

# Draft Minutes

## Town of Brookline Selectboard Meeting Wednesday, April 20, 2022 at 6:30 p.m.

### Attending

#### *Selectboard:*

Dot Maggio (Chair)  
Bruce Mello  
Stan Noga

#### *Town Officers:*

E. Mark Bills

#### *Members of the Public:*

Peter Barus (Recorder)  
Josh Morelli FACTV (Videoconference recording)

### Call the meeting to order

The meeting was called to order at 6:30 p.m.

### Review changes to agenda if any

Mr. Noga suggested adding treasurer resignation; MRGP Report; titles and grants calendar.

### Review / Approve minutes from April 6, 2022 - Regular meeting

Ms. Noga moved to approve the minutes for April 6, 2022, as amended. Second by Mr. Mello. All in favor.

### Members of the Public

#### Scheduled

#### Unscheduled

#### Old Business

##### **A. Purchase Policy - Update Sole Source Vendor List for 2022-23**

*The legislative body may approve a sole source vendor for regular or incidental purchases. Approval shall be made annually at a regular meeting of the legislative body held in the Town's fiscal year. The legislative body reserves the right to change Sole Source Vendor(s) by subsequent board vote. Selection of a Sole Source Vendor shall take into account general availability of the goods or services, quality and cost of the goods and services, and the ability, capacity and skill of the vendor demonstrated under prior contracts with the Municipality.*

Ms. Maggio read the sole source vendor regulation (see Appendix), and discussed vendors whose certificates had expired, and would receive a letter to that effect. There was discussion; of other vendors who had done work recently (pest control, etc.).

It was noted that additions may be emailed to the Chair.

Ms. Maggio moved to approve the vendor list from A. S. Clark to 2Wired Guys. Second by Mr. Noga. All in favor.

### New Business

#### **VMERS - Discuss joining the program for current and future needs**

Tabled.

#### **Local Emergency Management Plan for review and approval to send to the Windham Regional Commission.**

Ms. Maggio had provided copies. There was discussion; of changes, phone numbers, emergency warming and cooling shelter locations.

Mr. Noga moved to approve the April 20,2022, Town of Brookline Local Emergency Management Plan. Second by Mr. Mello. All in favor.

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### **Adopt State Roads and Bridge Standards and execute Compliance Certificate.**

Mr. Noga had completed the document and discussed questions, about hydrologically connected and non-hydrologically connected road segments, and state standards. Mr. Bills offered further research, noting that even trails were expected to meet a standard. Mr. Noga circulated the completed document for members' perusal.

Mr. Noga moved to accept and sign the Vermont Town Road and Bridge Standards for the Municipality of Brookline. Second by Mr. Mello.

The members signed the document.

On the Motion, all in favor.

Mr. Noga moved to execute the Certificate of Compliance with the VTRBS Inventory. Second by Ms. Maggio.

The members signed the Certificate of Compliance.

On the Motion, all in favor.

Mr. Noga noted that increasing state and federal funding by 10% amounted to a 10% discount on state highway grants.

Mr. Noga will send the documents to the appropriate agency.

### **Discuss Status of Class 2 and bridgework report**

Mr. Noga had emailed Mr. Clark and Mr. Bills about the report, due each May 9.

### **Discuss findings re: RFP / Bids being sent electronically by email or Fax rather than mailed / hand delivered.**

Ms. Maggio explained that if the purchase policy were changed, email and fax could then be added to RFP as methods for submission. There was discussion.

### **Discuss status of Construction Inspector Bids from Zoom meeting with Margo of WRC on 4.18.2022 at 11 am. Stan Noga**

Mr. Noga explained that it was too costly to pursue; that Chris Hunt had cited high bids, and suggested deferral until mid- 2024 in light of still unknown costs, and renegotiations in June; that the range of matching funds for the salt and sand shed would have been too broad for a small town, at \$85,000 to \$132,000. Mr. Noga discussed other issues, hourly rates for supervisors, etc.; that estimates two years ago had now been far exceeded; and recommended waiting, noting that the grant would remain open, now combined into one grant. There was discussion.

Ms. Maggio moved to postpone the posting of the construction bid RFP for the salt and sand shed until next year, and to revisit inspection bids presented by John Turner Consulting at the time the RFP goes out. Second by Mr. Mello. All in favor.

Ms. Maggio noted that the grant would remain available next year.

### **Adjust S/S shed costs, if need be, based upon Construction Inspector Bid Amount - Stan Noga**

Mr. Noga noted that the upper range of estimates had elevated the total costs to over \$400,000.

### **Discuss work - in - kind for S/S Shed. This must be submitted and approved - Stan Noga**

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Mr. Noga noted that the town would be responsible for taking down all trees on site that were part of the project; that this had puzzled Mr. Hunt (VTRAN) and Ms. Ghia (WRC), that Mr. Hunt had asked for a copy, noting another contract with different language. Mr. Noga had sent it to both and explained that the cost of state labor and machinery could be reduced by residents taking firewood, etc.; and suggesting that the language should be clarified or removed.

Mr. Bills asked if dismantling the old structure had been considered. Mr. Noga will research the paperwork on this question. There was discussion.

### **Discuss the need for Administrative Assistance**

Ms. Maggio discussed administrative assistants, noting the Selectboard was down to three members and also faced additional work; and the forms, contacts, advertising that would be necessary. There was discussion; about word of mouth, advertising, job description and hours; there was consensus on the need for an administrative assistant. Mr. Noga suggested a recent high school graduate might be appropriate. Ms. Maggio noted an email from UVM inquiring about internships. Mr. Noga discussed hours worked for the town; and suggested members look at such tasks as could be done by such an assistant.

### **Vacant Positions that need to be filled.**

Ms. Maggio listed vacant positions as follows:

- *Listers, one or two;*
- *Planning commissioners, one or two*
- *Rescue Inc rep*
- *Volunteers for fundraising and other activities for BMH and RSH*
- *Board seats open*
- *911 coordinator*
- *Treasurer, delinquent tax collector*
- *Trustee of public funds*

Ms. Maggio noted that the three financial positions might be something a new treasurer could take on.

Mr. Noga expressed interest in the WRC representative position.

Ms. Maggio will withhold the admin assist position posting until further discussions.

### **MRGP Annual Report**

Mr. Noga explained the requirement to file by April 1 every year, signed by the Chair; and had filled in the form, noting sections needing information (A&R Watershed Management contact).

Ms. Mello asked Mr. Bills about working with A&R. Mr. Bills offered to take on the position.

Mr. Noga discussed other details of the documents, spreadsheets on road conditions; changes to compliance status.

Ms. Maggio signed the Report document.

### **Reports and Updates**

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

Mr. Bills noted that all town roads had been graded and were 95% dry and passable; the winter road-closed signage would be removed; and discussed heavy rains and wind, trees down, culverts clogged.

**Culvert Leaf Blower - Discuss RFP development for purchase in consideration of grant award. New vs. Used, Cost, Vendors,**

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Ms. Maggio discussed an offering from Fairfield. There was discussion of grant amounts; rising equipment prices; matching funds from the town; other towns that had purchased similar equipment; upgrades to a fuel system and ethanol in gas. Ms. Maggio suggested consulting at least two other vendors.

Mr. Bills discussed research into available equipment that would meet the need, including used equipment. Mr. Noga had researched used equipment, and discussed the leaf blower grant requirement; and reported that Jeff Nugent (WRC), was managing the grant source, had suggested anything up to the grant amount of \$5,600 would be 80% covered; that local towns had purchased from Fairfield; and cited one purchase that had been completed in two days.

Mr. Bills discussed methods of deploying the leaf blower, such as boom mounted, pickup truck, etc. Mr. Noga provided some photographs of equipment. Mr. Mello discussed funds to use. Mr. Noga noted that ARPA funds might be accessed; and the one dealer likely to have the equipment. There was discussion of the specifications, and the financial transaction timeline.

The Chair tabled the leaf blower purchase pending a special meeting TBD.

**Over the rail mower Lease - Paperwork signed by Chair for unlimited hours use between June 17, 2022 and July 1, 2022. Cost \$4,500.00 which includes drop off and pick up of 2020 John Deer over the rail mower. Paperwork must be sent to our insurance company and certificate of liability sent back to HP Fairfield LLC Skowhegan ME**

Ms. Maggio read from a contract for the week of June 27 to July 1, 2022.

### **Wheeled Excavator- Rent during FY 2022-2023 Summer 6 weeks**

There was discussion of high demand and shortages of equipment. Mr. Bills discussed negotiations for July 10, running six weeks. There was discussion of attachments and prices.

### **Discuss time sheets**

Ms. Maggio discussed time sheet procedures. Mr. Bills explained a method of keeping notes on work performed. Mr. Noga offered assistance with the process. Mr. Bills noted that it was time consuming, and usually reserved for rainy days. It was noted that the time spent filling in the time sheet was not paid.

Mr. Bills had asked permission to purchase extra culverts from WW Building Supply, according to state pricing; and discussed spending about half the culvert budget; the need for certain dimensions on Putney Mountain (20 ft. X 3 ft., \$1,039 for delivery first week in July); noted ordering two, and four 18 inch culverts, a total cost of \$3,064.80.

Mr. Bills reported discussion with O'Brien Paving. Ms. Maggio noted that the RFP had gone out to the newspaper and a few vendors.

### **Highways and Grants - Stan Noga**

Mr. Noga discussed a grants calendar, listing annual reports, ARPA reports, grant deadlines, specifications; noting nothing needed by April 15, and discussion with Mr. Clark; and had listed all the relevant grants and dates from the Orange book, fees paid that had not been acknowledged; and noted that the leaf blower grant would be filed, that only two grants were active; and will follow up on closing process for grants that were complete.

### **C. Town Clerk & Treasurer Report - Guy Tanza**

Mr. Tanza was absent.

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

#### **Email from Gwen Tanza and Guy Tanza**

Ms. Maggio noted email from Ms. Tanza resigning position effective April 12. There was discussion.

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## Town of Brookline Selectboard Meeting Wednesday, April 20, 2022 at 6:30 p.m.

Ms. Maggio noted email from Mr. Tanza resigning as Town Treasurer, delinquent tax collector, trustee of public funds, WRC commissioner, 911 regional commissioner, as of April 13.

It was noted regarding the Recycling bins, that Mr. Towler had suggested placing signage with a phone number; or having Triple-T pick up every Thursday. There was discussion. Mr. Bills offered to monitor the bins. Mr. Noga offered to assist in the event Mr. Bills was not available. It was noted that Mr. Bills had been monitoring and cleaning up informally.

Mr. Noga noted that Melissa Brown, Newfane Treasurer, had offered part time services, working from home; that the treasurer could employ an assistant, and might also collect taxes; that a meeting had been scheduled with Ms. Brown for Friday (April 22) at 12:30, to be followed by a special meeting (TBD, requiring 24 hours' notice).

Mr. Noga moved that a letter be drafted accepting the resignations. Second by Ms. Maggio. All in favor.

**ACO - Contacting dog owners and notifying them of fines for lack of compliance to ordinance.  
RFP - Paving repairs due to FEMA storm 4621 and REF for paving an area on Grassy Brook Road published on April 16, 2022. Letters sent to past vendors with RFP information. Bids due Tuesday May 3, 2022 at Town Hall. Open May 4 during a regular meeting.**

### E. Building Commissioner Report - Bruce Mello

#### 1. Day Care Building

*The following kindness of Ms. Maggio, following recording equipment failure:*

Bruce reported that Mr. Bovat the plumber has turned on the water in the Brookline Meeting House as requested.

There was a brief discussion about the mold that was cleaned up in the multipurpose room in the Daycare. Winter dampness and Summer humidity is likely the cause. Running one or two dehumidifiers should improve the situation going forward in addition to the regulation of heat in the area now.

Cota and Cota are expected to come on Friday at 11 to work on the air handler issue.

Cota and Cota is also expected to finish up their quote on the boiler system replacement estimate with efficiency increase expected.

Bruce will continue to research the needs for heat pumps, and solar at the day care. Bruce will ask to meet with Suzy Coutermarsh to describe the rebates and benefits available. The meeting with Suzy will be at 10 am at the day care building.

### Communications

The selectboard received on Tuesday April 12th, a letter of resignation from the selectboard from Gwen Tanza.

*Hello Everyone,*

*After some thought and soul searching, please accept this email as my letter of resignation from the Town of Brookline Selectboard, effective immediately.*

*Respectfully,*

*Gwendolyn J. Tanza*

*The board has accepted her resignation after discussion. The board is now down to three members.*

*The selectboard received the following email from Guy Tanza on Wednesday April 13, 2022:*

*Brookline Selectboard*

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*This is my letter of resignation for the following positions*

- *Town Treasurer*
- *Delinquent Tax Collector*
- *Trustee of Public Funds*
- *Windham Regional Commissioner*
- *Town 9-1-1 Coordinator*

*I will no longer monitor the recycle bin or be available to tape Selectboard meetings. Regards, Gaetano M. Tanza*

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

#### **Communications**

**Regular Mail**

**Email.**

**Pay Orders**

**Payroll Warrant**

**Payroll #63 4/9 \$**

#### **Accounts Payable Warrant**

Ms. Maggio moved to approve Accounts Payable Warrant#22-41, dated April 20, 2022, in the amount of \$8,679.62. Second by Mr. Noga. All in favor.

#### **Set agenda for Regular Selectboard Meeting on May 4, 2022**

Green up day

ARPA

Review and vote on Paving Bid - FEMA related

Review and vote on Paving Bid - Grassy Brook Road

Review Purchase policy re: email / faxed bids

New Time sheet format for Road Supervisor

TBD

#### **Adjourn the meeting**

Dorothy Maggio made a motion to adjourn the meeting Stan Noga seconded the motion

No discussion

Vote to adjourn 9:01 pm

*Respectfully submitted, Peter Barus, Recorder, April 29, 2022*

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### Appendix

Vendors in Good Standing for the Town Of Brookline Vermont Reviewed at the April 20, 2022 Regular Select Board Meeting

As per the approved Purchase Policy for the Town of Brookline VT RE: Sole Source Vendor. The legislative body may approve a sole source vendor for regular or incidental purchases. Approval shall be made annually at the first regular meeting of the legislative body held in the Town's fiscal year. The legislative body reserves the right to change Sole Source Vendor(s) by subsequent board vote. Selection of a Sole Source Vendor shall take into account general availability of goods or services, quality and cost of the goods and services, and the ability, capacity and skill of the vendor demonstrated under prior contracts with the Municipality.

A S Clark & Sons - Road Material and assistance with culvert installment - Snow plowing, salt & sanding of roads in the winter.

Cersosimo Lumber - Road Material

Green Valley Carpet Cleaning - Office Cleaning

Winot Work - Property management / inactive cemetery care / mowing etc

Bloom Enterprises LLC - Property management / Riverside Cemetery care / Ball Field Mowing / Tree work

Brattleboro Salvage Inc - Recycling

Triple T Trucking - Recycling

Scott Bovat - Plumbing

Coto & Cota - Heating / Daycare building system care

Nancy Burke of Townshend Water Testing - Daycare building water testing Dompier Electric - Electrical Work

Larson Electric LLC - Electrical Work

E. Mark Bills - Maintenance work - Equipment rental - Road supervisor

2Wired Guys - Computer Services

\*\* Carr Tree & Timber - Arborist needs to update insurance certificate \*\*Kerry Bourne - Carpentry . Insurance certificate is expiring in June 2022