

**TOWN OF BROOKLINE SELECTBOARD MEETING**  
**Wednesday, June 20<sup>th</sup>, 2018 at 6:30 PM**  
**Draft Minutes**

**Present:**

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

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

**Call the meeting to order**

The meeting was called to order at 6:30 PM.

**Review changes to agenda if any**

Add brief Executive Session for a legal matter before adjournment. No action necessary.

Add clarification on Cota & Cota correspondence under old business.

Add Discussion of Traffic Ordinance under old business.

**Approve minutes from June 6, 2018 Regular Meeting**

Mr. Jones moved to approve the amended Minutes for June 6<sup>th</sup>, 2018. Second by Mr. Webb. **All in Favor.**

**Scheduled members of the public**

**Somara Zwick**

Ms. Zwick discussed a time table for highway projects; she noted that 10% of the sand & salt shed budget proposal is for administrative costs (Project Management). Mr. Clark noted that the original WRC proposal included a mandatory 10% for oversight, which he had added to the bottom line, about \$22,000.00. Ms. Zwick also asked about the timing of the culvert grant. There was discussion about the timing of expenditures. She noted that the grant for the salt shed allows reimbursement as the project proceeds, and suggested that a time-line would allow better scheduling for Project Management, noting that the WRC pilot project is complete, and some questions can now be answered about that grant.

There was discussion of the roads; Mr. Bills noted that Emily Davis (WRC) will be in town July 2<sup>nd</sup> about the Inventory/Erosion grant; Ms. Zwick suggested that funds may be borrowed against a grant, should this be made necessary by the timing of tax bills. There was discussion of posting a Warning letting Rescue, Inc. and the Fire Department know that the road will be closed for about a week. Ms. Zwick observed that that because of new permitting and erosion issues, \$240.00 will be due July 14<sup>th</sup>, and another \$200.00 later, as well as administrative processing and application review fee, and annual operating fee notices per town (\$500.00 for Brookline); total about \$1,100.00. Mr. Clark noted an earlier question about paving; Ms. Zwick discussed the highway fund, with about \$116,000.00 or 119,000.00; she suggested attending carefully to the budget at the end of the year. She noted that Delinquent Taxes are reasonably low.

**Archie Clark**

**New Business**

**Budget discussion with Somara Zwick and Archie Clark for FY 2017-18 and plans for 2018-19 Cash Flow**

Ms. Maggio noted discussions with the State Liaison and Chris Campi; Ms. Zwick suggested making WRC aware of the budget; there was discussion of the potential for Project Management through WRC.

**Salt / Sand Shed Project discussion**

**Discussion and vote to set the Tax Rate for Brookline VT.**

It was noted that there is no state budget and no Grand List; Ms. Zwick had emailed that there had been a power outage and staff considerations; the tax rate must be set before the end of the Fiscal Year; tax bills

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can't be done until the Education rates are set; language for the back of the tax bill forms is not yet available, although the printers have the forms; all this cannot be done by July 15<sup>th</sup>; and statute specifies thirty days advance notice to voters; this may push the tax collection date later. There was discussion of amending the tax bill; of sending an estimated tax rate; that being ready by July 15<sup>th</sup> would be best. The tax rate is published online when set. There was discussion of how much citizen notification would be needed, and possible options; she will hold the 27<sup>th</sup> open to meet with at least three Selectboard members for the purpose; Ms. Maggio will post an Emergency Meeting Warning for June 27<sup>th</sup> if needed.

Mr. Bills asked about funds for the Round Schoolhouse tree removal; there was discussion. Ms. Zwick noted that "restoration" might cover dangerous trees, and other funds that had come in, and the Historical Society's share in the Money Market fund. Mr. Jones suggested that it is the Selectboard's decision as to what funds are restricted. Ms. Zwick noted that her projections and the Historical Society accounts showed adequate funds for the work. There was discussion of other funding sources.

## **Highways & Roads**

### **Current Projects**

Mr. Bills discussed the mowing, the machine arrived and he mowed the North end, Athens and Whitney Hill, part of Grassy Brook and Parker Road; put 27 hours on the tractor out of 80 in the rental; the charge will be \$75.00 per hour for time exceeding the rental period; it is a new tractor with low hours; some screws fell out, found and replaced; he mowed at the green iron bridge by hand; George Dutton had called to say there had been some near misses in that area; Ms. Maggio noted emails acknowledging the work clearing sight-lines and mowing.

### **Upcoming Projects**

There had been a request to have permanent signs by Dutton Farm warning motorists of tractors in the road; there was discussion; this is a liability issue with wide farm equipment crossing double yellow lines; the need is for two signs at about \$100.00 apiece.

Mr. Bills will put up two farm equipment warning signs as requested.

Mr. Bills reported that George Dutton is again requesting a culvert under Hill Road for his sap line. There was discussion of earlier deliberations on this subject. There was discussion about whether the owner was willing to pay the expense. The request was for a 12 inch culvert in a dry location. Ms. Maggio suggested that Mr. Dutton come before the Selectboard and present his request formally, with all relevant information complete.

Mr. Bills noted that Monday night's storm caused more tree damage than anticipated, causing power outages. There was discussion.

Emily Davis visiting July 2<sup>nd</sup>, to see two sites for the new erosion grant application; first one is complete; also to meet with Brian Harlow of Putney (Road Foreman) who will take over the Holland Hill project, the third application for that grant.

Gravel for the recycle bin area will be spread in the morning.

### **Other- Discussion about paving budget available.**

Ms. Zwick will provide an update after year end; present funds are not thought to be adequate. Mr. Mello suggested including SLDC in future paving projects.

## **Old Business**

### **Discussion about tree removal at the Round School House**

(discussed above)

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Mr. Jones reported meeting the tree contractor about site clean-up, and that the contractor had said it was included in the proposal.

**Dog ordinance revisions discussion**

Mr. Webb as requested looked online at the dog ordinance model, and suggested a couple of word changes (“on or off the property”); he sent it to the Animal Control officer, who will do further research; the model ordinance recommends obtaining legal advice. Ms. Maggio discussed meeting with the attorney, who suggested “trespassing” is too vague a term where used. Mr. Webb will research this further.

**Logging policies from other towns**

Mr. Webb did not find models online, but there are agricultural logging laws; there was discussion. Ms. Maggio had looked up other towns’ ordinances.

Mr. Webb noted that the timing of the traffic ordinance petition depends on start time; day 60 would be July 16<sup>th</sup>, when signs can go up on Ellen Ware and Putney Mountain roads; signs could be obtained after the meeting on July 18<sup>th</sup>. He suggested locations for the signs, with one 40 MPH sign in an already-posted location. Mr. Bills noted that there are some speed signs on hand. There was discussion.

Mr. Bills noted that the first bridge on Athens Road has a warning sign with large-caliber bullet-holes; he has a new sign to replace it.

**Repairs at SLDC**

Mr. Mello thanked the recording secretary for the previous Minutes. \$16,000.00 was quoted for the work on the soffits, etc.; he had returned to inspect the site; he discussed 12 foot interlocking vinyl vents for under the eaves (as installed at the Town Office); estimated cost of materials (vents and 1x4 lumber) at WW Lumber (tax exempt) for 96 ft: \$289.00. There was discussion of funding.

Mr. Mello discussed four decks, suggesting that the North deck should be redone, including the stairs. There was discussion. Mr. Mello will research costs. Safety considerations were discussed. The other decks are not as urgent, but he is researching costs for all four. He suggested the use of composite decking materials as the durability makes up for the added expense.

Mr. Mello had been working with Mr. Bills, and listed the outside railing and the inside projects; he suggested creating a building maintenance position to be responsible for the work he had been doing, as the building was built in 1994 and never maintained since.

**Cota & Cota**

Mr. Jones explained that the vote to sign the C&C annual service contract for the town office was in error, under the misapprehension that a service contract for the furnace had been received; however, it was immediately realized that it was a pre-buy oil contract, and therefore both documents were left unsigned.

**Town Clerk Report**

**Guy Tanza**

Mr. Tanza reported conversation with Chris Campi (WRC) regarding Project Management, now a possibility; \$22,000.00 was budgeted.

There were six or seven dog license violations, now liable for the additional \$50.00 plus late fee etc. Delinquent taxes down to under \$10,000.00; whatever money is collected later may be applied to the 2018 budget; they become Accounts Receivable, and not a revenue source; there have been two years with zero delinquencies, hoping for a third.

August 14<sup>th</sup> is the Vermont Primary; absentee ballots will be available; there will be two meetings on voting procedures for people with disabilities, with the Secretary of State. Ballots will be posted online.

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Ms. Maggio noted one family with three dogs, one with two; she will follow up with the owners.

**Unscheduled members of the public.**

**Communications**

**Email**

- Commendation for Mr. Bills on the over-rail mowing and sight-lines clearing

**Regular Mail**

- Efficiency Vermont, free assessments
- Perkins Air Care and Propane proposal

**Beck Engineering Bill**

**Pay Orders**

**Payroll**

Ms. Maggio moved to approve Payroll Warrant #2018-48 dated 6/13/18 in the amount of \$1,588.81. Second by Mr. Jones. **All in Favor.**

**Accounts Payable**

Ms. Maggio moved to approve Accounts Payable Warrant #2018-49 dated 6/20/18 in the amount of \$6,827.27. Second by Mr. Webb. **All in Favor.**

**Set agenda for meeting on Wednesday July 18, 2018**

- SLDC repairs/cost estimates (Mr. Mello)
- Winter Road bid development, plowing & sanding (for September)
- Cash flow discussion

**Executive Session**

Ms. Maggio moved to enter Executive Session at 8:24 PM.

**Adjournment**

*The following kindness of Ms. Maggio:*

Bruce Mello moved, and Chris Webb seconded adjourning our select board meeting at 8:50 PM.

No action was taken after coming out of the executive board meeting.

*Respectfully submitted, Peter Barus, June 24<sup>th</sup>, 2018*