

# Approved Minutes

## Town of Brookline Selectboard Regular Meeting Wednesday, March 16, 2022 at 6:30 p.m.

### Attending

#### *Selectboard:*

Dot Maggio (Chair)  
Bruce Mello  
Stan Noga  
Gwen Tanza

#### *Town Officers:*

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

#### *Members of the Public:*

Kerry Bourne  
Dan Towler  
Randy Bills  
Peter Barus (Recorder)  
FACTV (Videoconference recording)

### Call the meeting to order

The meeting was called to order at 6:40 p.m.

### Review changes to agenda if any

#### **Move Executive Session to after Pay Orders at end of meeting**

Ms. Maggio moved to add executive session on a sensitive topic of a sensitive nature involving minors. Second by Mr. Noga. All in favor.

Ms. Maggio moved to hold another executive session after pay orders on the agenda (“A motion may be made”). Second by Mr. Noga. All in favor.

### Review / Approve minutes from March 2, 2022 - Regular meeting

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

### Members of the public

The selectboard welcomed Mr. Towler and Mr. Bourne.

### New Business

#### **Review New Document - Bid Acceptance Cover letter**

#### **Review New Document - Project Work Change order form**

Ms. Maggio thanked Mr. Noga for providing the forms; and discussed the payment schedule, noting that some vendors had listed four payments. Mr. Noga concurred in general, and explained the present case. There was consensus on modifying the acceptance letter.

Ms. Maggio moved to adopt the change order form as presented. Second by Mr. Noga. All in favor.

Ms. Maggio moved to adopt the acceptance letter as presented, and modify the form for future contracts. Second by Mr. Noga. All in favor.

Ms. Maggio will give the documents to Mr. Bourne.

#### **Final Bid Review for BMH Steeple Repairs submitted by Kerry Bourne. Bid Estimate for Project \$9,420.00 Start Date : 4/20/22 (weather permitting) End Date: 5/30/22**

Ms. Maggio distributed the pertinent documents. Mr. Noga thanked Mr. Bourne.

Mr. Bourne asked about a process if starting earlier than scheduled. There was discussion.

Mr. Noga moved that the newly adopted acceptance form indicate a starting date of April, 2022, or sooner. Second by Ms. Maggio. All in favor.

Mr. Noga discussed payment on the pay order for April 6, 2022. Mr. Bourne agreed.

There was discussion of photographing details of the work.

Mr. Mello discussed louvered shutters, and bat mitigation. Mr. Bourne mentioned alternative shutters. There was discussion of screening materials. Mr. Bills noted that bats were now carrying a new tick.

# Approved Minutes

## Town of Brookline Selectboard Regular Meeting Wednesday, March 16, 2022 at 6:30 p.m.

### **Open Bids Received for Painting the BMH Steeple RFP Review / Discuss all bids received for painting the BMH Steeple Award or Table**

Mr. Mello discussed a proposal including the lift and painting materials to be used (amount: \$10,800); and noted a warranty against peeling, etc., and references including federal projects, historic town halls, churches, etc.; and that no certificate of insurance was found with the bid.

Ms. Maggio discussed a proposal specifying the work, and materials to be used, including certificate of insurance (amount: \$14,200) from Newfane Painters.

Mr. Noga read from a proposal from Momaney discussing lead paint, a lead-safe certified firm, including scope of work, methods of hand-scraping, cleaning, paint materials (amount: \$23,000), including a lift at cost of \$4,200 (one month's rental), a three-coat job, noting that this should last 15 years or more citing many churches painted, and offering front gable painting at additional cost.

Mr. Mello advised that the RFP allows application of a finish coat without primer, that would last five to seven years.

Ms. Maggio noted the three bids, with the equivalencies and differences in specifications. There was discussion of EPA compliance, and legal requirements for lead abatement.

Ms. Maggio invited Mr. Towler (BMH committee) to discuss the previous Historic Preservation Grant application and the steeple work estimated then at \$15,000. Mr. Towler noted three estimates at that time, two of the present bidders included, and observed that the range from lowest to highest bid was larger this time; recommended scrutiny to make sure the vendors were all proposing the same work; and suggested that the funds on hand would not be adequate for the Momaney bid as presented.

Mr. Noga discussed surface preparation as described in the respective proposals, noting a difference of \$9,000; and suggested tabling the matter pending further questions to the prospective vendors.

There was discussion; a BMH meeting the next day; getting the job done that was expected.

Mr. Mello discussed aspects of each proposal and suggested tabling for further consultation; that Momaney had done good work on the school; and that there were not adequate funds for Momaney's bid.

Mr. Tanza noted committee funds on hand at about \$27,000.

There was discussion of additional needs, windows. Mr. Mello discussed revisiting the question in light of contingencies that Momaney's proposal had brought to light.

Mr. Noga discussed the RFP. There was discussion of employing a professional to write RFP; an upcoming Advisory Committee meeting. Mr. Mello discussed paint-scraping operations, noting that Momaney would prepare surfaces thoroughly.

Mr. Towler discussed previous bids from 2019), noting that Momaney had bid \$15,000 for this same work; and Southern Vermont Painting and Restoration.

Ms. Maggio moved to table the matter pending further review. Second by Mr. Mello.

Ms. Maggio will consult the Advisory Committee.

On the Motion, All in favor.

It was noted that the next discussion will be April 6.

### **Review/Discuss/Comment on Putney Hazard Mitigation Plan**

# Approved Minutes

## Town of Brookline Selectboard Regular Meeting Wednesday, March 16, 2022 at 6:30 p.m.

Ms. Maggio noted that Mr. Tanza had printed out and provided 77 pages. Mr. Noga noted reading the Putney plan and Brookline's previous one. Ms. Maggio noted information on expected work hours and differences in the length of power outages increasing over time; and a WRC request for Selectboard comment.

Mr. Noga suggested that nothing in the Putney HMP would be adverse to Brookline, that there were no problems with the plan, or with Putney adopting such a plan.

There was consensus on approval. Ms. Maggio will communicate with the WRC.

### Reports and Updates

#### Road Supervisor Report - E. Mark Bills

Mr. Bills reported that since last meeting there had been milder weather, the roads holding up well; a few trips with the grader, application of crushed stone in some rutted areas; a couple of potholes, one by the green iron bridge showing no sign of the previous patch work; crushed stone on Whitney Hill had held and might last until the warm weather.

Mr. Bills discussed rental rates for the machine rented previously; that the same rates (\$6,000./mo for the wheeled excavator, with ditch bucket and digging bucket) would apply, including \$550. for delivery each way; and that the vendor would reserve the machine if notified by June 1; that 70% of rental fees could be applied to the purchase of rented equipment.

Mr. Bills had made calls to past vendors for over-rail mowers; and noted that the week of June 21 to July 1 had been reserved, however their rental rate (previously \$3,300.) was now \$4,500. (delivery included); and discussed the likelihood of a second mowing, for which Sept 26 to 30 was tentatively reserved, making a week around July 4, and a week at the end of Summer at about \$9,000. altogether.

There was discussion. It was noted that the dates had been locked in, and to let them know if not needed.

Mr. Bills had discussed meeting with Mr. Clark the coming Monday night about grants and what could be accomplished. Ms. Maggio would be in a video meeting with another Selectboard about ARPA funds.

Mr. Bills discussed Clean Water Act-related road work, segments and priorities, deadlines; noting that Jeff Nugent had also discussed areas around town and would meet in a month to go over these questions, mapping the segments and grants.

There was discussion of high priority segments and budgets involving FEMA, and developing plans with WRC and VTRANS as well as state funding for Class 2 roads, and grant eligibility. Mr. Bills explained the dynamics of the watercourses and their interconnection, and Bennett Road, noting that impacts on further grant funding had also been discussed.

#### Update on road conditions

Mr. Bills reported continuing to monitor the roads as frost was receding, that so far they were passable, and would be touched up as needed; that sufficient materials were on hand.

#### RFP for FEMA Paving on Putney Mountain Road and Grassy Brook Road

Summer equipment needs - Rental of mower / wheeled excavator for culvert repairs.

#### Highway Grants - Stan Noga

#### Sand / Salt Shed update if any

Mr. Noga reported on a presentation from Mr. Bell (February 18) needing correction, that had been addressed; and that there had been no estimates for total construction cost provided in the most recent project RFP.

# Approved Minutes

## Town of Brookline Selectboard Regular Meeting Wednesday, March 16, 2022 at 6:30 p.m.

### **Grant planning**

There was discussion; of further specificity needed for the state; that a summary of currently active grants was anticipated; that an amendment to an existing \$36,000. grant had been discussed in correspondence among Mr. Jones and VTRANS about additional federal funds raising the allotment, and that this would have to be researched.

Mr. Bills observed that the sand/salt shed design had come from the state, and other towns had used similar blueprints, scale changes not known. Mr. Noga explained that discussion of sharing the site manager with Newfane had been halted for legal and procedural reasons. Ms. Maggio asked if the town would have any say in who the contractors would be; there was no further information.

Mr. Noga discussed plans to organize a Winter Budget Category for Grants and VTRANS. The TA60 form requires this distinction; and that the methodology FEMA used to allocate funds involved cost categories. Mr. Tanza explained the process, done annually, that brought about \$40,000. to the town.

### **Town Clerk Report - Guy Tanza**

Mr. Tanza reported the upcoming school annual meeting vote on March 23; that it was important for citizens to attend; and that the Board of Civil Authority would be needed to help count the votes on the ten Articles.

### **Dog license sale update**

Mr. Tanza reported 28 dog licenses sold so far, due April 1.

Ms. Maggio had sent out 22 form letters with hand-written notes to residents who had not registered dogs, noting that penalties would be imposed, but not retroactively; and provided a copy of the form letter.

Mr. Tanza reported the office busy with tax bill inquiries.

### **Treasurer Comments - Updates**

Mr. Tanza noted some banking to be done, catching up; not his original work; that the highway budget was in dire straits; because \$81,000 more was spent more than came in this year; and expressed hope that FEMA would come through, or ARPA funds, otherwise the town would have to borrow.

Mr. Noga discussed ARPA funds and permissible categories for allocation; that the US Treasury had announced a seminar Monday at 3pm, that he would attend.

### **Selectboard Chair Report - Dot Maggio**

#### **Summary of meeting with Chris Company on 3/08/22 at TH**

Ms. Maggio reported that the selectboard had met with Mr. Company, that no answers were returned yet, that a wish-list had been shared, and his staff would research available grants.

### **Community planners to help with residential interest in ARPA**

Ms. Maggio reported that Mr. Company had commented on getting the community, planning commissioners as well as Selectboard, interested in some ideas to create an event in the summer; and had discussed with Sara Webb, running at-large for school board by write-in.

### **ACO - Resident called with a stray dog on property.**

#### **Follow up with Vermont State Police.**

Ms. Maggio had seen a truck leaving with a dog, and discovered unlicensed dogs at a residence and would follow up; and had visited the complainant, who had been capturing the dog when another person called the police; etc.

### **Letters sent out to 18 dog owners who did not register in 2021**

(Addressed above)

# Approved Minutes

## Town of Brookline Selectboard Regular Meeting Wednesday, March 16, 2022 at 6:30 p.m.

### **Town Building Commissioner Report - Bruce Mello**

**Summary of meeting with Cota & Cota on 3/07/22 to gather information on the current heating system at the daycare.**

Mr. Mello discussed the air exchanger.

**Summary of in person meeting with solar vendor on 3/11/22 to gather information and data at the daycare building.**

There was discussion.

**Review and Discuss concerns about mold in the multipurpose room on an outside wall.**

Mr. Bills had pulled plywood up, examined the underside, noting that it had been cut off flush with the frame, and found it clean behind the wall as well, a stain on just the wall surface from the floor up. Mr. Mello recommended bleach and better circulation at that location. There was discussion of temperature, mold-killing paint;

Mr. Mello had discussed with Efficiency Vermont, replacing more than half the lighting with LED; that an LED rebate was increased to \$5 per bulb by EV for energy issues. Mr. Bills noted replacing sixty bulbs.

**Any other reports - discussions from selectboard members**

### **Old Business**

**Appointments - Motions will be made for the following positions**

Ms. Maggio had communicated with the appointees.

**Road Commissioner: Archie Clark**

Ms. Maggio moved to appoint Mr. Clark as Road Commissioner. Second by Mr. Noga. All in favor.

**Pound Keeper for Town - Windham County Humane Society**

Ms. Maggio moved to designate Windham County Humane Society as Pound Keeper. Second by Ms. Tanza.

It was noted that this would be a contractual agreement.

On the Motion, all in favor.

**Windham Solid Waste Management District - Daniel Towler**

Ms. Maggio moved to appoint Mr. Towler as representative to the WSMD. Second by Mr. Noga. All in favor

**RESCUE Inc. Representative - Jorda Daigneault**

Ms. Maggio moved to appoint Ms. Daigneault as representative to Rescue, Inc. Second by Ms. Tanza. All in favor.

**Planning Committee : Daniel Klitgaard, Charlie Ezequelle, and Barbara Bourne. Two Vacancies still exist**

Ms. Maggio moved to appoint Daniel Klitgaard, Charlie Ezequelle, and Barbara Bourne to the Planning Committee. Second by Mr. Noga. All in favor

**DVFiber Representative : Donald Demaine**

Ms. Maggio moved to appoint Donald Demaine as representative to DVFiber. Second by Mr. Noga. All in favor.

**Listers : Helen Holt and Mike Bills**

Mr. Tanza had spoken with the appointees, who had accepted appointment.

Ms. Maggio moved to appoint Helen Holt and Mike Bills as Town Listers. Second by Mr. Noga. All in favor

**Forest Fire Warden - Lester D. Rink 2025**

# Approved Minutes

## Town of Brookline Selectboard Regular Meeting Wednesday, March 16, 2022 at 6:30 p.m.

It was noted that no appointment was necessary at this time. There was discussion.

Ms. Maggio moved to maintain the appointment of Mr. Rink. Second by Mr. Mello. All in favor

### **SEVCA: Vacant**

As there had been no word, the matter was tabled.

### **Town Health Officer - Dot Maggio**

It was noted that the chair would be the health officer automatically

Ms. Maggio moved to appoint Dorothy Maggio as Town Health Officer. Second by Ms. Tanza. All in favor.

### **Deputy Forest Fire Warden - Michael W. Winot**

It was noted that the term would expire in 2025.

Ms. Maggio moved to appoint Mr. Winot as Deputy Forest Fire Warden. Second by Mr. Noga. All in favor.

## **Communications**

### **Regular Mail**

- Re: WRC Hazard Mitigation Plan
- Re: Bids for RFP

### **Email**

- Re: Request to find the resting place of ASA and MARY FULLER Revolutionary War Veteran
- Re: Planning on Highway Grants for 2022 from Windham Regional Commission.
- Re: a March 23 Australian ballot write-in.

## **Pay Orders**

### **Payroll Warrant**

Ms. Maggio moved to accept Payroll Warrant #2022-35, in the amount of \$2,280.43. Second by Mr. Noga. All in favor.

The members signed the Warrant.

### **Accounts Payable Warrant**

Ms. Maggio 2022-37, dated March 16, 2022, in the amount of \$262,215.30. Second by Mr. Noga.

Ms. Maggio noted a large expense due to education taxes; and a bill for \$504 (the book, 2 reams and shipping).

On the Motion, all in favor.

Mr. Tanza asked clarification about the Code 3 bill, noting that the town was to pay for extinguishers and inspections for all town buildings; and SLP invoiced for \$25.

## **Set Agenda Regular Meeting on April 6, 2022**

- Annual Review / Update Sole Source Vendor List
- Coordinate efforts with BMH Committee in a summertime Open House Town Event with food and activities for residents.
- Tabled painting bids
- Update on projects (Mr. Noga)
- Discussion of Newfane's interest in meeting space.

## **Executive Session**

**A motion may be made at this time to enter into executive session to discuss amending the town's**

# Approved Minutes

## Town of Brookline Selectboard Regular Meeting Wednesday, March 16, 2022 at 6:30 p.m.

lease contract with Suzy Coutermarsh DBA Suzy's Little Peanuts - Brookline. Under the provisions of Title 1, Section 212 (a)(1)(A) of the Vermont Statutes. This executive session may be moved towards the end of the meeting as an agenda adjustment.

Ms. Maggio so moved, and to enter executive session for two issues, noting that no actions or votes would be taken.

By unanimous consent, the selectboard entered executive session at 8:49 p.m., and resumed regular session at 9:53 p.m., no actions taken.

Ms. Maggio moved that the Selectboard approve that the rent for April, May and June, 2022, will be reduced by \$1,333. per month, making the lease payment equivalent to \$667., under the condition that all heating bills are brought current by June 1, 2022, at Susie's Little Peanuts, located at 624 Grassy Brook Road. Second by Mr. Mello.

Ms. Maggio noted that this was an unusual situation, and something the Selectboard would not be considering on a regular basis.

On the Motion, all in favor.

### **Adjourn the meeting**

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

The meeting was Adjourned at 9:55 p.m.

*Respectfully submitted, Peter Barus, Recorder, March 21, 2022*