

Draft Minutes

Town of Brookline Selectboard Meeting Wednesday, April 6, 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

Members of the Public:

Moe Momaney
Glenn Bostick
Peter Barus (Recorder)
FACTV (Videoconference recording)

Call the meeting to order

The meeting was called to order at 6:34 p.m.

Review changes to agenda if any

MRGT Grant Annual Renewal (Highway Grants)

Review / Approve minutes from March 16, 2022 - Regular meeting

Ms. Maggio moved to approve the minutes for March 16, 2022, as amended. Second by Mr. Mello. All in favor.

Members of the public

A. Request from Shelby Brimmer to speak about composting ideas.

Tabled pending attendance.

Old Business

A. Bid review - discussion and vote about painting bids received for the BMH Steeple discussion and vote on Bid award for BMH Steeple Painting Job.

Ms. Maggio discussed the original RFP and advertisement; three bidders being Vermont Painting Co., Newfane Painters, Momaney Painters; one had no certification for lead paint abatement. It was noted that the BMH committee had met March 17 and determined that based on funds available, could not hire a previous vendor. The Vermont Painting Co. references from town administrators and school directors were reviewed, Mr. Bostick present.

Mr. Bostick cited 30 years' experience with towers; and acknowledged that a previous bid seemed high in retrospect. There was discussion; the painting had been done last in November of 1982; lead paint had been used prior to 1978; painted in 1993 by Newfane Painters; the BMH had advised the Selectboard that Vermont Painting Co. would be satisfactory.

Ms. Maggio invited questions.

Ms. Tanza, no questions. Mr. Noga, no questions, and interested in observations from bidders. Mr. Mello asked about the duration and scope of the job.

Mr. Bostick explained that two men could complete the work in 4 to 5 days; that all surfaces and the entire steeple would be scraped and primed; that on request slow drying oil primer could be applied, otherwise recommend latex; no washing, just scrape and wipe with damp rags.

Mr. Mello asked Mr. Momaney about oil priming. Mr. Momaney explained differences between latex and oil paints and recommended pressure washing. Ms. Maggio explained that pressure washing was illegal with lead paint. Mr. Mello asked about the respective vendors' years in business, and product sourcing, quality.

Ms. Maggio moved to accept the proposal from Vermont Painting Co. to paint the BMH steeple, to be completed by October 15, at the quoted amount of \$10,800. Second by Mr. Noga.

Ms. Maggio explained that the town could not afford Mr. Momaney, acknowledging previous years of good work with gratitude. Change order procedures were discussed. Ms. Maggio will consult with the vendor and provide documents.

Draft Minutes

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

On the Motion, by roll call vote, Ms. Tanza, Aye; Mr. Noga, Aye; Mr. Mello, Nay; Ms. Maggio, Aye; the Motion passed.

The National Historic Register listing was noted.

DVFiber Rep - D. Demaine appointed SEVCA Representative – Open

Deputy Forest Fire Warden - Mike Winot

RESCUE - Brookline Rep – OPEN

Ms. Maggio discussed the open positions, noting that Ms. Chapin had declined.

ARPA wish list - What does town hall need?

Ms. Maggio discussed making a list of needs. Mr. Tanza noted that the ARPA fund could be used (\$79,000) for whatever was needed, and a form to be completed by end of April; that digitization of the files in the vault to the “cloud” for an access fee was important, with 22 books done and older volumes needing professional care; that it would be necessary to research offerings; that two companies were used throughout the state with positive feedback; and observed that the funds should be used in the town, not after spending the money; that the town could purchase four new computers (\$12,000 to \$15,000).

There was discussion. Mr. Tanza noted that \$160,000 would go quickly, and suggested the town invest in some machinery;

Ms. Maggio sked Mr. Tanza to send a wish list around; and noted the need for an agenda on ARPA projects, having learned recently that this should be the focus of a special meeting.

Mr. Mello discussed an ARPA training, noting that the town should concentrate on immediate needs; and concurred with regard to upgrading town office systems. There was discussion of the three part ARPA training, on process, treasurer’s responsibilities, NEMRC, etc.

A working meeting was scheduled for April 12, 1:00 p.m.

There was discussion of accounting and the ARPA portal. Mr. Noga noted a new employee at VLCT to help municipalities with ARPA accounting.

New Business

Introduction of an idea for a Brookline Neighborhood Gathering Event –

Led by BMH committee and hopefully other community volunteers. Suggested dates Saturday July 9 &/or Sunday July 10, 2022. Looking to provide a day this summer when the town residents can gather together, enjoy each other's company and visit historically important areas in Brookline including Round School House, Brookline Meeting House, Historic Homesteads. Suggested fun ideas include but are not limited to having an Ice Cream Social... Afternoon BBQ or food truck... Children’s activities. ... Soft ball game... Photography contest by residents of Brookline locations during the different seasons to be put into a fundraising calendar sale for the holidays. (Cynthia Nau’s idea) Collect suggestions for ARPA fund applications that are important to the residents. The July planning committee is requesting consideration of using the monies in Fund 6 - Community fund monies to support the program (porta potty rentals, supplies, ice cream etc etc.)

Ms. Maggio read the agenda heading, and noted research on associated costs of such an event; that the Treasurer had cited \$2,059.25 that could be accessed.

Ms. Maggio noted the July 9 date, and discussed avoiding BMH money, fund raising, reserving portable toilet rental. There was discussion; that attendance was not matching efforts. Mr. Noga suggested an informal survey on interest in attending before formalizing the plan.

Draft Minutes

Town of Brookline Selectboard Meeting

Wednesday, April 6, 2022 at 6:30 p.m.

Sole Source Vendor List Update

Ms. Maggio explained the vendor list, additions and removals, insurance certification, workmen's compensation, etc. Mr. Tanza noted that every town was addressing the issue.

Tabled until the April 20 meeting.

Mr. Tanza discussed a March 17 email regarding a retirement fund for employees, suggested a video meeting to discuss programs. There was discussion; that the town must commit to percentage matching, membership fee; about qualifications for participation; that the bank favored retirement or 401k programs; that there was a quarterly window for joining.

Ms. Maggio noted the importance of reading that email and preparing for the next meeting.

Reports and Updates

Road Supervisor Report - E. Mark Bills

1. Update on road conditions and material needs post mud season

Mr. Bills reported that stone had been applied to the road, and it could be graded; progress putting roads back in shape; on meeting with Mr. Clark to discuss what the town needed to be up to code, and noted that road segments requiring stone-lined ditches must be completed by 2023, the rest by 2025; that there would be some catching up to do.

2. Summer equipment needs - Roadside mowing and wheeled excavator availability for lease this summer.

3. Review and approve the RFP for paving the damage on Putney Mountain Road that was caused by FEMA disaster 4621.

(Tabled)

4. Review and approve the RFP for paving the area on Grassy Brook Road North of the Hill Road GBR triangle on the river bend section.

5. Discuss the Culvert on Holland Hill Road

6. Leaf Blower Grant - RFP TBD

Mr. Bills had met with the Newfane garage about their leaf blower, an impressive machine with bucket loader attachment. Ms. Maggio noted that Mike Fontaine had helped with the RFP for Newfane, and will follow up. Mr. Bills discussed grant deadlines and equipment sources.

Mr. Noga had researched four equipment vendors, all with locations in New England, for new and used equipment; price ranges relative to the grant, noting three used machines for sale at one, that it may be a competitive market; and suggested focus on fuel-efficiency.

Mr. Noga discussed purchasing used equipment with grant funding; decision and waiting periods, the selectboard's discretion under the purchase policy; research into each vendor's offerings; and suggested discussion and action in the **next meeting**.

Ms. Maggio had emailed pictures of the equipment. Mr. Noga discussed other leaf blowers unlike what was under consideration.

Mr. Bills discussed culvert work this summer, and whether the wheeled excavator could be reserved. Mr. Mello discussed leasing with option to buy, a wheeled excavator as a priority, and discussed rising costs of mowing versus the price of the equipment; discussed likely rise in interest rates; suggested directing Mr. Bills to start research; that nothing would be done unless a member was accountable; and recommended authorizing Mr. Bills, and moving ahead.

Draft Minutes

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

Mr. Tanza recalled that in the past the Selectboard had authority to borrow for up to 5 years at 2%, and could have acted. Ms. Maggio recommended Mr. Bills secure equipment for immediate needs. Mr. Bills noted that availability had been declining. There was discussion of lease to buy.

Mr. Bills noted that the mower was a separate machine; that an attachment would be better; that some grant money would be involved; that a sales representative would be willing to attend a meeting. There was discussion of the cost of over-rail mower attachments.

Ms. Maggio noted consensus on securing at least one month's use, and letting the vendor know a more permanent arrangement was possible.

Mr. Bills asked for authorization to purchase new culverts, noting that 15 had been purchased last summer, some for storm damage, others for routine replacement, some under grants; one special culvert ordered for Putney Mountain under the FEMA reimbursement; and availability was backlogged 8 or 9 weeks.

Mr. Tanza reported that the town had spent \$80,000 more than was taken in, and no reimbursements from FEMA had been received to date.

Mr. Noga asked about number and sizes of culverts required. Mr. Bills reported that Whitney Hill had frozen completely in the winter, lifted out, sending water over the road; and had discussed culverts with Mr. Clark, planning at least five sites a year to be brought up to standard, with regard to the culvert inventory map. Mr. Clark had met with Mr. Pickering from VTRANS, who encouraged applying for a new state structure grant for class 2 and 3 roads; discussed best locations if obtained; and had suggested, depending how many applications and how much money was available, that Ellen Ware Road could have a larger culvert; that culverts would never be wasted, the stock could be used up over the summer; and a few were kept on hand for emergencies.

There was discussion of grant deadlines, structure grants, and bridge conditions.

Mr. Bills will work with Mr. Tanza and let the board know what's needed.

Ms. Maggio noted Municipal field day, Barre, Vermont, May 11, register by April 15.

Mr. Bills discussed paving 1,575 feet near Dutton's; had discussed RFP for grinding, and suggested that grinding 4.5 inches would not eliminate cracks. Ms. Maggio noted a 1.5 inch grind, 2 inch repave. Mr. Bills suggested eliminating the milling, going deeper; grind lower, leave the material in place, and then paving; obtaining other professional opinions.

There was discussion. Mr. Noga favored the idea. Ms. Maggio noted that the RFP must be rewritten, to go out immediately. Mr. Bills will research and update **next meeting**.

Ms. Maggio discussed the other RFP (no 4 above), changing the date; the procedure regarding insurance requirements; why fax or email bids were not acceptable, since fax was more reliable; the cost of paper bids by mail; security.

Mr. Tanza will ask VLCT about these issues.

Ms. Maggio moved to approve the FEMA RFP with minor edits for date, and for fax and email submissions, for submissions by April 30, to be opened at the May 4, 2022 meeting. Second by Mr. Noga. All in favor.

There was discussion of the culvert budget.

Regarding the culvert on Holland Hill Road, Ms. Maggio circulated photographs of the culvert; and discussed Mr. Bills' suggestion for a better site. It was noted that Jeff Nugent had spoken with Putney's road supervisor dealing with the same road, finishing up work there on stone line ditches, culvert upgrades; and had suggested

Draft Minutes

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

Newfane might be willing to do this work, having equipment already on site; there was discussion of costs; previous work in which Brookline had paid for labor, and Putney for materials; that Mr. Nugent had been planning to discuss this in relation to potential grants; and Putney might agree to a joint project; Mr. Clark would help develop the proposal.

Ms. Maggio discussed sharing equipment, MOUs, information from Mr. Nugent. Mr. Bills noted that Mr. Fontaine had discussed an agreement with Dover; a similar situation in the town of Ashton; that several years previously Newfane had shared liquid chloride treatments; and there could be an agreement about leaf blowers.

B. Highway Grants - Stan Noga

1. Sand / Salt Shed update - discussion on use of ARPA money as Brookline's match funds for grant.
Mr. Noga discussed communications with VTRANS and VLCT to the effect that ARPA funds could be used;

2. Grant planning

Mr. Noga noted three grants: \$188,000 from VTRANS; a \$109,600 transitional grant from VTRANS; waiting for the second grant to work through VTRANS because they must amend the original grant for \$73,600 (Chris Hunt responsible for the amendment; should come back in 2-3 weeks).

Mr. Noga discussed a \$36,000 VTRANS grant applied for separately, eventually determined to be a separate grant from the \$109,600 and had asked them to cancel that grant. There was discussion as to why not accept the grant. Mr. Tanza noted. That the town would still have to match these grants at 20%; Mr. Noga noted that this would require the town to come up with \$72,000.

Mr. Noga offered to reapply for the \$36,000. Ms. Maggio noted that it could be returned if not used. There was discussion.

3. Changes in handling of Grants at WRC discussion as per Jeff Nugent

Mr. Noga discussed a WRC onsite inspection bid due date; that Mr. Nugent noted some changes by the WRC.

4. Discussion about available (free money) \$10,000.00 equipment grant through VLCT – PACIF

Mr. Noga noted that Newfane had asked Mr. Nugent about such grants; and will review a recording on this; that there was no free money involved; and that it was health and safety equipment-related. Mr. Tanza confirmed that the grant in question was for safety equipment, road signage, etc.

MRGT Grant Annual Renewal

There was discussion; that an invoice was supposed to have been sent to the town; an annual fee of \$200.

C. Town Clerk - Treasurer Report - Guy Tanza

1. Dog license update

2. Town business update

3. Treasurer comments - Update

4. TA 060 Form Update

5. Modify Brookline Policy on Roads and Bridges to conform to State Standards and SB Sign document

6. SB to sign Certificate of Compliance of Brookline's Bridge Road Standards in addition to the Policy referenced above.

Mr. Tanza reported 96 dogs registered; some refinancing activity; tax season, many inquiries; and had been in the office until 4:00 p.m. Saturday, an opportunity to register dogs, and there were about 20 remaining unregistered; that the Humane Society conducts rabies vaccinations every month.

Ms. Maggio noted two returned letters.

Draft Minutes

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

Mr. Tanza reported the Treasury doing well, some issues at first, and looking forward to regular treasury work; discussed FEMA money, a window of opportunity.

Ms. Maggio will write to the FEMA representative.

Ms. Maggio had read the TA060 document, noting that the town certifies taxes equivalent to \$300 per mile of class 1, 2, and 3 town roads.

The members signed the document.

Bridges and roads policy was discussed; noting that policy lines were not completed, such as depth of substrate; and that two documents were required.

Brookline policy **tabled**.

Selectboard Chair Report - Dot Maggio

1. Re: Newfane Zoom review

Ms. Maggio noted Newfane not looking at Brookline buildings.

2. ACO - lost then found dog

3. Amended lease was signed and accepted

4. Brookline Local Emergency Management plan - will be ready at next meeting

It was noted that the LEMP would be due in May; and would be completed by **next meeting**.

5. Jorda Chapin can no longer represent Brookline at the RESCUE Inc meetings. Will ask for volunteers via the list serve for this appointment.

Ms. Maggio discussed a listsrv announcement.

Building Commissioner Report - Bruce Mello

1. Cota & Cota Update if any on boiler system at SLP

Mr. Mello noted C&C on site for three hours; air handlers off the past weekend; needed adjustment; and discussed insulation issues.

2. Information about becoming more energy efficient and less reliant on propane gas for heating at SLP.

(For Tuesday)

3. Information about solar panels and tax incentives for tenant at the daycare building.

Mr. Mello discussed issues of ownership.

(For Tuesday)

4. LED lightning options at the daycare building.

Mr. Mello noted that this had already been done; that money would come from the rent.

5. Efficiency Vermont programs

Mr. Mello had discussed with EV.

6. Multipurpose room cleaning / repairs re: mold

Mr. Mello would be re-checking, not expecting problems; and noted very few children or staff in the facility; all the lights on; and expressed concerns.

Mr. Mello discussed Governor Scott's infrastructure funding proposal.

Mr. Mello reported. \$158,000 with the lease, \$78,400 starting July 1; and had made a list with Ms. Maggio on ARPA money that could be spent; that there was a big problem with the daycare, over \$11,000 spent on

Draft Minutes

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

heating. Mr. Tanza noted that close to \$25,000 had been spent on that school, and the rent had been reduced for three months. Mr. Mello discussed building expenses, suggesting the town should consider equipment (computers at town hall) and efficiencies; and in future might do better to sell town hall and move the town into SLP, which would not be likely to sell.

F. Any other reports - discussions from selectboard members

1. Green Up Day - Saturday May 7 2022 - Gwen Tanza

Ms. Tanza reported bags on hand; that Timbo Maddelina-Lucie was the contact person.

Communications

A. Regular Mail

- Vermont Land Trust re: housing & conservation grant, 185 acres of it in Brookline;
- WRC re: bridge projects deadline Monday, May 9 for structure projects;
- WRC re: Putney Mitigation Plan;
- Municipal Highway Grant Application (not online);
- WSWMD re: letter in support for grant to increase composting facility;

B. Email

Pay Orders

Payroll Warrant

Ms. Maggio moved to approve signing Payroll Warrant #22-36, dated March 30, 2022, in the amount of \$2,460.63. Second by Mr. Noga. All in favor.

Accounts Payable Warrant

Ms. Maggio moved to approve Accounts Payable Warrant #22-39, dated April 6, 2022, in the amount of \$19,819.77. Second by Ms. Tanza.

In discussion, Mr. Noga noted an expense for bond interest, citing understanding that this was to be paid once a year, noting expenses for the payment and interest. Mr. Tanza noted that the interest was paid twice a year.

On the Motion, all in favor.

Set agenda for Regular Selectboard Meeting on April 20, 2022

- Finish Vendor Review
- Salt & Sand Shed Update
- VMERS
- ARPA funds
- Online leaf blower bids summary
- Grant 36k re-apply for
- Tuesday meeting on ARPA

Adjourn the meeting

Ms. Maggio moved to Adjourn. All in favor.

The meeting was Adjourned at 9:27 p.m.

Respectfully submitted, Peter Barus, Recorder, April 16, 2022