Draft Minutes

Town of Brookline Selectboard

Wednesday, November 6, 2019, 6:30 PM

Present:

Selectboard: **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

Scheduled members of the public

Unscheduled members of the public

Approve Minutes

Minutes from October 16, 2019 Regular Meeting

Mr. Jones moved to approve the minutes for October 16, 2019. Second by Ms. Brimmer. All in Favor.

Old Business

Vote on Road Salt Supplier

The Selectboard received a proposal from Apalachee, $76.00 per ton; American Rock Salt, at $75.00 per ton, is the least expensive vendor; Cargill's price is $76.99 per ton.

Mr. Bills was asked for a recommendation, and discussed poison parsnip that has been thought to come in with the salt; however, his investigation indicated it is probably not coming in with the salt, although it is an invasive; general advice is to mow before it seeds; this need not influence the purchase decision regarding road salt; other Apalachee customers include Newfane and Stratton; those were confirmed; the Town has used Cargill for many years, although there have been delivery delays, probably due to weather in the south; they appear to be adjusting effectively to increased demand; price is probably the best basis for a purchase decision.

There was discussion; that other local towns using Apalachee have said deliveries were prompt; that the salt is from Egypt, mined by evaporating seawater; that American Rock Salt says their product is produced in the US; that Cargill is most expensive, American least; that towns using American have reported being satisfied. Mr. Bills observed that towns follow the state bid and obtain the same price. It was noted that the Town uses approximately 150 tons annually, and the price difference is not significant. There was discussion of prices, sources and reliability of supply, the impact of bad weather on costs.

Mr. Jones noted that most vendors deliver loads of about 35 tons; American says 3-5 days for delivery. Mr. Bills noted that he had been advised to specify delivery dates, and reserve the right to buy from another vendor if deadlines are not met.

Mr. Dutton moved to award the contract to American Rock Salt. Second by Ms. Brimmer. All in Favor.

SLP Building Windows RFP

The Selectboard reviewed the RFP text provided by Ms. Brimmer. There was discussion of publishing deadlines; of the customary deadline for proposals being immediately before the bids are opened by the Selectboard; of how and where vendors may submit proposals.

Mr. Jones moved to approve the SLP Building window upgrade RFP as amended. Second by Mr. Mello.

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In discussion it was noted that the Selectboard is not committed to accept any proposal; about deciding whether it would be new or repair work; and that there will also be time for deliberation after bids are opened.

On the Motion, All in Favor.

Ms. Brimmer will make the changes as agreed. Mr. Jones will distribute to the *Reformer*, and Mr. Tanza will post on the Town website.

Mr. Mello discussed specifications and step-by-step plans he had prepared for the work in question, and offered to share with the Selectboard; and inform vendors with potential interest in the work.

Road Equipment Purchase Update

Mr. Dutton discussed the Subcommittee meeting held on November 30th, and another meeting planned for the 13th; a possible conflict with the Planning Board's schedule; noted that there had been discussion of how to find vendors; that he had called several dealerships; that there are not many machines that fit the parameters; and anticipated locating a couple of firm offers.

New Business

Mr. Mello noted that there had been a situation involving shutting off the water; that he had called Mr. Bovat, who had not heard that the water should be turned off; that he directed Mr. Bovat to do so forthwith; that Mr. Bloom had cleaned up the trees, just before a complaint from the state; that a cleanup party is being organized, bags and gloves, eight to ten people, advertising in Front Porch Forum; that the exterior should all be complete within the next two weeks, including the door and the rot; that he will engage the tenant to participate in the RFP.

Mr. Jones discussed the Jeffers invoice for $180.00. Mr. Mello explained that the building had been closed for lack of heat; the thermostat had not raised the temperature because of an outside sensor setting; that they must close down by law when the temperature is too low; that the tenant had called Jeffers, who adjusted the thermostat at the outdoor sensor; that this was the rationale for the bill.

There was discussion; of the tenant's responsibility to notify the landlord before calling a vendor; that SLP had taken the day off, called Jeffers, and left; that legal constraints may have applied to the operation of the facility in cold weather; that Jeffers would have had to make the adjustment in any case; that the bill should be paid, and the matter discussed with the tenant, as to what constitutes an emergency in the future.

There was consensus that the invoice should be paid, and the tenant be asked to be in communication in the future before calling vendors.

Mr. Mello noted that there had been a complaint that the video recordings were difficult to hear. Mr. Tanza will look into this.

Budget Discussion

Mr. Jones suggested limiting the discussion to half an hour, to begin to review the worksheet provided; and that the Selectboard discuss line items where information is available; that this will be done again at subsequent meetings; and possibly a special meeting to focus on final numbers; and that by early December the work should be substantially completed, for a vote on the Articles in early January. There was discussion.

Mr. Jones explained that the appropriation requests should be deferred, as there will be many more coming in. The Selectboard reviewed the worksheet, showing revenue projections, taxes and delinquencies, penalties, the columns showing two years prior, FY 2019 actuals up to June 30, variance, and budget for the current FY; it was noted that the most usable numbers are for FY 2019. Mr. Tanza discussed penalties with regard to tax delinquencies. There was discussion of quarterly delinquency penalties; current use hold-

harmless payments; of the 336 parcels of land in the Town, and the state contribution; of civil fines with regard to dog licensing; of homestead state payments.

There was discussion of non-budgeted revenues such as from 126 registered dogs, ($5.00 per dog); very few hunting/fishing licenses now being purchased locally as they are obtained online; of fees for marriages ($10.00); of birth and death certificates (now managed by the state, but the Town may issue certified copies for $10.00); of records restoration revenues; animal impound; reimbursements (for Australian Ballot votes, reimbursed by the school district); refunds; interest on investments.

It was decided to resume the review on November 20th.

There was discussion of the VLCT Compensation and Benefits Report (one hard copy on hand)

Summary / Update / Reports

Guy Tanza - Town Clerk Report

Mr. Tanza noted normal activity; a school district request about an Article; property transfers, title searches, etc.; taxes due November 15th, the office open from 9:00 AM to 6:00 PM; that Book 23 of the scanning project is completed; older books have bound pages and will require experts, but Ms. Tanza had brought about significant savings in accomplishing this project.

Highways & Roads

Mark Bills - Road Supervisor

Mr. Bills asked whether the over-rail mower rented from Fairfield should be continued for June or July, as the mower is available on a first-come-first-served basis. There was discussion of the potential road equipment purchase, the possibility of canceling if necessary, the impact on the provider; that the price had been $3,200 per week previously; that the dealer should be consulted about this. Mr. Bills noted that unless reserved the equipment might not be available until next October.

Mr. Bills will consult the dealer and return to the Selectboard with pricing.

Mr. Bills reported on signage, cold-patch, scraping and gravel, downed trees and brush removal; and noted that the recent windstorm took out power and required a day of removing limbs and trees, setting up detours where powerlines were involved; on debris to be removed before snow; on a meeting with Jeff Nugent, WRC, regarding future grant proposals for Spring of 2020; on that grants must be used by the end of June; and that Mr. Nugent had mapped all road segments that lie in fluvial hazard zones, to line with stone or use vegetation strategically to complete the grant under the Clean Water Act; that the funds will be available this year or next; that a Better Back Roads grant project will be planned for the current grant; that more shoulder gravel is needed in certain places; that the Sand Shed is full, and contains a small load of salt that will hold until the next order.

The salt vendor will be notified of the contract award.

Mr. Bills noted more rain than usual, creating some potholes he will address when time permits, before the frost.

Communications

Email

- Supervisory Union re Warned Article language

Regular Mail

- Flyer from VLCT re tax collection training
- Project Feed the Thousands donation solicitation

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- **Winston Prouty re appropriation request ($250.00)**
- **Currant re appropriation request ($125.00)**
- **Youth Services re appropriation request ($255.00)**
- **Senior Solutions appropriation request ($650.00)**
- **Vermont Rural Water Assoc. re PFAS**
- **Windham County Sheriff re rates for policing services for FY 2021**
- **Grace Cottage re appropriation request ($300.00)**
- **Contact information request for Green-up Day**
- **Comcast**

Pay Orders

Accounts Payable

Mr. Jones moved to approve Accounts Payable Warrant #2020-17, dated 11/5/19, in the amount of $7,749.95. Second by Mr. Mello. All in Favor.

Payroll

(Signed previously)

Mr. Jones moved to approve Payroll Warrant #2020-18, dated 10/29/19, in the amount of $3,791.12. Second by Mr. Mello. All in Favor.

Set agenda for the next meeting - Wednesday November 20, 2019

- **Budget discussion**
- **Green mountain conservancy representatives**
- **Possible Building Commissioner position discussion**
- **Town Report discussion**
- **Road Equipment bids**
- **Roadside mower rental**

Adjournment

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

The meeting Adjourned at 8:26 PM.

Respectfully submitted, Peter Barus, Recording Secretary, November 8, 2019