

Draft Minutes

Town of Brookline Selectboard Meeting Wednesday, May 4, 2022, 2022 at 6:30 p.m.

Attending

Selectboard:

Dot Maggio (Chair)
Bruce Mello
Stan Noga

Town Officers:

E. Mark Bills

Members of the Public:

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

Call the meeting to order

The meeting was called to order at 6:47 p.m.

Review changes to the agenda if any

Ms. Maggio noted that members of the public would be heard before minutes approval; that there would be an executive session at end of meeting, to evaluate and discuss recent concerns for the position of the Town Treasurer (Title 1, §13.a.3 Vermont statute); and that homestead rebate penalties would be discussed under Selectboard Chair's Report.

Members of the Public

A. Scheduled - Mark R. Kirk of the Cott System re: consideration to purchase a program (approx. \$17,000 with approx \$180 monthly fee) for land records.

Mr. Kirk explained quoting a "ballpark" price when visiting with Mr. Tanza; that Cott Systems was 135 years old, with more than 60 municipal clients in Vermont, 23 systems financed under the CARES Act, and another dozen or so in the pipeline; customer references; and noted that most towns had no land management system; that the NEMRC system was inadequate for that purpose; that legislators were trying to make it easy to fund through ARPA grants, and other towns were taking that approach.

Ms. Maggio noted that the town had an estimated 300 parcels.

Mr. Kirk explained that smaller towns had bought systems; that the issue was in part about size, the other part being about digitizing records and getting them online; that there had been an issue when the pandemic emergency had prevented attorneys from getting things done; and asserted that all the towns would have to get their records online, the sooner the better; that according to Mr. Tanza there were indexes in NEMRC going back to July 1999, and images scanned (by Ms. Tanza) back to 1996; that the system could import those image files into the land record system and put them online; that a lot of towns had no indexes or images, which incurred significantly more expense.

Mr. Mello asked about other clients in Windham County. Mr. Kirk listed Putney (through the CARES Act); Townshend, and Newfane. Mr. Noga asked if this included Dover. Mr. Kirk responded that Dover, Marlboro, and Whitingham (CARES Act) were also clients.

Mr. Noga asked about the process, as to whether it would change what the Town Clerk would normally do, and how. Mr. Kirk explained that the procedure involved scanning documents, citing as example, a 10-page mortgage, indexing it, entering the grantor, grantee, date, description, address, lot number, parcel number, page in the book (usually an automatic sequential function); and that the records would be available online for the public to search seconds later.

Mr. Noga asked if the person responsible for that function would create a card for the book. Mr. Kirk explained that there would be no need for a card; that a date report could be printed out at end of month and put in a binder in the vault.

Draft Minutes

Town of Brookline Selectboard Meeting Wednesday, May 4, 2022, 2022 at 6:30 p.m.

Mr. Noga asked if any quote provided would include digitizing back to 1996. Mr. Kirk explained that it was an option; that the town's index went back to 1999, and images to 1996, and could be imported into the system soon after implementation. Mr. Noga noted a distinction between 99 and 96. Mr. Kirk explained that the non-indexed 1999 to 1996 images could be placed in a folder; that Mr. Tanza had wanted to go back about forty years; and discussed scanning and indexing files back to 1992, noting loose books to 1948, the cost to put them in; and that the files could be indexed and scanned by the user, as a matter of preference.

Ms. Maggio noted that some records went back to 1700; limits to what old documents could be scanned. Mr. Kirk explained that these were known as "bound books," and considered difficult and expensive; that there were 150 customers in New England of whom perhaps ten every year presented bound books; that these were complicated, that original bound books had no replication (copies) and must be shipped to Columbus, OH; that they made clerks nervous, but they had never lost a book; that the process was cumbersome, requiring special bound-book scanning equipment requiring turning each page, inverting, rescanning, removing it, and reinserting the next page, etc., expensive manual labor, but could go back to day one; that it was not like scanning loose books, could not use a high-speed scanner. Mr. Kirk recommended taking small bites, getting a system running at some affordable level, and then tackling the more complex ones over the years, maybe in five years getting all records online, with lister cards, maps, surveys, Town Meetings.

Mr. Mello asked if the estimated \$17,000 would go back to 1999. Mr. Kirk asserted that he was not aware of a quote of \$17,000 but if purchased for \$6,000 all the images and indexes currently on hand were imported, it would come to about \$17,000. Mr. Kirk confirmed that bound books would be quoted separately.

Mr. Kirk noted two towns in the past couple of months with bound books of poor quality, for which the recommendation was not to import them; that despite increased resolution and grayscale scanning etc., each book would require a separate recommendation and quote.

Mr. Mello noted all the other towns using MEMRC, and asked if they had been much more expensive not having indexes. Mr. Kirk did not remember specifically but confirmed that most had not had indexes and images; that Woodbury didn't have anything; that to buy the system and have it loaded back that far would be \$50,000.

Mr. Noga asked if pricing was by page or book. Mr. Kirk explained it was by the page; that with the level of complexity group discounts were provided for towns, \$5,300 per system for those 23 customers; more recently it had risen to \$5,900 per system, and one had sold \$6,800; that it would depend on how many people could buy in as a group; that for pages, if a team from Columbus were to scan the documents, last time 200,000 images in a week, there was a certain rate; that if they had to go back again it would cost more; that pricing was not static, there was no standard price per page.

Mr. Kirk noted that the system was installed in 22 states, that there was lots of ARPA money out there; that Cotts was inundated with work and currently nine months out to scan anywhere; that there had been two weeks this summer to scan in Vermont already filled; that even if ordering today it would probably be December or January before he could be back.

Mr. Noga noted having been a lister; helpful to have tax maps, noting only five, showing 530 parcels, and asked if adding that would significantly increase the cost. Mr. Kirk explained that having purchased the license, anything could be uploaded, but would take a lot of storage space, which would increase monthly fees (\$180/Mo), possibly up to five or ten dollars a month; but that this would be unusual; creating an index and scanning files as the user would not change the price; people could add maps, land records, without change to the monthly maintenance fees; that a customer in Connecticut had brought a plat scanner and did 6,000 maps at high resolution, went from 5 to 70 GB of storage.

Draft Minutes

Town of Brookline Selectboard Meeting Wednesday, May 4, 2022, 2022 at 6:30 p.m.

Mr. Noga asked what constituted maintenance. Mr. Kirk listed upgrades under a five-year contract, that could go up 2% or 3% after that period, covering customer service; and noted that town clerks called frequently, that there was a lot of interaction.

Ms. Maggio asked that Mr. Kirk send a proposal so budgets could be considered. Mr. Kirk suggested two possibilities: providing a ballpark estimate that would be pretty close, based on certain assumptions, based on five towns grouped with Brookline so as to qualify for the \$6,000 (instead of \$6,800) price; and noted other assumptions, and that prices could rise in six months; or the process could start in 30 days, if only migrating the MEMRC data into the system, noting that scanning and indexing would be different; and urged that this be decided as soon as possible, suggesting that in nine months the historical records could be addressed.

Mr. Kirk explained that his recommendation to towns was that they take that to their boards and ask for \$30,000 from ARPA funds; and that to make a proposal he would have to fill out a lot of forms, find out what hardware was on site, CPU, RAM, OS; that some towns were still using Windows 7 (not compatible); that the internet connection must be fast enough; that he must go through all these hoops before giving you a contract; that was why he preferred to give an estimate first, then if the town found it fit in the budget, then he would do the paperwork; or, could come back in a week or two and work up a contract.

Mr. Kirk explained that he would pursue the first strategy, send a spreadsheet and all the assumptions; then if the town came back with ARPA money, the next steps could be taken.

Ms. Maggio Thanked Mr. Kirk.

Mr. Barus was recognized, and noted (as a retired software professional), that sales conversations are strategic; that some issues could be trivial distractions; that there might be less expensive viable alternatives.

B. Unscheduled

Review / Approve minutes from Regular Meeting April 20, 2022

Ms. Maggio moved to approve the minutes for April 20, 2022, contingent upon correcting the payroll amount. Second by Mr. Noga. All in favor.

Review / Approve minutes from Special Meeting April 18, 2022

Ms. Maggio moved to approve the minutes for April 18, 2022, as amended. Second by Mr. Mello. All in favor.

Review / Approve minutes from Special Meeting April 25, 2022

Ms. Maggio moved to approve the minutes for April 25, 2022 as amended. Second by Mr. Noga. All in favor.

Old Business

Ms. Maggio noted that Mr. Tanza had checked the mail, and there had been no additional proposal submissions.

A. Open, review, vote / or table Paving Bid for FEMA repairs

Proposals were received from Bazin Brothers of Westminster, VT, and All States Construction Inc. of Sunderland, MA.

All States Construction proposal

Mr. Mello read the All States bid, for blacktop milling (\$6,102.00) and 48 tons hot mix asphalt at \$165.00 per ton (\$7,920.00), noting that the documents covered subsidiaries, a non-collusion statement, equipment, in-place hot mix, references from Whitingham VT and Chesterfield NH, previous milling work references, liability insurance certificate.

Ms. Maggio noted storm damage on Putney Mountain and Grassy Brook roads totaling \$14,022.00.

Draft Minutes

Town of Brookline Selectboard Meeting Wednesday, May 4, 2022, 2022 at 6:30 p.m.

Bazin Bros. proposal

Mr. Noga noted certain unfamiliar terminology and suggested review by the Road Supervisor.

Mr. Noga read the Bazin Bros. submission, including a patch on Putney Mountain; simple patch work at Putney Mountain and Grassy Brook (\$11,000.00) and Putney Mountain (\$17,000.00), totaling \$30,650.00. Shoulder and edges by others; compaction testing by others; pricing based on “no retainage.” It was noted that the submission was valid for 15 days; terms, 15 days; pavement marking by others.

Maggio moved to table the matter pending review by Mr. Bills and Mr. Clark. Second by Mr. Mello. All in favor.

The FEMA paving RFP was Tabled pending review.

B. Open, review vote / or table Paving Bid for Grassy Brook Road.

Blacktop milling and resurfacing;

All States proposal

Mr. Mello read the All States bid, for blacktop milling (\$13,305.50) and 458 tons hot mix asphalt at \$115 per ton (\$65,975.50), noting that the documents covered subsidiaries, a non-collusion statement, equipment, in-place hot mix, references from Whitingham VT and Chesterfield NH, previous milling work references, liability insurance certificate.

Bazin Bros. proposal

Mr. Noga read the Bazin Bros. submission, delineating two categories, milling 4,100 square yards (\$13,940.00), and machine paving 465 tons (\$50,220.00), totaling \$64,160.00. Shoulder and edges by others; compaction testing by others; pricing based on “no retainage.” It was noted that the submission was valid for 15 days; terms, 15 days; pavement marking by others.

Ms. Maggio moved to table the matter pending review by Mr. Bills and Mr. Clark. Second by Mr. Mello. All in favor.

The paving RFP for Grassy Brook Road was Tabled pending review.

C. Purchase Policy

Does the SB wish to change the Purchase Policy regarding accepting electronic bid submission such as email and fax? Discussion / Vote

Ms. Maggio read from the policy, noting no statutory process, and Mr. Mello’s remarks about faxed bids; that since extending the bidding period there was enough time for mail; and was not in favor of revision.

Mr. Mello discussed potential issues with fax machines; not in favor of revision.

Mr. Noga favored email and not fax, and suggested that, if included in the RFP, the method for RFP submissions could then be decided case by case; discussed mail delivery problems; and suggested that for expediency and efficiency an email option would be desirable.

There was consensus that the purchase policy should be changed to allow electronic submissions at the discretion of the selectboard; it was noted that the policy would be changed for signature in June (to be placed on the **June agenda**).

F. Green Up Day

Mr. Bills reported that **Tommy** had put up a sign and arranged bag locations; additional bags were place when the first ones were gone; Mr. Bills noted that there were additional bags on hand.

There was discussion; about eight rolls of bags had been distributed; of locations with substantial amounts of roadside refuse.

Draft Minutes

Town of Brookline Selectboard Meeting Wednesday, May 4, 2022, 2022 at 6:30 p.m.

G. ARPA - Forms submitted on April 29, 2022 with the help of the treasurer Melissa Brown.

Ms. Maggio noted Ms. Brown's assistance, and that the submissions were completed.

H. Open Selectboard Seats – Discussion

Ms. Maggio explained the responsibility of the current selectboard to fill the vacancies.

There was discussion; of the statutory requirement that the seats be filled as the first priority. Mr. Noga noted a backlog of tasks in need of attention; noted that members were overburdened; and suggested the selectboard consider hiring assistance.

It was noted that the Treasurer must be a resident. There was discussion; of communication to the community about the open positions.

I. Administrative Assistance – Discussion

New Business

A. Request for 2 new chairs.

There was discussion. Mr. Noga suggested researching the need and availability, of ergonomically appropriate furniture. Ms. Maggio noted that the Listers had requested proper seating for some time.

Reports and Updates

A. Road Supervisor - E. Mark Bills

1. Time sheet

Ms. Maggio had drafted an example, suggesting biweekly filing. Mr. Bills offered to try the system.

2. Culvert Leaf Blower ordered. Pick up TBD

Ms. Maggio had asked Ms. Acampora to send the signed quote, and noted a check on hand to pay for the machine. Mr. Bills offered to pick up the check and the equipment.

Welding project - Newfane Garage

Ms. Maggio noted that a garage was available to do the welding work.

3. Summer calendar for project work

Mowing - Culverts - Paving - complete project on Hill Road

Mr. Noga noted that a plan was needed by June 25 (VTRANS grants-in-aid); that it was uncertain whether the work must be done, or the application submitted by the deadline; and that by September 30 an application for stormwater and highway mitigation (MRDP) would be due; that he would communicate with Mr. Nugent the next day.

Mr. Bills discussed the anticipated meeting with Mr. Nugent, and how much of the needed work would be covered by the grants; about planned culvert upgrades.

Mr. Bills reported on upcoming projects; had signed up as Tree Warden for online classes; about Emerald Ash Borers and other invasive species; email from Mr. Nugent about the upcoming meeting; a call to Triple-T to introduce himself and discuss the recycle bins; Friday morning had checked the bins, had exchanged and cleaned up around; talked with Tom Brooks about Green-up Day; maintaining a list of accomplishments, some with rented equipment (early July); and a to-do list for the year;

B. Highways and Grants - Stan Noga

1. MRGP Amendment Form and Fee Follow up Discussion about the best process for electronic

Draft Minutes

Town of Brookline Selectboard Meeting Wednesday, May 4, 2022, 2022 at 6:30 p.m.

submission of documents and online payment.

Vote to pay 2020 bill due \$240.00

Mr. Noga explained the Amendment form, the \$240 fee, and signature requirement; noted that after reviewing emails with the relevant department, that they preferred email; had discussed procedures, and forms that could only be submitted by the Treasurer; discussed the equipment loan file, updated sand shed and equipment; had not yet vetted a quote for the sand shed that needed research on hours and wages, overtime; had sent Mr. Bills and Mr. Clark a summary of VTRANS projects, road segments to be done; more to discuss with Mr. Nugent; and discussed “retention” money;

Ms. Maggio suggested filing the ARPA file for the treasurer. Mr. Noga discussed a cover letter indicating a timeline for changes that were voted by the selectboard, and the rationale; and two documents describing grants, amounts, etc.; to be updated by next meeting.

C. Town Clerk Report - Guy Tanza

There was discussion.

1. Any other ARPA related requests from Clerk

2. Dog Licenses

D. Town Treasurer Report - Melissa Brown

1. April Monthly Budget and Balance Sheets emailed out.

E. Selectboard Chair Report - Dot Maggio

1. Possible absence for the May 18th meeting. No quorum for voting discussion

Ms. Maggio suggested all voting be conducted early, or in a special meeting.

There was discussion; of letting vendors know about tabled awards; and whether to hold a June meeting.

Liberty Tax

Ms. Maggio discussed enforcing the 8% homestead rebate penalty, an annual decision; noting that a resident had asked for a waiver. Mr. Tanza noted that it should be done for the whole town if done at all. There was discussion, and consensus on doing what had been done before.

F. Building Commissioner Report - Bruce Mello

Mr. Mello discussed funding for energy, boiler replacement, etc., for municipalities and schools; had researched ARPA procedures; contacted Efficiency Vermont; that there was no information as yet; and suggested waiting; developing a list of anticipated expenses and grants; had discussed plans for the building with the tenant, and solar panels.

Mr. Mello suggested obtaining two or three estimates for boilers, heat pumps, etc.; and obtaining more estimates from Cota & Cota.

Mr. Mello discussed a broken limb behind the dumpster a year ago; that the solar panel contractor had said the tree was dead and recommend removing 2 pines; and had discussed with Mr. Bills using a wheeled excavator for the project; noted that the trees would also interfere with solar gain.

Mr. Mello discussed mold in the cellar; dehumidifier, heat pump, and LED lighting prices; and will develop a proposal for the selectboard.

There was discussion of the vendor list; emergency calls. Mr. Noga discussed whether town-owned or commercially-leased as to effect on new grants.

There was discussion of May 14 SLP “flea market” plans; further research into the May 23 solar proposal.

G. Any other reports - discussions from selectboard members

Draft Minutes

Town of Brookline Selectboard Meeting Wednesday, May 4, 2022, 2022 at 6:30 p.m.

Communications

A. Regular Mail

- From Steven John re: DVFiber;
- Re: SLP market day;
- Moore free library request for donations;
- Rescue, Inc. re: service agreement; upcoming meetings (Ms. Maggio had signed the annual contract);
- Cota & Cota re: eleven month contract to arrive in June.

B. Email

Pay Orders

A. Payroll Warrant

No Payroll Warrant

B. Accounts Payable Warrant

Ms. Maggio moved to approve Accounts Payable Warrant #2243, dated May 4, 2022, in the amount of \$14,763.70. Second by Mr. Mello. All in favor.

Set Agenda for Regular Selectboard Meeting on May 18, 2022 A.

TBD if meeting or not; there was discussion of holding special meeting on Friday May 6 to expedite

- June purchase policy review;
- Paving contract.

Executive Session

Ms. Maggio read from statute regarding executive session.

Mr. Noga moved to enter executive session. Second by Ms. Maggio. All in favor.

The selectboard entered executive session at 9:24 p.m.

Respectfully submitted, Peter Barus, Recorder, May 31, 2022

Draft Minutes

Town of Brookline Selectboard Meeting Wednesday, May 4, 2022, 2022 at 6:30 p.m.

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