

Draft Minutes
Town Of Brookline Selectoard Meeting
Wednesday, July 20, 2022, 6:30 p.m.

Present

Board:

Dorothy Maggio (Chair)
Bruce Mello
Stan Noga

Town Officers:

Mark Bills (Road Foreman)

Public:

Julia Duke
Paul Dutton
Wendy Dutton
Josh Morelli (FACTV)

Call the meeting to order

The meeting was called to order at 6:31 p.m.

Review changes to agenda if any

Review / Approve minutes from July 6, 2022 Regular meeting

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

Review / Approve minutes from July 9, 2022 Special meeting

Ms. Maggio moved to approve the minutes for the Special Meeting July 9, 2022. Second by Mr. Mello. All in favor.

Members of the Public

Scheduled

Unscheduled

Paul and Wendy Dutton (136 Grassy Brook Rd.) explained that they had received annual training and an applicator license for the use of pesticides; that there was a history of neighbor complaints that were not clear; and that they had not been informed of the recent official site visit; and that “no violation” and “no drift” had been found.

Ms. Maggio explained that the case was closed, that no violation had been found; that the complaining party had been advised that there was no basis for further complaint.

Mr. Noga explained that short of any reason to condemn the properties involved, the matter was not in the town’s purview; that the state had found no contamination in water or soil; that having visited the site with state and federal officials, it was clear there was nothing on which to base a complaint; that the town had done everything possible; and thanked the Duttons for attending the meeting.

New Business

Cota & Cota Account #65164-00, Price for oil at Office Program 2022-2023

Ms. Maggio explained the pricing options on offer, noting that the price cap offer seemed preferable. Mr. Noga explained the price implications in light of current price volatility. Ms. Maggio noted that the purchase policy would not be involved; that a decision was needed whether to buy into the pricing program, but a vote was not necessary.

There was consensus in favor of signing a price cap contract with C&C at \$370.

RFP Discussion / Purchase policy- REGULAR \$1,000 to \$7499.00 on Electric needs for Heat Pump installation

Mr. Mello discussed delivery, estimates; did not favor RFP; there was discussion of tabling for next meeting. Mr. Noga cautioned that late-season installation could fail, and saw no disadvantage to publishing RFP. There was discussion.

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Tabled pending preparation of RFP for the next meeting.

RFP Discussion / Purchase Policy -MAJOR Excess of \$7,500.00 Winter Plowing and Sanding Contract (1 to 2 year) To be published

Ms. Maggio had circulated the contract; there was discussion of similarities to previous contract.

Tabled for next meeting.

RFP Discussion / Purchase Policy - REGULAR \$1,000 to \$7.499.00 Winter Sand for Roads To be published

Tabled as above.

Discussion about mowing contract for BMH lawn and Triangle Intersection

Mr. Noga had mowed, and noted mowing at the triangle by Mr. Bills; and suggested obtaining the services of a landscape contractor. There was discussion; Mr. Noga would Call Peter Meyer.

Discussion about acquiring a security camera or two.

Ms. Maggio suggested one cellular game camera at the town shed, so Mr. Bills could monitor the area, costing less than \$150.00 and discussed brands, pricing vs. subscriptions, location. There was discussion.

Tabled for next meeting.

Appointment of Stan Noga as Deputy Health Officer for Brookline. Discussion/Vote

Ms. Maggio discussed the need for assistance with Health Officer duties.

Ms. Maggio moved to appoint Stan Noga as Deputy Health Officer. Second by Mr. Mello. All in favor.

Ms. Maggio would notify Mr. Tanza.

Discussion / Review of EMail Structure / options

Ms. Maggio had written VLCT about the problem, who suggested purchasing a domain, or making an agreement on use of an individual's address; there was discussion.

It was suggested that the selectboard talk with the WCSU IT department as to how the school system managed email accounts, particularly in light of staff turnover.

Old Business

Review/Discuss/Vote Updated Annual Tax Rate 2022-2023 for approval - 0.5991

Homestead School Tax Rate	1.8070
Municipal & Veteran's	0.5991
Total Homestead Tax Rate	2.4061

Non-Homestead School Tax Rate	1.5025
Municipal & Veteran's	0.5991
Total Non-Homestead Tax Rate	2.1016

Ms. Maggio suggested that the veteran's educational tax rate should be .0016 and asked that Ms. Brown be consulted for confirmation.

Ms. Maggio moved to approve the updated Annual Tax Rate for FY 2022-2023. Second by Mr. Noga. All in favor.

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There was discussion; that the discrepancy had been the result of a software error in the NEMRC system, not human error.

Putney Fire Department Bill re: May 1 illegal burn by J. McAuliffe

It was noted that a formal request had been made, that the Putney Fire Dept. deal directly with the landowner; still in process.

Southern Vermont Telephone equipment install information.

It was noted that three phones would be installed (Thursday, July 23); there was discussion of locations for extensions, etc.

IRA Status

Ms. Maggio explained the September 1 pay increase and vacation time; that there was no employee to set up the state pension system; that Ms. Brown had suggested that Mr. Bills set up a personal IRA account, to which the town could contribute a percentage added to the paycheck; and asked about the contribution schedule, to match the employee's contribution every month.

There was discussion. Mr. Noga explained various arrangements and their benefits; suggested weekly contribution, noting that the town was to contribute whether or not an employee did so; that the agreement had been made last year, and delay might be a problem.

There was consensus, that Ms. Brown would be consulted on next steps.

Status for Steeple Painting

There was discussion of minor repairs in preparation.

Status for Round School House Window Repair

It was noted that the repair had been completed.

Status for securing Generator at town hall

Mr. Bills explained nothing had further been done. Mr. Noga offered assistance. The project was on hold.

Status of Heat Pump Contract

Mr. Noga discussed an email to Mr. Hart, returned in 24 hours; that insurance certification and signature pages were in hand and would be on file immediately; had reviewed VLCT documents that said LLC is a type of corporation, and that the W9 form refers to a one-member LLC; that there might have to have an employee document; and would address issue and follow up, noting that the vendor was on the approved vendor list.

Status of BMH storm window Deposit refund

Ms. Maggio explained a contract for storm windows that had not been provided, and the deposit not refunded; and would write Continental Screen Co. demanding refund.

Reports and Updates

Road Supervisor Report - E. Mark Bills

Wheeled Excavator

Mr. Bills discussed rental arrangements, July 8 to 19; availability of mowing attachment.

Project list

Mr. Bills discussed projects, cleaning and lining ditches at several locations; a used machine, hours run, condition, tires; water control at certain locations, improvements to drainage; on Putney mountain, had checked runouts before expected rain, cleaned ditches and culverts; noted that the

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recycle bins were full on weekends, suggested switching to a Thursday exchange; that Ms. Maggio and others had cleaned up after the July 4 weekend; discussed cameras, using a weed-whacker and sicklebar mower where needed while there was still no mower attachment.

Update report about the Agency of Natural Resource status for FY22 GIA work. Update report about RFP needed to complete the rest of the FEMA work on Putney Mountain Road and 4th class Bennett Road.

Mr. Bills discussed measuring areas in need of stone lining with Mr. Clark, looking at other jobs needing material, gravel for the Holland hill unfinished project; the need for hydraulic study at a culvert; an over-rail mower available possibly the following week; discussions with Mr. Clark on remaining FEMA flood repairs; things to accomplish with the excavator; whether to wait on Bennett Road repairs.

Ms. Maggio would write to the vendor concerning the six-week rental window to make the repairs.

Mr. Bills discussed several culvert replacement projects; a 3-foot culvert for Putney Mountain; the finished Project on Hill Road; that an estimate was below purchase policy, but held up for lack of funding, the vendor still interested in completing the work.

Dot Maggio requested from FEMA a Scope and Cost Estimate from FEMA. Still waiting on data. FEMA Road work Update : Dot Recent documents sent

- *Letter of Explanation of Typical Town Road Maintenance*
- *Agenda and Minutes from May 4, 2022 Regular meeting Re: opening bid*
- *Agenda and Minutes from May 6, 2022 Special meeting Re: Award bid*
- *Copy of the RFP for FEMA repairs on Putney Mountain Road*
- *Copy of the Contract signed by All State Paving*
- *Agenda and Minutes from Reorganizational Meeting March 2,2022*
- *Information regarding appointed and elected positions*
- *Agenda and Minutes from Regular meeting March 16, 2022*
- *Information regarding more appointments made*
- *A letter confirming that Brookline does not have a pay policy nor any full time employees.*
- *Recent documents signed*
- *As requested by FEMA I reviewed and approved the data gathered during the site visits. These three documents were signed via the FEMA Portal - possibly releasing funding for these three completed areas.*

Highways & Grants - Stanley Noga GIA plans

Mr. Noga discussed a grant-in-aid contract (\$6,700), possibly for Hill Road; that more costs could be added into that, but some questions remained about applying that grant; that the money would be available if completing by September 30; that it would need RFP, figure the town's share above the \$6,700 (had not discussed with Mr. Bills, but would take about 45 days to get the project going and done); that the selectboard should decide which way to go. There was discussion.

Mr. Noga discussed bill for Margo Ghia's work on the S&S shed, April 1 to June 30, that the amount of \$449.89 seemed in order; and discussed mismatched fiscal year cycles among organizations.

Town Clerk Report - Guy Tanza

(Not present.)

Selectboard Chair Report - Dot Maggio Health Officer Work

Met with resident Ric Malloy on Thursday July 14 along with Stan Noga. Also present was Doug Johnstone and David Huber Esq. from Vermont's Public Health & Agricultural Resource

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Management Division. Mr. Huber brought with him the pesticide drift test report which showed no chemical drift onto Mr. Malloy's property. It was suggested that Mr. Malloy hire an arborist to review his concerns about his trees dying / not doing well. Mr. Huber also confirmed the well was good and that Mr. Malloy does not have to worry about his dogs being in his fenced in yard coming into contact with chemicals from the Dutton Farm spraying program. Case Closed.

Working with a family renting in Brookline who have reached out for help regarding septic, rodent, and mold problems. Case Active.

Reopening up a health department case regarding a deer camp being used as a full time residence without sanitary facilities. Case Active.

Town Building Commissioner Report - Bruce Mello

Mr. Mello discussed a radiator problem; cleaning schedule at RSH; Ms. Maggio would call the cleaning company.

Mr. Mello discussed a heat pump, costs; air handlers; a plumbing/electric problem; tree work needed next to the school.

F. Any other reports - discussions from selectboard members

Communications

Regular Mail

- Red Cross re: statistics
- Government Finance course for selectboards Jul 28
- Certificate of insurance

Email-

- VLCT Event Government Finance Overview for Selectboards July 28 9am
- \$48.00 PACIF member fee
- VTrans Grants in Aid: Municipal Invoicing Spreadsheet
- ALTA Request for Certificate of Insurance for Wheeled Excavator

Pay Orders

Ms. Maggio moved to approve Payroll Warrant # 23-02, dated July 20, 2022, in the amount of \$2,575.72. Second by Mr. Noga.

It was noted that a six-dollar difference had been resolved.

On the Motion, all in favor.

Ms. Maggio moved to approve Accounts Payable Warrant #23-03, dated July 20, 2022, in the amount of \$33,547.73. Second by Mr. Noga. All in favor.

Set Agenda Regular Meeting on August 3, 2022

- RFP for Electric
- RFP for GIA Project
- RFP for Winter Plow
- RFP Sand Purchase
- Approve Hazardous Waste Policy

Mr. Noga moved to authorize the chair to approve the Hazard Mitigation Plan for the Windham Regional Commission. Second by Mr. Mello. All in favor.

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Adjourn

Ms. Maggio moved to Adjourn. Second by Mr. Mello. All in favor.
The meeting was Adjourned at 9:13 p.m.

Respectfully submitted, Peter Barus, recording secretary, July 27, 2022