

Draft Minutes
Town of Brookline Selectboard Meeting
Wednesday, March 3, 2021, 6:30 PM
(videoconference)

Present

Selectboard:
David Jones (Chair)
Gwen Tanza
Bruce Mello

Town Officers:
Guy Tanza (Town Clerk, videographer)

Members of the Public:
Stan Noga
Dorothy Maggio
Peter Barus (Recorder)
FACTV (Videoconference recording)

Town Clerk to call the meeting to order

The meeting was called to order at 6:40 PM.

There was discussion of the responsibilities of the Chair; to speak on behalf of the Selectboard when necessary; to form the agenda, warn and conduct meetings; to serve in otherwise unfilled positions; to prepare for meetings, facilitate discussion, to sign and approve pay warrants outside a scheduled meeting when necessary. It was noted that the job had been more challenging during the pandemic emergency, and that distribution of warrants and other documents required additional labor and new procedures.

The Clerk opened the floor for nominations for Chair.

Elect Selectboard Chair

Ms. Tanza nominated Dorothy Maggio as Chair of the selectboard.

There were no further nominations. All in favor.

Ms. Maggio was duly elected Selectboard Chair

Review changes to agenda if any

Minutes approval for February 24, 2021 was **Tabled** until next meeting.

Mr. Mello asked that "Building Commissioner" be changed to "Buildings Commissioner."

Scheduled members of the public

Unscheduled members of the public

Mark Bills and Stan Noga were present. Mr. Noga was recognized and speaking "as part of the democratic group," noted that there was a concern for safety, and asked what was the protocol for informing law enforcement if there was an emergency in town. Mr. Tanza explained that the statewide protocol is 911. It was noted that there was no contract with the Sheriff or State Police; and that a contract relationship was not required for emergencies. The recommendation was to call 911, and to call the state police.

Approve Minutes

Minutes from February 17, 2021 Regular Meeting

Mr. Jones moved to approve the minutes for February 17, 2021. Second by Mr. Mello.

Changes were discussed.

Accepted as amended, one abstaining.

Minutes from February 24, 2021 Informational Hearing (Tabled)

Reorganization & Appointment of Town Officers

Elect Vice-chair of the Selectboard

Ms. Maggio nominated Mr. Jones as Vice-chair. Mr. Jones declined nomination.

Ms. Maggio nominated Mr. Mello as Vice-chair.

All in favor.

Mr. Mello was duly elected Vice-chair of the selectboard.

Appoint Recording Clerk

Ms. Maggio nominated Mr. Barus.

Mr. Barus was duly appointed Recording Clerk of the selectboard

Appoint Road Commissioner

Mr. Jones nominated Mr. Clark.

Mr. Clark was duly appointed Road Commissioner.

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Appoint representative(s) to the Windham Regional Commission

Ms. Tanza nominated Mr. Tanza.

Mr. Tanza was duly appointed Windham Regional Commission Representative.

Mr. Tanza suggested appointing an additional Representative. This will be taken up at a future meeting.

Appoint Emergency Management Coordinator

There was discussion of potential appointees. The appointment was Tabled.

Notice of this position and WRC Commissioner will be circulated and the positions reviewed at subsequent meetings.

Appoint 911 coordinator

Ms. Tanza nominated **Mr. Tanza**. All in favor.

Appoint Pound Keeper

Ms. Maggio nominated the **Windham County Humane Society**. All in favor.

Appoint Animal Control Officer

Ms. Tanza nominated **Ms. Maggio**. All in favor.

Appoint representative to the Windham Solid Waste Mgmt. District

Mr. Mello nominated **Mr. Jones**. All in favor.

Appoint representative to RESCUE Inc.

Mr. Jones nominated **Jorda Daigneault**. All in favor.

Appoint Property Manager for 624 Grassy Brook Road Daycare

Mr. Mello nominated **Mr. Bills**. All in favor.

Appoint Road Supervisor

Ms. Tanza nominated **Mr. Bills**. All in favor.

Appoint Tree Warden

Mr. Mello nominated **Mr. Bills**. All in favor.

Appoint Buildings Commissioner

Ms. Tanza nominated **Mr. Mello**. All in favor.

Appoint member(s) to the Brookline Planning Commission

The appointment was **Tabled** pending further information from the Commission.

Appoint members to the Brookline Meeting House committee

Ms. Maggio nominated **Lee Ann Parker, Dan Towler, Kerry Bourne and Dorothy Maggio**. All in favor.

Appoint members to the Brookline Historical Society

Mr. Jones nominated **Joseph Dutton and Doug Wellman**. All in favor.

Set time and place for Selectboard meetings

Mr. Mello moved that meetings be held on the **first and third Wednesdays of each month, at 6:30 PM**, by videoconference. All in favor.

Establish official locations & newspaper for posting meetings/hearing

Ms. Maggio moved that the paper of record be the **Brattleboro Reformer**, and posting locations be the bottom of Whitney Hill, Grassy Brook Road triangle, and the Town Office. All in favor.

Review Policies

1-Conflict of Interest Policy

2-Rules of Procedure

3-Purchase Policy

4-other policies TBD

Mr. Jones suggested that copies be left at the town office for each member to sign at their convenience.

Ms. Maggio will email members to review and sign policies, and it will be on the next agenda to confirm.

New Business

Approve Chair & Vice-Chair Signing Pay Warrants

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Mr. Jones moved that the Chair and Vice-chair be authorized to sign Pay Warrants on behalf of the full selectboard. Second by Ms. Maggio. All in favor.

Old Business

Building Update

Mr. Mello will present next meeting on funding and the UV water system; and reported that there was an issue with a flush mechanism in the preschool room toilet, being repaired. Mr. Mello will specify the time needed for updates, for meeting agendas.

Summary / Update / Reports

Guy Tanza - Town Clerk Report

Mr. Tanza thanked everyone for turning out; and noted that there will be a vote on March 24 for the West River Modified Union Education District budget, by Australian ballot; that sample ballots and warning are on the website; and announced that dog licenses are due buy April 1, 2021; and reported land transfers, etc. running smoothly.

Highways & Roads

Mark Bills - Road Supervisor

Mr. Bills reported that the grader water pump was repaired, and the grader used to push back snowbanks in preparation for Spring, to send snowmelt away from the road surface; that after consultation with Mr. Clark, crushed stone was applied to potential muddy areas; and discussed the tree removal project, two days at \$2,500.00 per day; and after consultation on the contract services budget asked approval to hire Carr Tree for an additional two days.

Mr. Jones noted that the work on Parker Road must be completed to receive a grant. Mr. Bills suggested consulting Allen May on grants, and noted that the tree removal had involved anticipated power line work by GMP last fall, leaving space to create stone-lined ditches; that GMP had not completed this work; that new poles are apparently being set up, but GMP's schedule was not known pending consultation with their representatives.

Mr. Tanza agreed that Carr did a good job, but noted that tax collections were down for the first three quarters; and the education taxes must be paid first; and discussed a sand delivery. Mr. Bills explained that contract service expenditures cover rented equipment; that operation of the rental equipment was a separate cost; that there would be reimbursement at \$9,000.00. Mr. Jones suggested that spending the requested \$5,000.00 might not leave sufficient funds in the account. Mr. Bills noted that further tree removal could wait for the new fiscal year. There was discussion. Ms. Maggio noted the purchase limit policy. Mr. Jones suggested that an additional contract would be a separate expenditure from the earlier expenditure under the purchase limit policy, and asked whether there was a safety issue involved in delaying further tree removals. Mr. Bills noted that trees drop debris into the roads constantly, and that Carr could be hired for one day.

It was decided that Mr. Jones will consult Mr. May and the June 30 deadline and update Mr. Bills on the funding situation. Mr. Bills will consult with the GMP representative (Mr. Daigneault).

Mr. Bills reported signing an excess weight permit at the office.

Communications

Email

- Alyssa Sabetto (WRC) re: emergency management plan due May 1 (Mr. Jones will have this ready for review next meeting).
- Alyssa Sabetto (WRC) re: Vermont Emergency Management contact details needed by March 18.
- Athens Meeting House Committee re: request to tour the BMH as they plan grant-funded work at AMH.
- Bob Fisher re: salt and sand Shed approval received; next step is VTRANS review.
- Democratic Committee of Brookline re: an official statement condemning the January 6, 2021 Insurrection, sent to all legislators. (Mr. Jones read the statement aloud).

Regular Mail

- Re: contact list form for emergency management. (Mr. Tanza will address the matter.)
- Re: Prevent Child Abuse Vermont, re: Pinwheel Program for Child Abuse Prevention Month.
- Acting Dir., Census Bureau re: 2021 Government Units Survey.
- Gathering Place re: flyer and solicitation. (Adult daycare services)
- Association of Vermont Conservation Commissions (addressed to Newfane) re: annual report. (It was noted that Brookline has no conservation commission. Ms. Maggio suggested this would be under the Planning Commission. Mr. Tanza will refer the mail to them.)

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Pay Orders

Payroll

Mr. Jones polled the member for questions about the Pay Orders.

Mr. Jones moved to approve Payroll Warrant #2021-09, dated 3/3/21, in the amount of \$2,336.78. **Passed with one abstention.**

Mr. Jones signed the Warrant.

Accounts Payable

Mr. Jones polled the member for questions about the Accounts Payable Warrants.

Mr. Jones moved to approve Accounts Payable Warrant #2021-10, dated 3/1/21, in the amount of \$19,282.17. **Passed with one abstention.**

Mr. Jones asked Mr. Tanza about reimbursements for Covid-19-related expenditures (such as the town report first class mail). Mr. Tanza explained a \$5,000.00 grant, received and extended to June 30, under which all funds related to elections or reports will be reimbursed; expenditures can come from the budget, and the \$5,000.00 is in the bank account. There was discussion. Documents should be passed to Mr. Tanza, including claims by reimbursement forms at the town office; and all funds not spent from this grant will be returned to the state.

Set agenda for the next meeting – Wednesday March 17, 2021

- Windmill Hill Pinnacle Association acquisition (support letter discussion)
- Review and approve February 24 minutes
- Parker Road grant, GMP phone lines
- Review LEOP
- Review responses to Julie's email blast
- Discuss building projects
- Review Tabled appointments, Planning Commission, Brookline Historical Society

Adjournment

Ms. Tanza thanked Mr. Jones for his service as Chair. There was consensus.

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

The meeting was Adjourned at 8:02 PM.

Respectfully submitted, Peter Barus, Recorder, March 4, 2021.