

**Approved Minutes**  
**Town of Brookline Selectboard Meeting**  
**Wednesday, September 16, 2020, 6:30 PM**  
**(videoconference)**

**Present**

*Selectboard:*

David Jones (Chair)  
Gwen Tanza  
Bruce Mello  
Shelby Brimmer  
Joseph Dutton

*Town Officers:*

Guy Tanza (Town Clerk, videographer)  
Mark Bills (Road Supervisor)

*Members of the Public:*

Win Clark  
FACTV  
Lee Anne Parker  
Peter Barus (Recorder)

**Call the meeting to order**

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

Mr. Jones introduced attendees in person and online.

**Review changes to agenda if any**

Treasurer – discussion

**Scheduled members of the public**

**A. Lee Anne Parker**

To discuss Meetinghouse Heating and Grant Proposal.

**Unscheduled members of the public**

Win Clark

**Approve Minutes**

**A. Minutes from September 2, 2020 Regular Meeting**

Spelling and punctuation corrections were made.

Mr. Jones moved to approve the minutes for September 2, 2020, as amended. Second by Mr. Mello. **All in Favor.**

**New Business**

**A. Plowing/Sanding/Sand Bids**

Mr. Jones noted receipt of one bid for sanding and salting, and one bid for winter sand, from A. S. Clark and Sons; and noted that the documents had been scanned and provided to members online.

Mr. Jones opened the bid for sanding and salting, confirming with Mr. Clark a typographical error in the price, meant to read \$33,200. The work to cover sanding and salting the Town highways, recycle center, meetinghouse driveway and Town parking lots for winter 2021, payment in four installments January 1, February 1, March 1, April 1; a certificate of insurance to be provided on acceptance, with the option to execute a two year contract for 2021 and 2022 at the same bid price.

It was noted that this was the sole bid received; and the floor was opened for discussion of whether the contract should be for two years or one.

Ms. Tanza favored a two-year contract; Mr. Mello cited level funding and concurred; Ms. Brimmer agreed.

Mr. Jones moved to accept the proposal from A. S. Clark & Sons for a two year contract for winter plowing, sanding, and salting. Second by Ms. Tanza. **All in Favor.**

Mr. Jones opened the bid for winter sand, also from A. S. Clark & Sons, at \$21.00 per yard for three-quarter inch winter sand, delivered to Town yard, and mixed with town-supplied salt, and piled in shed; for a fourteen cubic yard load, delivered at the request of the Road Supervisor. Mr. Jones asked to see the sample. There was discussion of the previous year's price. The sample was examined and found to be consistent with the previous year's good quality.

Mr. Jones moved to accept the proposal from A. S. Clark & Sons for three-quarter inch winter sand at \$21.00 per yard. Second by Mr. Mello. The Chair polled the members. **All in Favor.**

Mr. Jones thanked Mr. Clark on behalf of the Town.

**B. Meetinghouse Heating & Grant Proposal**

Ms. Parker was recognized and discussed a heater going into the Meetinghouse, having met with Rick Perkins on site, who had bid \$3,400.00 including the heater, running the lines to the heater installation and the kitchen; and noted that Mr. Perkins had advised placing the heater on the south wall of the addition, citing code requirements; that Mr. Perkins will remove both existing units, and test the heater when it is installed; that there had been a question of whether additional electrical work might be necessary; that the installation is scheduled for the 24<sup>th</sup> of September; that Dan Towler would meet with Mr. Perkins that morning.

There was discussion; that all members on the Meetinghouse Committee agreed; the space to be heated (the wooden part of the building); that this would be a single heater; that the price was not itemized, and would not be the basis for calculating the cost of additional units; about scheduling; of \$29,710.00 currently available funds, of which \$1,500.00 was committed for the National Register and some fees were anticipated; that a meeting on site was scheduled for October 7 with Cota & Cota, with whom the Town was thought to have an account (and per recommendation of Mr. Perkins).

Mr. Jones opened the floor for questions and polled the members. There was discussion of heating for the coming winter (on demand); tank size in consultation with Cota & Cota; capacity of the heater; verification of available funds from the Treasurer; a recent \$3,000.00 grant to the Committee;

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type of venting for the heating unit; BTU output; disposition of the existing gas tank still on site since decision last summer to remove it, and potential reimbursement for any contents.

Mr. Jones moved to approve the expenditure of \$3,400.00 to install a heater and other gas line work at the Meetinghouse. Second by Mr. Mello. After discussion of on-demand heat as a worthwhile investment, **All in Favor.**

Grant Proposal

Ms. Parker discussed work on a Vermont Historic Preservation Grant proposal for 2021, soliciting bids for painting work on the steeple, with three responses; and additionally for flashing repair, hoping to coordinate the work so that lift equipment could be shared; total amount for the work would be \$23,745.00 being the average of the three painting bids, plus the bid of \$8,745.00 for the flashing work, plus \$3,000.00 from the Windham Foundation, leaving a balance of \$20,745.00; and requesting a VHP grant of \$10,372.50 to be matched from available funds at \$372.50.

Ms. Parker invited questions; in discussion she noted an upcoming conference with Caitlin Calkins regarding the grant process, and had written the grant with guidance. Mr. Mello discussed the process following submission of grant proposals. Mr. Jones polled the members for further questions or discussion. Ms. Brimmer offered to assist with document preparation. Ms. Parker noted that she would be the contact person and administrator, and the Applicant would be the Town of Brookline, submission due on the 5<sup>th</sup> of October. Mr. Jones offered administrative support.

Mr. Mello discussed a Federal grant to the Halifax Union Society Church, suggesting that this might be an avenue of funding now that the building is being listed on the National Register of Historic Buildings.

Mr. Jones expressed the Selectboard's thanks for Ms. Parker's work.

**C. Remote/In-Person Meeting Structure**

Ms. Brimmer offered to draft a framework for a structure. The matter was Tabled until the next meeting.

**D. VSP Letter Response**

Mr. Jones explained that he had drafted a letter to Lt. French discussing the Town's desire for more police presence in view of recent increased recklessness on the roads, and polled the members for comment.

Mr. Jones moved to approve the letter to Lt. French of the Vermont State Police, to be sent as presented. Second by Ms. Tanza. **All in Favor.**

**Old Business**

**A. Building Update**

Mr. Mello discussed final work to be completed on the windows, the painting and electrical work; water system and HVAC maintenance; a state mandated water system inspection regarding coliform and nitrates; and related fees of \$720.00.

Mr. Jones discussed tenant paying for wood chips, noting that no wood chips had been placed on any of their equipment, but was spread exclusively on Town equipment; that they should not have to pay anything for that. There was discussion, noting that the chips had not been a requirement.

There was discussion of cleaning septic filter; that it may have been pumped two years ago; that this should be monitored when maintaining the filter.

**B. Treasurer**

Mr. Mello discussed communications with the Treasurer. Mr. Jones noted that the position is part-time, and suggested that Town officials bear this in mind when seeking reports, etc.

**Summary / Update / Reports**

**A. Guy Tanza – Town Clerk Report**

Mr. Tanza reported that the Secretary of State will mail ballots the week of September 21; that election information is available on the website; that the office busy, still locked down, accessible by appointment until the Governor announces a change; that people seem to be adjusting to the challenges; that he will train election volunteers, the same team as last time.

**Highways & Roads**

**A. Mark Bills – Road Supervisor**

Mr. Bills reported that Hill Road paving was completed with a smooth transition from old to new. Mr. Jones asked whether there had been traffic control on the site; and had discussed this with Mr. Clark, who confirmed that there had been personnel handling traffic; that paving was to take place Saturday, but rain moved this to Monday; that there was traffic control, with unusual numbers of trucks on the site, and a flagger had been called away briefly; that there was some shoulder work to do where the road edge was built up, and there was material for this on hand from previously delivered millings; that since the last scraping last summer, six of the busiest roads had been regraded, a few minor potholes; that signage was all delivered, and will be installed; other ongoing projects. There was discussion of millings as a useful material for side roads and shoulders.

**Communications**

**A. Email**

- Jeff Nugent (WRC) re: grants-in-aid program, needs a letter of intent by the end of October.
- Gary Lavorgna re: option for solar if some trees were cut next to the Town Office. Mr. Tanza discussed ownership of the trees in question; that the program requires long term commitment of funds, on-demand generator; that he would be following up with Mr. Lavorgna.

**B. Regular Mail (none)**

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**Pay Orders**

Mr. Dutton joined the meeting at 7:50PM.

**B. Payroll**

The Chair polled the members on review of the Payroll Warrant.

Mr. Jones moved to approve Payroll Warrant #2020-64 dated September 16, 2020, in the amount of \$1,336,38. Second by Mr. Mello. With one abstaining the Motion passed.

**A. Accounts Payable**

The Chair polled the members on review of the Payroll Warrant.

Mr. Jones moved to approve Accounts Payable Warrant #2020-63 sep 15, \$7,957.97. Second by Ms. Tanza. With one abstaining the Motion passed.

**Set agenda for the next meeting – Wednesday October 7, 2020**

- Remote/in-person meeting structure discussion
- Road safety
- Generator

**Adjournment**

Mr. Jones moved to Adjourn. Second by Mr. Mello. All in Favor.

The meeting was Adjourned at 7:56 PM.

*Respectfully submitted, Peter Barus, Recorder, September 28, 2020*