

**Approved Minutes**  
**Town of Brookline Selectboard Meeting**  
**Wednesday, July 21, 2021, 6:30p.m.**  
(videoconference)

**Attending**

*Selectboard:*  
Dot Maggio (Chair)  
Gwen Tanza  
Bruce Mello  
Stan Noga

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

*Members of the Public:*  
Peter Barus (Recorder)  
FACTV (Videoconference recording)

**Call the meeting to order**

The meeting was called to order at 6:37 p.m.

**Review changes to the agenda if any**

**Review/approve minutes from the July 7, 2021 selectboard meeting**

Ms. Maggio moved to approve the minutes for July 7, 2021. Second by Mr. Noga. All in favor.

**Scheduled members of the public**

**Unscheduled members of the public**

**New Business**

**Treasurer's report for the fiscal year 2020-2021**

Ms. Maggio noted this was tabled previously; and had spoken with Ms. Zwick.

The report and the following agenda item, recommendations for changes, were Tabled.

**Selectboard recommendations for changes in Budget Reports**

Tabled.

**List of Approved Vendors additions for 2021-2022**

There was discussion; of the current list. Mr. Noga discussed Kerry Bourne, Norm Holden. Ms. Maggio noted that work contracted by RFP was separate from the approval list, as insurance information, etc., are submitted with proposals at the time of bidding. Mr. Noga discussed vendors who have worked for the town infrequently, as to whether they would qualify.

***Two Wired Guys – Computer services***

***Carr Tree and Timber – Arborist***

Ms. Maggio moved to add “Two Wired Guys” and Carr Tree and Timber to the Approved Vendors List for 2021-2022. Second by Mr. Noga.

There was discussion of various vendors as to their status, documentation, etc. On the Motion, **all in favor**.

Ms. Maggio will inform the Treasuerer of the chagnes.

**Old Business**

**Round Schoolhouse Grant - work progress update**

Mr. Noga discussed an invoice from Chris Parker, which was submitted to Lisa Ryan of Vermont Preservation Trust, noting that VPT sends funds towns, and towns issues payments to vendors; and had been assured that the windows (removed for restoration) would be completed by Aug 1, 2021; and also noted that the steps inside the open area of the shed were out of position. There was discussion.

Mr. Noga discussed progress on the baseball field, working well with Mr. Bills, and whether the sign at the Round Schoolhouse should be replaced or repaired. There was consensus that the repair should not change the sign. Mr. Noga noted several bids for the work, one recommending aluminum backing with two choices of thickness, to be applied over the current sign, and a time frame for the work extending to the third week of August; another bid asking for a picture of the top of the sign and suggesting a composite material; one vendor planning a site visit. Various materials and methods, and prices up to \$650 were discussed, as well as possible VPT requirements regarding acceptable materials, etc.

Ms. Maggio polled the members for preferences, favoring a more traditional approach, (and raising a question about what to vote on). Mr. Noga cautioned against voting a dollar amount; and suggested tabling a vote on purchase of any type of signage pending word from VPT, for a vote at first meeting in August. Mr. Mello favored better quality wood over composite materials. It was noted that most costs would probably be covered by VPT. Ms. Tanza concurred with the request to table for next meeting.

Ms. Maggio will inform interested parties and add to the agenda for August.

Mr. Noga discussed powder-post beetles; that they can be killed in the larval stage with certain commercial solutions painted on the wood repeatedly; that the larvae become beetles in late summer, and may re-infest with new eggs. There was discussion of the chemicals involved and licensing. Mr. Tanza asked about warranty on the previous treatment. Mr. Mello noted that the previous treatment had reduced the problem. Mr. Tanza asked whether humidity aggravated the condition. Ms. Maggio noted that contaminated furniture should be removed, and will notify Doug Wellman about this and possible need for treatment. An **agenda item for next meeting** was noted, re: licensing, treatment, grant funds, etc. Mr. Noga discussed landscaping around the building.

**Town Hall Cleaning – development of cleaning details/expectations for contract.**

Ms. Maggio had called the cleaner to discuss time and costs.

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**Pest Control Update**

***Mice***

Mr. Mello discussed the project; that the vendor had been on site June 11 and will visit again to ascertain conditions; and discussed numbers of rodents trapped over time, progress made, but the problem not resolved; expecting an onslaught in September. There was discussion of budget issues.

***Bugs***

Mr. Noga discussed termites, carpenter ants; had reached one of four exterminators, not impressed with their approach, will continue calling. For next meeting agenda.

**Handicap parking signage/painted lines & ramp repair update**

Ms. Maggio discussed the vendor that had done a review; asked Mr. Bills about handicapped parking signage research, and the entrance for voting at town hall. Mr. Bills noted nothing pertinent. Mr. Noga suggested that the difference between the ramp and parking area pavement was less than an inch and suggested ways to address the problem. Mr. Bills suggested hydraulic cement might work. Mr. Mello offered a can from his own supply.

**Reports**

**Town Clerk Report – Guy Tanza**

Mr. Tanza reported security software installed on the computers and laptop, Malware Bytes; and the office was back to the old way of doing business, no appointments, masks optional, staff all vaccinated.

***Dog licenses***

Mr. Tanza reported 85 of 97 licenses renewed, will follow up; and discussed the danger of a bite by an unregistered animal; 25 years of books had been digitized by Ms Tanza; NEMRC backs up to the “cloud”; and discussed other softwares, free webinars on the use of MS Office applications.

**Selectboard Chair Report - Dot Maggio**

***Wheeled excavator / road equipment discussion***

Ms. Maggio noted good discussions, good minutes, and since that committee had not met several years, had been researching membership; and that SEVCA informed of a \$6M grant for sports and recreation, suggesting funds may be available for the baseball field; and will follow up next meeting; and noted additional members needed for the Planning Board, a new report due in 2022. Mr. Mello discussed board procedure; that another equipment purchase committee would be likely to get the same results, and suggested Mr. Bills be designated to determine the best equipment for the town to purchase and bring proposals to the selectboard, instead of forming another committee. Ms. Maggio will notify the former committee of the opportunity to come before the selectboard and contribute to discussions; and invited the other members to express their views. Mr. Noga discussed investigating and purchasing, versus two separate efforts; that there should be a rationale made available to the public for any purchase; that previously there had not been understanding of the critical details; and suggested research, then discussion, before committing to a purchase. Ms. Tanza suggested discussion at a future meeting, after Mr. Bills has more information.

Mr. Tanza explained that usually a highway dept makes decisions about what they need, and present this to the selectboard for a decision; the selectboard has the authority to purchase and pay for equipment for the town, and presentation at Town Meeting is optional; no such meeting is needed when purchasing computers for the town offices; those who use the equipment know its value, and know the cost of not owning it.

Mr. Bills was recognized and assented to research for review.

Ms. Maggio will communicate to the former committee members (Mr. Bills, Joseph Dutton, Archie Clark, Doug Wellman) and invite their input.

**Building Commissioner Report - Bruce Mello**

***SLP re: MiniSplit system discussion***

Mr. Mello had met with Suzy (SLP) who asked about this system and noted that for the selectboard to commit, SLP must make a presentation; that this was not a pressing issue; that the air conditioning system was weak in a heat wave; and suggested dropping the issue, that SLP can bring it up again if serious.

Ms. Maggio noted that this could require a more formal application for a substantial service. Mr. Noga suggested that another issue needs discussion regarding how such an investment would be handled later in the relationship, such as the position of the selectboard for a future purchase or lease if the tenant incurred expenses independently, or if a tenant claims a value at the end of the lease. There was discussion. Ms. Maggio suggested that such improvements would require changes to the lease to cover such eventualities.

Mr. Mello discussed painting, noting a proposal from Momaney for the end of July.

**Highways & Roads Supervisor Report - E. Mark Bills**

**Projects**

Mr. Bills reported that Mr. Cagney had a broken tree limb he had not learned about until it was removed by others; there had been some heavy rains and many plugged culverts; that A.S. Clark, on request, had cleaned out the culverts and driveways at issue with an excavator; that there were three normally dry areas on Putney Mountain where underground water sources and saturation had produced very muddy conditions, and A. S. Clark put crushed stone over the deep mud ruts. Mr. Bills had and spent a day with the grader leveling the stone, unusual for this time of year, usually just gravel; and had discussed culverts with other road foremen, learned of shortages and higher costs, and determined that the usual 15 culverts should be ordered right away as prices were up \$100 each, with four to six weeks delivery; four were ordered for emergencies.

Mr. Bills reported that Mark Pickering from VTRANS had been asked to look at whether a new study is needed, as there are two failing

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culverts that need replacement, only one under a grant; that there is some doubt whether Cersosimo Industries will have winter sand this year, prices could rise, and other vendors in Vernon and Walpole should be consulted, bids could go higher; and had informed the selectboard of purchase of a pallet of cold-patch, began application in some areas; heavy weed growth in the wet weather required mowing under guardrails where there was much poison ivy; that Carr Tree Service will send paperwork and a date for one day's work, August 16 was their first availability; that Mr. Clark will help with Better Backroad and Erosion Grants, and while Mr. Jones has been doing this for the past year, he would like to complete this; and A. S. Clark & Sons had cleaned out culverts and water bars on Bennet Road, also tree debris and silt that had landed in some culverts; some stone headers need replacement (requiring a machine).

Mr. Bills will research the wheeled excavator for the next meeting.

Ms. Maggio asked, regarding price of sand, whether RFP should go out early. It was noted that there would likely be competition for sand; that only about 60% of the culvert budget had been used; that the additional costs of culverts should be covered under that same budget. There was consensus on the early RFP.

Mr. Noga discussed the fence posts for the ball field, placed in shed next to cold-patch, offered to assist with installation. Mr. Bills will notify a couple of days in advance when he can assist with storage of the baseball field sign.

## **Communications**

### **Email**

- Application for America Rescue Plan Act funding received (WRC Notification, no date-certain on the funding)
- Webinar information
- Planning Committee – membership

### **Regular Mail**

- WRC Notice: unanimous vote in favor of Windham Regional Plan from 2014
- Brattleboro Development Credit Corporation newsletter

Mr. Noga noted the Hazard Mitigation Plan would be due in 2022. Mr. Noga suggested that this should be under the Planning Board's purview. There was discussion.

## **Pay Orders**

### **Accounts payable warrant**

Ms. Maggio moved to approve Accounts Payable Warrant #2022-03 dated 7/21/21, in the amount of \$7,001.12. Second by Mr. Mello. **All in favor.**

### **Payroll warrant**

Ms. Maggio moved to approve Payroll Warrant #2022-04 dated 7/21/21, in the amount of \$1,727.16. Second by Mr. Mello. **All in favor.**

## **Set Agenda for the next meeting - Wednesday August 4, 2021**

- Round SchoolHouse Project Update
- Meeting House Committee Update (Invite the BMH Committee first or second meeting in August)
- America Rescue Plan Act - Update if any
- Animal Control Officer program, WCSO, discussion
- Town Planning Committee - new members needed
- Round Schoolhouse signage
- Application of chemical treatment for powder post beetle and possible removal of furniture
- Extermination info on town office
- Round Schoolhouse Committee-- affirm active membership
- Wheeled Excavator
- New Listers needed

There was discussion; of salaries for appointees, elected officials, etc. using VLCT annual surveys for guidelines;

## **Adjourn the meeting.**

Ms. Maggio moved to Adjourn. Second by Mr. Mello. All in favor.

The meeting was Adjourned at 8:36 p.m.

*Respectfully submitted, Peter Barus, Recorder, July 28, 2021*