

The Town Office/Selectboard is inviting you to a scheduled Zoom meeting.

Topic: Regular Brookline Vermont Selectboard Meeting Agenda
Time: Apr 20, 2022 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/5686217593?pwd=R0dLQnBZQlRXeFZTV3VDeDkrNGpndz09>

Meeting ID: 568 621 7593

Passcode: 05345

One tap mobile

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Times are approximate

AGENDA

- 6:30 1. Call the meeting to order
- 6:31 2. Review changes to agenda if any
- 6:35 3. Review / Approve minutes from April 6,, 2022 - Regular meeting
- 6:40 4. Members of the Public
 - A. Scheduled
 - B. Unscheduled
- 6:45 5. Old Business
 - A. Purchase Policy - Update Sole Source Vendor List for 2022-23
The legislative body may approve a sole source vendor for regular or incidental purchases. Approval shall be made annually at a regular meeting of the legislative body held in the Town's fiscal year.
The legislative body reserves the right to change Sole Source Vendor(s) by subsequent board vote. Selection of a Sole Source Vendor shall take into account general availability of the goods or services, quality and cost of the goods and services, and the ability, capacity and skill of the vendor demonstrated under prior contracts with the Municipality.

- 6:55 6. New Business
- A. VMERS - Discuss joining the program for current and future needs
 - B. Local Emergency Management Plan for review and approval to send to the Windham Regional Commission.
 - C. Adopt State Roads and Bridge Standards and execute Compliance Certificate.
 - D. Discuss Status of Class 2 and bridgework report
 - E. Discuss findings re: RFP / Bids being sent electronically by email or Fax rather than mailed / hand delivered.
 - F. Discuss status of Construction Inspector Bids from Zoom meeting with Margo of WRC on 4.18.2022 at 11 am. Stan Noga
 - G. Adjust S/S shed costs, if need be, based upon Construction Inspector Bid Amount - Stan Noga
 - H. Discuss work - in - kind for S / S Shed. This must be submitted and approved - Stan Noga
 - I. Discuss the need for Administrative Assistance
 - J. Vacant Positions that need to be filled.

- 7:45 7. Reports and Updates
- A. Road Supervisor Report - E. Mark Bills
 - 1. Culvert Leaf Blower - Discuss RFP development for purchase in consideration of grant award. New vs. Used, Cost, Vendors,
 - 2. Over the rail mower Lease - Paperwork signed by Chair for unlimited hours use between June 17, 2022 and July 1, 2022. Cost \$4,500.00 which includes drop off and pick of of 2020 John Deer over the rail mower. Paperwork must be sent to our insurance company and certificate of liability sent back to HP Fairfield LLC Skowhegan ME
 - 3. Wheeled Excavator- Rent during FY 2022-2023 Summer 6 weeks
 - 4. Discuss time sheets
 - B. Highways and Grants - Stan Noga
 - 1. See New Business
 - C. Town Clerk & Treasurer Report - Guy Tanza
 - D. Selectboard Chair Report - Dot Maggio
 - 1. Email from Gwen Tanza and Guy Tanza
 - 2. ACO - Contacting dog owners and notifying them of fines for lack of compliance to ordinance.
 - 3. RFP - Paving repairs due to FEMA storm 4621 and REF for paving an area on Grassy Brook Road published on April 16, 2022. Letters sent to past vendors with RFP information. Bids due Tuesday May 3, 2022 at Town Hall. Open May 4 during a regular meeting.

- E. Building Commissioner Report - Bruce Mello
 - 1. Day Care Building
 - F. Any other reports - discussions from selectboard members.
- 8:45 8. Communications
- A. Regular Mail
 - B. Email.
- 8:50 9. Pay Orders
- A. Payroll Warrant
 - B. Accounts Payable Warrant
- 8:55 10. Set agenda for Regular Selectboard Meeting on May 4, 2022
- A. Green Up Day
 - B. ARPA
 - C. Salt & Sand Shed
 - D. Review and vote on Paving Bid - FEMA related
 - E. Review and vote on Paving Bid - Grassy Brook Road
- 9:00 11, Adjourn the meeting