

**Draft Minutes**  
**Town of Brookline Selectboard**  
**Wednesday April 17, 2019, 6:30 PM**

**Present:**

*Selectboard:* David Jones (Chair), Gwen Tanza, Joseph Dutton, Shelby Brimmer, Bruce Mello

*Members of the Public:* Dorothy Maggio, Leann Parker, Dan Towler, Mark Bills, Guy Tanza (Town Clerk, Videographer), Peter Barus (Recorder)

**Call the meeting to order**

The meeting was called to order at 6:30 PM

**Review changes to agenda if any**

**Scheduled members of the public**

**A. Dorothy Maggio**

**B. Lee Anne Parker**

**Unscheduled members of the public**

**Approve Minutes from April 3, 2019 meeting**

Mr. Jones moved to approve the minutes for April 3<sup>rd</sup>, 2019, as amended. Second by Mr. Mello.

**All in Favor.**

**New Business**

**A. Meetinghouse Update**

Ms. Parker introduced herself and provided background on the BMH Committee, having joined when the windows were being installed and the grant for heavy timber repair was obtained, three years ago; last year there had been fewer on the Committee; she had met with Mr. Towler at Town Meeting and they had toured the building since then, discussing opportunities to address issues; Mr. Towler had suggested various possible funding sources.

Ms. Parker discussed the possibility of holding open house(s), Welcome Center fundraising events; and had discussed next steps with Mr. Bourne such as painting the steeple and repairing the foundation under the wooden steps; she discussed making the kitchen appliances functional and available to users of the building; and suggested that this summer would be focused on grants for the steeple and foundation work.

There was discussion; on use of social media, and on keeping the Selectboard informed. Mr. Jones noted that there have been new appointments to the BMH Committee, including Mr. Towler, Mr. Bills, Mr. Noga; and suggested holding a BMH Committee meeting with all parties. There was discussion.

Ms. Parker will act as Committee Chair in the interim. It was noted that even Advisory Committee meetings are subject to the Open Meeting law and must be Warned, etc. Ms. Parker will notify the Selectboard a week ahead of all meetings, for Warnings. Meetings will be held at the Brookline Meeting House.

Mr. Mello discussed the early days of the project in 2014; that the community would like to use the sanctuary, but it's a problem in colder weather; and suggested the Committee discuss insulation. There was discussion, noting that this will require extensive professional abatement of bat-guano, probably costing in excess of \$10,000.00. Mr. Mello discussed the expense of heating

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spaces without insulation. He suggested that funding, construction and event-planning are the three categories to consider, and suggested consulting Mr. Webb.

The Selectboard thanked Ms. Parker for her work on behalf of the community.

**B. Green Up Day – Saturday May 4**

Mr. Jones discussed supplies, bags expected next week, noting that he has some left over from the last Green-up Day if there are requests before then.

Mr. Bills will be available. Mr. Jones noted that Mr. Tabachnick will be promoting the event at NewBrook Elementary School. There was discussion of a lot of litter, mattresses, etc. on Ellen Ware Road. Ms. Brimmer asked about Community Service validations; it was noted that these signed occasionally.

**Old Business**

**A. LEMP Review/Approval**

Ms. Maggio had emailed copies of the Emergency Plan to members; noted that Ms. Brimmer had attended the ICS course and would sign as the certified ICS person. Ms. Maggio discussed the Plan page by page, noting required elements and personnel; confirming Selectboard officials as purchasing agents; noting designated emergency spending limits set at \$500.00; it was decided that this should be designated TBD or “as needed”. She discussed the National Incident Management System, noting that the Town has no equipment other than the road grader; the *Reformer, Commons* and local radio; primary shelter will be Newfane Fire Station, secondary shelter will be NewBrook Elementary School. She noted that on page one, the name of the Town should be entered with the date of submission. There was discussion. Ms. Maggio noted current weather and flooding alerts.

Mr. Jones moved to approve and sign the Local Emergency Management Plan for Brookline. Second by Mr. Mello.

In discussion Mr. Tanza asked about pets; it was noted that the Town has not developed a pet emergency plan.

On the Motion, **All in Favor.**

Signatures were applied as necessary.

**B. Austin Cemetery**

Ms. Maggio had emailed the updated invoice for work on the Austin Cemetery, for additional topsoil, seeding, mulch, estimated at \$5,530.00 of which Ms. Massey’s contribution was \$5,000.00. Ms. Massey had worked before on the cemetery in the past, and had provided a binder with pictures on the history of the cemetery.

Ms. Maggio discussed recent work by Mr. Bloom clearing the access road; she suggested that some funds be used for non-locking gates (not in the estimate but available in the fund); and that this should be completed before June 30 (end of FY).

There was discussion; that Mr. Bloom understands that his deed does not include the cemetery access; that he has filed for a permit for a new access on the north side of the cemetery. Mr. Bills noted that there was a drainage pipe in front of the cemetery that should be considered when permitting the new access route.

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Mr. Jones moved to approve the expenditure of existing budgeted cemetery funds not to exceed \$600.00 for the work at the Austin Cemetery. Second by Mr. Mello.

There was discussion of the proper allocation of Ms. Massey's donation, that the vendor should be paid directly by Ms. Massey, and not through the Town. Ms. Maggio will be kept informed.

On the Motion, **All in Favor.**

**C. Discuss/Approve Road Paving RFP**

Mr. Jones suggested discussion of the proposed Hill Road grade modification; there had been a site visit Saturday morning; Mr. Bills had not been available for the site visit, but had provided a drawing and marked the pavement in orange paint. It was noted that Cynthia Nau and Todd Lawley had been present, and Mr. Jones had discussed concerns with them; that the main concern is excessive speed, and that improving the grade might exacerbate this serious problem. Mr. Mello concurred and noted that cost of \$20,000.00 and that there would then also be two access roads to deal with; that Mr. Lawley had observed that a culvert would be necessary to address a drainage problem that could result from regrading. Mr. Mello noted that there is a 40 MPH speed zone at the location, and recalled the complexity of having speed signs changed. Ms. Maggio described a similar situation in Newfane that was addressed by road striping, and suggested that this could also be applied at the school and BMH. There was discussion of various remedies.

There was consensus that regrading the road as proposed would not reduce the problems at that location.

Mr. Jones suggested that the paving RFP be written for the next meeting. Mr. Dutton asked about paving grants; Mr. Tanza noted that the Town is 24<sup>th</sup> in a line of 25 applicants. Hill Road was discussed. Mr. Bills discussed the use of crack-seal, and a failing section of road near the river; Mr. Tanza noted that there are emergency grants for such serious conditions, agreeing that Hill Road is deteriorating near Mr. Osgood's farm.

The RFP will be voted next meeting.

**D. Consider RFP to Re-Paint Windows at SLP Building**

Mr. Jones discussed the detailed financials that Ms. Zwick had provided; Ms. Brimmer reported that progress had been made, and a lot of expenses through October; Mr. Mello observed that there had been four months without significant problems; there was discussion.

Ms. Brimmer reported that as of April 5<sup>th</sup> there were expenses of about \$5,000.00; by June 30<sup>th</sup> there would be a negative balance of \$2,200.00. She discussed line items and YTD of \$11,500.00 noting that this is not likely to be a regular annual expense, but that she would need the rest of the transactions to be sure; that although the account appears in surplus, it would probably be over-budget for the year. She explained that a budget allows the Town to know what is available for special projects.

Mr. Mello suggested that expenses are now greatly reduced, as after five years of work the major problems have all been mitigated; that the boiler could break down, the building is deteriorating and needs maintenance; and that as of July 1<sup>st</sup>, regular rent of \$19,200.00 would be forthcoming. He suggested posting the RFP. There was discussion of various projects and their relative difficulty; and the timing of projects with the advancing seasons and available resources.

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Ms. Brimmer noted that when the rest of the numbers are in, she will be able to provide more clarity about available funds. Mr. Mello discussed the benefits of informing vendors early. Mr. Jones suggested that the Town could not afford to do the project this year. There was discussion of the Capital Improvement fund; and Ms. Zwick's advice to define the purpose of the fund clearly.

There was discussion. Ms. Brimmer noted that the RFP cannot be voted on yet, and more information will be available next meeting. Mr. Dutton suggested bringing the RFP to a vote.

Mr. Tanza suggested that by law, a town cannot spend money it does't have. Mr. Jones noted that an RFP involves a deadline for opening and awarding contracts.

Mr. Mello suggested entertaining the question in mid-June.

The matter was Tabled until a future meeting in June.

**E. Consider Building Commissioner Position**

Copies had been provided of the job description; Mr. Jones had found no similar description listed by VLCT, and suggested that there should be a number of changes to the proposed description. Mr. Dutton observed that another paid position in the town might not be necessary, noting that a stipend of \$500.00 had been provided for the Road Supervisor.

Mr. Mello noted that if appointed he would not accept payment. Mr. Jones suggested that the position should be clearly described before any discussion of candidates.

The Chair invited comment; there was discussion; it was suggested that the position should not involve the oversight responsibilities of the Selectboard. Mr. Jones asked that the position be considered by members outside a meeting for subsequent discussion of the full Selectboard.

There was discussion of the level of detail in the job description. Ms. Maggio noted that fire extinguishers were monitored by a previous Committee member, but with changes of personnel this had lapsed; that the position would be most useful if focused specifically on such practical issues.

Ms. Brimmer and Mr. Mello will discuss this further for future deliberations.

**Summary / Update / Reports**

**A. Guy Tanza – Town Clerk Report**

Mr. Tanza reported that dog licensing is now in the penalty phase; 115 dogs registered, 10-15 unregistered; the calls have been made, and the matter is now in the hands of the Dog Officer; there is a \$50.00 fine by the end of May.

The Town Clerk will generate a report to the Dog Officer. Ms. Maggio will write citations for unregistered dogs; and will review the Ordinance and meet with Mr. Tanza.

Mr. Tanza reminded everyone of the School Budget Vote on April 30<sup>th</sup>, a prior Informational Meeting scheduled, a sample ballot on the Town website. He asked for volunteer assistance counting ballots on the 30<sup>th</sup>, noting that this will take less than half an hour as there is only one question. Absentee ballots are available now at the Town Office.

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**Highways & Roads**

**A. Guy Tanza – Road Commissioner Report**

Mr. Tanza reported meeting with Jeff Nugent (WRC), on the Municipal Roads General Permit Grant; and discussed Act 64 requirements on erosion, culvert updates. He reported that a grant has been secured for \$9,100.00; that a contract with WRC will be necessary; that the Town must pay 20% of the cost. He noted that this is tied in with Clean Air Act and FEMA and must be addressed; that some repairs are needed that would be covered under this grant.

Mr. Tanza reported meeting with Scott Jensen about blocked culverts, noting that any dealings with watercourses require involvement of the ANR; that paving on Hill Road will be addressed and is budgeted; that the crack-seal program closed by weather last year is also to be addressed, noting that it works well, that the previous work was well done and will reduce paving expenses; that there would be \$69,000.00 in the paving budget by June 30<sup>th</sup> (\$39,000.00 is added every year); that the Town is at the end of the line of grant applicants; that the RFP will be done this week, to schedule the work before the height of summer traffic, to be approved next meeting at the pleasure of the Selectboard. He reported that the salt-grant RFP has elicited one response; and that Marion Majors is Project Manager.

Mr. Dutton asked about crack-seal costs by mile, traffic control, etc. Mr. Tanza suggested that the paving contractor could also do shoulder work; that some money can come from the line-painting budget; that the paving fund be kept as high as possible; that the Fourth Quarter payment is coming up. He reported zero delinquent taxes and expressed hopes for a fourth year of no delinquencies, with thanks to the good people of Brookline.

**B. Mark Bills – Road Supervisor**

Mr. Bills reported lining up work for summer; monitoring the roads for mud, regrading as needed; cleaning up debris from recent winds; and grader maintenance.

**Communications**

**A. Email**

- Valley Lions Club re: Green-up event in Townshend (before Green-up Day is over)
- VLCT re: Municipal Energy Survey (Mr. Jones will complete the survey as it applies)

**B. Regular Mail (none)**

**Pay Orders**

It was noted that the Treasurer had sent the Town and Highways Annual Financial Plan for VTRANS; spending at \$300.00 per mile for applicable roadways. Signatures were applied where necessary.

It was noted that Peoples Bank paperwork changes were completed to designate Dani Nystrom as Assistant Treasurer.

**A. Accounts Payable**

Mr. Jones moved to accept A/P Warrant #2019-40 dated April 17<sup>th</sup>, 2019, in the amount of \$4,466.68. Second by Ms. Tanza. **All in Favor.**

**B. Payroll**

Mr. Jones moved to accept Payroll Warrant #2019-41 dated April 16<sup>th</sup>, 2019, in the amount of \$40,090.60 Second by Ms. Tanza. **All in Favor.**

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**Set agenda for the next meeting – Wednesday May 1, 2019**

- Consider changing Paper of Record
- Paving RFP
- Green-up Day
- Recycling costs

**Adjournment**

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

The meeting Adjourned at 8:47 PM.

*Respectfully submitted, Peter Barus, Recording Clerk, April 18<sup>th</sup>, 2019.*