

# Town of Brookline Selectboard Meeting

## Wednesday, December 4<sup>th</sup>, 2019, 6:30 PM

### Present

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

*Town Officers:* Guy Tanza (videographer), Sara Wiswall (Treasurer)

*Recorder:* Peter Barus

*Members of the public:* Dorothy Maggio, Keith Kopeloff, Carla Kopeloff, Somara Zwick

### 1. Call to order

The meeting was called to order at 6:30PM.

### 2. Review changes to agenda if any

New Business: Ms. Maggio regarding cemeteries

### 3. Scheduled members of the public

Sara Wiswall

### 4. Unscheduled members of the public

- Dot Maggio, regarding cemetery maintenance.
- Keith and Carla Kopeloff (Bid submitted for SLP windows).

### 5. Approve Minutes

#### Minutes from November 20, 2019 Regular Meeting

Corrections were made.

Mr. Jones moved to approve the minutes for November 20, 2019, as amended. Second by Mr. Dutton. **All in Favor.**

### 6. New Business

#### SLP Building Window Bids

Three bids had been received, and were opened:

- Norm Holden, repair and repaint, labor/materials \$5,500.00, paint entire building siding and trim 37,000.00
- Momaney, paint eight exterior windows, scope of work, labor/materials \$8,000.00
- Apex, remove and discard 10 windows, install new replacement Anderson Silverline replacement windows, \$10,550.00

Mr. Jones recognized the Apex representative, Mr. Kopeloff, who explained that the job would include double paned windows, matched molding, no change in appearance but improved efficiency. He addressed questions.

Mr. Jones noted that although bids are being opened, further discussion is tabled until next meeting.

Mr. Jones moved to table discussion of SLP Building Windows until December 18, 2019. Second by Mr. Mello.

Mr. Kopeloff added that Apex would be willing to work extended hours on the job.

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

#### Cemeteries:

Ms. Maggio asked that the \$2,000 line item be retained in the budget for the cemeteries; and noted that five of six ancient cemeteries have been maintained minimally; that in 2017 the Vermont Secretary of State had updated the regulation on maintaining ancient cemeteries, such that the Town is not meeting the standard; that the Selectboard is responsible for cemetery maintenance for those not part of the Riverside Cemetery; that \$4,000.00 had been appropriated, about \$12,000.00 had been spent (\$5,000.00 from Penny Massey, and donations from other residents); that there is work needed, including liming and reseeded, mulching, stone repair; and offered copies of the report listing the responsibilities of the Selectboard for cemeteries, and personal support to the Selectboard on this matter.

There was discussion; about the obligation of the Town to spend a certain amount per ancient cemetery; that Austin Cemetery is nearly ready to be made active again, nearly cleared, half an acre would be available for plot sales for cremated remains; that \$2,000.00 could be an adequate amount per year; that there is a statutory requirement, with fines for Selectboard members who do not fulfill this responsibility; about a distinction between active, non-active, municipal, religious, etc. Ms. Maggio will provide the needed documents and follow up with site visits as needed.

#### Reschedule January 1, 2020 Meeting

It was noted that the regular meeting would fall on New Year's Day. There was discussion.

Mr. Jones moved to reschedule the January meeting to January 8<sup>th</sup>, and January 22<sup>nd</sup>, 2019, at 6:30PM. Second by Mr. Mello. **All in Favor.**

### 7. Old Business

#### Budget Discussion

Ms. Zwick discussed the Treasurer's Budget; why the banking is done by a separate individual; that the new Treasurer may produce a budget in a different format; about salaries, hourly rates, and how they are determined; that if there is a deficit at end of year, by state law a deficit has to be refunded by the voters, or the Town must add a specific amount; if ending year with a surplus, with approval at Town Meeting, it may be used to offset the next year's budget, and the Highway Fund carries over automatically to accommodate grant percentage requirements; about state and municipal tax calculations; about strategies for reducing municipal taxes.

There was discussion of proposed salary changes for Treasurer and Assistant Treasurer; about the basis for suggested amounts; it was suggested that last year's amount be maintained. Mr. Tanza suggested that pay for heads of departments be at parity. Mr. Jones noted that the current budget is for less than last year; and that changing current pay rate is not on the table. There was discussion that the budget should be increased if a salary is raised; that the position, and not its occupant, should determine pay scale; that the previous rate was \$19.75 per hour (for Treasurer and Town Clerk); that

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circumstances could force a reduction in working hours; it was suggested that hours be maintained except for possibly increasing the Treasurer's hours.

Mr. Jones proposed to set the rate for Treasurer and Tax Collector at \$8,216.00, being 416 hours at \$19.75 per hour; and that the Assistant Treasurer budget line item be set at \$6,593.00.

The Selectboard reviewed line items as follows:

▪ Town Report expense,	\$700.00	(was \$663.00 for 230 copies; there was discussion of the postage rate)
▪ Planning Commission:	\$100.00	
▪ Abatements:	\$50.00	(last year \$2,500.00 for a family displaced by fire)
▪ Legal notices:	\$600.00	(no change)
▪ Seminars and mileage:	\$1,000.00	(was \$1,500.00; Mr. Tanza urged more participation in seminars)
▪ Town Office electric	\$1,100.00	
▪ Church electric:	\$300.00	(was \$252.00 noting increased use)
▪ Town Office Telephone:	\$1,750.00	
▪ Town Office fuel:	\$2,500.00	
▪ Church building fuel:	\$0.00	(none needed)
▪ Computers:	\$800.00	(was \$798.00)
▪ Fire alarms:	\$500.00	(was \$400.00; church added now)
▪ Legal Services:	\$3,000.00	
▪ Rescue Services:	TBD	
▪ Fire Dept:	\$9,000.00	
▪ Mutual Aid Dues:	\$9,969.00	
▪ Copies:	\$50.00	
▪ Copier lease contract:	\$1,405.00	(still in effect @ \$117/mo)
▪ Town Property maint.:	\$1,200.00	(cemeteries, office, school yard, ball field);
▪ Trash removal:	\$500.00	
▪ VLCT dues:	TBD	
▪ WRC:	\$1,259.00	
▪ NEMRC:	\$5,000.00	
▪ Windham Solid Waste Landfill fees:	\$3,643	
▪ Recycling costs:	TBD	
▪ Law Enforcement:	\$510.00	
▪ Insurance Bonds:	\$7,584.00	(was \$8,300.00, incl. workman's comp. etc, through VLCT)
▪ Ancient Cemeteries:	\$2,000.00	
▪ County Tax:	\$5,400.00	
▪ Animal Impound Exp.:	\$300.00	
▪ Audit Reserve:	\$0.00	
▪ Fire Permits:	\$50.00	(Code 3)

There was discussion; Highways and Appropriations next.

## Consider Special Meeting for Remainder of Budget Planning

Mr. Jones noted that Highways and Appropriations remain to be discussed; that the budget should be complete before the end of the year, when the Articles must be Voted; that the Auditors will need to see the budget. A special meeting will be needed. There was discussion.

Mr. Jones moved to schedule a Special Meeting for budget planning, Tuesday, December 10<sup>th</sup>, at 6:30PM. Second by Mr. Dutton. **All in Favor.**

## 8. Summary / Update / Reports

### Guy Tanza - Town Clerk Report

Mr. Tanza discussed end-of-year reports; delinquencies reduced to \$22.00; there was a closing scheduled for conservatory properties; the books scan is proceeding apace; and noted that the little red books in the vault cost \$371.00 apiece; that the office is preparing for next election year, and that Town Meeting on the agenda for the 18<sup>th</sup>.

## 9. Highways & Roads

Mark Bills - Road Supervisor (Not in attendance)

## 10. Communications

### Email

- Kerry Bourne re: issues on Whitney Hill Road

### Regular Mail

- Vt Dept of Health re: Health Officer term expiry
- NEMRC re rate increase
- VLCT Newsletter

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**11. Pay Orders**

(Payroll previously signed)

**Accounts Payable**

Mr. Jones moved to approve Accounts Payable Warrant # 2020-21, dated 12/4/19, in the amount of \$5,114.31. Second by Mr. Mello. **All in Favor.**

**Payroll**

Mr. Jones moved to approve Payroll Warrant #2020-22, dated 11/22/19, in the amount of \$1,410.80. Second by Mr. Dutton. **All in Favor.**

**12. Set agenda for the next meeting - Wednesday December 18, 2019**

- Scheduled members of the public – Census
- Building Commissioner description
- Road Commissioner position
- Discuss Schedule and Warning for Town Meeting
- Draft of letter supporting Deer Run Nature Preserve for approval
- Town Health Officer term expires Dec 31<sup>st</sup>
- Road Equipment bids

**13. Adjournment**

Mr. Mello moved to Adjourn. Second by Mr. Dutton

The meeting was Adjourned at 8:43PM

**Next Meetings**

- Special Meeting for budget planning, Tuesday, December 10<sup>th</sup>, at 6:30PM
- January 8<sup>th</sup>, 2019 at 6:30PM
- January 22<sup>nd</sup>, 2019, at 6:30PM

*Respectfully submitted, Peter Barnus, Recording Secretary, December 7, 2019*