

**Draft Minutes**  
**Town Of Brookline Selectoard Meeting**  
**Wednesday, November 16, 2022, 6:30 p.m.**

**Present**

**Board:**

Dorothy Maggio (Chair)  
Bruce Mello  
Stan Noga

**Town Officers:**

Guy Tanza (Town Clerk)  
Mark Bills (Road Supervisor)

**Public:**

Bob Harnish  
Steve (FACTV)  
Peter Barus (Recorder)

**Call the meeting to order**

The meeting was called to order at 6:42 p.m.

**Review changes to agenda if any Members of the public**

Date change discussion, New Business, before Reports/updates

**Scheduled Members of the Public**

**Unscheduled Members of the Public**

**Pay Orders**

**Accounts Payable**

Ms. Maggio moved to approve Accounts Payable Warrant # 2320, dated November 16, 2022 in the amount of \$7,762.63. Second by Mr. Noga.

Discussion: Guy Nido fuel delivery to shed confirmed.

On the Motion, all in favor.

**Payroll Warrant**

Ms. Maggio moved to approve Payroll Warrant #22-19, dated November 4, 2022, in the amount of \$1,909.40. Second by Mr. Mello.

Discussion; check warrant report number discrepancy (23-20 vs 22-19); resolved, 22-19 the official number.

On the Motion, all in favor.

**Any pending payments**

**Old Business**

**Culvert Policy - Updated (tabled on 11/2/22)**

Mr. Bills discussed culvert dimensions for different locations.

Tabled.

**DPS Risk Assessment Survey Discussion:**

**RFP - Local Hazard Mitigation Planning Services (emailed)**

Hiring a consultant that can identify various hazard mitigation strategies and has experience related to mitigation planning work.

**Funding by a Hazard Mitigation assistance grant from FEMA AKA: 2022 Building Resilient Infrastructure and Communities (BRIC) Applications due by Friday December 9, 2022**

Ms. Maggio discussed the distinction between the emergency management plan, completed for the year, and Local Hazard Mitigation Planning Services; application not needed this year; the town already had funding through FEMA; a survey had been completed.

*Agenda change: pending arrival of Mr. Clark, Reports and Updates.*

**Reports and Updates**

**Road Supervisor Report - E. Mark Bills**

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Mr. Bills reported two loads of road salt in the salt shed; possible third, anticipating winter shortage. Ms. Maggio asked if the selectboard would consider ordering a third load. Mr. Bills noted that a dump truck load (22T, approx. 16yd) could access the shed more easily than a semi-trailer. Ms. Maggio discussed prices, noting expenditures of \$2,000 and the possibility of spending a total of \$6,000.

Mr. Bills discussed available supplies, appearing depleted, and had discussed this with suppliers. Ms. Maggio discussed the previous budget and the likelihood of needing the additional salt. There was consensus in favor of the additional order.

Mr. Bills reported on other work; the leaf blower well suited to the need; followed up with the grader in preparation for the freezing weather; noted some tree damage.

There was discussion of the recycle area; time between haulings; possible charges for non-recyclables in the recycle bins, the possibility that a bin could be rejected; noting that the question of continuing the service will again be on the Town Meeting agenda; Triple T charged \$155 to swap out the bins; Ms. Maggio raised a question of contaminated loads, **for next agenda.**

Ms. Maggio discussed a Harris Hill repair, \$2,000 approved, but Mr. Clark had estimated \$5,500 and nothing had been done; and suggested consulting the person concerned and inform them that the situation would have to wait until next year. Mr. Bills noted that it affected plowing. Mr. Noga discussed danger signs, liability, and possible alternatives to a complete repair. There was discussion; that this could come under Hazard Mitigation; effective ways of marking off the area.

A meeting was scheduled for 10:00 a.m. Monday (November 21) to review the situation.

**Highway Grants Report - Stan Noga**

Mr. Noga reported on a Hill Road grant that should be closed out, and discussed the process and the workload involved; that there were several other such issues in need of attention; and asked that the town accept an offer from WRC to manage the initial work of obtaining a \$12,000 grant (town match \$3,125), cost to the town up to \$1,500. There was consensus in favor.

Mr. Noga reported that someone from WRC would be coming to photograph the areas covered in the written GPS summaries, to update the WRC maps. Mr. Bills offered to be available.

Mr. Noga provided the document for the Hill Road grant project for signature.

**Building Commissioner Report - Bruce Mello**

Mr. Mello reported on completed tile work; called Cota & Cota about a service visit; planned maintenance work on the air-handler in the attic. There was discussion of heating service providers.

**Town Clerk Report - Guy Tanza**

Mr. Tanza reported that the computers in the town office were antiquated and discussed replacements; supplies purchased at Wal-Mart in Hinsdale with the town credit card saving money; printing lease reduced from \$125/mo. to \$95/mo.

There was discussion of the budget; expenditures of \$2,000 this year; that a budget increase of \$1,000 would allow computer upgrades.

Mr. Tanza thanked the selectboard, the board of civil authority, and David Jones, Somara Zwick, Paul Matalinski, for help with the election, 282 voters, 61%, all results posted by the next morning; and noted that delinquencies were down to less than \$1,300 thanks to Melissa Brown; the town in good shape, although costs were increasing.

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Ms. Maggio noted the proposed budget increase.

**Budget suggestions requested of Town Clerk, Listers, Treasurers**

**Selectboard Chair Report - Dot Maggio**

vandalism of voting sign at triangle

recycle bin abuse

**DPS - Risk assessment survey**

**VT AOT FY 2023 subrecipient assessment 11/3/22 submitted**

Ms. Brown had completed the risk assessment survey for the Hazard Mitigation Plan, and the subrecipient assessment.

Ms. Maggio noted vandalism of the town sandwich-board sign, and abuse of the recycling container

**Road Commissioner stipend**

Ms. Maggio discussed Invoice #1, \$900 to E. Mark Bills per agreement at the special meeting August 12, 2021, noting copies of those meeting documents. There was discussion of adding language on state and federal taxes to the Invoice; and explained the signing procedure when reprinted. Ms. Brown noted that the invoice would be for payroll, not accounts payable; and noted differences in the way IRA accounts might be taxed. Mr. Mello explained the matching deposits to the account.

Mr. Noga noted that the invoice was to cover arrears to date.

Ms. Maggio will place "Invoice #2" on the next invoice.

**Budget Planning session**

There was discussion of budgeting for an assistant. Mr. Mello discussed a part-time assistant to Mr. Bills, noting safety issues working alone. Ms. Maggio discussed an administrative assistant for the office; and the possibility of hourly remuneration from certain grants. Ms. Maggio discussed providing a stipend for Mr. Noga. Mr. Bills noted the unrewarded work of selectboard members. Ms. Maggio noted that members were elected officials and not eligible for wages, but might be compensated for extra work from certain grants. Mr. Noga suggested that all employees of the town deserved an adequate income; and cited the town's VLCT membership and the range of recommended salaries for different roles. Mr. Mello suggested emphatically that more help would be preferable to more money.

Ms. Brown explained an adjustment to the highway fund (to be made Friday); that there was \$32,000 available in the highway fund, and approximately \$50,000 in taxes would be transferred in, for a total of approximately \$80,000. This has been done twice a year, and now would be done quarterly. There was discussion; this was consistent with the budget, a transfer from the general fund to the highway fund, as previously voted.

Ms. Maggio discussed highway salaries. Mr. Noga noted a base salary of \$46,800 over 52 weeks; and suggested a review of the job description and pay rates, possibly increasing the salary budget. There was discussion.

There was discussion of match-in-kind; budgeting for WRC technical assistance for grants; budgeting reserves to cover matching grants, percentage reimbursements, etc.; summer highway payroll;

Mr. Noga discussed equipment rentals. Ms. Brown noted summer contract services overbudget.

There was discussion of FEMA (deficit of \$2,500); highway emergency materials; small tools/equipment; summer highway materials; anticipated materials cost increases; separation of

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summer and winter salaries (for VTRANS reporting requirement); winter mileage; winter payroll taxes, contract services, winter materials increase, town shed maintenance, employee seminars, highway insurance expenses, storm water management permit; equipment fuel, parts, maintenance; fuel increase; emergency signage; culverts increase; retreatment of lines; bridge maintenance; better back roads grant; miscellaneous fees; bond principal; interest rate; small tools, equipment.

The selectboard discussed summer highways, payroll; summer contract services, equipment; insurance; flood materials; the salt and sand shed project.

**New Business**

**Change the date of the December 21 SB meeting to December 14? Or does the SB need 3 meetings in December to finish the budget? Dec 7, Dec 14 and/or Dec 21 discussion.**

There was discussion; appropriations to be discussed December 7.

**Any other reports or discussions from the selectboard**

**Communications**

**Email**

**Regular Mail**

Set Agenda for December 7 2022 regular meeting

- Appropriations
- Budgetary items

**Review / Approve Minutes**

**Minutes from the November 2, 2022 meeting**

Tabled.

**Adjourn**

Ms. Maggio moved to Adjourn. Second by Mr. Noga. All in favor.

The meeting was Adjourned at 8:52 p.m.

*Respectfully submitted, Peter Barus, recording secretary, November 17, 2022*