

## **Present**

*Selectboard:* David Jones (Chair), Bruce Mello, Joseph Dutton, Gwen Tanza, Shelby Brimmer  
*Town Officers:* Guy Tanza (videographer)  
*Recorder:* Peter Barus (by transcription)  
*Members of the Public:* Mark Bills, Archie Clark

## **Town Clerk to call the meeting to order**

Mr. Tanza called the meeting to order at 6:30PM.

## **Elect Selectboard Chair**

Mr. Tanza opened the floor to nominations for Chair.  
Ms. Brimmer nominated Mr. Jones.  
Mr. Jones was unanimously elected Selectboard Chair.  
Review changes to agenda if any  
Paving RFP Tabled.

## **Scheduled members of the public**

Mr. Bills, Mr. Tanza

## **Unscheduled members of the public**

Approve Minutes for February 21, 2020

Mr. Jones moved to approve the minutes for February 21, 2020, as corrected. Second by Ms. Brimmer. **All in Favor.**

## **Reorganization & Appointment of Town Officers**

### **Elect Vice-chair of the Selectboard**

Mr. Jones opened the floor to nominations for Vice-Chair.  
Ms. Tanza nominated Mr. Mello.  
With one opposed, Mr. Mello was elected Selectboard Vice-Chair.

### **Appoint Recording Clerk of the Selectboard**

Mr. Jones opened the floor to nominations.  
Mr. Jones nominated Mr. Barus as Recording Clerk.  
Mr. Barus was duly appointed Recording Clerk for the Selectboard.

### **Appoint Road Commissioner**

Mr. Jones opened the floor to nominations.  
Mr. Jones nominated Mr. Clark as Road Commissioner.  
Mr. Clark was duly appointed Road Commissioner.

### **Appoint Representative(s) to the windham regional commission**

Mr. Jones nominated Mr. Tanza.  
Mr. Tanza was duly appointed as WRC Representative.  
It was noted that there is one vacancy.

### **Appoint Emergency Management Coordinator(s)**

Mr. Jones nominated Mike Fontaine.  
Mr. Fontaine was duly appointed as Emergency Management Coordinator.

### **Appoint 911 Coordinator**

Mr. Jones nominated Mr. Tanza.  
Mr. Tanza was duly appointed 911 Coordinator

### **Appoint Pound Keeper**

Mr. Jones nominated the Windham County Humane Society.  
The Windham County Humane Society was duly appointed Pound Keeper.

### **Appoint Animal Control Officer**

Mr. Jones nominated Dorothy Maggio.  
Ms. Maggio was duly appointed Animal Control Officer.  
It was noted that an Assistant ACO would be on a future agenda.

### **Appoint Representative to the windham solid waste mgmt. District**

Mr. Jones expressed willingness to continue the position.  
Ms. Tanza nominated Mr. Jones.  
Mr. Jones was duly appointed Representative the WSWMD.

### **Appoint Representative to Rescue Inc.**

Mr. Jones nominated Jorda Daigneault.  
Ms. Daigneault was duly appointed Representative to Rescue, Inc.

### **Appoint Property Manager for 624 Grassy Brook Road Daycare**

Mr. Jones nominated Mr. Bills.  
Mr. Bills was duly appointed Property Manager for 624 Grassy Brook Road Daycare.

### **Appoint Road Supervisor**

Mr. Jones nominated Mr. Bills.  
Mr. Bills was duly appointed Road Supervisor.

### **Appoint Tree Warden**

Mr. Jones nominated Mr. Bills.  
Mr. Bills was duly appointed Tree Warden.

### **Appoint Building Commissioner**

Mr. Jones nominated Mr. Mello.

Mr. Mello was duly appointed Building Commissioner.

### **Appoint members to the Brookline Planning Commission**

It was noted that this is for a 5-year term, and Mr. Ezequelle had consented to continue in the position.

Mr. Jones nominated Charlie Ezequelle

Mr. Ezequelle was duly appointed to the Planning Commission.

### **Appoint members to the Brookline Meeting House committee**

Mr. Jones nominated Lee Anne Parker, Kerry Bourne, Mark Bills, Dan Towler and Dorothy Maggio.

All were appointed to the Meeting House Committee.

### **Appoint members to the Brookline Historical Society**

Mr. Dutton had spoken with Ms. Nau and Mr. Wellman, and himself offered to serve as well.

Mr. Jones nominated Cynthia Nau, Doug Wellman, Joseph Dutton.

All were appointed to the Historical Society.

### **Set time and place for Selectboard meetings**

Mr. Jones moved that Selectboard meetings be held on the first and third Wednesdays of the month at 6:30PM at the Brookline Town Office.

Second by Ms. Brimmer.

There was discussion; of Ms. Brimmer's schedule and meeting attendance.

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

### **Establish official locations & newspaper for posting meetings/hearing**

Mr. Jones moved to establish the Brattleboro *Reformer*, the Town website, the Town Office and Town Office notice board, the notice board at Whitney Hill Rd & Grassy Brook Rd, and the notice board at Hill Rd & Grassy Brook Rd as posting locations for meetings and hearings. Second by

Mr. Mello. **All in Favor.**

### **Review Policies**

Mr. Jones noted that, as there had been no change in Selectboard membership, extensive review would not be necessary. There was consensus.

Mr. Jones moved that the Selectboard approve and sign the Conflict of Interest Policy. Second by Mr. Mello. **All in Favor.**

There was discussion of policies in general.

Mr. Jones moved that the Selectboard approve and sign the Rules of Procedure. Second by Ms. Brimmer.

There was discussion of time provided for public participation.

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

Mr. Jones moved that the Selectboard approve and sign the Purchase Policy. Second by Mr. Dutton. **All in Favor.**

## **New Business**

### **Paving RFP**

There was discussion of the paving RFP and possible site visit; measurement of various sites; obtaining estimate and additional an RFP for grinding; additional surface preparation work; re-use of materials. Mr. Bills discussed an estimate from O'Brien Brothers, and scheduling paving to coincide with regrading. Mr. Clark discussed materials, grinding, etc. There was discussion of extending projects under the same contract price per ton; on various aspects of a regrading project. It was noted that separate RFP would be necessary for the paving and the grinding operations; this will be discussed further at a future meeting.

Mr. Mello discussed billing for the water system and other items at 624 Grassy Brook Road.

## **Old Business**

### **Discuss Road Equipment Purchase Next Steps**

There was discussion of equipment prices; of renting equipment for the summer, similar to what would be purchased, as a means of obtaining real-world data on the machine; lease programs and lease/purchase; obtaining a list from dealers, of all options and prices. Mr. Dutton anticipated more information of this kind after the next Committee meeting.

## **Summary / Update / Reports**

### **Guy Tanza – Town Clerk Report**

Mr. Tanza reported on a successful Town Meeting; a successful vote; and expressed gratitude for assistance received; noting that March 25 there will be a need for volunteers to count ballots for the budget vote; and discussed the process of "commingling" and recounting the ballots at I&G; and anticipated challenges with the budget vote; and noted that the Rabies Clinic will be March 14 at the NewBrook Fire Station, 10:00AM to 1:00PM, with licensing available.

## **Highways & Roads**

### **Mark Bills – Road Supervisor**

Mr. Bills reported discussions with Mr. Clark; some early mud conditions; some electrical problems with the grader while working at dusk on Ellen Ware Road, resolved with belt adjustment; and discussed mud and temperature timing challenges for maintaining the dirt roads. There was discussion of weather changes and the possibility of new approaches to these issues, such as netting material embedded in the surface. It was noted that surrounding towns have similar challenges.

Mr. Tanza noted that there had been complimentary calls to the office about road maintenance; and discussed impacts of logging operations on the roads.

## Communications

### Email

- Municipal Roads General Permit Annual Report (due April 1)
- COVID19 presentation at brattleboro fire department for first responders and town officials  
There was discussion.

### Regular Mail

- Vt Dept of Health re: Health Officer training
- Flyer fro mVLCT re: Selectboard trainings

## Pay Orders

### Accounts Payable

Mr. Jones moved to approve Accounts Payable Warrant #2020-35, dated February 28, 2020, in the amount of \$243,526.15. Second by Mr. Dutton.  
**All in Favor.**

### Payroll

Mr. Jones moved to approve Payroll Warrant #2020-36, dated March 4, 2020 in the amount of \$1,290.30. Second by Mr. Mello. **All in Favor.**

Ms. Tanza noted that the Selectboard owes thanks to Gary Lavorgna for fixing the office lock on Election Day.

## Set agenda for the next meeting – Wednesday March 18, 2020

- Paving/Grinding RFP
- Road Equipment Purchase Next Steps
- Approve and/or sign Rules of Procedure

## Adjournment

Mr. Jones moved to Adjourn. Second by Mr. Mello.  
The meeting was Adjourned at 8:14PM.

*Respectfully submitted, Peter Barus, Recorder, March 5, 2020*