

**Town of Brookfield
Selectboard Meeting
January 28, 2019 at 6:30 P.M.
Town Clerk's Office
Minutes**

Present: John Benson (Chair), Cory Haggett, Jeff Kimmel, Dawn Conant, Ray Peck (Road Crew Foreman, Michael Monte.

1. Call to Order - 6:30 p.m.
2. Adjustments to Agenda – Going to talk with Mr. Monte, possible candidate for Town Attorney first as he is here.
3. Public Comment – None
4. New Business:
 - A. Highway
 1. Certificate of Highway Mileage: Mr. Kimmel went through the files and looks like Montgomery Road never was resolved/voted on by the Selectboard in when the West end of the road was reconfigured in 2003. So the Board will likely need to notice and warn a public hearing to complete the process.
 2. Other Highway Business
 - Mr. Peck mentioned the 1-ton truck is at the shop and they will call when done and he is only hoping for a few days there.
 - The sand pile is going down fast. Mr. Peck has called around checking on availability and prices. Hebert construction reported that they won't have new supplies for at least 2 weeks. Mr. Peck thought Brookfield has enough for at least 2 weeks, but that is dependent on weather.
 - Mr. Peck and the Board discussed existing funding for sand/chloride, along with preparation for the impending mud season.
 - Mr. Peck talked with Jeff Brassard last week about modifications/additions to the Town Garage building. Mr. Benson and the Board asked him to get some sketches, so the Board can update residents at the upcoming Town Meeting about potential projects.
 - Mr. Haggett moved that the Board go into Executive Session regarding a personnel matter at 7:19 p.m., Mr. Kimmel second: 3-0-0. The Board came out of the session at 7:30 p.m.
 - Mr. Peck will plan to plow some of the places that the 1-ton truck normally covers if it is not back before the next storm.
- B. Letter of Support for Coventry Landfill: Mr. Haggett reported that he had received a request sent to towns requesting letters of support for a proposed expansion of the landfill. Board members indicated that they would decline for now.

5. Old Business:

- A. Approve Minutes of January 14, 2019 Selectboard meeting: minutes to be reviewed/approved at the next Selectboard Meeting.
- B. Drug and Alcohol Policy: the Board has decided that they will confer with Administrative Assistant Kasey Peterson to resolve remaining issues with the proposed policy.
- C. Town Attorney
- Mr. Michael D. Monte, Esq. of Monte & Monte P.C. out of Barre, Vermont attended the meeting. Mr. Monte spoke about his credentials and work he has done.
 - The Selectboard talked about potential Town issues that would likely require his services, such as: 1) continuing monitoring and potential enforcement activity regarding trash problems at a Ridge Road property, 2) zoning and land use issues, and 3) delinquent tax followup.
 - Mr. Monte has workman's compensation insurance and proof of liability insurance. He also does not need a retainer up front.
 - He asked who he would generally deal with: communications likely would come from the Selectboard to him via Mr. Kimmel, but there may be times when Ms. Peterson and Town Clerk Teresa Godfrey would be sending him e-mails and information.
 - Mr. Hagggett made a motion to accept the retainer agreement and appoint Mr. Michael D. Monte, Esq. as Town of Brookfield Attorney, Mr. Kimmel second: 3-0-0.
 - Mr. Monte asked if there was anything he could do to help/consult with the Board on at this time. The Ridge Road project was raised, and Mr. Benson described what the Town has done so far. Mr. Monte recommended a letter from the Town Attorney requesting a plan of action from the Owner for clean up in the Spring; if that does not happen the next step will be taken which is court. The Board will have Ms. Peterson provide Mr. Monte with the background documents so he can review what has been done proceed from there.
- D. BTEMS Contract: the Board received a letter letting the Board know that the contract expires in June 2019; the Board noted that it is an informational letter and not a contract. The contract will need to be dealt with at a later date.
- E. Amendment to the Personnel Policy: Mr. Kimmel will discuss with Ms. Peterson and get this finalized.
6. Payroll/AP Warrants: Mr. Kimmel made a motion to pay the warrants totaling \$70,909.86 with large bills that include Parent Construction (Witts Bridge): \$65,000.00; Fothergill Segale & Valley (Audit): \$2,700.00; Green Mountain Power (electricity): \$631.44. Mr. Benson second: 3-0-0.
7. Other Proper Business:

- Mr. Kimmel presented the Board with the list of warnings for the Town Report for Town Meeting. The Board discussed wording and finalization.
 - Mr. Kimmel made a motion that the Board approve the Warning for Town Meeting on March 5, 2019 at 10:00 a.m. at Brookfield Elementary School; Mr. Benson second: 3-0-0.
8. Mr. Kimmel made a motion to adjourn at 8:13 p.m., Mr. Hagggett second: 3-0-0.

The image shows three handwritten signatures in black ink. The first signature on the left is a large, stylized cursive signature. The second signature in the middle is a smaller, more compact cursive signature. The third signature on the right is a cursive signature that appears to be 'Hagggett'.