

Draft Minutes

Town of Brookline Selectboard Meeting

Wednesday, November 1, 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
Lee Anne Parker (LAP)
Dan Towler (DT)
Guy Tanza (GT)
Ryck Morales (RM)

1. **Dorothy Maggio called the meeting to order at 6:35 PM.**
2. **Any Changes to the Agenda**
Agenda item 8. Reports and Updates, D. Energy Committee was tabled.
3. **Members of the Public**
 - A. Scheduled members - 10 minutes on requested topic
Lee Anne Parker and Dan Towler attended the meeting to discuss the painting bids for the Brookline Meeting House (BMH). See 5. A. below.
 - B. Unscheduled Members- 5 minutes on agenda items only
Ryck Morales from the Small Business Administration (SBA) joined the SB meeting and summarized the resources available to the community through the SBA – including resources available to assist with storm damage recovery.
4. **Review and Approve Minutes**
 - A. Regular Meeting Minutes – October 18, 2023
DM motioned to approve the draft minutes as presented; PM seconded; motion approved unanimously.
5. **Unfinished Business**
 - A. Open sealed bids for the painting of the BMH Steeple, doors, and shutters.
The RFP for the BMH painting was advertised in the paper three times and a copy was sent to 8 painting vendors; the Town received two bids. The sealed bids were opened at the meeting; both included certificates of insurance coverage and a lead paint certificate or certificate of training. Neither proposal included a start date. Momaney Painters provided a bid of \$23,800, with \$4,500 for the rental of a 65-foot lift. 802 Painting provided a bid of \$17,600, including an 85-foot lift. The SB and LAP and DT discussed the bids and identified questions. Although some of their questions could be addressed in the contract terms (eg, start date), the following questions require additional information from the two businesses.
 - i. Details concerning the lead paint certifications.
 - ii. Exact procedures to be used to prevent release of lead dust during scraping of the old paint. Given the proximity to the daycare building and a family residence, is a

vertical barrier needed to ensure that the lead dust is captured by the ground barrier?

- iii. Regarding the Momaney bid, whether the \$4,500 quoted for the 65-foot lift was included in the \$23,800 or in addition to it?

DM made a motion to accept the bid for \$17,600 provided by 802 Painting; SN seconded. Following additional discussion, the SB voted and was unanimously opposed; the motion did not pass. The Building Commissioner (BM) was charged with doing additional research and following up with the painters. The SB, LAP, and DT were asked to send him any additional questions.

Following the failed motion, DM made a motion to table the decision regarding the painting project until the next SB meeting; PM seconded; motion was approved unanimously.

B. On-Call Assistant for Highway Department - finish discussion

The previous discussion concerning the on-call assistant position was summarized. DM informed the SB that the road department in the town of Athens has lost one of their people and they have asked unofficially if Brookline would consider a mutual shared assistance in which Brookline and Athens would help each other out. DM has asked WRC (Windham Regional Commission) if they could provide a training on shared services: rules, regulations, parameters, and best approach/practices. In the meantime, Brookline will continue to identify people who can provide on-call assistance.

C. Tree work - Winter 2023-24 need estimate cont' from last meeting

EMB will prepare an inventory of tree work that will be used to support an RFP. Further discussions were tabled until December 20, 2023 meeting.

D. Brief Discussion for RFP development on each of this summer's storm damaged areas.

As stated in the agenda, the Town needs to determine costs for returning areas to pre-disaster conditions, clarifying with FEMA which sites will require mitigation, developing RFPs, and collecting and reviewing bids.

There are 6 damaged areas that need repairs and hydraulic studies will be needed for all 6 before repairs can be performed. There is no cost for the hydraulic studies, however, the timing is likely to be January or February 2024.

There is a meeting on Tuesday, November 28th with FEMA to continue work on reconciling information in the FEMA portal and uploading documents about completed FEMA road repairs.

E. Discuss / Update FEMA 4621 status including final paving.

Final paving is scheduled to begin Monday, November 6th. While there is some concern about paving at this time of the year because of the effects of moisture and temperature, the sections to be paved are small.

F. Water Mitigation Grant

The Town has until December 8, 2023 to complete a 6-page application for a Water Mitigation Grant. Colin Bratton (WRC) has reached out to EMB and offered to meet and work on identifying a potential project. WRC does the Town's mapping and road inventory and is familiar with Brookline's roads and culverts. The Town will need to know what the fund matching requirement will be.

6. New Business

Budget Development / Review of Past & Current Budgets

A. Review Date/Time/Place for Town Meeting 2024

The 2024 Town Meeting will be held Monday, March 4th, 2024 in the Multipurpose Room of the Day Care building. Potluck dinner will be at 5 PM; the Town meeting will start at 6 PM.

B. Town Report Design / Deadlines

David Jones has agreed to help with report production. The SB's goal is to have sections completed in December 2023.

C. Positions Open / Needing to be filled

DM distributed a list of elected and appointed positions that need to be filled for consideration and discussion at a future meeting.

D. Articles in the Warning-TBD

This section of the Town Report could include any funds the BMH is requesting to support building renovation.

E. Revenue

Revenue estimates not addressed in this meeting.

F. Budget Development

SZ distributed a budget template for completion by the SB members. She provided an overview of the budget sections as well as instructions and clarifications and explained that the typical approach to developing budgets is to start by estimating expenditures. SZ recommended that the SB prioritize items requiring more thought and future discussion. Since ARPA funds need to be committed by December 31, 2024 and spent by December 2026, the SB needs to consider how to incorporate these funds in the budget. The Town will get \$46,075.33 in state aid. The budget covers the following categories:

- i. Capital Budget
- ii. Expenditures
- iii. Social Appropriations
- iv. General Budget
- v. Highway Budget

The SB would like to have Archie Clark participate in the process. Both SZ and EMB will follow-up with him. DM recommended including a budget for equipment repair based, for example, on \$1.00 per hour of run time for each piece of equipment.

7. Warrant Orders

A. Payroll Warrant

DM made a motion that the SB concurs with DM's actions of signing **payroll warrant 2417 dated** October 25, 2023 in the amount of \$1,699.24; SN seconded; the motion was approved unanimously.

B. Accounts Payable Warrant

DM made a motion to approve **accounts payable warrant 2418** dated November 1, 2023 in the amount of \$2,154.47; BM seconded; the motion was approved unanimously.

8. Reports and Updates

A. Highway Supervisor - E. Mark Bills

EMB is continuing with mowing, clearing leaves, hauling materials for road maintenance and repair, and grading roads to touch up potholes created by the recent rains. EMB also attended the Road Foreman's Meeting on October 31st organized by WRC.

B. Highway Grants/Contracts – S. Noga

- i. SN received a letter from Chris Hunt (AOT Municipal Project Manager) regarding the sand and salt shed for which the Town may owe fees of approximately \$37,000. The letter referenced Vermont statues concerning money owed by towns to the state and the conditions under which the towns can request a waiver or discount on the amount owed. In response, SN provided an explanation of the conditions beyond the Town's control and requested a waiver/reduction of these fees. In an email, Christ Hunt acknowledged receipt, indicated his approval, and has forwarded the letter to his upper management for final consideration/approval.
- ii. SN has followed up regarding FEMA regulations and reported that if the Town can confirm the status of Bennett Road and Holland Hill Road and the follow-up to the paving, FEMA can obligate the funds and provide the funds before close-out.
- iii. DM provided the Town's contract with 2 Wired Guys for SN's review, but the 2 Wired Guys contract is also needed. Further discussion was tabled for the next meeting.

C. Building Commissioner - B. Mello

- i. BM distributed the BMH priority list for review.
- ii. BM provided an update on recent difficulties with vendor communications.

D. Energy Committee - S. Zwick

Tabled. SZ has a call scheduled with Margo Ghia to discuss including the BMH in the plan.

E. Planning Committee - S. Zwick

SZ distributed information from the recent meeting. The committee is working on a survey to get community input for an updated Town plan.

F. Selectboard Chair - D. Maggio

Hazard Mitigation Planning

The Town is working with Margo Ghia to develop a new plan – which includes two meetings with the community. The first Town meeting was last Saturday, October 28th; the next meeting will be November 8th at 6:30 PM in the Town Hall and on Zoom. DM is currently serving as the point of contact and chair but would like to appoint a Chair or a Co-Chair. Several potential individuals were identified, and the appointment was tabled for the next meeting.

G. Any other topic as requested by the selectboard not requiring a vote.

None.

9. Communications

A. Email

The Town has received requests for appropriations.

B. Regular Mail

The Town received a letter from the Windham County Sheriff's Office that their hourly rate for contracting for less than 2,000 hours is \$64/hour. Another town asked two of the

Brookline SB members if the Brookline would be interested in a sharing agreement – an arrangement that is becoming more common.

10. Set Agenda for next meeting on November 1, 2023

- A. Set agenda for next meeting Wednesday, November 15, 2023
 - 2 Wired Guys Contract
 - Budget Basics
 - BMH Painting RFP Update
 - Energy Committee
- B. Review dates/times/places for other committee meetings
 - Nov 2 EMB Meeting with Colin Bratton
 - Nov 8 ADA Review at 2:30 PM
 - Nov 8 Hazard Mitigation Meeting at 6:30 PM
 - Nov 11 MTAP – 9 to 11 AM
 - Nov 13 Working Meeting
 - Nov 16 Grant Application Due December 8, 2023
 - Nov 17 Truck Registration
 - Nov 28 Meeting with FEMA regarding uploading procedures at 10 AM

11. Adjourn the Meeting

DM moved to adjourn the meeting and the meeting was **adjourned at 8:38 PM**.

Respectfully submitted,
Vanessa Ballou
Recording Clerk