

Brookline Selectboard Meeting Minutes
FINAL
December 7, 2016

In Attendance:

Selectboard Members: Bernardine Hoard, Dorothy Maggio, Stan Noga, Gwen Tanza and Bruce Mello.

Other Town Officials and Members of the Public: Guy Tanza Town Clerk/Camera man, Archie Clark Road Commissioner, Mark Bills Road Foreman and Somara Zwick Treasurer.

Meeting Called to Order:

The meeting was called to order at 6:32 by Bernardine Hoard

Agenda Additions, Deletions, Changes:

#9 should read December 21, 2016 meeting
#7 add Marie Tattersall for Special Projects

Review and Approval of Prior Selectboard Minutes:

Gwen Tanza made a motion to accept the minutes from November 16, 2016 without any corrections. Stan Noga seconded the motion, Discussion ensued about Peter Barus clerking for the Act 46 committee meetings which are held on the same nights as our Selectboard meetings. Dot Maggio will take minutes again tonight. A vote was taken and all were in favor of accepting the minutes from the November 16th meeting as presented. The motion passed.

Scheduled Members of the Public:

None

Unscheduled Members of the Public

None Present

Old Business:

SLDC Insurance Update by Somara Zwick

Somara reviewed the insurance quotes for Guaranteed Replacement Value of the Brookline School Building valued at \$837,385.00 which would cost \$3,544.00. Agreed Values were also reviewed for the amounts of \$400,000.00, \$500,000.00 and \$600,000.00. Discussion ensued. Our insurance deductible is \$1,000.00. Dorothy Maggio motioned to insure the SLDC building at an agreed value of \$500,000.00 Stan Noga seconded the motion. Discussion ensued that this AV rate would save the town \$1,428.00 over the Guaranteed Replacement Cost plan and yet it was only about \$400 more a year for \$100,000.00 in extra coverage over the AV rate for \$400,000.00. A vote was taken and all were in favor. The motion passed to insure the school building at an agreed value of \$500,000.00

Community Fund Update by Somara Zwick

Somara provided the board with the General Ledger Balance Sheet for period 5 for the Community Fund. The amount in the fund is \$2,864.95. The treasurer said the disposition of the funds was up to the Selectboard but she offered three suggestions to consider.

- 1) The money remains in Fund C
- 2) Designate the funds into another account
- 3) Word an article for Town Meeting to restrict the funds for scholarships and community events.

Discussion ensued with references made to an email exchange indicating the preference that the monies be overseen by the Brookline Meeting House Committee to support community activities and events. The recent Halloween Event was an example. Dot Maggio asked if there was a procedure or a set protocol established that could be followed to request money from this account for community events by the members of the Brookline Meeting House Committee. Somara said that reviewing procedures would be a good idea after budget season and she would help. Bruce Mello made a motion to keep the \$2,864.95 in its current Fund location and that anyone can make a request for the use of the funds for community events as it was originally intended. Gwen Tanza seconded the motion. Discussion ensued to reinforce the wishes of this selectboard that the money be used for community events and the Meeting House Committee would most likely be doing the planning for events in town. A vote was

taken. All were in favor. The \$2,864.95 will remain in Fund C -1-00-99.00 account and is available by making a request at a selectboard meeting.

Bond money for Culvert Repair Update by Somara Zwick

Somara reviewed the Bridge Bond money and how it is repaid through taxation. The money left in the account can be used to pay for other Bridge and/or Culvert work when needed. This loan will be paid off by the year 2030.

Grassy Brook Road Damage from Logging Update by Guy Tanza

Guy told the board that he spoke with Joe Holton about the damage done to the pavement. Mr. Holton was glad to make the repairs requested. Archie Clark discussed with Joe Holton what materials to use. Archie said he was satisfied that the repair was done correctly and before the ground became frozen.

Archie Clark and Mark Bills described the way the steel plate was installed over the failing culvert on Grassy Brook Road. The plate was paved over and the dip removed.

The board thanked Stan Noga and Bruce Mello for their time at SLDC installing an insulated door in the furnace room. Together they each put in 7 hours and Stan went back before the end of Thanksgiving weekend to finish up the project.

Stan asked about the billing for Keene Gas. Somara reported that Tina Bills contacted her and that Keene Gas did honor the negotiated gas price. The billing challenges have been cleaned up and the town is done with the responsibility of providing fuel to SLDC building.

New Business:

The pothole by DuCharme's was repaired as was an area on Putney Mountain Road on the same day as the pavement repair over the culvert on GBR.

Town Clerk Update by Guy Tanza

Guy said that the New 2017 Dog Licenses will be in soon and he is in contact with the neighboring towns to set up a Rabies Clinic in March.

Guy reported that the municipal complaint against a dog owner has had its court date postponed for a third time. The date is now January 25, 2017 in the afternoon in

Brattleboro. Dot Maggio will contact the ACO Nancy Libby and other witnesses and tell them of the date change.

Dot Maggio added that the most recent loose dog in town does indeed belong to the logger who is working for Joe Holton on GBR. The dog has had three warning complaints and will be impounded and a municipal summons will be issued if the dog violates the town dog ordinance again. The dog is named Caesar.

Elect/Appoint Town Health Officers

Bernardine Hoard does not wish to be the Town's Public Health Officer. Dot Maggio volunteered to step into the position. Dot was the Deputy Public Health Officer. Gwen Tanza volunteered to become the new Deputy Public Health Officer. Stan Noga made a motion to appoint Dorothy Maggio as the town's Public Health Officer and Gwen Tanza as Deputy Health Officer. Bernardine Hoard seconded the motion. Discussion ensued about the form to fill out and the oath to be administered after the meeting. A vote was taken and all were in favor of the two new appointments.

Special Projects-

Somara Zwick would like the board to select a pay scale for help with special projects in accounting such as bank reconsolidation as suggested by the auditors. Marie Tattersall has been hired as an assistant to the Treasurer and she has completed the bank reconciliation. The lowest rate is \$12.50 per hour and the highest rate is \$15.00 an hour. Stan Noga moved to set a rate of \$14.00 for the special project work being done for the town. Bruce Mello seconded the motion. Discussion ensued about this pay grade of \$14.00 per hour will be drawn from either of or both of the Auditor Account or Treasurer account. A vote was taken and all approved. The motion passes for \$14.00 pay rate for Special Projects.

Mark Bills reported that he has taken photos at the Athen Road work site which is being done with a Better Back Roads Grant. Lots of ledge has been removed and the ditch is almost complete. There is now enough space for traffic to safely meet and pass in both directions.

Mark Bills installed a YIELD sign at the triangle of Grassy Brook Road and Hill Road.

Bernardine Hoard made a motion to take a recess at this time before beginning the Budget planning session. Dot Maggio seconded the motion, No discussion. A vote was taken and the motion passed to take a recess at this time. 7:40 PM

Bernardine Hoard made a motion to reconvene the meeting at 7:47 pm. Dot Maggio seconded the motion. All were in favor. The meeting reconvened at 7:47 pm

BUDGET

All members present sat around the board table and were guided through the expense part of the budget. Discussions ensued regarding level funding or reducing costs where possible. Tonight's budget meeting will be followed up with a Special Budget Meeting later this month.

The members present agreed to schedule a Special Meeting for budget items only on Tuesday December 13th at 6:30 PM at the Town Hall. An Agenda will be posted in the required places including the web page

Correspondence and Pay Orders:

Town Health Officer form was received and it needs to be signed and returned to the State

Vermont Association of Chief of Police sent an invitation to attend a luncheon on Jan. 10th.

SEVEDS sent an appropriation request for \$1,5906.00

SEVCA sent an appropriation request for \$445.00

A signed copy of the RESCUE INC contract was returned for our records.

Bernardine Hoard made a motion to approve Payroll Warrant #2017 - 23 dated 11/30/16 in the amount of \$1,497.00. Dot Maggio seconded the motion. A vote was taken and the motion passed to approve the warrant.

Bernardine Hoard made a motion to approve the Accounts Payable warrant #2017 - 22 in the amount of \$250,488.12. Dot Maggio seconded the motion. A vote was taken and the motion passed to approve the warrant.

There will be a special meeting on Tuesday December 13th at 6:30 PM in the Town Hall to complete the Budget for the 2017-2018 fiscal year.

Set Agenda for the next meeting on December 21 2016

If anyone has an item they would like to add to the basic agenda for Dec 21, please contact Bernardine Hoard and it will be placed on the Agenda.

Bernardine Hoard motioned to adjourn the meeting. Stan Noga seconded the motion. A vote was taken and the motion passed.
The meeting was adjourned at 9:31 pm

Submitted by: Dot Maggio Dec 8, 2016