. Second by Mr. Mello. **All in Favor.**

**Set agenda for the next meeting: March 7, 2018**

- Ms. Maggio working on a comprehensive agenda for the reorganization portion of the meeting which will, as always, be posted online in advance of the meeting. Board members will reach out to people currently holding appointed positions to see if they are interested in continuing in those roles.

**Adjournment**

Mr. Mello moved to Adjourn. Second by Ms. Tanza. **All in Favor.**  
The meeting adjourned at 9:00 PM.

*Respectfully submitted, David Jones, Recorder, February 22, 2018.*