

**Draft Minutes**  
**Town of Brookline Selectboard Meeting**  
**Wednesday, June 16, 2021, 6:30p.m.**  
(videoconference)

*Selectboard:*  
Dot Maggio (Chair)  
David Jones  
Gwen Tanza  
Bruce Mello  
Stan Noga

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

*Members of the Public:*  
Peter Barus (Recording Clerk)

**Call the meeting to order**

The meeting was called to order at 6:33 p.m.

**Review changes to agenda if any**

**Approve minutes from the June 2, 2021 selectboard meeting Scheduled members of the public**

Ms. Maggio moved to approve the minutes from June 2, 2021, as corrected. Second by Mr. Jones. All in favor.

**A. Joseph Dutton Re: Round Schoolhouse grant work**

Mr. Dutton was not in attendance.

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

**New Business**

**A. Discussion about diversity training webinar offered by VLCT & NLC**

*Virtual training for diversity, equity and inclusion for local governments Monday June 21 3:00 to 5:30 Monday June 28 3:00 to 5:30 Wednesday July 14 3:00 to 4:30 Pre register for the ZOOM meetings - attend all three*

There was discussion. Mr. Noga will attend the complete series of three, and if recordings are available Mr. Jones will also attend.

**B. Fiscal year 2021-2022 hourly rate update for Brookline employees. Identify pay rate changes for employees for Fiscal Year 2021-2022 Discussion and Vote (can be retroactive if not ready on 6-16-2021**

There was discussion; that rates had been set previously in the context of the budget; that the effective date of change could be changed on further review of the minutes.

Ms. Maggio read from the budget table as follows:

<b>Budgeted Rates</b>	<b>Previous</b>	<b>Changed to</b>	<b>Additional non-budgeted actual rates</b>	<b>Previous</b>	<b>Changed to</b>
Town Clerk	\$19.75	\$21.75	Asst Town Treasurer	\$20.00	\$20.00
Delinquent Tax Collector	\$19.75	\$21.75	Asst Town Treasurer (Somara Zwick)	\$19.75	\$19.75
Asst. Town Clerk	\$15.00	\$16.00	Listers (H. Holt & M. Bills)	\$15.00	\$15.00
Town Treasurer	\$19.75	\$20.00			
Asst. Town Treasurer	\$15.00	\$16.00			
Asst Town Treasurer (Judy Acampora)	\$20.00	\$20.00			
Auditor Chair	\$15.00	\$16.00			
Auditor	\$12.50	\$13.50			
Lister Chair	\$15.00	\$16.00			
Lister	\$12.50	\$13.50			
Road Supervisor	\$24.00	\$24.00			
Road Crew	\$17.00	\$17.00			
School Building Maintenance	\$25.00	\$25.00			

Ms. Maggio moved to approve the rate changes as listed, with the exception of the Listers in the second part, to be determined by reviewing the minutes at which case it may be retroactive. Second by Ms. Tanza.

There was discussion. Mr. Jones recalled researching the VLCT Compensation Manual during the last budget cycle, and noted again that the proposed rates were probably below the state average. Ms. Maggio suggested that the positions, and not the names of position holders, be used. Mr. Jones noted that proposed changes were for positions only; that budget rates did not bind the board to those amounts.

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Ms. Maggio proposed to **change the Motion to remove the exception for the Listers**. Ms. Tanza (second) accepted this change.

On the Motion, **all in favor**.

**C. Listers Reappointment discussion and vote**

***Helen Holt and Mike Bills as Brookline listers for 2021-2022 FY***

Ms. Maggio noted one resident expressing interest in being a Lister, withdrawn, and recognized Mr. Tanza.

Mr. Tanza observed that the Listers were doing excellent work, updating the Grand List. Mr. Jones asked whether Ms. Holt and Mr. Bills were willing to continue. Mr. Tanza noted that Ms. Holt would continue until March, and hoped that the search for Lister candidates was ongoing.

Ms. Maggio moved that Helen Holt and Mike Bills be reappointed as Listers for FY 20201-2022. Second by Mr. Noga. All in favor.

**D. Discussion on holding hybrid ZOOM selectboard meetings.**

Ms. Maggio discussed Newfane's setup for hybrid meetings, public participation; research continues. Mr. Tanza will communicate with FACTV, noting that the equipment is in place to duplicate Newfane's arrangements. Mr. Noga noted that at least one person would be required at a public location for meetings.

**E. Set the tax rate for 2021-2022 Discussion and vote**

***Note: dependent on State of Vt setting education tax rate and a completed Grand List.***

Ms. Maggio noted that no Tax Rate had been received, that it probably had not yet been forthcoming from the state.

**G. Repair of baseball field fence.**

***Remove and store the field scoreboard until knotweed is mowed down. Discussion***

Ms. Maggio reported that the baseball field fence was in need of repair, that knotweed seems to have removed the scoreboard; and proposed that the scoreboard be stored in the town office basement, and that a person be hired to repair the fence. Mr. Noga discussed broken fence posts and suggested volunteer replacement of the posts. Mr. Mello noted a long pressure-treated 4x4 in the basement. Mr. Jones offered to volunteer with repairs if someone would volunteer to provide direction. There was discussion of fencing companies, materials needed, lumber prices; that Peter Meyer had offered to volunteer in the past and could be offered the opportunity.

Member volunteers will organize as appropriate to repair the fence during the summer. Mr. Noga will research materials and costs and email the team.

Mr. Bills suggested W. W. Building Supplies could match the posts for the split rail fence, and offered to install them.

Ms. Maggio noted the board's teamwork on behalf of the town.

**H. Cota & Cota Price at Office Program 2021-2022**

***Capped Price \$210.00 Oil \$2.67 gal Propane \$3.23 gal***

***Capped Budget Option - 10 month rounded budget payment \$276.00 Flex Option - payments due net 30. No price protection fee. \$435.00 Flex Budget option - 10 month rounded budget payment \$ 256.00 Contract to be signed and mailed back.***

There was discussion. Mr. Tanza explained the reasons for not using the prepaid system, the volatility of the market, etc.

Mr. Tanza explained the opinion, shared with Ms. Zwick, that the current plan made sense, the town should not participate in the pre-pay options, no change was needed, and the forms need not be returned to the vendor.

**I. Triple T Trucking - Monthly swap out fee is increasing by \$13.00 per**

Mr. Jones noted that this would not be a monthly fee, but per haul, possibly about \$600 per year.

**Old Business**

**A. The Preservation Trust grant of \$5000.00 for the Round Schoolhouse**

***Revised scope of work and cost estimate including the necessary paperwork for the Preservation Trust of Vermont for approval. Completion date August 1, 2021. Stan Noga***

Ms. Maggio asked Mr. Noga to discuss the matter. Mr. Noga thanked the historical commission and the board; and noted that the building is on the national register of historic places and does need the work; that the Preservation Trust had been asked about the kinds of materials and workmanship that would be expected; Mr. Parker had been informed regarding a proposed patch that would not conform to the PTV philosophy of "like materials," and the dimensions and types materials to be used in restoration, including wooden peg fastenings.

Mr. Noga reported that timely responses had also been sent to Lisa Ryan; that vendors were kept updated during the process; and that the method of fund transfer could be to forward the vendors' invoices for direct payment.

Mr. Mello asked about the sign. Mr. Noga explained why this would not be included in the package.

Mr. Bills agreed that the restoration should follow historical integrity, and offered to donate aged lumber for repair of the attached shed.

Mr. Noga noted that the west wall was falling down, but that the commission had not decided to replace it; that Mr. Parker had confirmed that

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siding would be replaced as necessary; and Mr. Parker had confirmed that the more stringent PTV materials requirements would not affect the quoted price.

Ms. Maggio asked about scheduling the work. Mr. Noga explained that there were two distinct jobs that could be done concurrently.

Ms. Maggio will email both vendors informing them of the decision to proceed.

Ms. Maggio moved that the work on the Round Schoolhouse be approved as presented in the scope-of-work documents, to be completed by August 1, 2021. Second by Mr. Mello. After discussion, **all in favor.**

**B. WSWMD vacancy – appointment – discussion – vote**

***Daniel Towler has offered to be the Brookline Representative***

Ms. Maggio moved that Daniel Towler be appointed as Windham Solid Waste Management District Representative. Second by Mr. Jones. **All in favor.**

Ms. Maggio communicate the board's decision to Mr. Towler.

**C. DVFiber - reconsideration discussion & vote to appoint**

***Marjorie Ray has offered to be the Brookline Representative if we remain in the District Union***

Ms. Ray had designed the website for the district.

Ms. Maggio moved that Marjorie Ray be appointed as Brookline Representative to the DVFiber Union District. Second by Mr. Mello. All in favor.

Ms. Maggio communicate the board's decision to Ms. Ray.

On the Motion, **all in favor.**

**D. Brookline School Records at Town Hall**

***Basement clean out did not uncover any student records.***

No action necessary.

**Summary / Update / Reports**

**A. Town Clerk Report – Guy Tanza**

Mr. Tanza thanked the volunteers who cleaned up the office; and noted that rodent mitigation expenditures might be covered by certain grants; the office was busy as usual; the emergency had been lifted; the office will be open to the public; 85 dog licenses had been sold; about \$12,000 in delinquent taxes.

**B. Selectboard Chair Report - Dot Maggio**

***1. Treasurer presentation moved back to July 7 2021 however, the selectboard will discuss any changes that may be incorporated into the way the budget reports are organized.***

Ms. Maggio explained (and will send by email) a summary of concerns; about how school taxes are listed in the budget; about how summer and winter highway funds had been reported; about maintenance of five ancient cemeteries, one cared for by Ms. Nau, the others cleaned up twice a year, but the budget line item had not been changed, so the funds for those expenses may have been from another account.

***2. ACO Report - A stray dog was found near a residents house. The resident took care of the dog until the following day when the dog's owner was identified. I will visit the owner of the dog as it does not appear to be registered.***

Ms. Maggio noted that the Sheriff's office is hiring an animal control officer for Putney and other towns, and will call to inquire.

**3. Town Health Officer Report**

***A complaint due to logging going on behind a residents home was investigated. A spring fed pond and well were contaminated by soil eroded by heavy equipment crossing a brook. Logging was stopped. A temporary bridge was built over the brook.***

The logging was stopped and inspected, and a second visit showed improvement. Ms. Maggio thanked Mr. Bills for his participation and information.

**4. Work Bee of selectboard members**

***emptied the basement of town hall on Thursday June 10th Over 800 lbs of paper removed!***

Ms. Maggio thanked the volunteers for their hard work on this Herculean task.

**5. Town Hall office cleaned-Monday June 14<sup>th</sup>**

Ms. Maggio had admitted Green Mountain Carpet Cleaning, who dusted as well, and suggested the selectboard consider a periodic service.

Office cleaning will be on the next agenda.

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**6. Round Schoolhouse cleaning scheduled for August 16th.**

Ms. Maggio noted that the rate is reasonable at \$40 per hour.

**C. Highways and Roads Supervisor report – E. Mark Bills**

**1. Projects & Plans**

Mr. Bills had spent a forty hour week with the over-rail mowing machine; and noted that each year the mowing is done this early, some invasive species are being reduced; fewer poison parsnip seen on roadsides; that Jeff Nugent (WRC) is contact for road grants, and they will meet to discuss new FY road segment grant applications; that some new regulations and laws have been passed regarding tree wardens, will attend classes; that some gravel roads need grading over the next couple of weeks; that the treasurer has the labor logs indicating that the budget is on par with labor needs; that some winter and summer gravel reports may have been mixed; that the end of the FY will be on schedule; and discussing next steps with Mr. Clark, will keep the board updated.

Mr. Bills noted that the laws and regulations in the past were vague and things have changed, and is looking forward to the classes.

Mr. Tanza asked about types of gravel in use on the muddy roads. Mr. Bills explained that crushed stone was applied in winter and spring, which holds vehicles better, and for the future; after a mud season there will be wetter areas where vehicles will bury the crushed stone deeper; some finer gravel is applied in those areas, which usually take a couple of rain storm to compact; there had been shortages over the winter.

**D. Building Commissioner Report – Bruce Mello**

**1. Town Hall**

Mr. Mello acknowledged Mr. Bills for his work in several areas; and requested some work on the office, such as gutter repair. Mr. Bills offered to fit this into his schedule.

Mr. Mello discussed rodent mitigation in detail; exterminator had been effective; traps and entrance sealing done Friday; many traps had caught declining numbers and will continue until none are found for a period; an entry located and sealed.

**2. Day Care**

Mr. Mello discussed water testing; conversations with Ms. Burke about testing schedules and the water system installation; possible permit issues with the installation, discussions with Diana Butler about “source protection” requiring a complete report every three years, to be done in December 2022 for January 2023; references to state offices followed up, and informed that the hard water situation was not serious, and the system did not need a permit.

**Communications**

**A. Email**

**1. Gary Lavorgna has offered to trim back the lilac bush by the office.**

Without objection, Ms. Maggio will inform Mr. Lavorgna with thanks to proceed.

**2. Town of Newfane – requesting input or suggestions on a hazard mitigation plan that they are working on with Windham Regional Commission.**

Mr. Noga noted a listing of hazardous sites by town; a filling station on Rt. 30 north of town had possibly been mitigated; and cited an unlined landfill and subsequent mitigation.

Ms. Maggio noted that the property had been sold, and will inform the new owner.

**3. Windham Regional Commission – Zoom meeting Tues June 15<sup>th</sup> 6:00 to 7:30 on the Basics of Town Planning. Daniel Dobson from the planning committee, Dot Maggio and Stan Noga from the selectboard will attend.**

Mr. Noga reported that the meeting had been helpful, and of benefit for planners; perhaps ten attendees from different towns, and questions addressed.

Ms. Maggio noted that the Town Plan would be coming up in two years, and Tom Kavat was aware.

**4. American Rescue Plan Funds available to Towns  
VLCT requests towns to fill in a certification form for funding Email from VLCT and Tom Kavat - Planning Board Chair Offering help to apply for the \$55,485 allocated to Brookline.**

Ms. Maggio will research certification and bring more information to the next meeting.

Mr. Tanza noted a thirty-day time frame. Ms. Maggio observed that a special meeting could be convened on the matter if necessary. Mr. Noga noted a VLCT meeting on this issue on this date, and much information available online; and will email sources noted during the meeting.

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**B. Regular Mail**

- 1. Newsletter from Valley Cares*
- 2. Cota & Cota Contract for fuel services*
- 3. Triple T Trucking - increased swap out fee up \$13 per*

**Pay Orders**

**A. Payroll Warrant # 2021-23 dated June 9, 2021 for \$6,941.96**

Ms. Maggio moved to approve Payroll Warrant # 2021-23 dated June 9, 2021, in the amount of \$6,941.96. Second by Mr. Noga. **All in favor.**

**B. Accounts Payable Warrant # 2021-24 dated June 16, 2021 for \$243,462.96**

Ms. Maggio moved to approve Accounts Payable Warrant # 2021-24 dated June 16, 2021 in the amount of \$243,462.96. Second by Mr. Noga.

In discussion it was noted that the figure includes payment of the education bill.

On the Motion, **all in favor.**

**Set Agenda for the next meeting. Wednesday July 7, 2021**

**A. Treasurer's report for fiscal year 2020-2021**

**B. Selectboard recommendations for changes in Budget Reports**

**C. List of approved vendors – annual review and approval**

*“The legislative body may approve...for regular or incidental purchases. It shall be made annually at the first regular meeting of the legislative body held in the Town’s fiscal year.” as per our purchase policy.*

Ms. Maggio noted that the first meeting would be in July; and will ask the treasurers to list the vendors involved, and circulate the list to members for any additions for the July agenda, to be in compliance with policy.

Ms. Maggio added:

- Windham County Sheriff’s office animal control officer information
- FACTV information on remote selectboard meetings
- Round SchoolHouse Grant Project Update
- Office cleaning
- Certification form for funding

Mr. Noga discussed regular maintenance of the west wall of the Round Schoolhouse. Mr. Bills confirmed that this could be added to his schedule.

**Adjourn the Meeting**

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

The meeting was Adjourned at 8:42 p.m.

*Respectfully submitted, Peter Barus, Recorder, Recording Clerk, June 25, 2021*