

BROOKLINE SELECTBOARD MEETING MINUTES – AUGUST 5, 2015

FINAL

**Members Present:** Bernardine Hoard, Bruce Mello, Mike O'Donnell, Stanley Noga, Dot Maggio

**Others Present:** Archie Clark, Kim Rink, Mark Bills, Somara Zwick, Kerry Bourne

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Bernardine Hoard, Chair.

MINUTES

**July 15, 2015:** A motion was made by Dot Maggio to approve the minutes. The motion was seconded by Bruce Mello. The motion carried unanimously.

MEMBERS OF THE PUBLIC

Scheduled Members of the Public:

There were no Scheduled Members of the Public.

Unscheduled Members of the Public:

There were no Unscheduled Members of the Public.

OLD BUSINESS

A motion was made by Bernardine Hoard to change the order of the agenda to allow for Greer Road discussion first. The motion was seconded by Dot Maggio. The motion carried unanimously.

**Greer Road Bridge/Road Commissioner:** Bruce reported on the site visit the prior Saturday at the Greer Road Bridge.

He reported that Charlie Ezequelle came to the site visit and stated that fieldstone abutments cannot be certified. In order to have the bridge certified, the abutments would need to be replaced.

Mike O'Donnell reported on a type of prefabricated bridge that lays over the existing bridge that is rated for 100,000 pounds. To buy this type of bridge would cost \$1,000 per linear foot. The bridge is approximately 20 feet in length. He noted the website shows that used bridges are available for purchase.

Bruce passed around a set of plans that Charlie Ezequelle shared. The plans are for a different site, however based on a similar situation. Archie noted that the cost of a bridge like this one would cost approximately \$30,000.00.

Archie Clark asked whether it needed to be certified. He noted that in looking at the bridge, he noticed some deterioration of the current locust beams. His opinion was that the planed part of the log for the surface is allowing moisture into the log.

Discussion ensued regarding whether there are historical impacts of the bridge and whether the historic division of VTrans needs to be involved.

The Board discussed whether the locust being considered for use is on town property. Landowners will be contacted, and Stanley Noga agreed to look into the property and determine whether the trees belong to the Town.

Somara noted that there is money in the Highway Fund to do the repairs. The decision on the amount to be spent lies with the Selectboard. She asked whether there was a timeframe for the repairs.

Stanley reported that he contacted VLCT, however the question needed further discussion among various departments. He noted that he should have a formal answer by the next meeting.

Kerry Bourne expressed his interest in bidding on the project, should the board decide to go with a wooden structure.

Stanley Noga will look into the ownership of the trees, along with Mark Bills.

Mike O'Donnell will research the purchase of a used 35-foot bridge.

This will be on the agenda for the next meeting.

#### **Treasurer - Somara Zwick:**

Somara presented draft financial reports and noted that there are still year-end adjustments to be made and that she is in the process of fine tuning the numbers. She reviewed the reports with the Board.

Discussion ensued regarding the \$5000 in remaining grant funds that the Historical Society will be requesting from the Vermont Historic Preservation. Somara will read the Historical Society minutes.

Somara explained the \$160,000 in bond funds to the Board. Discussion ensued regarding whether to pay the bond off, or to continue keeping it open and pay it back incrementally with interest. Keeping it open will allow the town to have money for bridge and culvert repair if necessary. Closing it and paying it back will save the town from annual interest payments.

The Board and Somara discussed the Revolving Loan Fund. Somara recommended that the Board decide what should be done with the funds and allocate it to where it will be used. The Board discussed allocating money to the Brookline Church, or possibly town buildings in general. Somara cautioned the Board that they may be looking at a small deficit in the General fund, and that some of the funds could be allocated to the General Fund to cover that. The Board will wait for Somara's recommendation before making a decision.

Somara asked the Board about moving funds into an account with a higher interest rate, however, it would be tying up the funds for two years. The consensus of the Board was that the funds will be necessary, and not to tie them up.

Regarding financial policies, Somara recommended adoption of an Investment Policy. She will email a boiler plate policy to the Board for their review. Somara also recommended putting together a definition of the responsibilities for each position, as it provides clarity, as well as internal control procedures. It also demonstrates to the townspeople what their officials do.

Discussion ensued regarding the Brookline School.

Somara will come back to a meeting in September to make recommendations.

The Board thanked Somara.

#### **Road Commissioner**

Wellman Bridge: Archie Clark informed the Board that he received the Stream Alteration Permit and presented a draft RFP. He reviewed the changes with the Board. The bids would be due at the next meeting, as the work needs to be completed by October 1. He noted that he would send the RFP to Record Concrete, Cold River Bridges, Renaud Bros., and Daniels Construction. There will be a mandatory pre-bid meeting so that everyone gets the same information. The Board had no changes to the RFP. Archie will send it tomorrow.

Stream Bank Stabilization Grant: Archie reported that the grant for stabilizing the bank at Parker Road is in. This project also needs to be done by October 1. He noted that the award ends on December 21, 2016, so the work could be done next construction season. Mark Bills noted that if they could get the other work done, they could get to it, otherwise it would need to wait for the next construction season.

Cement Pad in Town Shed: Bruce asked whether the pad was needed. Mark Bills noted that it would be good, but it's not necessary. Discussion ensued regarding future repair and/or replacement of the shed. Stanley Noga noted that if installing the pad helps do the job, it should be done. The money was specifically allocated to the pad in the shed by the voters, so it cannot be used for another purpose, but can be put on hold.

Fletcher Mowing Bid: The Board informed Mark Bills that the bill for the interim roadside mowing came in for the full \$600.00. Mark noted he spoke with the contractor and told him that there were parts still undone, to which the contractor replied that he'd already sent the bill. Discussion ensued regarding next steps. The consensus of the Board was to pay the invoice and attach a letter noting their dissatisfaction with the work provided. Mike O'Donnell will write the letter.

Salt Contract: The Board presented the salt contract to Archie and Mark to review. Archie signed the contract.

Ellen Ware Road: Mark Bills reminded the Board about writing a letter to abutting landowners regarding widening the road. He noted he'd like to start work in a week to two weeks. Dot Maggio will write the letters and work with Guy to locate the original agreement to include in the letters.

#### **School Maintenance:**

Dot Maggio updated the Board on several issues:

1. Dot received one key from Pat Mace. At some point, the Board may consider changing the locks and reissuing keys.
2. Dot received the Asbestos Management Plan binder.
3. Dot received the Operations and Management Manual binder for the water system. Nancy Burke comes and tests the water. She should be contacted soon as the daycare water system is due for another quality test. The Board discussed whether this still needs to be done, as the building is now owned by the town and not the school. Nancy Burke can probably answer that question.
4. Dot has blank copies in the binder that should be used to record the monthly water usage in gallons and submitted to the state. Pat Mace will help show where and how to get the numbers off the meter in the boiler room. The last meter reading was July 8, 2015. August needs to be done before the 10th of each month.)
5. Every three years, there needs to be a sanitary survey done of the water system. The last survey was done in 2014.
6. Nitrate level tests are due now. Contact Nancy Burke for assistance.
7. Dot presented a spreadsheet for purchase orders done in Fiscal Year 2015 for the building.
8. Bud will review with Dr. John, the AOE notification letter regarding the transfer of the school back to the town. Dot will follow up on this.
9. According to Bud at WCSU; Pat Mace and the two Brookline teachers that moved to Newbrook School have no interest in recovering any "inventory" or desks left in the building.
10. The stairway on the east side of the building was unsafe and Pat Mace replaced the rotten wood and braced it on the side to secure it.
11. Pat Mace also scraped and repainted the frame around the front door because it was peeling/chipping and was within reach of the children.
12. Samantha Bovat can remain the School Treasurer.
13. Lease payments from July 2012 to June 2013 were \$1,000 per month.
14. Lease payments from July 2013 to June 2014 increased 3% to \$1,030 monthly.
15. Lease payments from July 2014 to June 2015 increased by 6% to \$1,091.00 monthly.
16. Due to the change in the length of the lease through 2016, there may not be any rent increase negotiated. The Board will review this.
17. Dot did not get a response from Bud regarding July rent, however noted that the August rent was sent to the town.

Bruce reported that the energy audit was started last week. They found a problem with the heating system that would explain the trouble with differing temperatures in the heating zones. Bruce noted that the energy audit couldn't be completed because there was not a big enough temperature differential between outside and inside. Bruce will follow up to make sure it's completed before the town is billed.

Dot will contact Tina and have her add the town to her insurance policy; and will make sure she has Bernardine's contact information.

## NEW BUSINESS

**Brookline Church:** Stanley reported that both grants the committee applied for were denied. The group felt that they would like to go ahead with the window repairs/restoration. Per the bid received, the cost of this would be \$10,300.00. The Committee respectfully requested that the town fund this project with \$5,150 to come from the Ladies Benevolent Society funds and \$5,150 to come from the Revolving Loan Fund. Stanley encouraged the Board give it some thought, as it wasn't on the agenda and no vote could be taken. Stanley also noted that if this project proceeds, the Committee would like to start a fundraising donation program where a person sponsors a window, with a plaque to mark the window they sponsor. Discussion ensued. This will be on the agenda for the next meeting.

**Timson Hill Preschool 5K Request:** The Board received a letter from Timson Hill Preschool requesting permission to have a 5K race around Brookline on April 9, 2016. Discussion ensued. Questions regarding weather, security, traffic and supervision were raised. Dot will invite Kathy Gatto-Gurney to a future meeting to answer the questions before a decision is made.

**Department of Education:** Stanley noted that he contacted Emily Long and Carolyn Partridge to inquire about the Statute that was enacted giving until December 31 to apply for forgiveness of the Department of Education Grant. He noted it is his intent to find out the consequences of not applying for forgiveness or applying for forgiveness. He had not received a response yet, but would keep the Board informed.

**Recycle Bins:** Bernardine noted that they'd received a report regarding people taking recyclables from the recycle bins. Bernardine will contact Windham Solid Waste Management District and inform them of the report.

## CORRESPONDENCE

The following correspondence was received:

- Timson Hill Preschool - Re: Marathon in April 2016
- Windham Solid Waste - \$20.00 per cubic yard compost available to towns.
- Copy of letter sent to Brookline School District which was attached to \$1.00 for building transfer.
- Bill from Fletcher Mowing for \$600.00
- Keene Gas - Brookline Church Fee Disclosure Form
- VLCT Town Fair 2015 Flier

## PAY ORDERS

A motion was made by Dot Maggio to approve Accounts Payable Warrant No. 4 in the amount of \$4,066.27. The motion was seconded by Bernardine Hoard. The motion carried unanimously.

A motion was made by Bernardine Hoard to approve Payroll Warrant No. 5 in the amount of \$1,662.24. The motion was seconded by Dot Maggio. The motion carried unanimously.

## AGENDA FOR AUGUST 19, 2015

- Greer Road
- Church
- School

## ADJOURN

A motion was made by Mike O'Donnell to adjourn at 10:05 p.m. The motion was seconded by Dot Maggio. The motion carried unanimously.

Respectfully submitted,  
Shannon Meckle