

DRAFT Special Meeting Minutes DRAFT
Monday April 18, 2022
3:45 pm @ Town Conference Room

Selectboard Members present: Dot Maggio, Bruce Mello, Stan Noga

1. The Special Meeting was called to order at 4:02 PM
2. Review Agenda
Dot Maggio asked to table the Executive Session and allow the meeting to be open without any executive session discussions at this time. All were in agreement and the meeting continued without any Executive Session.
3. Members of the Public
None
4. There was no executive session.

Dot Maggio began the meeting by apologizing to the selectboard for possibly putting them in an awkward situation due to her outburst with Mr. Tanza regarding an account payable bill. Dot has also sent her apologies to both Guy and Gwen Tanza and has asked to meet with them in person. Dot continued to say that she hoped that people realized that her behavior during an informal situation was uncharacteristic of her and wished that going forward, she would be able to work together with everyone. That being said, she noted that the selectboard has received two letters of resignation, one from Gwen Tanza and one from Guy Tanza. This will be discussed at the April 20th regular SB meeting.

Dot continued by saying that this special meeting was called to discuss the ARPA money the town of Brookline received as well as the fiduciary responsibilities the selectboard has to consider who may fill the treasurer position. In a letter from Guy Tanza, he reminded the town that there have been 4 different treasurers in the past few years. Ms. Acampora is not interested in the lead position, however she has offered to learn payroll or put in extra hours during a transition.

5. Dot opened the floor up for discussion and Bruce Mello would like to see us offer Melissa Brown an interview to see if she has any interest in being the town treasurer for Brookline. He continued to say that he understands that Mr. Tanza just wants to be the Town Clerk and considering the revolving treasurer door, Bruce would like to see the position filled as soon as possible.

Stan Noga suggested given the nebulosness of the situation, we as leaders reach out to Melissa Brown to see if she has an interest and if there would be any issues with her also being the town treasurer for Newfane. Stan also suggested that we

invite Ms. Brown to the April 20th meeting. Mr. Noga said that he would also be open to discussing hiring a firm to do our work for us if we can not find a replacement for Guy soon.

Dot Maggio asked Stan Noga to contact Melissa Brown and see when it would be convenient for her to come in for an interview later this week. Mr. Noga agreed to do so and would let us know when she might be available.

6. Fiduciary Responsibilities

- A. Mr. Noga explained the importance of the income and benefits report for Brookline which is due between May 1 and July 31, 2022 to VLCT via NEMRC. This report in the past was generated by the treasurer. In order to understand if Brookline is being competitive with salaries, this is an important report to contribute to.
- B. Review law for payment order by selectboard of Treasurer or Assistant Treasurer. Mr. Noga read the statute regarding a situation whereas the Selectboard presented an order for payment, and if that payment was not made as ordered, the person to which the check was to be made can demand interest on the late payment. There was discussion about a pay order approved in a SB meeting as recorded in the minutes and requesting an invoice. Further discussion occurred about requesting an invoice from AS Clark & Sons for their snow plow contract installment for this, the second winter of their two year contract. Moving forward, the 50% down payment for steeple repairs will appear on the Accounts Payable warrant this week.

It was discussed that none of the SB members ever wanted to offend Mr. Tanza in the first place, a question remains about the effective date of his resignation. Ms. Maggio agreed to reach out to Guy to see if there is a transitional period or was his resignation effective immediately.

- C. Discuss and implement a process to appoint a Tax Collector
Is the treasurer also the tax collector? Usually this is the case however Mr. Noga found that the tax collector is not always the same person as the treasurer in every town. Mr. Mello asked about the delinquent tax collector position which Guy Tanza also took care of in town. The SB will need to take whatever action is needed to fill the positions vacated by Mr. Tanza. Mr. Noga suggested that when we meet with Melissa Brown, we ask her if she would be willing to take over these additional responsibilities as well. Mr. Noga did say that there are collection agencies that work for a fee per item or a percentage of what they collect. Other options were briefly discussed.

The discussion continued to address the other vacancies in the town committees. Mr. Noga noted that some of this work required is beyond the scope of citizen volunteers who may have limited hours to work on the many town related

concerns. A discussion about hiring an administrative assistant or even considering researching a Town Manager in the future will drive up the expenses and thereby increase taxes in a town that currently has no full time workers and no benefit package for hourly employees. This SB will try to spread out the work as evenly as possible while we determine the best way forward. We all agreed that the job of a selectboard member is becoming more and more complicated and time intensive.

FacTV will send a cameraman to the April 20th SB meeting to record the future meeting.

7. ARPA fund discussion

A. Energy Efficiency for town owned buildings - B. Mello
Building Commissioner

Bruce Mello described how he took a wish list that was typed up earlier this year and identified where funds might come from to pay for projects etc with most money coming from current funding sources. After reviewing many items quickly that are not pressing, some detailed discussion and information sharing occurred about tax incentives for the day care to install solar panels and knock down their electrical debt. A municipality would not qualify for solar discounts at this time. With the SB permission, Bruce will meet with Suzie Coutermarsh to see if there is enough interest to move forward and get additional estimates for solar panels with the understanding that after say 5 years, the town would own the system. The legal parameters will need to be worked out, but a rebate equal to the loan payment due might be a way to pay for the system by the town.

In a second discussion, new heat pumps would extend the life of the old boiler and have the benefit of adding air conditioning to the classrooms. The solar panels would be an ideal match up with new heat pumps thereby reducing the energy usage of propane (over 7000 gallons) and monthly electric bills especially if new LED lighting is installed. Insulation of the building should be considered. Mr. Mello is working hard to determine the best way to go forward. He will meet with the daycare owner to see if she is interested in taking a loan out for the panel system. It is unsure if net metering is possible for the town hall or other buildings. Bruce will keep the board updated as things progress.

B. Community involvement

It was suggested that another meeting be planned to discuss getting more people involved in this and other town projects.

8. Adjourn the meeting

Dot Maggio moved to adjourn the meeting.

Stan Noga seconded the motion. No discussion

All were in favor.

The meeting was adjourned at 6:33 pm