

# Draft Minutes

## Town of Brookline Selectboard Meeting Wednesday, February 2, 2022 at 6:30 p.m.

### Attending

#### *Selectboard:*

Dot Maggio (Chair)  
David Jones  
Stan Noga  
Gwen Tanza

*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 6:35 p.m.

### Review changes to agenda if any

Mr. Noga suggested discussion of a financial issue with VTRAN, under Summary Updates.

### Members of the public

#### Approve Minutes

##### Regular meeting minutes from January 19, 2022

Ms. Maggio moved to approve the minutes for January 19, 2022, as amended. Second by Mr. Noga. Passed with one abstaining.

##### B. Special Meeting minutes from January 28, 2022

Ms. Maggio moved to approve the minutes from the special meeting January 28, 2022, as amended. Second by Mr. Jones. All in favor.

### New Business

#### **Request from Putney Mountain Associations new project - Hilton Woods. They are looking to acquire the Rosner parcel in Brookline. They would like a letter of support from the selectboard. Information emailed to SB members**

Ms. Maggio discussed a January 29 letter from PMA regarding a 26-mile trail system through the area; 142.5 acres to add to Windmill Ridge trail, 88 acres in Putney; with illustration of properties desired; asking for response before February 17. Mr. Jones noted that it was a great trail and favored support. There was discussion. There was consensus in favor.

Ms. Maggio will draft a letter to PMA from the selectboard expressing support.

#### **B. Request from West River Valley 100% Renewable committee – The group would like to research the possibility of electric school buses for our school district. They are looking for a letter of support from the selectboard similar to what Windham selectboard wrote.**

##### **Information emailed to SB members.**

Ms. Maggio explained that the group was not asking for funds, just doing research; and read their suggested letter of support.

Mr. Jones asked for clarification on the letter's similarity to one from the Windham selectboard. There was discussion.

Ms. Maggio will send the requested letter on Selectboard stationery.

### Old Business

#### Town Meeting Ballot

Copies were provided. Ms. Maggio noted that the final version would be single-sided. Mr. Jones noted that it should be proof-read. There was discussion.

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Mr. Jones moved to approve the Annual Meeting Ballot for February 28, 2022, as presented. Second by Ms. Maggio. All in favor.

### **B. Warning for Informational Hearing**

Mr. Jones noted that the document should be proof-read; that the videoconference had been set up; and suggested changing the town's password, as a data leak had been announced; and that the Warning had the same information and format as the previous year, with specifics updated.

Mr. Jones noted that the meeting would be conducted by videoconference only; discussed ground rules for the conduct of the meeting; accommodating public comment or questions; the need for an additional person to manage the videoconference apparatus; that as a selectboard meeting this would not require an official moderator; that all attendees should be muted except the person speaking, subject to direction from the chair; that the order in which "raised hands" appeared would be visible to the conference manager; a list of points to be addressed at the beginning; and that the rules of procedure adopted by the selectboard must be followed.

There was discussion; of possibly conducting the meeting with members present in person; of the necessity to prepare for a larger audience; the need to Warn the February 23 remote informational hearing 48 hours in advance; of locations for public notification; the requirement to post the Warning for the Informational Meeting by February 8.

### **C. Town Report**

Mr. Noga discussed the estimated tax rate. Mr. Jones noted that the Treasurer had provided an estimated tax rate in prior years. There was discussion; of likely public questions at the upcoming meetings; that the final rate is usually not set before April 1.

### **D. Tabled from 1/19/22 - Highway Maintenance / Winter Plowing and Materials with AS Clark and Sons 2 year contract won Sept 2020 expires Sept 2022.**

Ms. Maggio explained that, working with FEMA and contracts on file, it had been found that the contract may be extended "upon written agreement between the parties"; and discussed the basic vendor contract; changes to the contract; a date correction; some clarifications of language; two changes that would be discussed on the **agenda for next meeting**.

### **E. Tabled from 1/19.22 - Request for Proposal (RFP) for Brookline Meeting House bat removal, carpentry repairs, painting steeple.**

Ms. Maggio provided the documents under discussion; read the announcement for the newspaper; and discussed details. There was discussion; of the scope of three projects; of whether to manage certain equipment rental separately; about delaying the bat remediation until after the repairs; about the painting RFP; oversight of the project; the timing of RFP publication; the possibility of deferral until next year; that the committee had been formed to provide guidance on what to do, and their plan was not clear; about the committee's budget.

The exterior painting project discussion was tabled.

## **Summary / Update Reports**

### **Town Clerk - Guy Tanza**

Mr. Tanza reported that dog licenses were open until April 1; the rabies clinic was not scheduled, but there were clinics available in the area; that real estate sales were active; absentee ballots for the Town Meeting would be announced when ready; that the vote would take place February 28, 2022, from 9 a.m. to 7 p.m.; that absentee ballots would be available on request.

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### **B. Selectboard Chair Report - Dot Maggio**

Ms. Maggio discussed a question about surpluses that could be applied to tax liability; the response by letter to NewBrook fire department after suggestion that they represent Brookline at REMAX; and the unanswered complaint of pesticide misuse.

### **C. Building Commissioner Report - Bruce Mello**

Mr. Mello discussed the relationship with the tenant and a complaint from the tenant sent to the Selectboard about building safety. Ms. Maggio noted having had discussions about the complaint with the tenant. Mr. Mello described the heating system as a mess; repairs ongoing; communications good with Cota & Cota.

### **D. Any other reports or discussions by selectboard members**

Mr. Noga discussed a VTRANS email citing a Municipal Bridge and Roads Standard Report, and research done on documents that could provide certain discounts. There was discussion; of a Certificate of Compliance and other documents filed annually; of changes to filing requirements (paper to electronic). There was discussion.

### **E. Road Supervisor Report - E. Mark Bills**

Mr. Bills reported discussions with Mr. Clark about application of salt, and expected storms; that the roads were still firm despite the warmer weather; that the grader tire problem had been addressed through Chesterfield Tire Service, who had responded in two hours and changed the tire in place, and would bill the town office.

Mr. Bills discussed mowing equipment, prices, being scheduled for the over-rail mower in May, and alternatives being researched.

Mr. Noga inquired about filing requirements. Mr. Jones noted that most requirements were sent to the town; that the state was using email more than in the past, providing more opportunities for dropped communications, often with links to websites for documents; and discussed the problem of not having full time administrators, etc.; that individuals in agencies have followed up on occasion, but that there were problems in this area; and that the state appeared to assume that municipalities were all technologically proficient and well equipped, which was not the case.

There was discussion; that funding grants complexity was increasing; about the forms required annually; the changing electronic terrain.

Mr. Noga asked about whether expectations of technological competence were appropriate within the town.

Mr. Jones noted that he would no longer be handling the salt and sand funding issues; and offered to introduce the appropriate contacts. Mr. Noga offered assistance with computer files and grants. There was discussion; of grant management; of processing office communications.

## **Communications**

### **A. Regular Mail**

Vt Old Cemetery Assn re:

- Legislative Council for VCA members re: redistricting;
- Agency of Transportation re: update Highways and Bridges form.

### **B. E-Mail**

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### Town of Brookline Selectboard Meeting Wednesday, February 2, 2022 at 6:30 p.m.

#### Pay Orders

##### A. Payroll

Ms. Maggio moved to approve Payroll Warrant #22-30, dated Feb 2, 2022, in the amount of \$2,082.68. Second by Mr. Jones. All in favor.

##### B. Accounts Payable

Ms. Maggio moved to approve Accounts Payable Order #22-31, dated Feb 2, 2022, in the amount of \$2,683.60. Second by Mr. Noga. All in favor.

#### Set agenda for the next meeting on February 16, 2022

- Open bids
- Contract
- Road information
- Town Information Meeting

#### Adjournment

Ms. Maggio moved to Adjourn. Second by Mr. Mello. All in favor.  
The meeting was Adjourned at 8:44 p.m.

*Respectfully submitted, Peter Barus, Recorder, February 7, 2022*