

TOWN OF BROOKLINE SELECTBOARD MEETING
March 20, 2019 at 6:30 PM
Draft Minutes

Actions:

- Voted to approve the minutes from March 6, 2019 as submitted.
- Voted to approve the salt shed design RFP.
- Voted to adopt and sign the conflict of interest policy.
- Voted to adopt and sign the purchase policy.
- Voted to approve signing payroll warrants by Chair or Vice-Chair when needed
- Voted to approve Accounts payable warrant 2019-36
- Voted to approve Payroll warrant 2019-37

Present:

Board: Bruce Mello, Gwen Tanza, David Jones, Shelby Brimmer, Joseph Dutton
Members of the Public: Guy Tanza (Town Clerk & Videographer), Dorothy Maggio, E. Mark Bills.

- 1) **Call the meeting to order**
Chair David Jones called the meeting to order at 6:30 PM
- 2) **Review changes to agenda**
David Jones requested to add item 9 I for around 8 PM for Somara Zwick to review the treasurer transition.
- 3) **Scheduled members of the public**
Dorothy Maggio to discuss LEMP
- 4) **Unscheduled members of the public**
None
- 5) **Approve minutes from March 6, 2019**
After reviewing the minutes page by page, David Jones moved to accept the minutes as presented. Gwen Tanza seconded and the motion passed unanimously.
- 6) **Summary / Updates / Reports**
 - A. Town Clerk, Guy Tanza discussed the upcoming Rabies Clinic scheduled for Saturday, March 30th from 10 AM to 1 PM. Dogs & Cats should be brought to the NewBrook Fire Department building either in a cage or on a leash. The rabies vaccine will be \$15, the distemper vaccine will be \$25. Dogs in Brookline need to be licensed by April 1, 2019 in order to be compliant with the law. Town Hall will be open between 4 and 7 PM for registration of dogs

Guy Tanza said he received a phone call complementing the timely efforts of the road crew with the onset of Mud Season.

7) **Highways & Roads**

A. Guy Tanza - Road Commissioner discussed the road repair at 102 Hill Road, and the grading of dirt roads. He reported that communication has improved between himself and E. Mark Bills.

Meagen Brunk the VTRANS technician in Dummerston will be at town hall on March 28th at 10 AM to review grant compliance.

Guy also reported that the bridge and road standards were updated. Brookline is in compliance

B. E. Mark Bills -Road Supervisor announced that all dirt roads were legally posted with signs and the data was properly posted. This means that enforcement was possible. Mud season is upon us - a slow warm up is better as a fast warm up can cause havoc. Mark has been working at night when it was cold out to grade the roads. Crush stone has been applied over the worse mud for footing. Roads will be maintained to keep them passable. He will continue to scrape and add stone as necessary. The large pothole at 102 Hill Road has been addressed.

The paving fund was discussed and how to address the needs on Hill Road. There are a couple of sections that have not been done including about a half mile on Hill Road. By the April 3rd meeting, a paving bid should be developed for this year.

The sealing of cracks can be scheduled for this spring. It was originally planned for the fall but snow came early. Bruce Mellow asked to consider sealing the area in front of the daycare building if monies came available. He would like to have an estimate on that project.

Mark Bills explained the process of crack sealing to the new board members. One mile of this process was done on Grassy Brook Road North of the town hall building two years ago. It should hold up for several years preventing water from seeping in and causing frost heaves which causes more cracks to form which in turn reduces the lifespan of the paved roadway.

Bruce Mellow asked about applying for paving grants.. Guy Tanza will discuss this with Megan Brunk at the March 28th meeting. Only class 2 roads qualify for grants. Grassy Brook Road is the only class 2 road in town.

E. Mark Bills reviewed the complaint from Mrs. Nau re: the blind hill area causing too many close calls (and one accident) as traffic can not see vehicles entering or exiting her property. The school bus company uses her driveway. Mark feels that this is one of the most dangerous spots in town. He requests that the board considers fixing this problem area by removing several feet from the hill to improve the sight line. Since this section of Hill Road is going to be paved this year, this is the time to make the repair. Discussion ensued about the pitch of Johnny Swings driveway. Mark thinks that the project can be completed in two days. The

selectboard should make a site visit to the area so he can explain the process. Mark will gather information on the cost of this project.

8) **Old Business**

A. The selectboard reviewed the Salt shed design Engineer RFP. Several changes were noted (typo's, dates, grammer) . The changes will be noted and sent back to WRC. The appendix scope of work was discussed. David Jones moved to approve the salt sand shed engineer RFP with minor corrections as suggested. Bruce Mellow seconded the motions and it passes unanimously. David will communicate with Marion at WRC.

B. Daycare Building Update

Bruce Mellow visited the Daycare to see how the new tenant is doing. Suzy reported that during the state inspection, the entryway flooring was brought up. Shelby Brimmer requested a copy of the inspection report. Bruce Mello described the process of laying tiles in the entryway after removing the old flooring. He feels that the approximately 120 square foot area would be long served with tile over any other flooring surface. The week of May 20 - 24 may be a good time to do the work.

David Jones asked Bruce to put together a project estimate with different materials. Tile, wood laminate, vinyl flooring options. Gwen Tanza asked about broken tile replacement, and slippery conditions when wet.

Bruce reported that the toddler room drain still is not right and its repair is on hold at this point. Bruce would like to see more of the rotten trim and moldings on the outside of the building replaced in May.

C. WRMUED Appointment Update

David Jones wrote an email to the School Board and Supervisory Union regarding appointing Lee Ann Jillson as Brookline's representative. The new districts charter allows their board to appoint a replacement with consultation with the town. LeeAnn Jillson will be appointed.

9. **New Business**

A. David Jones moved to adopt and sign the Conflict of Interest Policy. Shelby Brimmer seconded the motion and it passed unanimously.

B. David Jones moved to adopt and sign the Purchase Policy. Bruce Mello seconded the motion and it passed unanimously.

C. David Jones moved to approve that the chair or vice chair can sign the payroll warrants when they occur outside of the meeting dates as necessary. Shelby Brimmer seconded the motion and it passed unanimously.

D. LEMP Update

Dot Maggio volunteered to work on the draft of the Brookline Local Emergency Management Plan for 2019. This plan needs to be approved by the selectboard and then submitted to Windham Regional Commission by May 1, 2019. This year the plans template has been changed to a new format. Dot attended a WRC workshop in December that reviewed the

changes. A seconded workshop is scheduled for March 25 if anyone else would like to attend. A town official will need a level 100 or 402 certification in order to sign off on the plan before it is submitted to WRC. An online level 100 certification training link was provided. Shelby Brimmer has agreed to work with Dot Maggio on the draft and to take the online class for level 100 ICS certification. The draft will be ready for review at the April 3 selectboard meeting.

E. Paper of Record

Due to the seemingly high cost of using the Brattleboro Reformer as the paper of record when Public Notices need to be published, Joseph Dutton researched using the free weekly paper known as The Commons as the paper of record for Brookline. Joseph reported that Jamaica and Dummerston both use The Commons. Discussion ensued about the best way to reach the targeted audience of publications. Guy Tanza suggested that the VLCT be contacted to see what their legal team suggests. Joseph will follow up on this and this will be added to the next agenda in April.

F. Building Commissioner Position

Bruce Mello handed out a suggested job description for establishing a new position. With five buildings under the care of the selectboard, closer oversight should be considered a responsibility of the board. A discussion ensued with questions about stipend vs volunteer position, job expectations, how much time needs to be invested, and a comparison to other job descriptions. Shelby Brinner suggested that this be added to the April 3 agenda for further discussion.

G. Road Equipment Purchase Committee

David Jones asked to table this discussion in the interest of time. This will be added to a future agenda.

H. Consider RFP to restore and repaint the windows as the Daycare building 624 GBR
Bruce Mello passed out a draft for an invitation to bid to preserve the ten wood windows at the daycare building. Discussion ensued regarding the process of scraping, oil base priming and painting the current windows vs. replacement with vinyl windows. Bruce estimated the cost to be around \$800 per window x 10 windows. He would like to see the windows addressed before November 1, 2019. A discussion about the cost ensued. There are other maintenance issues to address including the cost of all the water testing. Bruce suggested using the monies in the capital improvement fund together with anticipated rental income to cover the project costs. Shelby Brimmer requested that she receive a copy of the email spec sheet. Guy Tanza asked about looking for grants.

10. Communications

A. VTRANS email - David will forward the email to Guy so that Guy can send it out to all of the selectboard members.

B. Regular mail -

VLCT - Spring selectboard Institute seminars

VLCT - Property tax appeal workshop

VLCT - Health Officer Training

VLCT - Newsletter

11. **Pay Orders**

- A. David Jones made a motion to approve Accounts payable # 2019-36 in the amount of \$257,182.07 dated 3/20/2019. Joseph Dutton seconded the motion and it passed unanimously
- B. David Jones made a motion to approve Payroll # 2019-37 in the amount of \$1,464.53 dated 3/20/2019. Bruce Mello seconded the motion and it passes unanimously.

12. **Set Agenda for April 3, 2019**

- A. Discuss RFP for paving
- B. Building Commissioner
- C. Discuss RFP for daycare windows
- D. Discuss entry way flooring at daycare
- E. LEMP Draft review with Dot Maggio
- F. Discuss and vote on Paper of Record for Brookline
- G. Site visit for Hill Road area by Swing & Nau properties
- H. Decide on date for Road Equipment Purchase Committee

13. **Adjournment**

David Jones made a motion to adjourn the selectboard meeting.
Shelby Brimmer seconded the motion. All were in favor.
The meeting was adjourned at 8:49 PM

Submitted by Dorothy Maggio, Substitute Clerk on March 25, 2019