

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

Actions:

- Elections and Appointments:
 - Chair: David Jones
 - Vice-chair: Bruce Mello
 - Recording Clerk: Peter Barus
 - Road Commissioner: Guy Tanza
 - Windham Regional Commission: Guy Tanza
 - Emergency Management Directors: Michael Winot & Mike Fontaine
 - 911 Coordinator: Guy Tanza
 - Pound Keeper: Windham County Humane Society
 - Animal Control Officer: Dorothy Maggio
 - WSWMD: David Jones
 - Rescue, Inc: Jorda Daigneault
 - Property Manager for 624 Grassy Brook Rd: Mark Bills
 - Road Supervisor: Mark Bills
 - Surveyor of Wood & Lumber: Lester Rink
 - Tree Warden: Mark Bills
 - Brookline Planning Commission: Tom Kavet, Daniel Dobson
 - Brookline Meetinghouse Committee: Lee Anne Parker, Kerry Bourne, Mark Bills, Dan Towler, Stan Noga
 - Historical Society: Cynthia Nau, Doug Wellman, Jack Greene, Joseph Dutton

- Approved letter recommending appointment of LeeAnn Jillson to fill open position on West River Modified Union Education District.
- Voted to approve the minutes for February 20, 2019, as amended.
- Approved Pay Orders.

Present:

Board: Bruce Mello, Gwen Tanza, David Jones, Shelby Brimmer, Joseph Dutton

Members of the Public: Guy Tanza (Town Clerk & Videographer), Dorothy Maggio, LeeAnn Jillson, Chris Webb

Call the meeting to order by Town Clerk Guy Tanza

Mr. Tanza called the meeting to order at 6:30 PM.

Elect Selectboard Chair

Mr. Tanza opened the floor for nominations.

Mr. Mello nominated David Jones as Chair. There were no other nominations. **All in favor.**

Mr. Jones was duly elected Chair of the Selectboard.

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Prior to moving too the next agenda item, Mr. Mello spoke briefly to note his appreciation to the newly-elected Board members for their participation. He also extended thanks to former Board members Ms. Maggio and Mr. Webb who were in attendance. All Board members then briefly introduced themselves.

Review any changes to the agenda

Mr. Jones suggested to insert a new item prior to any other action to discuss and possibly appoint a representative for the newly-vacant position on the West River Modified Union Education District (WRMUED) board. He also suggested moving up item U-2 (Rules of Procedure) to immediately follow the WRMUED discussion.

Discuss and possibly appoint rep to WRMUED board

Mr. Jones introduced LeeAnn Jillson, who had earlier in the day emailed the Board to notify them that, since Alecia O'Donnell had resigned as the Brookline representative to the WRMUED board, it would be prudent if the Selectboard appointed someone as a replacement, in advance of the WRMUED board's next meeting on March 18. She expressed that she did not want to see the Town have no representation during a crucial period for the new school district. She indicated that she would be willing to be appointed to take over the position. There was discussion around exactly who had or had not been notified of Ms. O'Donnell's resignation and of the efficacy of the Selectboard appointing a replacement. Ms. Jillson provided the Selectboard with the details from the WRMUED charter which seem to indicate that an open position between elections would be filled by the Town's governing body. After further discussion Mr. Jones made a motion to draft a letter to the WRMUED Board and the Windham Central Supervisory Union stating that upon receipt of Ms. O'Donnell's resignation, the Brookline Selectboard would like to appoint LeeAnn Jillson to serve as Brookline representative for the remainder of the term. Second by Ms. Tanza. **All in favor.**

Selectboard Rules of Procedure

Ms. Tanza distributed copies of the Selectboard Rules of Procedure to each of the members for review. After review Mr. Jones moved to adopt and sign the Rules of Procedure. Second by Ms. Brimmer. **All in favor.**

Approve minutes from the February 20, 2019 Selectboard meeting

Members noted a few small changes, and Mr. Jones moved to approve the minutes as amended. Second by Ms. Tanza. **Two abstaining, the motion passed.**

Scheduled members of the Public

None.

Unscheduled members of the Public

Dorothy Maggio

Ms. Maggio presented the Board with a gift of a personalized gavel and a gavel strike plate made by Town resident Gary Lavorgna. The Board thanked Ms. Maggio for her kindness and ongoing efforts for the Town.

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Reorganization and Appointment of Town Officers

Elect Vice-chair of the Selectboard

Ms. Tanza nominated Bruce Mello. There were no other nominations. **All in favor.**

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

Appoint Recording Clerk of the Selectboard

Mr. Jones nominated Peter Barus. **All in favor.**

Appoint Road Commissioner

Mr. Jones nominated Guy Tanza. **All in favor.**

Appoint Representative(s) to the Windham Regional Commission

Mr. Tanza expressed his willingness to continue on the Commission, however Ms. Nau has made it known that she would like to step down. Mr. Tanza gave a brief description of the role for the benefit of the Selectboard. Mr. Jones nominated Guy Tanza. **All in favor.**

Appoint Emergency Management Directors

Mr. Jones nominated Michael Winot and Mike Fontaine as co-Emergency Management Directors. **All in favor.**

Appoint 911 Coordinator

Mr. Jones nominated Guy Tanza. **All in favor.**

Appoint Pound Keeper

There was brief discussion on the nature of the contracted relationship with the pound keeper. Mr. Jones nominated Windham County Humane Society to serve as the Town's pound keeper. **All in favor.**

Appoint Animal Control Officer

Mr. Jones nominated Dorothy Maggio. **All in favor.**

Appoint Representative to Windham Solid Waste Management District

Ms. Tanza nominated David Jones. **All in favor.**

Appoint Representative to Rescue, Inc.

Mr. Jones nominated Jorda Daigneault. **All in favor.**

Appoint Property Manager at 624 Grassy Brook Road (SLP Daycare building)

Mr. Jones nominated Mark Bills. **All in favor.**

Appoint Road Supervisor

Mr. Jones nominated Mark Bills. **All in favor.**

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Appoint Service Officer

It was noted by Mr. Tanza that this position is obsolete and no longer needs to be filled.

Appoint Surveyor of Wood & Lumber

Mr. Jones nominated Lester Rink. **All in favor.**

Appoint Tree Warden

Mr. Jones nominated Mark Bills. **All in favor.**

Appoint Members to the Brookline Planning Commission – 5-year term

Mr. Jones nominated Tom Kavet and Daniel Dobson to fill two of the open positions on the Commission. **All in favor.**

Appoint Members to the Brookline Meetinghouse Committee – 1-year term

Mr. Jones nominated Lee Anne Parker, Kerry Bourne, Mark Bills, Dan Towler and Stan Noga. **All in favor.**

Appoint Members to the Brookline Historical Society – 1-year term

Mr. Jones nominated Cynthia Nau, Doug Wellman, Jack Greene and Joseph Dutton. **All in favor.**

Set Time and Place for Selectboard Meetings

Mr. Jones moved to set the time and place of the meetings as 6:30pm on the 1st and 3rd Wednesdays of the month, at the Town Office. Second by Ms. Tanza. **All in favor.**

Establish Official Locations & Newspaper for Posting Meetings/Hearings

Mr. Jones moved to establish 5 official locations for posting in the Town: the Town Office, the notice board outside the Town Office, the notice board at Whitney Hill Road and Grassy Brook Road, the notice board at Hill Road and Grassy Brook Road, and the notice board at 624 Grassy Brook Road (currently SLP Daycare), and to establish the Brattleboro Reformer as the paper of record. Second by Ms. Tanza. During discussion it was noted that the Board will investigate finding a less expensive newspaper for posting, and may consider change the paper of record. Second by Ms. Tanza. **All in favor.**

Review Policies

Ms. Tanza provided all of the Board members with copies of the Conflict of Interest Policy and the Purchase Policy. Members will review these prior to the next meeting, when they will be signed.

New Business

WSWMD Request for 2018 Recycling Services Costs

Mr. Jones explained that Robert Spencer, the Executive Director of the Windham Solid Waste Management District had requested that Brookline provide him with the costs the Town incurred in 2018 for recycling services, to aid in a project he is working on for the District. There was consensus that the request is reasonable and the data should be provided.

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RFP for Salt/Sand Shed Design Engineer – Review/Approve

Mr. Tanza gave some background on the project for the benefit of the new Board members. It was noted that the RFP could wait another two weeks, to allow the new members a chance to fully review the draft RFP, which was produced by Marion Major at Windham Regional Commission, who is serving as the project manager. The Board will discuss and vote on the RFP at the March 20 meeting.

Goals for the Year

Each member spoke briefly about their goals for the upcoming year on the Board. Mr. Jones noted that he would like to work to get more people involved in various aspects of Town business, including ways to reduce recycling costs. Ms. Tanza said she would like to be as helpful as she can be. Mr. Dutton explained that, in addition to getting acquainted with the position, he is interested in also looking at recycling issues, and the Town's vehicle needs. Ms. Brimmer would like to learn more about the various Town buildings and what could be done to make those earn money to help offset other costs. Mr. Mello wants to continue to level-fund the budget, finish the needed work on 624 Grassy Brook Road and get the Meetinghouse building to be useable as a venue.

Old Business

Town Meeting Recap

Mr. Tanza mentioned that roughly 60 people attended Town Meeting, which many Board members indicated was a larger turnout than in recent years. He also noted that having Town Meeting on Monday evening will be helpful as it will no longer conflict with Tuesday elections. Having both events on the same day is difficult for a small town.

SLP Daycare

Mr. Jones indicated that so far things seem to be going well for the new tenant. Mr. Mello noted that the slow draining from the toddler room is still an issue, and he and Mr. Bills will continue to troubleshoot the problem.

Roads and Highway – Update by the Road Commissioner

Mr. Tanza explained that there is a large pothole by Howard Osgood's farm, and Mr. Tanza is working with Mr. Bills to get it fixed.

Communications Review

Emails

- Dot Maggio - follow-up on individuals for appointments
- Stan Noga - meetinghouse committee and FEMA flood program
- LeeAnn Jillson - WRMUED Brookline Representative

Regular Mail

- VTrans - equipment show & field day
- VT Dept of Taxes - CLA
- VLCT - Community Forum

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- Brattleboro Development Credit Corp - SoVT Economy Project
- Forestry Suppliers Catalog

Pay Orders

Accounts Payable

Mr. Jones moved to approve Accounts Payable Warrant #2019-34, dated March 6, 2019, in the amount of \$14,338.58. Second by Mr. Mello. **All in Favor.**

Payroll

Mr. Jones moved to approve Payroll Warrant #2019-35, dated March 6, 2019, in the amount of \$1,333.06. Second by Ms. Tanza. **All in Favor.**

Set agenda for the next meeting: March 20, 2019

- Sign Conflict of Interest Policy
- Sign Purchasing Policy
- Approve Chair or Vice-Chair Signing Warrants Outside of Meetings
- LEMP Updates/Filing
- Review/Approve Salt Shed Design Engineer RFP
- SLP Building Update
- Road Equipment Purchase Committee
- Consider Building Commissioner Position
- Consider Changing Paper of Record

Adjournment

Ms. Tanza moved to Adjourn. Second by Mr. Mello. **All in Favor.**

The meeting adjourned at 8:38 PM.

Respectfully submitted, David Jones, Recorder, March 8, 2019.