

Draft minutes
Town of Brookline Selectboard Meeting
Wednesday, January 4, 2023

Present:

Selectboard:

Dorothy Maggio (Chair)
Bruce Mello
Stanley Noga

Town officers:

E Mark Bills (Road Supervisor)

Public:

Steven Madder (FactTV)

- Call the meeting to order at 6:38 PM
- No changes to agenda
- No minutes available for approval of December 21st 2022 selectboard meeting. Miss Maggio will contact Mr Barrus for minutes to be available at next meeting. Mr Noga volunteered to take future minutes of selectboard. Miss maggio will place notice for board secretary on The Lavorgna community service website in effort to hire a replacement.
- Members of the public:
 - Scheduled-none
 - Unscheduled-none
- Budget review and town meeting review:
 - budget review
 - revised income from Susie's Little Peanuts Daycare
 - Adjusted delinquent tax collector cost to \$3000
 - Listers wages adjusted to \$5000
 - Adjusted supplies and postage 2 \$3750
 - Create line item with name town office equipment
 - Planning Commission expenses 0 dollars
 - Reduce abatements to \$300
 - Adjust town property maintenance budget to \$4650
 - Insurance and bond expense estimated \$5500
 - Recycling expense adjusted to \$18,000 and will appear as a separately warned item
- Appropriations discussed; Miss Maggio Reviewed the appropriations file. Requests are as follows:
 - No donation requests for Women's Freedom Center, Youth Services and Ground Works Collaborative.
 - Valley Cares \$821
 - Red Cross \$250
 - Vermont Family Network \$250
 - Vermont Center for Independent Living \$80
 - Visiting Nurses Association \$1000
 - Winston Prouty Center \$300
 - Youth Services \$255
 - Vermont Association for the Blind \$100
 - Humane Society \$500

- Appropriation requests of same amount as last year will be presented in one warrant. New appropriations will be warned separately. Appropriation requests exceeding \$1000 will be warned separately.
- highway budget discussion:
 - Miss Maggio advised that highway budget has a significant increase due to unpaid reimbursement from FEMA for summer of 2020 flood damage. Brookline is currently owed approximately \$145,000 by FEMA with more work required to comply with FEMA requirements. Ultimately highway expenses may approach \$195,000 to be reimbursed to Brookline. FY24 FEMA labor and materials expenses for August 2020 require a total of \$70,000 in the highway budget. Mr Mello suggested asking Bernie Sanders to contact FEMA to urge reimbursement to town. Discussion ensued, by consensus, selectboard decided to wait further.
 - By consensus, selectboard decided to ask treasurer to determine if all of approximately \$27,000 for salary adjustment/retention for Highway Supervisor from ARPA has been used. Any unused monies should be returned to ARPA.
 - Upon consensus, selectboard will zero out sand and salt shed expenditure. Discussion ensued as to sand and salt shed grant closeout, timeframe2 and dollar amounts. Mr. Noga will interface with state AOT and WRC to determine money amounts and dates within framework of grant termination.
 - Permit fees, pursuant to interaction with MRGP division of ANR, is \$500.
- Administrative assistant
 - Board discussed position of selectboard administrative assistant. It's job description should be created. Estimated cost is 20 hours per month at \$20 per hour pay rate. Annual budget amount, therefore, is \$4800.

* Miss Maggio expressed desire, for the future, a budget committee being formed containing two Brookline residents in addition to two select board members.

* Articles pertaining to elected positions for town meeting warning:

* Selectboard positions

* 3-year term with 1 year remaining

* 3-year term with 2 years auditor remaining

* 3-year term expiring in 2026

* 2-year term expiring in 2025

* Lister Positions

* 3-year term with 1 year remaining

* 3-year term with 2 years remaining

* three-year term expiring in 2026

* Auditor positions

* 3-year term expiring in 2026

* Cemetery Commission

* 5-year term with 2 years remaining

* five year term expiring in 2028

* Trustee of public funds

* Appointed Melissa brown for remainder of term expiring 2023 due to a resignation. Board to review statutory requirements of position.

* Appropriations

* Dot and Stan will review appropriations and passed town reports to decide upon a presentation format for the town report and town warning. Dot will ask assistant treasurer to assemble and list all requested appropriations in preparation for town report.

* Article for vote to change town treasurer position from elected to appointed. To be reviewed at next Tuesday's work bee of Dot and Stan. Research statute for criteria, content and article position.

* Schedule of deadlines for assimilating reports, town warning, producing town report, printing and distributing town report.

* 01/16/2023 -all town reports to selectboard

* 01/18/2023 -Selectboard review all town reports

* 01/26/2023 -Town warning and accompanying document to be posted at town office, on town website and two other designated locations in town.

* 01/27/2023 -Forward to Mr. Jones files to create town report.

* 01/30/2023 -Mr. Jones will forward PDF proof to selectboard.

* 02/01/2023 -Selectboard forwards to Mr. Jones reviewed and approved town report.

* 02/03/2023 -Mr. Jones will forward proof to printer.

* 02/20/2023 -Completed town report to be mailed to citizens.

* In next few days Miss Maggio will ask town clerk to send vital records and licensed animals reports two select board for town report.

* Each selectboard member will create a portion of the selectman's report.

* BRIC Grant

* A grant for emergencies that may affect town roads and or infrastructure.

* grant and match are 75% and 25% respectively.

* Process is typical of most federal and state grants two include a scope of work, RFP's and selection process. furthermore documentation of work, completion date, payment, estimates etc. are part of the package.

* Discussion occurred regarding purpose and objective of the grant. Dot made motion that the board vote to authorize her to sign the BRIC grant paperwork. Discussion ensued. Any vote by the board is deferred to the next select board meeting until Dot and Stan review the grant and its requirements at next Tuesday's work bee and elaborate at the next select board meeting.

* E mark bills suggested seeking guidance as to road work or flood related projects by speaking with Meghan Brunk of AOT. Mark outlined that the AOT has a list of work projects that may be needed in Brookline.

*Selectboard Recording Secretary

* Mention of a stipend for Stan while serving as recording secretary to the select board was made. Stan declined stipend. Dot will seek publishing request for a recording secretary via the Lavorgna community service Bulletin board.

* FactTV videographer versus OWL camera system

* Discussion was tabled until next select board meeting. Videographer will speak with FactTV management and hopefully have the OWL system available at next select board meeting for a trial run.

* Town Departmental Reports

* Highway Supervisor, E Mark Bills-recent rains have caused a water table rise. However no severe damage was caused. A clogged culvert on Murdock Rd required road grading work. Putney mountain Rd remains closed with a sign and barrier.

* Highway Grants Administrator, Stan Noga- several days before the end of 2022 the hill roads grants in aid grant was closed-out. Stan submitted close-out papers via online AOT e-mail. He requested and received e-mail confirmation of report receipt. AOT personnel stated paperwork appeared complete and would let me know if anything further is needed.

* While assembling close-out paperwork Stan reviewed an ANR and MRGP instructional video. He asked the select board and road supervisor to give thought to Brookline filing its own grant paperwork as opposed to having WRC doing paperwork. It will save the town money and allow greater flexibility as regards time.

* Stan directed attendees attention to recently received town mileage certification form. He reviewed both form and Brookline's mileage map and finds said certification to be accurate. He asked the board to execute said mileage certification form; and, he would see to it that the town clerk signed and processed the document to meet AOT deadline for submission of said certification.

* Building Commissioner, Bruce Mello - repairs in basement have been completed.

* Back yard of daycare center will be cleaned-up and a burn pile created and burning to be done during an upcoming weekend.

* Work insulating the air exchange area in the attic can then occur.

* Bruce has not received any complaints from the tenant. The building is receiving regular maintenance.

* Selectboard Chairperson's Report, Miss Maggio.

* Miss Maggio and Mark Bills to meet at 11:00 AM this coming Friday, the 6th, to follow up on FEMA's request for verification of work sites and culverts locations.

* Dot and Stanley to review BRIC grant next Tuesday at 1:00 PM in workbee.

* Dot advised selectboard of March 6th at 6:00 PM as time and date of town meeting. She will advise the daycare owner and staff of that fact as required per lease and also reserve the next day, the 7th as alternate date should the town meeting need to be delayed To the next day.

* Review and Approval of Payroll and Accounts Payable Warrants

* Payroll warrants 23-27. Dot noted that her Social Security number in payroll warrant is incorrect. She requested that both Bruce Mello and Stan Noga review their Social Security numbers in the paperwork for correctness. Social Security numbers for both gentlemen were accurate. Dot to follow up with treasurer. Miss Maggio made motion to approve payroll warrant 23-27, dated January 4 2023 in the amount of \$5863.54. Mr. Noga seconded said motion. Motion passed unanimously.

* Accounts payable weren't 23-26. Dot noted that both accounts payable listings for Brattleboro Salvage appeared to be of incorrect amounts. Board members reviewed the issue. Mr. Noga stated that the number for the accounts payable warrant should be 23-28. Miss Maggio motioned to approve payroll warrant 23-26 dated January 4th 2023 in the amount of \$3935.58 subject to warrant number confirmation and explanation for payment amounts regarding Brattleboro salvage. Motion was seconded by Bruce Mello. Motion passed unanimously.

* Regular Mail

* Letter received from storm window vendor regarding the Brookline Meetinghouse asking for down payment. Selectboard knows payment had been sent and said letter and check must have crossed in the mail.

* Solicitation received from a paving company of name Fresh Coat. Said letter to be placed in a file for future reference.

* Brookline advised by the department of property valuation and review which is a division of the Vermont tax department of 2022 CLA and COD percentages. CLA is 85.19% and COD is 15%. Miss Maggio inquired of status of percentages relative to state requirements for reappraisal. Mr. Noga indicated that town was within the 20% limitation required by the state For both categories. Letter to be forwarded two listers for filing.

* Next meeting agenda

* BRIC grant

* FEMA grant status update

* More topics to be added before next select board meeting.

* Adjournment - Miss Maggio called adjournment of the meeting at 8:50 PM stop.

Respectfully submitted,

Stanley E Noga Jr

Interim Secretary