

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

**Present**

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

Town Officers:  
Guy Tanza (Town Clerk, videographer)  
Mark Bills (Road Supervisor)

*Members of the Public:*  
Somara Zwick  
Peter Barus (Recorder)  
FACTV (Videoconference recording)

**Call the meeting to order**

The meeting was called to order at 6:30 PM.

**Review changes to agenda if any**

**Approve Minutes**

**Minutes from January 20, 2021 Regular Meeting**

Mr. Jones moved to approve the minutes for January 20, 2021. Second by Ms. Tanza. One abstaining, the **Motion passed**.

**Scheduled members of the public**

**Somara Zwick**

**Unscheduled members of the public**

**New Business**

**Treasurer update**

Ms. Zwick reported hiring Judy Akampora as Assistant Treasurer, to organize and update the grants log, A/P entry, a backlog of organizational work to be done; and noted Ms. Akampora's background as an attorney; recommended offering \$18.00 per hour, although the position is budgeted for a little less. It was noted that the treasury budget was under-utilized. Ms. Zwick reported that the December 31 reconciliations had been sent. Mr. Mello discussed rental payments, and suggested that A/P warrants would not include January. Ms. Zwick noted that quarterly financial statements to the selectboard are required by statute.

There was consensus, to pay Ms. Akampora \$18.00 per hour hour.

Ms. Zwick discussed getting the new payroll company to understand which taxes the town pays, that the January 20 federal unemployment tax payment was requested and declined, as it is legally not to be collected; that withholding will probably return funds from the federal government; that there was also a Vermont tax question to resolve; and discussed the recent Labor Department Form 1099 mailing error. Ms. Zwick offered to remain long enough to clean up loose ends, and had updated the instructions for her successor.

The selectboard thanked Ms. Zwick.

**Old Business**

**Town Meeting Ballot**

Mr. Jones had produced a ballot, and polled the members for corrections or comments.

Mr. Jones moved to **approve the Annual Meeting Ballot** as presented. Second by Ms. Tanza. **All in favor**.

**Warning for Informational Hearing**

Mr. Jones had produced a Warning, following VLTC guidelines, noting that this would be a selectboard meeting. There was discussion; Mr. Parker will be asked to conduct the meeting. Members were asked for comments or corrections. Mr. Jones explained that inviting the moderator to the hearing would support administration of the meeting while members handle logistics issues that may arise for the public; and discussed the agenda; and noted that the town zoom account was used to set up the meeting, allowing up to 100 participants.

Mr. Jones moved to **approve the Informational Hearing Warning** as presented. Second by Ms. Tanza. **All in favor**.

Mr. Jones noted that posting is required no later than February 14, 2021 (ten days prior to the informational hearing. Mr. Tanza will place the Warning on the boards, as well as the town website.

Mr. Jones had approved the Town Report proofs from the printer. Ms. Zwick had reviewed the financial pages. In the report Mr. Jones had included a brief explanation of procedures and process for Town Meeting, when meetings would occur, the Australian ballot, etc.

**Building Update**

Mr. Mello discussed HVAC, water and plumbing, as stabilized; and had prepared a report for the incoming selectboard.

## Summary / Update / Reports

### Guy Tanza – Town Clerk Report

Mr. Tanza noted weather events, research requests, appointments, taxes due Feb 16, dog license fees due by April 1; residents are asked please to deposit checks at the back door; including for dog licenses, as long as rabies shots are up to date.

## Highways & Roads

### Mark Bills – Road Supervisor

Mr. Bills had consulted with Mr. Clark about the roads and asked permission to order another truckload of road salt, the fourth this year; and discussed snow accumulation, noting that if more storms arrive the high snowbanks will be pushed back with the grader; and that Carr Tree Service will come February 8-9 for tree removals, weather permitting. Mr. Tanza discussed posting the roads, coordinating with H&R. Mr. Bills will provide weight-limit data, and seek selectboard approval. Carr's schedule was confirmed for Monday-Tuesday (February 8-9). Mr. Bills had marked and shown locations to Mr. Carr, and will return to make sure the markings are in place, and will assist with traffic control during the two days of tree work.

It was noted that an annual report is required by February 4.

## Communications

Mr Jones noted no referral for an attorney on the right-of-way issue, and will call Bob Fisher if none arrives, to discuss the salt and sand shed.

### Email (none)

### Regular Mail

- Weight restrictions
- Flyer from Senior Solutions (Annual report)

## Pay Orders

### Payroll

Mr. Jones invited review and questions on the Payroll Warrant. (None heard.)

Mr. Jones moved to approve Payroll Warrant #2021-05 dated February 3, 2021, in the amount of \$2,436.47. Second by Mr. Mello. **All in favor.**

### Accounts Payable

Mr. Jones invited review and questions on the Accounts Payable Warrant. Mr. Dutton asked about a detail that Mr. Jones then reviewed and found correct.

Mr. Jones moved to approve Accounts Payable Warrant #2021-06 dated February 3, 2021, in the amount of \$11,662.98. Second by Mr. Dutton. **All in Favor.**

## Set agenda for the next meeting – Wednesday February 17, 2021

- Informational Hearing discussion, invite Mr. Parker
- Election discussion
- Organizational meeting discussion

## Adjournment

Mr. Jones moved to Adjourn. Second by Mr. Mello. All in favor.

The meeting was Adjourned at 7:39 PM.

*Respectfully submitted, Peter Barus, Recorder, February 5, 2021*