

Approved Minutes
Town of Brookline Selectboard
Wednesday April 3, 2019, 6:30 PM

Present:

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

Members of the Public: Somara Zwick, Mark Bills, Dorothy Maggio, 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

LEMP review, Austin Cemetery after minutes approval.

Scheduled members of the public

A. Dorothy Maggio

B. Somara Zwick

Unscheduled members of the public

Approve Minutes from March 20, 2019 meeting

The Selectboard reviewed the Minutes.

Mr. Jones moved to approve the minutes for March 20, 2019 as amended. Second by Ms. Tanza.

All in Favor.

LEMP Review

Ms. Maggio explained that the local emergency management plan has been changed and is ready to retype, except for one area, the Emergency Operations Command Director. She noted that Mike Winot and Mike Fontaine have been in that position but are first responders and may not be available. She had read the duties of the EOC and recommended that the chair and the Town Clerk assume the EOC position; as potential candidates she recommended the Selectboard members, Mr. Bills, Mr. Fontaine and Mr. Winot.

There was discussion; co-chairs would be the top of the command structure; the Town Office would be the command center; next would be NewBrook; there is no shelter in Brookline at present.

Ms. Maggio will provide the finished LEMP for the next meeting.

She suggested researching who has a portable generator, who has a vehicle that can be a mobile wifi hotspot for use in emergency. There was discussion of ham operators and medical professionals to add to the Plan in case the bridge were to be unusable.

Austin Cemetery

Ms. Maggio explained that some months ago Peter Meyer had asked about a broken stone leaning on a tree in the Austin Cemetery; that there are five ancient cemeteries and discussed their locations; that after discussion with Charles Marchant she had joined the Vermont Association of Ancient Cemeteries and asked that the funding be increased; that the five ancient ones are controlled by the Selectboard, the others by the Cemetery Commission; that she had received \$2,000.00 both last year and this year, and that the cemeteries had been cleaned up; that her research showed that the Austin Cemetery needs work; that Tom Bloom had posted a "No

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Trespassing” sign at the entrance, and it is a legal, registered posting; however, access to his property has to be from another location, he will have to build his own bridge; she asked that the deed be researched and Mr. Bloom be asked to remove the sign.

There was discussion; that it is not permissible for a private citizen to use the public cemetery as an access to his property. Ms Maggio discussed Penny Massey who had owned the farm at Serbo’s and is in Mexico; and has offered to work with Ms. Maggio on a major cleanup, offering five thousand dollars of her own money, making sure the driveway is cleaned up, the stone walls around the cemetery are rebuilt with an entranceway at the Eastern side; that a lot of trees must be removed, cleaning to the road; that it would require a machine with a blade to remove stumps and work on the walls; that Apex Landscaping had said Mr. Winot’s estimate was very reasonable, \$5,200.00 includes adding soil where three or four graves had been moved to another cemetery. There was discussion.

Ms. Maggio asked that Ms. Massey’s donation be considered for work in the summer.

Ms. Zwick noted that less than \$2,000.00 had been spent; that the allocation of funds runs out on June 30; that it starts and stops every year, and must be voted by the Town.

Mr. Jones invited comment. Mr. Mello expressed approval. It was noted that this was this to be a donation to the Town; a written agreement was suggested. Ms. Maggio noted that Ms. Massey had wanted to remain anonymous, but would agree to such arrangements. Ms. Brimmer asked about more detail on the work to be done, with a view toward knowing what the Town would be getting for the money. Mr. Dutton approved. Ms. Tanza expressed gratitude for Ms. Maggio’s work and approved of the idea. Mr. Jones noted consensus that the idea would be a benefit, adding that the issue of Mr. Bloom’s sign must be resolved.

Mr. Tanza discussed the Town’s responsibility for the cemeteries, and will look into the Bloom property with regard to allowing the sign to be removed; and discussed 911 address signs that should be on each cemetery.

Ms. Maggio listed items covered by the estimates obtained so far.

The Selectboard thanked Ms. Maggio for her work on the cemeteries, and gratefully acknowledged Ms. Massey’s generosity.

Ms. Zwick noted that \$700.00 of the \$2,000.00 remains in the budget for old cemeteries, extended through this date; and that it does not roll into the next fiscal year; that combined with the donation, the cost of the work would not exceed the budget.

Mr. Jones suggested addressing the treasurer’s report next, as Ms. Zwick was present.

Treasurer’s Report

Ms. Zwick discussed her transitioning-out; working with Daniella Nystrom and Sara Wiswell since august; that they are not accountants; that she felt a responsibility to the Town; that she had done the Payroll Warrants; that the state does not require towns to have accountants; that she hopes to phase out active work by the end of June; That Ms. Nystrom has her cell number; that Ms. Zwick works Mondays and Wednesdays in the office; that Ms. Wiswell is Town Clerk in Jamaica; that there is a lot they don’t know yet; that there had been a computer problem last month; that financial reports are usually done by second meeting each month, but missed February.

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She suggested that new Selectboard members might take on some things that are not traditionally in the treasurer's role such as Grants Management (to get highway grants the annual budget must go to the state AoT on time, form TA-60); and that periodically, when grants come in, there are more forms to sign. She asked if members knew Excel (Ms. Brimmer indicated familiarity with the spreadsheet program).

Ms. Zwick will consult with Ms. Brimmer with the spreadsheet files. She noted that two grants are pending, the Salt Shed (a five-year grant); the Better Backroads pilot project, on which the work is complete but not the paperwork; and the roads inventory, a log of when and where road work is done and expenditures. She explained that Ms. Wiswell has been maintaining that log, but will need help, and explained that this is needed if a FEMA grant is needed. She suggested that a Selectboard member keep up to date with these items.

Mr. Jones suggested that more details would be useful for the members.

Ms. Zwick will send details to the Selectboard by email; and expects to be available for the budget work this year, supporting Ms. Nystrom.

Ms. Zwick noted a surplus in the Highway account; and new reserves for operations and building maintenance; and will support the new Treasurer until June 30; and that by tradition, the Selectboard stipend is paid in December after the budget is roughed out.

Summary / Update / Reports

Guy Tanza – Town Clerk Report

Mr. Tanza reported complaints about some furniture and garbage on Ellen Ware Road; that there is a state fine of \$500.00 for littering, the only remedy available; that the previous Friday the Dog Clinic was done at NewBrook Fire Station, and 103 dogs licensed; about 20 remain unlicensed; that he usually rescinds late fees until April, but this Saturday the fees will go up; that the untagged dogs list will go to the Animal Control Officer.

He acknowledged Ms. Zwick for her accounting services and for training her replacement(s), noting many IRS fines and delinquencies before Ms. Zwick had come on board, and none since, thanks to Ms. Zwick.

Highways & Roads

Guy Tanza – Road Commissioner Report

Mr. Tanza had arranged a meeting with VTRANS. He discussed the TA-60 form (allocated funds for road work, minimum \$300.00 per road for the allotment); a bridges & Roads information form being updated for compliance. He had been working with Marion Majors on RFP for the Salt Shed engineer. Mr. Bills had been scraping the roads into the night, mud time was the worst in ten years, and the pothole at Howard Osgood's had been repaired with hot patch at cost of \$250.00.

Mark Bills – Road Supervisor

Mr. Bills reported that he had continued to maintain the roads as flat as possible; that some are drying out, and he is filling in the ruts; that while Mr. O'Brien was in town he had filled the pothole, and Mr. Bills had asked for an estimate for removing the crown of the hill above the bus company, such that the modification is invisible, cutting and removing the pavement and

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undersurface, compacting with a compactor-roller, adding three inches of new pavement as a base under the blacktop, with new gravel under the pavement; the estimate was just over \$20,000.00. He had marked the area with orange paint for a site visit; the paving would be a separate expense from this project.

There was discussion; Ms. Zwick suggested, subject to confirmation, that there are surplus funds.

Mr. Bills reported that he had met with Megan from VTRANS, that two secondary roads won't be eligible for paving grant matching funds for several years. Mr. Tanza noted that Brookline is number 24 of 25 on the VTRANS waiting list, and also low on the box-culvert list; and that the only request this year would be for Hill Road, noting that a meeting could be held on the Hill Road project, and RFP would be necessary.

There was discussion; Ms. Zwick noted that highway funds do roll over year-to-year, per state law; she will email the grants list to members on Friday.

Mr. Bills had met with the insurance representative and had provided photographs of the Salt Shed.

It was acknowledged that roads were worse this year than in many years, and the Selectboard thanked Mr. Bills.

Old Business

A. LEMP Review (above)

B. Discuss/Approve Road Paving RFP

Mr. Jones asked about the paving RFP. Mr. Tanza noted that some is contingent on highway plans for two sections of Hill Road; Mr. Mello had measured about six tenths of a mile, and the front of the school, and suggested consideration of that area. Ms. Zwick will look into this on Friday. Mr. Tanza discussed matching funds for the Salt Shed and other issues. It was suggested that the project be undertaken early in the season.

Plan Site Visit to Hill Road

Mr. Jones discussed the site visit; that it will require about fifteen minutes.

The Selectboard will visit the site with Mr. Bills on Saturday, April 6th, at 10:00 AM in front of Swing's Garage.

Mr. Bills noted that this, like all Highways and Roads projects, is focused on public safety.

The RFP will be on the next Agenda, noting that a decision will not be made until next meeting; two RFP must be developed, one including this project.

Mr. Dutton asked about the cost of the project. There was discussion; the site visit should shed light on the difference the project would make; Mr. Bills noted that paving would be done in any case, and this project should be done beforehand if at all. Ms. Zwick will look into the HighwayFund situation.

C. SLP Building Update

Mr. Mello noted with approval that the building had been painted inside; he discussed the drain; by July 1, the foyer, the outside, the front of the entranceway and the new addition exteriors could be stained and painted, excepting the windows. He had toured the building with Mr. Dutton, noting a repair and some mold removal would be needed; the focus is finishing the

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exterior, painting the windows that are in good condition and the trim and ventilation. He estimated costs at less than \$1,000.00.

Ms. Zwick noted the monthly rental, \$1,300.00 and that the building was originally acquired for a dollar, but with had not been well-maintained previously; that heat had been costly in the original lease; since then the account was the black; that Vermont does not permit running a town fund at a deficit; she invited questions by email.

Ms. Brimmer offered to examine the details. Ms. Zwick noted that each account is treated like a separate company; there is no budget, but a budget could be created; the revenues could be budgeted, and past expenses researched. She suggested maintaining a surplus for Capital Reserves, noting that a municipality cannot be in the landlord business, but if a town needs the building there can be “incidental rentals”; that the building is used for Town Meeting and other community purposes, and that daycare is also a great benefit to the Town.

She will provide the financial reports for current year to February.

Mr. Mello noted that expenses have gone down dramatically, that some expenses will no longer exist as of this year.

Ms. Zwick suggested creating a budget for each of the buildings, starting with the school. There was discussion of the Capital Improvement Reserve (\$4,300.00); she noted that there is an annual budget for mowing the soccer field. Mr. Mello discussed funds for other buildings.

D. Consider Changing Paper of Record

Mr. Jones noted previous discussion of the *Commons*, publishing RFP separately; Mr. Dutton reported trying to reach VLCT several times without success. Mr. Tanza discussed the *Commons*, not finding legal advertising in that paper. Mr. Jones had obtained the *Reformer's* legal notice price per inch (\$24.90). He suggested there is insufficient information to warrant a change at this time.

2E. Consider RFP to Re-Paint Windows at SLP Building

Mr. Mello explained that he had consulted with Perkins Lumber, and that replacing the windows would be more than \$1,000.00 apiece not counting labor; that 16-pane windows are no longer available; that there were concerns about insulation qualities; Mr. Momaney had advised that the wood in the windows was of exceptional quality not to be found in replacements; that they need to be scraped and primed and painted, but should not be disposed of. Mr. Mello discussed rotten trim and moldy paint, suggesting that these issues should be addressed while there is a lessee, to complete repairs after years of neglect. He had two estimates for mold removal at \$30,000.00 and noted that the other major repairs had been completed, and cash flow had improved. He suggested addressing issues that have long-term value like the exterior, as the plumbing is now adequate.

Ms. Tanza asked about the RFP. Mr. Mello suggested that the project be done by November 1, and that there are adequate reserve funds. Ms. Tanza suggested the question is whether to do the RFP now or later. Ms. Brimmer suggested that she could review the numbers for next meeting, and the Selectboard could vote on the RFP. Mr. Jones cautioned that the windows may not be the most prudent action. Mr. Dutton expressed similar doubts. There was consensus that further research was needed.

Ms. Brimmer and Mr. Mello will research this.

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2F. Consider Building Commissioner Position

Ms. Tanza moved that the matter be tabled for next meeting. Passed by unanimous consent.

New Business (above)

A. Town Treasurer Transition (above)

B. Plan Site Visit to Hill Road (above)

Communications

Email (none)

Regular Mail

Vermont Emergency Management rec'd 3/29/19

Pay Orders

Accounts Payable

Mr. Jones moved to accept Accounts Payable Warrant #2019-38 dated April 3, 2019, in the amount of \$13,589.45. Second by Mr. Mello. All in Favor.

Payroll

Mr. Jones moved to accept Payroll Order #2019-39 dated April 2, 2019, in the amount of \$1,674.51. Second by Mr. Mello. All in Favor.

Set agenda for the next meeting – Wednesday April 17, 2019

- BMH
- Green-up Day
- LEMP Review
- RFP for SLP windows
- Building Commissioner position.
- Highways and Roads
- Austin Cemetery

Adjournment

Ms. Brimmer moved to adjourn. Second by Mr. Dutton. All in Favor.

The meeting was Adjourned at 8:35 PM.

Respectfully submitted, Peter Barus, Recording Clerk, April 4, 2019.