

**TOWN OF BROOKLINE SELECTBOARD MEETING**  
**Wednesday, April 4<sup>th</sup>, 2018 at 6:30 PM**  
**Approved Minutes**

**Action Summary:**

- Voted to appoint Mr. Bills, Lee Ann Parker and Kerry Bourne to the Meeting House Committee.
- Voted to cancel the July 4<sup>th</sup>, 2018 Selectboard meeting.

**Present:**

*Selectboard:* Dorothy Maggio (Chair), David Jones, Gwen Tanza, Chris Webb, Bruce Mello

*Members of the Public:* Somara Zwick, Mark Bills, Guy Tanza (Videographer), Peter Barus (Recorder)

**Call the meeting to order**

Ms. Maggio called the meeting to order at 6:31 PM.

**Review changes to Agenda if any**

Ms. Maggio, under summary updates, to discuss found dog.

**Approve Minutes from March 21, 2018 Regular Meeting**

Corrections were made.

Mr. Webb moved to approve the minutes for March 21 as amended, second by Ms. Tanza. **All in Favor.**

**Scheduled Members of the Public (none)**

**Unscheduled Members of the Public (none)**

**Summary/Update reports**

**Guy Tanza – Town Clerk report**

Mr. Tanza reported 103 dogs registered, 25 to go, these will incur a late fee of \$4.00 (neutered), \$2.00 (spayed), and after May 1<sup>st</sup>, \$50.00 plus late fee. Tax delinquency letters go out after May 1<sup>st</sup>. Tax delinquency is at zero for the second year in a row.

**Dot Maggio – Local Emergency Operations Plan**

Ms. Maggio had provided copies of the LEOP and reported that she had spoken with Mr. Winot and Mr. Fountain, and updated contact information for Todd Lawley; SLDC was removed from listing as a Shelter for the reasons that requirements were not completed, it is not a primary area for evacuation, and is flood-prone; it will not be listed as “Tertiary Predesignated Operations Center”. Next year the LEOP format will change substantially.

**Dot Maggio – Reminder April 7<sup>th</sup> Rabbit Run on Grassy Brook Road**

This will go on regardless of rain or snow!

Ms. Maggio encountered a stray dog and captured it; it had a tag so she called the owner, who is visiting on Grassy Brook Road; the animal and owner reunited, no fines or tickets were issued.

**New Business**

**SLDC – Punch list for minor repairs**

Ms. Maggio discussed hazard mitigation and the insurance broker. Mr. Bills was not able to deal with the air conditioner as planned because the dumpster truck was having mechanical problems, obstructing access at that time.

**TOWN OF BROOKLINE SELECTBOARD MEETING**  
**Wednesday, April 4<sup>th</sup>, 2018 at 6:30 PM**  
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**SLDC – Discussion major repairs – vote on how much the repair budget will be.**

The Selectboard discussed last year's RFP for carpentry repairs specifying skilled workers, replacement of rotted wood in soffits and eaves, venting to prevent ice dams, the July 13<sup>th</sup>, 2017 site visit, taking into account materials, debris removal, operations while children are on the site, sealed bids opened July 19<sup>th</sup>, 2017. There was discussion about issuing the same RFP this year, budgeting about \$7,000.00. Mr. Mello recalled his presentation of site photographs showing conditions needing attention. There was discussion of the budget not being set; materials, labor; uncertain roofing, ice damming at the entrance way.

The following to be posted on the website, in newspapers, etc.:

- Pre-bid meeting date: April 11<sup>th</sup>, 2018 at 9:00 AM.
- Contact: Bruce Mello
- Bids to be submitted by April 18<sup>th</sup>, 2018, 6:30 PM, at Brookline Town Office.
- Completion date August 1<sup>st</sup>, 2018.

There was discussion.

**Discussion re: Beck Engineering and UV Water System @ SLDC**

Ms. Maggio had been called by Cindy Parks from the Water District, who noted that the engineering firm hired has only two other projects they have done; the State shows a lack of knowledge; Ms. Maggio called Beck Engineering and stopped the project. There was other mail from the Water Bureau (not from Ms. Parks). Ms. Maggio will call Ms. Parks about requirements. There was discussion of the existing system, in-place change requirements, alternative plans; it was noted that requirement is for design, not installation; legal advice may be necessary.

**Appoint Brookline Meeting house Committee Members**

There was discussion of possibly combining the Historical Society with BMH Committee; and that the Meeting House Committee would rather not be thus combined.

Ms. Maggio moved to appoint Mr. Bills, Lee Ann Parker and Kerry Bourne to the Meeting House Committee. Second by Mr. Jones. **All in Favor.**

**Discuss and vote re: Rescheduling July 4<sup>th</sup>, 2018 meeting to Tuesday July 3<sup>rd</sup>**

Ms. Maggio noted that the first Wednesday of July is the Fourth. Suggested rescheduling. There was discussion of simply skipping that meeting.

Mr. Webb moved to cancel the July 4<sup>th</sup>, 2018 Selectboard meeting. Second by Mr. Mello. **All in Favor.**

**Discuss Town Grand Juror Bill H-829**

Ms. Maggio noted that if H-829 is passed, there will be no impact until July. There was discussion; the bill was not yet signed by the Governor. The TGJ may not be needed for the Town Report next year; the duties of that position have been diminished.

**Highways & Roads**

**Current Projects and Plans**

Mr. Bills discussed the roads, despite some mud-season ruts, still holding up. He had graded Athens Road at the first bridge for drainage, and will go out again as the weather changes; he had called Cargill to find out about the salt, which was promised and delivered Friday (4/6/18), a small load in the shed; Mr. Clark had suggested that Newfane would store any excess while the new shed is built.

**TOWN OF BROOKLINE SELECTBOARD MEETING**  
**Wednesday, April 4<sup>th</sup>, 2018 at 6:30 PM**  
**Approved Minutes**

With regard to the salt shed project, Mr. Clark had explained that RFP would be needed for an overseer, and there must be at least three bids.

Mr. Bills noted that the roads are thawing out, with much snow still on Putney Mountain; the signs say it will open April 1<sup>st</sup> but it will be couple of weeks; people are using it despite the snow berm. Ellen Ware Road is rutted. He is scraping the other roads when possible.

Mr. Bills had informed the Selectboard previously of a dangerous tree at the Round Schoolhouse; the same tree expert (Henry Carr) previously consulted had been to look at the ash tree, with divided trunks leaning in two directions, one over the round roof. He suggested that removal might help with the dampness inside and moss on the shingles under the fall-line. He noted that the Emerald Ash Borer has now come to Vermont; Henry Carr's review on the tree's health suggests it could be treated for borers, trimmed to lighten the crown on the school side; this might buy two or three years if people want the tree. Mr. Bills brought this to the selectboard because double trees like this may tip over; there is some deadwood, and fungus starts in the core. He asked if the Historical Society should be informed; the tree is almost in the Town right-of-way. He asked whether this is the Selectboard's decision, or the Tree Warden's. Mr. Bills explained that there are four other trees, a cherry looking dead up on the bank; this may or may not be within the town boundary, but would hit the Round Schoolhouse if it fell; the smaller maples have rotted at the stump, and threaten both the shed and the round part; another ash is leaning toward the Schoolhouse. A crane would be needed on the big ash, the others would require a bucket-truck. Mr. Bills suggested inviting Mr. Carr to speak with the Selectboard and asked who else would be needed at such a meeting.

It was suggested that the boundaries should be determined first. Mr. Tanza noted that no trees are in old photographs of the RSH, and that the weather could knock them down at any time. It was suggested that all the trees be evaluated, and the Historical Society should be consulted. Mr. Mello discussed tree contractors, methods and prices, and suggested consulting several vendors.

Mr. Tanza will research the property boundaries.

Ms. Maggio proposed to Table the matter until next meeting; she will consult property owners about this in the meantime.

Mr. Tanza suggested having the work done before the leaves are out, for easier handling.

It was noted that no RFP would be required, as funds have been allocated to the RSH, and tree removal is in the budget.

Information from Mr. Tanza on boundaries will be placed on the April 18<sup>th</sup> agenda, and the Historical Society invited to attend.

Mr. Bills suggested he could mark the trees and hold a site visit; He noted moss growing in the drip line of the big ash tree. Mr. Bills will ask Mr. Carr if he can attend the site visit.

Mr. Mello discussed a recent \$500.00 donation, and the mold inside the building ("green slime" seen in July); same thing happened in the BMH, Mr. Noga had scrubbed it vigorously.

Ms. Tanza suggested that the other problems can be discussed at the site visit.

Ms. Maggio reviewed: Mr. Tanza will research boundaries; Tom Bloom and Henry Carr will be invited to come to the meeting early and address questions. Bid opening for SLDC will be moved to 7:00 PM.

**TOWN OF BROOKLINE SELECTBOARD MEETING**  
**Wednesday, April 4<sup>th</sup>, 2018 at 6:30 PM**  
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There was discussion of Committee meetings, publishing schedules; Mr. Tanza noted that all meetings are listed on the Town website.

**Somara Zwick salt shed discussion re: legal requirements etc.**

*(this was done after Old Business)*

Ms. Zwick discussed the Better Backroads Grant, a small grant with WRC for road inventory. She provided documents for signature. The grant had been awarded. Mr. Bills is the supervisor of the project. Ms. Maggio signed the documents. There was discussion of the context of the grant as part of clean water efforts.

Ms. Zwick discussed the Salt Shed; she had emailed noting the stringent hiring procedures after reading the grant, noting it is Federal money; she explained that Chris Hunt is the assigned grant manager and she had spoken with him a week ago Monday (3/26/18); this grant is in effect through 2022; there is a presumption that the project will be substantial and must accord with environmental rules; it is reimbursable, meaning the Town will not have to raise the money first; Ms. Zwick expressed the belief that ACH had been set up. She explained alternatives:

- (1) that the first step is to hire a Municipal Project Manager (MPM); this must be a Town employee, it is a full-time project; or
- (2), she can ask WRC if they would be the MPM, and what the costs would be; or
- (3), go to the roster of qualified (“at the ready”) engineers, etc., who meet all the Federal requirements; she suggested that, to get reimbursed, the Town should open the bid proposals according to the statutory requirements.
- (4), Mr. Hunt had said that Mr. Bell was not on the roster, so to use him the Town must go to the open bidding process to hire the MPM.

Ms. Zwick suggested that the initial thought of hiring a MPM was good, and that person hired should be fully qualified and then be managed according to expectations and guidelines the Selectboard would put in place.

Ms. Zwick explained that the grant totals \$188,000.00 and the matching funds would be \$47,000.00. The grant covers all the costs, MPM, plans, etc.

There was discussion of the functions of a MPM being like a General Contractor; how costs were calculated, budgeted, etc. Ms. Zwick suggested calling vendors who may have done similar projects, not re-inventing the wheel.

Mr. Bills noted that Townshend has had a similar blueprint for some years, and Jamaica just built a salt shed, and that there might be good information there.

Ms. Zwick will scan the grant document and send copies to members.

It was suggested to start with WRC about the MPM; there was discussion about consulting with Townshend as to how their shed was funded, was it this particular grant, etc.; Mr. Tanza will call WRC as a Commissioner for the Town. Mr. Jones suggested inviting Mr. Clark to discuss the project.

Ms. Maggio will put on a progress update on the agenda for next meeting.

Mr. Bills noted that the box culvert is going in this summer, and the next large project is the next

**TOWN OF BROOKLINE SELECTBOARD MEETING**  
**Wednesday, April 4<sup>th</sup>, 2018 at 6:30 PM**  
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culvert down Grassy Brook Road; it is not in good shape but working, and the hydraulic study is done.

Ms. Zwick noted that the beginning of the year is the best time to start calling for other grants; Mr. Bills noted that there is a long waiting process for the kind of grant that was involved with the box culvert.

## **Old Business**

### **Brookline Meeting House – discussion**

Ms. Maggio cited a *Front Porch Forum* article on Neighbors' Day, Saturday, June 2<sup>nd</sup>, 2018. Vermont is the first state in the US to hold the celebration. She will place this on the Brookline calendar for some event at the BMH, to be determined. She will work on the event. Mr. Tanza will post on the Town website.

Mr. Mello discussed recent conversations around the use of the BMH; development of a vision for the building; and to clear up some points, that Jan Lewandowski's list has not been completed; he read a section about the foundation saying the addition is on minimal foundation, but draining is probably good as there is no subsidence; there are sills that need attention; there was an estimate of \$5,000.00 for insulating the crawlspace; he discussed priorities; fund raising.

Mr. Webb noted that the Committee was not present to hear these points, raising a procedural issue of refuting points made by people not present; there was discussion.

### **Vacant Seats**

Ms. Maggio reported not having written Ms. Lavorgna about publishing the vacancies.

## **Communications**

### **Email**

#### WRC – Ashley Collins re: public hearings

Email about a regional meeting to approve the Brookline Town Plan; there was discussion.

Mr. Tanza explained that Town Plan is in effect and can be approved; WRC will call a hearing for the Town. The hearing will be May 2<sup>nd</sup> before the Selectboard meeting.

#### WSWMD Representative Appointment letter

Mr. Jones explained that the Windham Solid Waste Management District charter requires Selectboard chairs to notify appointment in writing, and there should be a response to this email.

### **Regular Mail**

- VLCT periodical
- Jaime Bernard no longer available for spring cemetery clean-up
- Cersosimo Lumber regarding riprap materials
- Return receipt from Beverly Waters regarding a protection order
- Agency of Natural Resources in regard to the SLDC water system disinfection requirement
- Vermont Judicial Bureau regarding docket ticket issued to Beverly Waters through Nancy Libby
- Roads Scholarship Safety Workshop
- WRC Energy Plan hearing packet

## **Pay Orders**

**TOWN OF BROOKLINE SELECTBOARD MEETING**  
**Wednesday, April 4<sup>th</sup>, 2018 at 6:30 PM**  
**Approved Minutes**

**Payroll**

Ms. Maggio moved to accept Pay Order # 2019-39 dated 4/4/18 in the amount of \$2,033.30. Second by Mr. Jones. **All in Favor.**

**Accounts Payable**

Ms. Maggio moved to accept Accounts Payable Warrant #2018-38 in the amount of \$5,374.70. second by Mr. Webb. **All in Favor.**

**Set agenda for meeting on Wednesday, April 18<sup>th</sup>, 2018**

- Vote to approve the updated LEOP for 2018
- Policy development
- Invite Historical Society to examine the trees at RSH
- MPM WRC
- 7 PM. SLDC open bids
- June 2<sup>nd</sup> Neighbor Day celebration
- Discussion of process for revising dog ordinance

**Adjournment**

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

The meeting Adjourned at 8:50 PM.

*Respectfully submitted, Peter Barus, Recorder, April 9<sup>th</sup>, 2018*