

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

Present

Board:

Dorothy Maggio (Chair)
Bruce Mello
Stan Noga

Administration:

Mark Bills (Road Foreman)

Public:

Julia Duke
Josh Morelli (FACTV)

Call the meeting to order

The meeting was called to order at 6:41 p.m.

Review changes to agenda if any

Bazin Bros. paving contract-discussion
Erosion and culvert mapping, GIA grant summary
Cota & Cota contract
Tax Book

Accept amended purchase policy approved at last meeting – vote
Westminster Hazard Mitigation Plan

Review/approve minutes from June 15, 2022

Ms. Maggio moved to approve the minutes for June 15, 2022. Second by Mr. Noga. All in favor.

Members of the public

Scheduled

The selectboard welcomed Ms. Duke. Mr. Mello explained that Ms. Duke had expressed interest in the open position on the Brookline Meeting House Committee. Ms. Duke discussed moving to Brookline from Brattleboro, living in Vermont over twenty years; meeting Ms. Parker at an open house and plant sale last year; that Mr. Duke also had experience with historic buildings; and her interest in landscaping, painting, cleaning, organizing and running events. There was discussion, noting that appointments were made annually; that Mr. Duke was familiar with disability regulations.

Ms. Maggio **moved to appoint Stuart and Julia Duke to the Brookline Meeting House Committee** for the remainder of the year. Second by Mr. Noga.

Ms. Maggio expressed the board's appreciation for community service.

On the Motion, all in favor.

Unscheduled

Old Business

procedure following formal,

advertised bid in the Brattleboro Reformer. Discuss - Vote

Ms. Maggio read and discussed the submission, re: heat pumps for the former elementary school; equipment availability; a 50% deposit; installation in the amount of \$34,450.00 to be completed by October 15, 2022; anticipated rebate through Efficiency Vermont: \$-4,500.00

There was discussion. Mr. Mello noted two other vendors' informal estimates, that each had been notified about the RFP; and discussed systems and additional electric costs; that the gas boilers would not be replaced; that specifications were nearly complete as to location of the outside heat pump components.

Ms. Maggio clarified that the RFP was for the heat pump only; that the total would be about \$40,000 minus the Efficiency Vermont rebate.

There was discussion of the account balance (about \$5,800.00); the electric service; the installation

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process; total cost; the rebate process; potential savings; appropriate use of ARPA funds. Mr. Noga suggested installing an electric hot water heater and letting the furnace rest unused, noting that Vermont's electric resources were all renewables and therefore rates were unlikely to fluctuate with oil prices; and that the vendors should confer with each other on the installation. Ms. Maggio noted that the purchase policy would likely be involved. Mr. Mello suggested further research on specific water heaters.

Mr. Mello moved that the proposal from Tim Hart Heat Pump Installations be accepted in the amount of \$34,450.00 in anticipation of a rebate of \$4,500.00 (from Efficiency Vermont and/or Green Mountain Power). Second by Ms. Maggio. All in favor.

It was noted that the figures in the proposal had been subtracted in error; that the total would be \$29,950.00 or \$34,450.00 if there was no rebate.

Gross price:	\$34,450.00
Efficiency Vermont grant:	\$-4,500.00
Total:	<u>\$29,950.00</u>

Updating phone system using Purchase policy - Regular Purchase procedure using quotes from at least two vendors Information from Consolidated - Regina Spillane Information from Southern Vermont Telephone - Martin Grimes Discuss – Vote

Ms. Maggio discussed Consolidated not being able to provide the service previously offered, while Grimes offered a system for \$750.00.

Ms. Maggio moved that Mr. Grimes of Southern Vermont Telephone Co. be hired to install a new telephone system. Second by Mr. Noga. All in favor.

Discussion re: Bill for \$5,770.00 from the Putney Fire Dept for responding to a fire on May 1, 2022 on Purple Mountain Road.

Ms. Maggio suggested the matter be Tabled pending information from the Putney Town Manager about changing the billing. There was discussion.

Tabled for the for July 20 agenda.

Accounts payable warrant July 20, 2022 discussion

Payment schedule discussion

Budget Stabilization fund discussion

Appointments

Brookline Meeting House - Julia and Stuart Duke

(Discussed above)

Updates to website requested for Delinquent Tax Collector, Custodian of Public Funds, Round School House Committee members and SB term end date for Dorothy Maggio.

Website update noted.

Discuss the need to fill two appointed Selectboard member seats.

There was discussion.

ARPA money moved to cover Highway Salary increase—discussion

There was discussion; that the funds (\$27,115.00) had not been transferred; that the selectboard had not voted to transfer the funds.

Ms. Maggio moved to transfer \$27,115.00 from ARPA into the highway salary fund for FY 2021-2022. Second by Mr. Mello. All in favor.

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New Business

Inter-Local Agreement: Putney Property Taxes / Brookline Road Maintenance Agreement Dated December 6, 2021. Sign agreement w/ current SB Chair Taxes due to Putney in the amount of \$2,091.48 Discussion - vote. Add to next accounts payable warrant

Ms. Maggio explained that the agreement for road maintenance on Putney Mountain by Putney in exchange for tax payments on 85 acres had not been signed.

Ms. Maggio moved to authorize signature of the agreement for road services and property taxes. Second by Mr. Noga. All in favor.

Ms. Maggio signed the document.

It was noted that Brookline also maintained Putney Mountain Road in addition to paying taxes on an 85-acre parcel; the Tax Bill to be paid with the next A/P Warrant.

Discussion about email address format used for town business

Tabled.

Reports & Updates

Road Supervisor - E. Mark Bills

The 2020 John Deere Mower scheduled for June 27 - July 1 was canceled by HP Fairfield. They sold the machine promised in Contract. Alta JCB Wheeled excavator rental will rent a mower arm to Brookline. Date of delivery is in question. Originally scheduled for July 11 for 6 weeks. Discussion

Mr. Bills explained that the wheeled excavator delivery would be July 8, with no mowing attachment, but the vendor would deliver and attach it when available; price not negotiated. There was discussion; about \$9,000 cost likely; the machine comes with digging bucket and ditching bucket; there could be additional rent for the mower attachment.

Mr. Noga noted credit expected for FEMA sites that had been mis-categorized as noncompliant.

Bazin Bros. paving contract-discussion

Mr. Bills discussed the paving contractor bids. Mr. Noga explained that neither vendor had committed to a specific date; that there had been an error with a bid, complicating the process with FEMA. There was discussion of a change in the contract language regarding a bond.

Mr. Noga moved to accept the proposal from Bazin Bros. without a bond requirement.

Second by Ms. Maggio. All in favor.

Mr. Bills reported fixing potholes, awaiting paving contractors; trees and brush removed from roadways; scheduled emptying the recycle bins; cleaned the shed, found old stop signs to replace some vandalized signs; maintenance at the school.

Mr. Bills asked about mileage reimbursement in light of fuel prices; Ms. Maggio explained that the rate had been increased to 62.5¢ per mile.

Mr. Bills discussed paperwork about culverts; a meeting with Jeff Nugent and Mr. Noga and visiting sites needing work.

FEMA repairs - Purchase policy Major purchase over \$7,500.00 for repairs. Discussion about RFP

Ms. Maggio discussed the need for RFP; that materials would have to be specified for the FEMA work; There was discussion of expectations that local purchase policy (RFP) be followed by FEMA, as the emergency was no longer in effect. Mr. Noga recommended documenting all contacts with vendors (for any purpose); and obtaining a date, for paving.

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Highway & Grant Updates - Stan Noga

Summary of the meeting held with Jeff Nugent in June

Mr. Noga noted that Mr. Bills had a thorough knowledge of conditions; that Mr. Nugent had mentioned the categorization errors (discussed above) and the required obligations, Hill Road and Parker Road requiring work; that a grant of \$6,700 must be used before a deadline and could cover the Parker Road work. There was discussion.

Mr. Bills discussed stone lined ditches and the advantage of the machinery being rented. Mr. Noga discussed developing the RFP. Mr. Bills discussed a culvert on Putney Mountain, as to whether it would be part of the FEMA work; and discussed approval from the ANR. Mr. Noga discussed grants for the respective projects. Mr. Bills and Mr. Noga both expressed appreciation for Mr. Nugent's services, including a new digital mapping application.

Selectboard Chair Report - Dot Maggio Community Zoom Summary

Ms. Maggio discussed the community videoconference; had spoken with Lt. French (State Police); the website update; the window at the RSH not yet repaired.

ACO - Lost dogs / found dogs / chickens attacked and killed by said lost dogs. Working with the owners of the chickens to determine remedy.

Ms. Maggio had discussed the matter with the Athens ACO, where the dogs were from.

Building Commissioner - Bruce Mello SLP - Water problems

Mr. Mello reported a bill from Cota & Cota for the yearly contract, noting another due in the fall. Ms. Maggio discussed the contract, service plans, and prices for fuel oil and propane. Mr. Mello discussed various systems and services addressed; and a conversation with the tenant about kilowatt-hours.

Tax Book

There was discussion of efficiencies for the office. Mr. Noga suggested making the Tax Book (a printout of every tax bill for every parcel in town, for reference by the public) available to Mr. Tanza.

Vote on amended purchase policy

Ms. Noga **moved to approve the purchase policy as amended** to include the digital bid procedure as presented previously. Second by Mr. Mello. All in favor.

Members signed the policy.

Any other concerns or comments from the selectboard

Mr. Mello asked whether RFP would be necessary regarding the paving contractors. There was discussion.

Communication

Regular Mail

- Rescue Inc. re: contract signed; amounts divided over 12 installments FY 2022-23, \$15,930.00; FY 2023-24, \$16,092.00; FY 2024-25, \$16,254.00.
- Windham County Humane Society re: contract signed and returned for files.

Email

- Windham Regional re: request for updated town official forms.
- All-State re: confirmation of bid to repair Putney Mountain Rd damage, awaiting signed contract. Mr. Noga noted all paperwork ready.

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- Bazin Brothers re: contract signed for paving a section of Grassy Brook Rd. Mr. Noga noted that it was corrected and needs initials.
- Putney/Brookline Interlocal Agreement re: road maintenance contract to be signed and payment made (approved).
- Cota & Cota re: price program contract.

Ms. Maggio noted:

- Certificate of no appeals pending re: listers to recover taxes, April 1, 2021 (Ms. Maggio signed the certificate).
- Internal Financial Control Checklist circulated and signed.
- Reviewed a letter regarding a property whose owner was incarcerated.
- SeVEDS appropriation request.
- Special Meeting on the Tax Rate when it arrives;

Pay orders

Accounts Payable Warrant

Ms. Maggio moved to approve Accounts Payable Warrant #22-51, dated July 6, 2022, in the amount of \$6,984.14. Second by Noga. All in favor.

Ms. Maggio moved to approve Accounts Payable Warrant #2301, dated July 6, 2022, in the amount of \$3,085.70. Second by Mr. Mello. All in favor.

Payroll Warrant

Ms. Maggio moved to approve Payroll Warrant #22-50, dated June 22, 2022, in the amount of \$1,607.49. Second by Mr. Noga. All in favor.

Ms. Maggio moved to approve Payroll Warrant #2023-02, dated July 6, 2022, in the amount of \$4,280.42. Second by Mr. Mello. All in favor.

Set agenda for July 20, 2022

- Westminster Hazard Mitigation Plans
- RFP winter road maintenance
- RFP sand
- Discuss May 1 fire on Putney Mountain
- Selectboard emails
- Electric RFP

Adjourn

Ms. Maggio moved to Adjourn. Second by Mr. Mello. All in favor.

The meeting was Adjourned at 9:11 p.m.

Respectfully submitted, Peter Barus, recording secretary, July 16, 2022