

Approved Minutes
Town of Brookline Selectboard
Wednesday, October 2, 2019, 6:30 PM

Present:

Selectboard: David Jones, Gwen Tanza, Joseph Dutton, Bruce Mello
Members of the Public: Sara Wiswall, Dara Carleton, Doug Wellman, Marie Tattersall, Archie Clark, Mark Bills, 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

Approve Minutes later than listed.

Scheduled members of the public

Town Treasurer

Mr. Jones invited Ms. Carleton and Ms. Wiswall to introduce themselves.

Ms. Carleton explained that she is the new owner of a property in town; and is working in the Brattleboro Assessor's office with the Grand List. Ms. Wiswall explained that as Assistant Treasurer she had been asked to consider the position, but is also Town Clerk for Jamaica; and had decided to offer to help anyway, and enjoys numbers.

Mr. Jones invited questions for the applicants.

Ms. Tanza asked about accounting experience. Ms. Carleton cited 30 years. Mr. Dutton asked about the idea (discussed previously September 18) of swapping roles, now that there is more interest in the position; and suggested it might be better for the two roles to be filled by both applicants.

It was noted that the decision could change at the next Town Meeting, that this is an appointment to fill the remainder of the previous Treasurer's term.

Mr. Jones asked about personal time constraints. Ms. Carleton noted her work hours, 8:30 to 4:30, until January. Ms. Wiswall cited no changes to her availability.

Ms. Tanza noted that the Treasurer must be a resident and registered voter; Ms. Carleton noted that she has not registered yet but will do so.

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**Executive Session – to discuss appointment of Town Treasurer
until next Town Meeting (per 1 V.S.A. § 313(a)(3))**

Mr. Jones moved to enter Executive Session at 6:39 PM, with the Town Clerk; second by Ms. Tanza. All in Favor.

The Selectboard entered Executive Session at 6:39 and returned at 6:47 without action.

Mr. Jones moved to appoint Sara Wiswall as Town Treasurer until next Town Meeting. Second by Mr. Mello. **All in Favor.**

Mr. Jones expressed the Selectboard's thanks to Ms. Carleton for her willingness and interest in serving the community.

New Business

Winter Road Sand Bids

Mr. Jones opened a proposal from A.S. Clark & Sons, and invited Mr. Bills to examine the submitted sand sample; Mr. Bills approved.

The proposal offered sand for \$20/yard for the 2019-2020 Winter season.

The question was raised, why the price was \$14.50 last year and \$20 now.

Mr. Clark explained that there had been an error last year that favored the Town, and was caught too late to change; and discussed some changes with the vendors.

Mr. Jones moved to accept the offer from A. S. Clark & Sons, for Winter road sand at \$20.00 per cubic yard, for the 2019-2020 season. Second by Mr. Dutton. **All in Favor.**

Road Equipment Purchase RFP

Mr. Dutton explained that not much had changed since the last Committee meeting; and discussed the agreed parameters being for a wheeled excavator, any make or model, operational hours not to exceed 5,000, weight range 18,000 to 30,000 pounds; attachments to include a digging bucket and an excavating bucket, price not to exceed \$75,000; and the vehicle must accept standard attachments.

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There was discussion; that the over-rail grass-cutter had been eliminated from the RFP as not a necessity, but that the capacity to accept it is required in the parameters. Mr. Clark explained that this was to allow consideration of a good machine without an over-rail mower, which could be added later. Mr. Dutton noted that there could be some flexibility in features and operating hours; Mr. Tanza suggested the purchase of an over-rail mower would probably come to about \$6,000.00

Mr. Bills noted that rental of a mower has cost about \$3,200 per week, and discussed attachments; and that to rent the excavator to mow would cost about the same, but provide more functions; that he had spoken with Newfane, and they reported that their wheel excavator is good but almost too big, and agreed that a medium-duty machine within the specified weight range would meet the need.

There was discussion of other metrics that would narrow the field, such as horsepower; it was noted that the rental was 18,000 pounds, 100 HP. Mr. Dutton explained that the specification was researched from available equipment.

Mr. Bills reported that the entire town had been mowed with the over-rail mower; and discussed the advantages compared to other equipment that had been used, noting that the booms on newer machines are not as risky around overhead wires, and extend an additional ten feet.

Mr. Jones asked whether the RFP for an excavator assumed either purchasing or renting an over-rail attachment. Mr. Dutton confirmed this understanding, noting that some special jobs will require add-ons, an additional truck, etc.

Ms. Tanza inquired as to including an option in the RFP for over-rail attachment; it was suggested that a separate RFP for a mowing attachment might be simpler and cost less in the end. Mr. Clark discussed technical aspects of hydraulic systems, constant flow, high volume, etc. It was suggested that the RFP could encourage inclusion of the over-rail attachment; there was discussion of the RFP conveying an impression as to available funds; and of specifying the desired attachments and hydraulic capacities.

There was discussion of the bidding process, timeline, deadlines, the Warning for Town Meeting; the level of specificity in an Article; and of whether an authorization to buy after the purchase decision might cause loss of opportunity; and of assembling several opportunities showing a certain range of expense that could be Warned in a more general Article, so that an alternate choice could be taken without further process; and of timing this well in advance of Town Meeting; and of the

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complexity of such an Article for voters; timing of RFP and voter approval; and of allowing a month to assess the bids; and of the minimum number of bids that would assure availability; and of possible offers of several machines from one source.

Mr. Dutton noted that the committee had been formed as the voters had requested; that the RFP could be submitted October 16 and the process begin October 18, allowing two months for responses, and a month to assess responses and compose the Warning for Town Meeting, posting in several trade journals as well as directly to potential sources.

Mr. Jones invited further discussion and will work with Mr. Dutton on the RFP to have it ready for a vote October 16. It was suggested that the over-rail attachment be mentioned in the RFP as an additional separate option. Posting requirements and options were discussed.

Mr. Jones expressed the Selectboard's thanks to Mr. Bills, Mr. Clark, Mr. Wellman, and the Committee.

Winter Road Salt Contract

It was noted that Cargill's price of \$76.99 per ton is down from last year; that American Rock Salt at \$75 per ton is also down from last year. There was discussion of previous delivery problems; and about salt sources in light of the wild parsnip issue. There was discussion of other available vendors; that 160 tons was used last year; that American Salt is thought to be mined in the US; that other towns in the area have used American; that the letter from American states that Troy, NY is their source; that Cargill's salt is stockpiled in Rockingham. Delivery times and the impact of Southern weather were discussed. It was noted that response is requested within 30 days.

Mr. Bills will consult with other towns in the area.

Approve Minutes from September 18, 2019 Regular Meeting

Mr. Jones moved to approve the minutes from September 18, 2019. Second by Mr. Mello. **Passed with one Abstention.**

Private Road Name for 911 Location

Mr. Tanza noted new legislation requiring that any shared driveway serving more than three homes shall be designated a private road; and noted that the Chabot property qualifies; that he has worked on this with Tyler Hermanson, state GIS specialist; that the 911 regulations require names related to local landmarks; that

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“Riverside Point” had been suggested; that the address number increment changed to 5.28 feet per address; that property owners had approved all this; that when the Selectboard approves, the state 911 Coordinator will be informed; that a sign will be installed by the Town.

Mr. Jones moved to approve naming the private road at 89 Hill Road “Riverside Point”. Second by Ms. Tanza.

There was discussion.

On the Motion, **All in Favor.**

Mr. Tanza noted the importance of property owners displaying 911 numbers clearly.

Old Business

Town Building Updates

Mr. Mello reported that, in regard to the outside stairway damage, he will be consulting about this and the cleanup and painting with the tenant; that both Holden and Momaney have given tentative estimates for exterior painting, as a separate job from the windows; that he had discussed this with John Boyle as well; that he had not heard from another local vendor and is following up; that regarding cleanup, he had walked through the area, and recommends that the Town is not responsible for the mess; that an excavator will not be needed, but a crew of volunteers could do the job, a dump fee \$30.00 to be charged to the tenant; and recommended an RFP for the painting next year; that there was about \$8,000.00 on hand; and discussed the Jeffers relationship, and painting, noting that the building’s maintenance person has expressed interest in doing the exterior painting work, which would require careful vetting in light of the fact that this same person damaged the outside stairs moving furniture; that this will be discussed with the tenant, followed by a report; and suggested an RFP on the windows only, postponing the building exterior paint work until next year.

Mr. Mello will provide an update on the discussions with tenant next meeting.

Mr. Jones offered assistance with the cleanup. It was noted that Mr. Lavorgna may not be available with his tractor. Mr. Mello discussed possible volunteers, estimating eight to ten working for two hours.

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Recycling Site Trash Removal

Mr. Tanza reported that an air conditioner and a microwave oven on the site were gone shortly; he had cleaned up the rest of the trash that had been dumped; that citizens have helped with this informally; that the bins are usually in good shape.

It was suggested that residents be engaged more formally to monitor the site on a regular basis; of enrolling local residents who could be called from time to time; of filling holes at the site before the frost; of illegal dumping seen on Putney Mountain and Bennett Roads. Mr. Tanza noted that the budget for hauling is \$18,000.00; that the tonnage rate is fluctuating.

Summary / Update / Reports

Guy Tanza - Town Clerk Report

Mr. Tanza reported that the office is running smoothly; homes have been sold; that there probably will not be another school vote; that 33 challenge letters were sent to registered voters; that the book archive is proceeding well; that he had attended a VLCT Town Clerk meeting in Killington.

Highways & Roads

Mark Bills - Road Supervisor

Mr. Bills reported a failed culvert on Athens Road near the Town Line replaced with 18-inch plastic; that signposts have been installed, and some of the new signs; that one had been hit by a birch tree, but not badly damaged; that 911 numbers have been placed at all four of six cemeteries; that resident had suggested that cemeteries be labeled on the signs; that fresh gravel was applied on Athens Road and Whitney Hill Road; that he had been cleaning ditches and grading, and most roads were in good shape; that more gravel is expected, and Putney Mountain Road will want some work where ledges are showing; that Ellen Ware Road is in good shape; and noted the October 1 deadline for working in watercourses.

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Communications

Email

- Deborah Luskin re: Green Mountain Conservancy (offering presentation; discussion)
- Patrick Smart, state drinking water and groundwater protection, looked into the situation and determined it was a mistake in their database, now corrected, in compliance and does not pose a public health risk; the issue was resolved in the permit time period; there are no unresolved deficiencies in the water system.

Regular Mail

- VLCT Zoning Forum flyer
- SEVCA appropriation request \$465.00
- VTRANS local road workshop flyers

Pay Orders

Payroll

Mr. Jones moved to approve Payroll Warrant #2020-13, dated September 27, 2019, in the amount of \$1,298.28. Second by Mr. Mello. **All in Favor.**

Accounts Payable

Mr. Jones moved to approve Accounts Payable Warrant #2010-13, dated October 2, 2019, in the amount of \$22,221.17. Second by Mr. Dutton. **All in Favor.**

Set agenda for the next meeting - Wednesday October 16, 2019

- Vote on Road Equipment Purchase RFP
- Vote on Road Salt Supplier
- Building Window Repair RFP
- Budget Discussion

Adjournment

Mr. Mello moved to Adjourn. Second by Mr. Dutton. **All in Favor.**

The meeting was Adjourned at 8:44PM.