

Draft Minutes

Town of Brookline Selectboard Meeting

Wednesday, September 6, 2023

Present:

Selectboard (SB):

Dorothy Maggio (DM) (Chair)
Stanley Noga (SN) (Vice-Chair)
Bruce Mello (BM)
Paul Madalinski (PM)
Somara Zwick (SZ)

Town Officers:

E Mark Bills (EMB) (Highway
Supervisor)
Vanessa Ballou (VB) (Recording Clerk)

Public:

FactTV online

1. Dorothy Maggio called the meeting to order at 6:39 PM.

2. Any Changes to the Agenda

Unfinished Business was moved for discussion before New Business.

3. Members of the Public

Scheduled Members of the Public

None

Unscheduled Members of the Public

None

4. Review/Approve Draft Minutes

A. Regular Meeting Minutes – August 16, 2023

The SB discussed adding a discussion of the mold report to the minutes. DM motioned to approve the minutes as amended with the changes to be reviewed at the SB meeting on September 20; PM seconded; motion approved unanimously.

B. Special FEMA Recovery & Scope Minutes - August 29, 2023

The only SB members present were DM and SN. DM distributed the meeting attendance list and contact information and provided a summary of the meeting. The group visited 4 different sites for mitigation, remediation, and/or repair.

5. Pay Orders

A. Accounts Payable Warrant

DM made a motion to approve accounts **check warrant 2407B** dated August 18, 2023 in the amount of \$50.00; SN seconded; the motion was approved unanimously.

B. Accounts Payable Warrant

DM made a motion to approve **check warrant 2410** dated September 6, 2023 in the amount of \$34,813.61; BM seconded. There was a discussion concerning review and approval of a specific invoice as well as invoice amounts and their Town expense categories (eg, FEMA versus Grants in Aid (GIA)). SZ, SN, and EMB planned a working meeting to separate costs billed together in an invoice according to which grant covered the work. As there were no questions concerning the invoices, the motion was repeated; PM seconded; and the motion approved unanimously.

C. Payroll Warrant

DM made a motion to approve **check warrant 2409** dated August 30, 2023 in the amount of \$1,826.15; BM seconded; the motion was approved unanimously.

6. Reports and Updates

A. Highway Supervisor - E. Mark Bills

i. Completed Projects

- The GIA work has been completed and the Town can submit a request for reimbursement – up to \$12,050.
- The only FEMA 2021 work (storm 4621) remaining is culvert work on Holland Hill that EMB will complete, and the paving work outsourced to Bazin Brothers who are very busy. SN, SZ, and DM are working to reconcile completed work to records/status on the FEMA website in anticipation of submitting to FEMA for reimbursement. FEMA or another representative could come to inspect the completed work.
- Meghan Brunk has offered to line up hydraulic studies.

ii. Planned Projects

The mower attachment arrived, the excavator computer has been programmed for it, and the mower is working well.

iii. TBD

Nothing additional.

B. 911 coordinator - P. Madalinski

i. Newly Assigned Addresses to the 911 system include the following:

- 318 Hill Road – the address was previously 316 Hill Road; this address was created when the lot was partitioned.
- 7 Windmill Hill Trail – the Kiosk was previously 870 Grassy Brook Road. PM has communicated with the Putney Mountain Association asking them to update the address on their website, but the Association has not responded. EMB recommended contacting Jeff Nugent at the Windham Regional Commission.
- Vermont 911/Montpelier would like the property currently addressed as 868 Grassy Brook Road changed to 4 Windmill Hill Trail. The residents don't want to change their address and maintain that there is a shared driveway with direct access to Grassy Brook Road. SN recommended reviewing the deed to determine access rights to shared driveway.

C. Highway Grants/Contracts – S. Noga

i. Grant in Aid Project

Work for this GIA project is complete. Lisa Donnelly from Windham Regional inspected the work and approved completion. The Town is now responsible for closing out the grant and submitting documentation for reimbursement; Brookline could receive payment within 3 weeks of the close-out. This is the only currently active GIA project; there is one for 2024, but it does not need to begin until 2024.

ii. BMH Foundation Contract – signed

As noted in the agenda, the contract change order with Kerry Bourne (KB) was signed. The original budget was increased by \$3,300 which will be paid from BMH

funds. KB will invoice the Town for the \$10,000 deposit so he can buy materials; work will start this Fall.

- iii. MTAP (Municipal Technical Assistance Program) – Discussion/Vote
SN and SZ met with Maggie Foley who was hired by Windham Regional Commission (WRC) to help implement the MTAP. Katie Buckley of VLCT (Vermont League of Cities and Towns) and Chris Magi had sent an agreement and scope of work (SOW) for the Town with \$6,500 reserved (meaning of reserved to be clarified). SN identified questions regarding the SOW for follow-up and has distributed the documents to the SB. MTAP are looking for a formal agreement because if Brookline is not interested, they would like to invite another small town to participate.

Following the discussion, SZ made a motion to approve going forward with a formal agreement and committing to participation in the MTAP; seconded by BM; the motion was approved unanimously.

WRC and MTAP representatives will be informed about Brookline's intent. The Town will work on amending the contract and SOW for review/approval at the next SB meeting.

- iv. Other Contracts
 - o The Town has received a signed copy of the Bazin Brothers contract; SN will provide copies to the treasurers.
 - o SN will provide copies of the Kerry Bourne/BMH contract change order to the treasurers.

D. Building Commissioner – B. Mello

- i. Daycare Building
 - o BM addressed the banging on the water pipes by replacing the UV filter sensor.
 - o Provided an additional box of water filters for future use.
 - o Cota & Cota sent a bill for \$378 for the work done to drain the air handlers.
- ii. Brookline Meeting House
BM has some changes to the RFP for painting before he distributes it in advance for review/approval at the next SB meeting. Work will be scheduled for Spring/Summer of 2024.
- iii. Other – TBD
There was some discussion regarding water testing requirements and the need for additional clarification.

E. Energy Commission – B. Mello

- i. MERP Update
MERP application has been filed.
- ii. Accepting the Resignation of Chair as of Sept 6, 2023
BM is resigning as Chair and from the committee because of time constraints and the need to catch up on other outstanding responsibilities.
- iii. Appointment of New Chair – Vote
SZ offered to be temporary chair; the SB agreed that the existing members of the committee should select the new Chair at the next meeting.
- iv. Next Meeting
The next meeting is Friday, September 8, 2023 at 2 PM at the Town Hall.

F. Planning Commission - S. Zwick

i. Meeting Dates

The Planning Commission met Saturday, September 2nd, 2023 at 9 AM. The meeting minutes have been distributed. SN has asked to be added to the Planning Commission. The next meeting is scheduled for Saturday, September 30, 2023 at 8:30 AM. There are additional residents who have expressed interest in joining.

ii. TBD

Nothing additional.

G. Selectboard Chair Report – D. Maggio

i. FEMA Disaster 4621 from 2021 & FEMA Disaster 4720 from 2023 Summary

Discussed above – agenda item 6.C.

ii. Hazard Mitigation Committee with WRC – 1 PM September 7th, 2023 at Town Hall

Margo Ghia will attend the meeting from WRC.

iii. Green Up – Clean Up Day – September 9th, 2023

Green Up Day will be an open process; assignment and tracking of road segments will not occur. Green Up Day Vermont has promised a dumpster which will be placed at the recycling area; if it is not delivered on time EMB will park his trailer at the recycling area.

iv. Banking Concerns – Discussion

The Town Treasurer identified a \$10,000 banking error which has been corrected by the bank involved.

v. Security Discussion

Tabled.

vi. Round schoolhouse plaque is up, and garden is ready for planting

DM will reach out to the Round Schoolhouse Committee regarding a meeting for garden planning.

H. Any other topic / discussion from selectboard members that does not require a vote.

- The SB discussed needing to review samples designs for the website redesign.
- SN shared details regarding a Meeting of Vermont Emergency Management via Zoom and in-person on September 20 and 21, 2023.

7. New Business

A. Appointments to the Planning Commission

Position 1 – Oliver Ames

Motion made to approve the appointment of Oliver Ames to the Planning Commission; SN seconded; the motion approved unanimously.

Position 2 – Stan Noga

Motion made to approve the appointment of Stan Noga to the Planning Commission; PM seconded; the motion approved unanimously.

Position 3 – Somara Zwick

Motion made to approve the appointment of Somara Zwick to the Planning Commission; SN seconded; the motion approved unanimously.

Position 4 – Chris Daley

- Motion made to approve the appointment of Chris Daley to the Planning Commission; SN seconded; the motion approved unanimously
- B. Appointment to the Energy Committee
Tabled.
 - C. Appointment to the Hazard Mitigation Committee
Position 1 Oliver Ames
Motion made to approve the appointment of Oliver Ames to the Hazard Mitigation Committee; SN seconded; the motion approved unanimously.
Position 2 – Dot Maggio
Motion made to approve the appointment of Dot Maggio to the Hazard Mitigation Committee; PM seconded; the motion approved unanimously.
Position 3 – Chris Daley
Motion made to approve the appointment of Chris Daley to the Hazard Mitigation Committee; SN seconded; the motion approved unanimously.
 - D. Painting RFP for Brookline Meeting House
Tabled.
 - E. Resident request to study the safety of walkers and bikers on Grassy Brook Road – specifically at the bends along the river between Harris Hill / Dutton Farm driveway and the Red House on the West River.
Tabled.
 - F. Discuss the use of the budget stabilization fund vs capital improvement fund for expenses for building repairs/maintenance.
DM proposed that the budget stabilization fund should not be used for material improvements. Instead, the building repairs/maintenance fund should be used. SZ proposed setting a budget limit for capital expenditures (improvements) versus expenses for repairs and recommended adding expense line items to distinguish between improving or maintaining.
 - G. Review and approve RFP for Winter Plowing & Sanding
1 year and 2 year option
A motion was made to approve the RFP for Winter Plowing & Sanding; PM seconded; the motion approved unanimously.
 - H. Review and approve RFP for Winter Sand
1 year option
A motion was made to approve the RFP for Winter Sand; PM seconded; the motion approved unanimously.
- 8. Unfinished Business**
- A. Follow up on Consideration of Purchasing a Town Truck
The SB discussed considerations and options regarding the purchase of a Town Truck. Following the discussion, BM made a motion to use \$33,120 from the ARPA funds to purchase a Town truck; DM seconded; the motion approved unanimously.
 - B. Follow up on Consideration of a Loan in Anticipation of Taxes
Tabled for next meeting.

9. Communications

A. Email

Tom Clynes - Offering to help.

Dan Towler – Expressed concern about the knotweed.

Alyssa Schmidt - Expressed concern about the knotweed.

MTAP - Yes or No Reply Requested – addressed above.

Jay Wilson - re: DMI Paving & LOGIX Solar Signs

- DMI did the milling in Williamsville recently.
- Regarding the safety of walkers; Newfane uses LOGIX signs which cost \$3,000 each.

B. Regular Mail

Nothing additional.

10. Set Agenda for next meeting on September 20, 2023

- A. Inner Fire Annual Review
- B. Winter Plow Bid RFP Awarded
- C. Winter Sand Bid RFP Awarded
- D. Review of FEMA vs GIA Awards
- E. Town Website
- F. MTAP Agreement
- G. Expense Line Items to Be Added
- H. Knotweed
- I. TBD

11. Adjourn the Meeting

Meeting Adjourned at **9:30 PM**.

Respectfully submitted,
Vanessa Ballou
Recording Clerk