

**TOWN OF BROOKLINE SELECTBOARD MEETING**  
**September 20<sup>th</sup>, 2017 at 6:30 PM**  
**Draft Minutes**

**Actions:**

- Approved the minutes for July 5<sup>th</sup>, 2017 as amended.
- Accept the proposal from Fresh Coat Asphalt at \$3,600.00 for one mile of crack-sealing and additional work making up one eight hour day.
- Approved Warrants and Pay Orders totaling \$29,219.85.

**Present:**

*Board:* Dorothy Maggio (Chair), Gwen Tanza, David Jones, Chris Webb

*Members of the Public:* William Anton, Bob Thibault, Mark Bills, Peter Barus (Recorder)

**Call the meeting to order**

The meeting was called to order at 6:33 PM.

**Review changes to the agenda**

Move items Snow plowing RFP, Recycling Policy, Building Use Policy and Town Report to the end.

**Approve minutes from the last meeting held on September 6, 2017**

Some typographical errors were corrected.

Mr. Webb moved to approve the minutes for July 5<sup>th</sup>, 2017 as amended. Second by Mr. Mello. **All in Favor.**

**Scheduled members of the public**

**William Anton Superintendent and Robert Thibault L&G Principal**

Mr. Anton and Mr. Thibault visiting to introduce themselves and open communication with the Town, for any future need. Mr. Anton was Principal at Dover and Twin Valley, and came from North Carolina.

Mr. Mello discussed the NewBrook Solar Project, explaining that it is to be sold to another entity. The Energy Committee has been asked to sign off on changes to the timeline; the starting date may be delayed; it is believed that the project will go forward in any case.

Mr. Thibault discussed his background as an educator, as Principal at Springfield, now Leland & Gray, his children attending the school; the many community service projects L&G students are engaged in. Mr. Anton suggested that the Selectboard call on Phoebe Connelly and Terry Davison-Burger about community projects. The cemeteries and Green Up Day were discussed.

There was discussion of changes at L&G, from budget constraints to declining enrollment; Mr. Thibault noted that L&G offers a personalized educational experience, leveraging the advantages of small size. Mr. Anton described opportunities to demonstrate proficiency.

Mr. Anton discussed the two At-large seats on the new Board that will be filled at the Town Meeting Day election, and the new configuration of the school districts.

Mr. Webb asked about the challenges for the system and the school, and areas of opportunity; Mr. Thibault discussed facility challenges, systems in need of replacement or upgrade in the fifty-year-old building, and the engineering overview now being conducted to assess and prioritize needs and develop a Stewardship Plan.

There was discussion of a lack of long-term planning from past Administrations; the recently-completed radon mitigation.

Mr. Anton discussed the kind of thinking that will be needed on the newly-formed Board; skills that will be needed in the next five to ten years, a systems approach; he discussed the new Administrative staff, the new Board, and new hires at L&G, noting that the challenges were what originally drew him to this area.

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There was discussion of a Town Meeting day Australian Ballot and the “commingled vote”; Mr. Anton explained that after the first vote, at the 2018 Annual Meeting the date of the vote will be confirmed. Act 46 requires the first vote to be done on Town Meeting Day, but may not require this in future votes. Mr. Tanza discussed the challenges Towns face in accommodating this type of vote. Mr. Anton acknowledged the Five Towns for being flexible and proactive. Ms. Maggio noted that Warnings will be proof-read well in advance. There was discussion of “commingled” votes, and the two At-large seats on which anyone from the Five Towns may serve if elected.

The Selectboard expressed gratitude to Mr. Anton and Mr. Thibault for their visit.

**Guy Tanza - Town Clerk Update**

A resident reported tires dumped on private property; he will speak with the individual involved; there is no ordinance to prevent this; he will negotiate with the property owner.

**Unscheduled members of the public (none)**

**Old Business**

**SLDC**

Mr. Mello discussed pictures that he had prepared, showing conditions he found at the building. He made recommendations for repairs to damage from water runoff and deferred maintenance. He asked Mr. Bills for comment. Mr. Bills offered to meet at the site and discuss the situation. Mr. Mello suggested that the amount of stone needed for repairs would be less than expected; there was discussion of the \$820.00 debt owed to the Town for damage from plowing, and other locations where excess stone could be distributed. Mr. Bills reported that he has been discussing these materials and delivery with Fitzpatrick, and Ms. Maggio noted that \$820.00 worth of stone will be delivered at the Town yard and other appropriate locations. Mr. Mello discussed methods for making the repairs at the site, and the manpower required. Mr. Bills noted that there is underground plumbing, such as the grease trap line to the grease tank (recently resurfaced). Mr. Jones and Mr. Bills offered their personal services on the project, and discussed schedules.

The next meeting is October 4<sup>th</sup>; it was agreed that the repairs will be coordinated by Mr. Mello, planned for September 30<sup>th</sup>, with the assistance of Mr. Jones and Mr. Bills.

**Highways and Roads**

**Crack sealing**

Two bids were received for sealing cracks in one mile of pavement on Grassy Brook Road to see how well it prolongs the life of the pavement.

- Fresh Coat Asphalt: \$3,600.00
- Sealcoating, Inc.: \$9,850.00.

There was discussion of the difference between bids on the same project. Ms. Maggio had spoken with both vendors, and found that the bids are both guaranteed for three years; they will work for one 8 hour day and fill cracks in the SCDC pavement as well. A second day will incur an additional charge.

Mr. Jones moved to accept the proposal from Fresh Coat Asphalt at \$3,600.00 for one mile of crack-sealing and additional work making up one eight hour day. Second by Mr. Webb. **All in Favor.**

The date will be determined in consultation with Mr. Clark, and Tina Bills will be kept informed. There was discussion of funding sources; Mr. Tanza noted that there is a substantial amount from the State each year that might be used instead of paving money; Mr. Clark and Ms. Zwick are conversant with these issues.

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**Snow Plowing RFP for 2017-18**

**Sand & Salt RFP for 2017-18**

Mr. Tanza will provide the previous RFP for these projects; they do not have to be approved before advertising; Ms. Maggio will follow Mr. Clark's suggestions on this. This will be on the next Agenda.

**Current projects**

Mr. Bills discussed general maintenance; he had spoken with the mower, who will probably do the work in the next week; Mr. Bills is planning to grade roads for potholes for the next few days, with ditching and culvert cleaning; he asked how much material (wood chips) would be needed for SLDC; Ms. Maggio will take measurements and call Mr. Bills. They discussed three areas at the site where chips would be delivered and spread; this will be coordinated with Tina Bills to make sure the children are not outdoors. GMP crews were called to Texas and Florida for storm damage; they will do the tree work at no charge along powerlines, removing dead elms and other trees flagged for removal.

Mr. Mello negotiated starting time on the 30<sup>th</sup> for the work at SLDC.

Ms. Maggio has spoken with Mr. Harlow from Putney about the Rainey's culvert, and was told their Fire Department will hose out the blocked culvert; and that since it was their dirt blocking the culvert there would be no charge for this work. The Selectboard expressed appreciation.

**Town Report for March 2018 discussion**

**New Business**

**Non elected-Appointed Town Employee performance review discussion**

The Selectboard discussed job descriptions; making changes after Town Meeting; Ms. Maggio read from a job description for a handyman, noting that this would fill a position beyond/in addition to the road crew; Mr. Bills mentioned a possible candidate who is looking for extra work. Mr. Tanza discussed what the Town can sustain given the tax burden noting that State mandates put stress on several different departments; he referred to a listing of positions and compensation provided by the State, and expressed concern that employees of the Town be compensated fairly and consistently with similar positions across the State. He suggested that this information will be available during budget deliberations. There was discussion of extending hours for Mr. Bills and others, workload and compensation. Mr. Tanza suggested that the Town should engage a contractor to complete the work at SLDC; it was noted that this has been discussed, but it is too late in the season to implement now. It was suggested that a full-time maintenance position be considered for SLDC, or an additional part-time on-call helper. Ms. Maggio noted that there had been no response to a previous advertisement, and this will be tried again in January; Mr. Bills confirmed that part-time help in the near term would be useful.

The Selectboard agreed that the present plan should be followed for the time being.

Ms. Maggio asked for volunteers to work on Town Meeting and the Town Report with Ms. Zwick and the Auditors; to work with the SLDC Maintenance plan; and to work with the Emergency Plan.

Mr. Jones and Mr. Webb offered to work on the Audit and Town Report. Ms. Maggio will work with SLDC, the water system, etc.

Ms. Maggio is considering a DWSRF "Revolving Loan Program for Public Water Systems" workshop; she noted that the SLDC lease is not long-term, and if the tenant leaves it will have a very expensive water system; she will be discussing this with Mr. Smart.

There was discussion of developing procedure manuals for appointees (Assistant Town Clerk, etc.)

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**New Recycling Policy discussion**

Mr. Jones reported no communication with Newfane; he learned from a Solid Waste Management meeting last week that the District was informed by Newfane and Putney that they will not be using the bins loaned to them, and the District is retrieving all the bins; pickup is about the same at one bin per week; people have been challenging users without stickers, finding they are from Newfane, and explaining that the site is for residents only. Mr. Jones had signs made, not put up yet, to the effect: "Brookline Residents Only, Town-Issued Permit Required". There was discussion of how to deploy these signs, potential for theft; Mr. Bills suggested using a very large tire with the sign painted on it. Ms. Maggio discussed "freecycling", furniture, etc., left on the roadside by residents, noting that there are nine residents now doing this.

Ms. Tanza had set up a Recycling policy, consistent with statutes, and provided copies at the previous meeting; The Selectboard read through each section and discussed changes to language and content. It was noted that policy can be set without a Town Meeting vote. The changes will be reviewed and approved at the next meeting.

**New Building Use policy discussion**

Mr. Jones moved to Table Building Policy Review. Second by Mr. Mello. **All in Favor.**

**Correspondence Review**

**Emails**

- Primary Police coverage (Bill S.27)

The bill requires all municipalities to provide primary police coverage; it was agreed that the Town maintains coverage through contractual agreements. Mr. Tanza is following progress in the Legislature.

**Regular mail**

- Thank you card from the Red Cross rec'd Sep 12
- Letter from Red Cross rec'd Sep 19
- American Rock Salt rec'd Sep 19
- Moore Free Library rec'd Sep 14
- Savage Racing rec'd Sep 12

There was discussion of developing a policy regarding foot-races in the town.

- WLCT rec'd Sep 12
- Brattleboro Development Credit Corp. rec'd Sep 12
- Schoenberg Salt Co. rec'd Sep 12 Cargill rec'd Sep 12

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**Pay orders**

**Accounts payable**

Ms. Maggio moved to accept Accounts Payable Warrant #2018-11 dated 9/2017 in the amount of \$27,780.93. Second by Mr. Webb.

In discussion Ms. Maggio noted a reduction of \$150.00 because of a check made out to the wrong vendor.

**All in Favor.**

**Payroll**

Ms. Maggio moved to accept Payroll Warrant #2018-12 dated 9/2017 in the amount of \$1,438.92. Second by Mr. Mello. **All in Favor.**

Item	Amount
Accounts Payable Warrant #2018-11 dated 9/2017	\$27,780.93
Payroll Warrant #2018-12 dated 9/2017	<u>\$1,438.92</u>
Total	\$29,219.85

**Set agenda for next meeting: October 4<sup>th</sup>, 2017**

- Lee Ann Parker for the Brookline Meeting House
- Review Building Use Policy
- Review Recycling Policy
- Vote on bids for snow plowing for winter 2017-18
- Vote on bid for sand for winter 2017-18
- Review Town Plan Draft
- Discussion: moving Town Meeting Date

**Adjournment**

Mr. Webb moved to Adjourn. Second by Mr. Jones. **All in Favor.**

The meeting Adjourned at 9:07 PM.

*Respectfully submitted, Peter Barus, Recorder, September 22<sup>st</sup>, 2017.*