

Approved Minutes  
Town of Brookline Selectboard  
Wednesday, October 16, 2019, 6:30 PM

## Present:

*Selectboard:* David Jones, Gwen Tanza, Joseph Dutton, Bruce Mello, Shelby Brimmer

*Members of the Public:* 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

Budget discussion – documents provided

## Scheduled members of the public

## Unscheduled members of the public

## Approve Minutes

### Minutes from October 2, 2019 Regular Meeting

Mr. Jones moved to approve the minutes for October 2, 2019 as amended. Second by Mr. Dutton. **Passed with one abstention.**

## Old Business

### Vote on Road Salt Supplier

Mr. Bills reported consulting with surrounding towns; some had used Cargill, some American; one had reported delays, and recommended Apalachee; after calling them, their information had not arrived yet; the foreman from one municipality had spoken well of the company, that the company corrected a delivery error the same day; three other towns are using the company; the price is said to be about \$70.00 per ton.

There was discussion; Mr. Bills noted that there is a fair amount of salt on hand, and sand coming next week. Two road foremen have reported that Apalachee delivers promptly.

This was placed on the agenda for November 6, unless there is a weather emergency requiring a special meeting to vote on a vendor.

### Vote on Road Equipment Purchase RFP

Mr. Dutton provided copies and discussed details (see Appendix). There was discussion of adding language to the effect that purchase will follow voter approval; it was noted that submissions would normally be followed by contact with the vendors, when such details can be made clear.

Mr. Dutton moved to add “Ultimate purchase is subject to voter approval.” Second by Mr. Mello.

In discussion it was decided to place the sentence after the date, at the end.

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

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Mr. Jones moved to approve the RFP for Road Equipment – Wheeled Excavator, as amended. Second by Ms. Brimmer. **All in Favor.**

### **SLP Building Window Repair RFP**

Mr. Mello reported on work still in progress, and new work to repair a roof leak; next steps, rot over a window where a tree came down on the east side; rot on the crown molding at corner facing dumpsters; inspection of damage from a tree last year; deck damage on north side, tenant has agreed to pay for repair; Saturday, November 9, there will be a volunteer cleanup party. He anticipated having all projects complete this year. Mr. Mello had spoken with several painting contractors, and provided a draft RFP for the Selectboard's perusal.

There was discussion. Mr. Bills offered additional vendor names. Mr. Dutton questioned the desirability of preserving the windows at \$8,000.00 to \$10,000.00 suggesting that replacement windows be considered. There was discussion of quality and efficiency; cost and availability of funds. Ms. Brimmer suggested a “repair or replace” RFP.

Ms. Brimmer will edit the RFP for “repair or replace” for discussion next meeting.

## **New Business**

### **Budget Discussion**

Mr. Jones discussed documents on budget vs. actuals for the previous and current fiscal year, provided by Mr. Tanza, noting that Ms. Wiswall will provide a more complete picture in November. There was discussion.

## **Summary / Update / Reports**

### **Guy Tanza – Town Clerk Report**

Mr. Tanza reported that the Town Office has been active with sales and refinancing in Brookline; the Town is in compliance with new legislation; the book scanning project continues.

## **Highways & Roads**

### **Mark Bills – Road Supervisor**

Mr. Bills reported adding gravel and scraping, monitoring culverts as the leaves fall and heavy rains are expected; putting up signage; and noted that Clark & Sons will be delivering sand next week.

## **Communications**

### **Email**

- Deb Luskin (Green Mountain Conservancy) re: offering a presentation at a meeting, possibly November 20
- Dan Towler (BMH Committee) re: fire extinguishers (discussion of Code 3, must be in compliance for insurance purposes)
- Ms. Wiswall re: pay rate following the exchange of roles

### **Regular Mail**

- Comcast

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## Pay Orders

### Accounts Payable

Mr. Jones moved to approve Accounts Payable Warrant #2020-15, dated 10/15/19, in the amount of \$10,052.99. Second by Ms. Brimmer. **All in Favor.**

### Payroll

Mr. Jones moved to approve Payroll Warrant #2020-16, dated 10/11/19, in the amount of \$1,404.24. Second by Mr. Dutton. **All in Favor.**

## Set agenda for the next meeting - Wednesday November 6, 2019

- Budget Discussion
- Road Salt vendor vote
- SLP Windows RFP
- Road Equipment Purchase update

## Adjournment

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

The meeting was Adjourned at 7:47 PM.

*Respectfully submitted, Peter Barus, Recording Secretary, October 17, 2019*

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## Appendix

(amendment in bold)

### **Town of Brookline Invitation to Bid - Wheeled Excavator**

The Town of Brookline, Vermont is accepting bids for a wheeled excavator that meets the following requirements: 1. Operational hours not to exceed 5,000; 2. Between 18,000-30,000 lb.; 3. Includes a digging bucket and a ditching bucket; 4. Is able to accept standard attachments; 5. Has a high-flow hydraulic system. Any make and model that fits the above parameters will be considered. The Town is also accepting bids for an over-the-rail mower attachment to run with the wheeled excavator. A bid for a mower can be submitted in tandem with an excavator bid or separately. The Town of Brookline reserves the right to reject any or all bids and to accept the bid it deems most favorable for the Town. Send bids to: Town of Brookline, PO Box 403, Brookline, VT 05345 or hand-deliver to 734 Grassy Brook Road, Brookline, VT, Attention: Wheeled Excavator. Bids will be accepted until December 15, 2019. **Ultimate purchase is subject to voter approval.** Any questions may be directed to Joseph W. Dutton at [jdutton.brooklinevt@gmail.com](mailto:jdutton.brooklinevt@gmail.com).