

**Town of Brookfield
Selectboard Meeting
March 12, 2018 at 6:30 P.M.
Town Clerk's Office
Minutes**

Present: John Benson (Chair), Cory Haggett, Jeff Kimmel, Ray Peck (Road Crew Foreman), Dawn Conant, Dan Childs (Brookfield Delegate, East Central Vermont Telecommunications District), Travis Pierce (Orange County Property Management), Craig Allen (Western Star)

1. Call to Order - 6:32 p.m.
2. Adjustments to Agenda: move ECVTD discussion forward in agenda.
3. Public Comment (none)
4. New Business:
 - A. Selectboard Organizational Meeting: Mr. Kimmel made a motion to nominate John Benson to the position of Chair of the Brookfield Selectboard for the March 2018 to March 2019 period; Mr. Haggett second: approved 2-0-1.
 - B. ECVTD: Mr. Childs indicated that it was time for the Selectboard to appoint Brookfield delegates to the ECVTD Board. Mr. Haggett made a motion to appoint Mr. Childs as Brookfield's Delegate, Mr. Benson second; approved 3-0-0. Mr. Benson made a motion to appoint Stuart Edson as Alternate Delegate, Mr. Haggett second; approved 3-0-0. Mr. Childs also reported that build-out of the ECVTD network in Brookfield is likely to occur in Fall 2018.
 - C. Town Meeting 2018 follow-up: the Selectboard worked on potential appointments to unfilled positions following the Brookfield Town Meeting.
 - Chuck Barnum indicated that he would not be continuing to serve as 911 coordinator. The Board discussed potential candidates for the position.
 - 2nd Constable: unfilled.
 - Grand Jurors: Mr. Kimmel to review the list of write-in names from the TM 2018 ballot with Town Clerk Teresa Godfrey to see if any were interested in being candidates for appointment.
 - Agent to Defend Suits: unfilled.
 - Memorial Day Committee: unfilled.
 - Justice of the Peace: Dan Bohnyak is no longer a Town resident, so a replacement will need to be appointed.
 - Planning Commission: the Board will confirm with the PC Chair (Mardee Sanchez) to see what positions remain unfilled.
 - Town Service Officer: position no longer required.

- Health Officer: Starr Strong; Mr. Benson will inquire with Ms. Strong to see if she wants to do another term.
- Two Rivers/Ottawaquechee Regional Commission: Jon Binhammer is the representative. The Board will inquire with Mr. Binhammer about suggestions for an alternate for that position

D. Highway Department:

1. New Truck

- Craig Allen, Patriot Freightliner Western Star spoke about the history of the company and business and how they work with their customers.
- Mr. Haggett asked if there was a penalty for paying off early. Mr. Allen reported that there could be a 2% premium for early payment of loan balances.
- The proposed Western Star truck purchase would require a down payment, with the first installment payment due November 1, 2018 and then subsequent installments in November 2019 and 2020.
- Mr. Allen recommended that the Town consider purchasing undercoating for the new truck, which should provide 7 years of protection.
- Mr. Benson asked about the warranty and the timeliness of how the truck would get repaired as the company is based in southern Vermont. Mr. Allen reported that the company has a loaner-truck that they would bring up (drop off) for Brookfield's use during such periods. He also recommended that the truck undergo an annual mechanical check to help on the warranty end.
- Mr. Peck will work with Administrative Assistant Kasey Peterson on providing financial documents and getting the truck registered at DMV, etc.
- Mr. Haggett made a motion to move forward with the Western Star Bid to purchase a new truck, Mr. Benson seconded; 3-0-0.

2. Annual Financial Plan: the Board and Mrs. Peterson will continue to work with Mr. Peck on the budgeting and maintenance planning for the Highway Department for the upcoming fiscal year (FY 2018-2019).

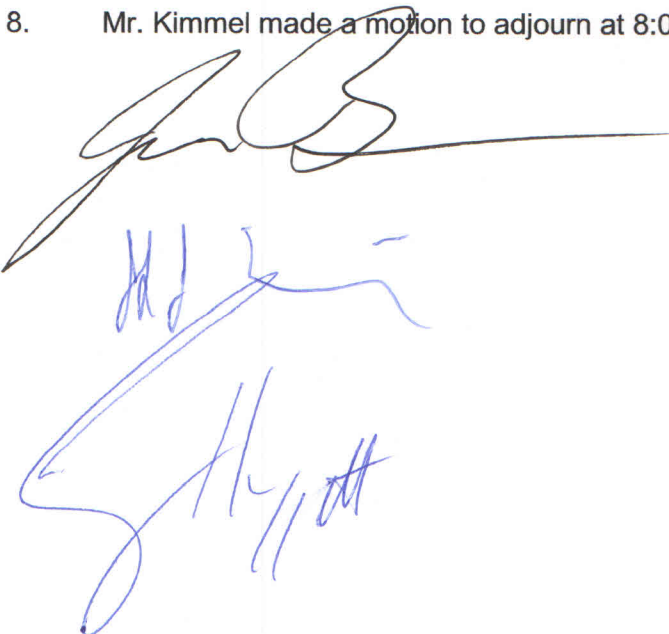
3. Other Highway Business

- a. Mr. Peck mentioned the extensive use of salt/chloride due to this season's weather conditions. He had to order more supplies today and the State brought it; billing is going through Mrs. Peterson.
- b. All relevant Brookfield roads are posted regarding seasonal weight limits.
- c. Ray posted closure of a portion of Old Cross Road.
- d. The International truck would not be used during the upcoming storm.
- e. Rita Zeto (TRORC) inquired about the status of Brookfield's inventory of Town road conditions. The Board and Highway Department will continue to work on documentation and report back to her in April/May time frame.

"OF the old Green International Truck"

E. Cemetery Bids

- Mrs Peterson sent information to the Board as to the three bids received for work. They include: Jason's Handiworks: \$17,550; Joe Mangan: \$14,700; Orange County Property Management (Travis Pierce): \$13,250.
 - Orange County Property Management is the lowest and that is for spring and fall cleanup for the five cemeteries and miscellaneous Town properties. Pricing will be the same for each year.
 - Two potential payment plans: a) mowing season, b) monthly/bimonthly; the choice is up to the Town.
 - Mr. Haggett made a motion to approve a one-year contract with OCPM with the option to renew for two more years, Mr. Kimmel second: 3-0-0.
5. Old Business: approve Minutes of February 12th and February 26th meetings. Mr. Haggett made a motion to approve both meeting minutes as presented, Mr. Kimmel second: 3-0-0.
6. AP and Payroll Warrants: Mr. Kimmel made a motion to pay the warrants totaling \$23,995.37. Large bills include Global Montello Group Corp (fuel): \$16,875.00; Randolph Auto Supply (truck parts): \$1,303.73; Reed Truck Services (truck repair): \$4,714.53; Mr. Haggett second: 3-0-0.
7. Other Proper Business: (none)
8. Mr. Kimmel made a motion to adjourn at 8:08 p.m., Mr. Haggett second: 3-0-0.



The image shows three handwritten signatures. The top signature is in black ink and appears to be 'J. Kimmel'. Below it is a signature in blue ink that looks like 'H. Haggett'. The bottom signature is also in blue ink and appears to be 'S. Peterson'.