

Draft Minutes

Town of Brookline Selectboard Informational Meeting Wednesday, March 2, 2022 at 6:30 p.m.

Attending

Selectboard:

Dot Maggio (Chair)
Bruce Mello
Stan Noga
Gwen Tanza

Town Officers:

Guy Tanza (Town Clerk, videographer)
E. Mark Bills (Road Supervisor)

Members of the Public:

Peter Barus (Recorder)
FACTV (Videoconference recording)

Summary of elections and appointments

- Selectboard Chair: Dorothy Maggio
- Selectboard Vice-chair: Bruce Mello
- Recording Clerk: Peter Barus
- Windham Regional Commission Representative: Guy Tanza
- Emergency Management Coordinator: Dorothy Maggio
- 911 coordinator: Guy Tanza
- Pound Keeper: Winham County Human Society
- Animal Control Officer: Dorothy Maggio
- Property Manager, 624 Grassy Brook Road Daycare: E. Mark Bills
- Road Supervisor: E. Mark Bills
- Tree Warden: E. Mark Bills
- Building Commissioner: Bruce Mello

Town Clerk to call the meeting to order

Mr. Tanza called the meeting to order at 6:36 p.m.

Elect a Selectboard Chair

Dorothy Maggio was nominated as Selectboard Chair by Mr. Mello. All in favor.

Ms. Maggio was duly elected Chair of the Town Selectboard of Brookline, Vermont.

Review changes to agenda if any Members of the Public

The following items added:

- Appoint listers under item 6
- Appoint DV Fiber representative for Brookline
- Review and approve the resolution from People's united bank and authorize signatories.
- Add discussion of Green-up Day

Any appointments not completed will be brought to the next meeting.

Approve Minutes

Minutes from Regular Meeting - February 16, 2022

Ms. Maggio moved to approve the minutes for February 16, 2022, as amended. Second by Mr. Noga. All in favor.

Minutes from Informational Hearing for Town Meeting - February 23, 2022

Ms. Maggio moved to approve the minutes for February 23, 2022 as presented. Second by Mr. Mello. All in favor.

Reorganization & Appointment of Town Officers

Draft Minutes

Town of Brookline Selectboard Informational Meeting Wednesday, March 2, 2022 at 6:30 p.m.

Elect Vice-chair of the Selectboard

The Chair opened the floor for nominations.

Ms. Tanza nominated Mr. Mello as Selectboard Vice-chair

Mr. Mello nominated Ms. Tanza. Ms. Tanza declined the nomination.

On Mr. Mello's nomination, all in favor.

Mr. Mello was duly elected Vice-chair of the Selectboard.

Appoint Recording Clerk of the Selectboard

Mr. Noga nominated Mr. Barus as Recording Clerk. All in favor.

C. Appoint Road Commissioner

Ms. Maggio nominated Mr. Clark as Road Commissioner. Mr. Clark was not present. Appointment tabled pending acceptance of the nomination.

D. Appoint representative(s) to the Windham Regional Commission

Ms. Maggio nominated Mr. Tanza as representative to the WRC. All in favor.

E. Appoint Emergency Management Coordinator

Mr. Mello nominated Ms. Maggio as Emergency Management Coordinator. All in favor.

F. Appoint 911 coordinator

Ms. Maggio nominated Mr. Tanza as 911 Coordinator. All in favor

G. Appoint Pound Keeper

Ms. Tanza nominated the Winham County Human Society as the Pound Keeper.

Tabled pending research (contract or appointment?) for review March 16.

H. Appoint Animal Control Officer

Ms. Tanza nominated Ms. Maggio as Animal Control Officer. All in favor.

Appoint representative to the Windham Solid Waste Mgmt. District

Ms. Maggio nominated Mr. Towler as representative to the Windham Solid Waste Management District.

Tabled pending acceptance.

J. Appoint representative to RESCUE Inc.

Ms. Maggio nominated Ms. Daigneault as Rescue, Inc., representative.

Tabled pending acceptance

K. Appoint Property Manager for 624 Grassy Brook Road Daycare

Ms. Maggio nominated Mr. Bills. All in favor.

L. Appoint Road Supervisor

Ms. Maggio nominated Mr. Bills as Road Supervisor. All in favor.

M. Appoint Tree Warden

Ms. Maggio nominated Mr. Bills as Tree Warden. All in favor.

N. Appoint Building Commissioner

Ms. Maggio nominated Mr. Mello as Building Commissioner. Passed with Mr. Mello abstaining.

Draft Minutes

Town of Brookline Selectboard Informational Meeting Wednesday, March 2, 2022 at 6:30 p.m.

O. Appoint member(s) to the Brookline Planning Commission

Tabled pending confirmation from candidates.

P. Appoint members to the Brookline Meeting House Committee

Ms. Maggio nominated, to the Brookline Meeting House Committee, Leeann Parker, Dan Towler, Kerry Bourne, Dorothy Maggio, E. Mark Bills. All in favor.

Q. Appoint members to the Round Schoolhouse Committee

It was noted that the name had been “Brookline Historical Society,” changed this year.

Ms. Maggio nominated Cynthia Nau, Dorothy Maggio, and Kerry Bourne, to the Round Schoolhouse Committee. All in favor.

R. Appoint Highway and Sand/Salt Shed Grant Manager

Ms. Maggio nominated Mr. Noga as grant manager for the Highway and Sand/Salt Shed project. All in favor.

S . Set time and place for Selectboard meetings

Ms. Maggio moved that meetings be held the first and third Wednesday each month, at the Town Hall, at 6:30 p.m. All in favor.

T. Establish official locations & newspaper for posting meetings/hearings

Ms. Maggio moved as official posting sites, the bulletin board at grassy brook and Whitney hill roads, Town Hall, the triangle at Grassy Brook and Hill Roads, and the Brattleboro *Reformer*. All in favor.

Review Policies

Conflict of Interest Policy

Ms. Maggio noted that the document had not been changed.

Ms. Maggio moved to accept the Conflict of Interest Policy as presented. All in favor.

The policy document was signed by each member.

Rules of Procedure

Ms. Maggio moved to accept the Rules of Procedure Policy as presented. All in favor.

The policy document was signed by each member.

Purchase Policy

Ms. Maggio moved to accept the Purchase Policy as presented. Second by Mr. Mello.

Mr. Noga noted a minor language change to the Policy.

Ms. Maggio amended the motion to read “...as amended.” Second by Mr. Noga. All in favor.

On the Amended Motion, all in favor.

The policy document was signed by each member.

Other Policies TBD

It was noted that there were other policies that would not be addressed in this meeting; that all were posted online, and members were encouraged to familiarize themselves with those policies.

Peoples’s United Bank resolution allowing for signatories

Ms. Maggio moved that it be resolved, that Guy Tanza is duly authorized and empowered to use the business card for the town of Brookline Selectboard, by the Selectboard Chair. Second by Mr. Mello. All in favor.

Draft Minutes

Town of Brookline Selectboard Informational Meeting Wednesday, March 2, 2022 at 6:30 p.m.

The Chair signed the resolution.

Mr. Noga moved that it be resolved, that Dorothy Maggio be authorized as secondary signatory for the checking account with the People's United Bank. Second by Ms. Tanza. All in favor.

The pertinent documents were signed by the Chair and Vice-Chair.

Town Representative to DVFiber

Ms. Maggio nominated Dan Demaine as representative to DVFiber.

Tabled pending acceptance.

Appoint Listers

Tabled pending acceptance by current office holders.

New Business

A. Approve Chair and Vice-Chair Signing Pay Warrants

Ms. Maggio moved to authorize the Chair and Vice-Chair as signatories for Pay Warrants. Second by Mr. Noga.

Ms. Maggio amended the Motion to "...Chair *or* Vice-Chair..." Second by Mr. Noga. All in favor.

On the amended Motion, all in favor.

B. RFP for Painting Church Steeple Bid Date changed to March 16, 2022

It was noted that the date for opening responses to the RFP was changed from March 2, to March 16, 2022, as notified and duly Warned, as the *Reformer* had not published within the time required.

Old Business

A. Sign 3-year Lease Contract with Suzy's Little Peanuts

Ms. Maggio moved that the lease be signed. Second by Mr. Noga.

Mr. Noga asked whether the lease had been signed without change. Ms. Maggio so confirmed.

All in favor.

B. RFP for Repairs to the Brookline Meeting House Steeple - Tabled at last meeting.

Review insurance certificate, payment schedule, start date etc... Award bid vote

There was discussion of whether the insurance certificate would cover the period of the contract; of payment in unforeseen circumstances requiring work beyond the scope of the contract; possible contingencies; possible precedents for future contracts with other vendors.

Ms. Maggio moved to accept the proposal estimated at \$9,420 from Kerry Bourne, to do the steeple repairs as stated, with the understanding that an amendment would be added to the contract stipulating that any change-order must be signed by all parties.

There was discussion of the signing date, and interest on payments. Mr. Mello suggested payment on April 6, anticipating supply-chain delays.

Ms. Maggio withdrew the Motion.

Ms. Maggio moved to table the matter until March 16, 2022, pending a meeting with the vendor about the payment schedule and change order procedure. Second by Mr. Noga.

Mr. Bourne's efforts on behalf of the town to improve the church building were noted with appreciation.

Draft Minutes

Town of Brookline Selectboard Informational Meeting Wednesday, March 2, 2022 at 6:30 p.m.

On the Motion, all in favor.

There was discussion of a communication from Momaney with “repairs” written on the outside of the envelope; it was not reviewed, as it was assumed to be a painting bid to be opened on March 16.

Mr. Noga offered to draft language for change-orders.

Summary / Update / Reports

A. Town Clerk Report

Mr. Tanza noted twelve years of service as Town Clerk; and reported an election coming up on March 3, and information on the town website, absentee ballots available on request, polls open 9 a.m. to 7 p.m.; thanked the previous election volunteers for a job well done; and expressed hopes for an in-person meeting next year.

B. Selectboard Chair Report

Ms. Maggio reported discussions about preparations for Town Meeting; noted that the Selectboard was short one member, and other positions to be filled by election or appointment; that there were 540 residents of the town, and suggested additional participation would always be welcome, volunteers appreciated; and noted that there were 442 eligible voters.

C. Building Commissioner Report

Mr. Mello discussed a January 7 invoice for \$525 from the septic service for a backup call, camera inspection of the line, blockage found and cleared, and a second camera inspection. Ms. Maggio noted that it was not a septic problem but a toilet clog, and that therefore this bill would be the responsibility of the tenant. There was discussion, and consensus that the tenant, and not the system, had created the problem, and that the bill had been sent to the selectboard in error.

Mr. Mello discussed the need for a plan to deal with the aging boilers, and efforts to arrange for a meeting with Mr. Bills and Mr. Knapp (Cota & Cota); and that work on the heating system was nearly finished.

Mr. Noga asked about efficiency and fuel consumption. Mr. Mello noted that many variables were involved, and that the system was not very efficient. There was discussion; that as the heat was now being regulated more precisely, some improvement could be expected; that reduced cost would benefit the tenant; that this year’s problems had likely increased consumption; of boiler replacement and the advantages of having a plan in place while the boilers still appeared to be working; that should the boilers break down, the building would have to be closed; and that funds should be put aside over time for that contingency.

D. Highway & Salt/Shed Grant Report

Mr. Noga discussed three grants and their timelines; that the work by Mr. Bell had been sent to VTRANS, and they had requested five or six forms that needed replacement or correction; that there was no schedule for RFP on the plans submitted; of the unknown status of the grant previously voted on.

There was discussion, that Mr. Bills’ suggestion for relocating the shed had been conveyed to Ms. Ghia at WRC, and that a response was not anticipated; that the suggestion had arisen from difficulties accessing stored stone at the location. Mr. Noga discussed two plans for the placement of the building with respect to the grader shed; that one plan seemed to show a different orientation; and discussed snow falling from a roof, obstructing access.

There was discussion; of seasonal budget report requirements; and that Mr. Noga would follow up with Mr. Tanza.

E. Any other reports or discussions by Selectboard members

F. Road Commissioner Report

Draft Minutes

Town of Brookline Selectboard Informational Meeting Wednesday, March 2, 2022 at 6:30 p.m.

Ms. Maggio suggested meeting with Mr. Clark for purposes of planning, and possibly about relocating the old shed for gravel storage.

G. Road Supervisor Report

Mr. Bills reported on warm weather and wind impacts on the roads, some flooding repaired with an eye on the weather, smoothed ruts just before freezing, and followed by plowing; that salt supplies were low, and a fifth load was ordered from Troy, NY, delivered within hours of a phone call, noting that this was unusually prompt service.

Mr. Bills reported much windfall on the roads cleared up; plowing went well; more spring-like weather expected, anticipating application of more stone to keep the roads passable; notice had been posted, and Mr. Tanza had filed all road-postings with the state; and discussed a grant for a leaf-blower.

Ms. Maggio suggested that FEMA-related paving information should be brought to a meeting with Mr. Clark.

Communications

A. Regular Mail

B. Email

Pay Orders

Payroll

Ms. Maggio moved to approve Payroll Warrant #22-34, in the amount of \$2,005.75. Second by Mr. Noga. All in favor.

The document was signed.

Accounts Payable

Ms. Maggio moved to approve Accounts Payable Warrant #22-36, dated March 2, 2022, in the amount of \$23,375.15. Second by Mr. Noga.

Mr. Mello asked to see a certain check. Ms. Maggio noted two checks that had been voided, and the accounts reconciled.

On the Motion, all in favor.

The document was signed.

Set agenda for the next meeting - Wednesday March 16, 2022

- RFP for the painting of the Brookline Meeting House Steeple Open all bids - discuss - vote on awarding bid
- Informational meeting with WRC discussion
- Appointments needing update
- Amended Proposal for steeple repair
- ARPA discussion

Special Meeting on Wed March 9 possible

Adjournment

Ms. Maggio moved to Adjourn. Second by Mr. Mello. All in favor.

The meeting was Adjourned at 8:53 p.m.

Respectfully submitted, Peter Barus, Recorder, March 13, 2022