

**Final Minutes**  
**Town of Brookline Selectboard Meeting**  
**Wednesday, March 1, 2023**

**Present:**

**Selectboard:**

Dorothy Maggio (Chair)

Bruce Mello

Stanley Noga

**Town Officers:**

E Mark Bills (Rd. Supervisor)

Guy Tanza (Town Clerk) by Zoom

at 6:45 PM

**Public:**

FactTV8 online

- **Call meeting to order at 6:36 PM**
- Changes to agenda - None
- Members of the public- 5 minutes per person
  - Scheduled - None
  - Unscheduled - None

**Review/Approve Minutes**

- Dot Maggio (DM) stated a **review of February 15, 2023 minutes** and asked if there were any changes. Three minor changes made.
- DM motioned to approve minutes as amended. Bruce Mello **(BM) 2nded motion. Approved unanimously.**

**New Business:**

- DM presented modifying motions to allow placing back into the ARPA account monies not spent in a retention of the Road Supervisor. DM motioned that the \$27,000 amount of 2020-2021 pay adjustment be **changes to \$3,361.00** which was the actual amount spent, resulting in a **\$23,639.00 amount to be added back to the ARPA account. Bruce seconded, no discussion, unanimously approved.**

**Old Business:**

**A. Town Meeting Review**

- DM presented a summary of contents of a VLCT seminar for **Town Meeting** preparation. Process of Town Meeting start and election of a **Moderator** is contained in 17.2657 Vermont Laws. Selectboard Chair may be person to start Town Meeting.
- Options exist to presentation.
- DM and SN will meet with David Parker, Jr. this coming Friday morning, 03/03/2023, to discuss the Moderator role and go through legal, smooth and mutually agreeable procedure for Town Meeting.

**B. ARPA Money Usage**

1. DM feels that any **unspent money from Heat Pump purchase/installation** at the day care property should be placed back into the ARPA account. Bruce orchestrated the heat pump process and was asked to determine the amount spent versus the amount taken from the ARPA account. He agreed to do so.
2. **Highway Supervisor Retention.** See New Business above.
3. **DVFiber** Broadband Donation of \$5,000. SN asked if DVFiber has been notified of amount pledged. DM has not but will advise them.
4. At a future SB meeting must vote to provide **ARPA funds to the Brookline Meetinghouse Fund as Brookline's match to the \$15,000** Vermont Division for Historic Preservation Grant for foundation work. Match is 50% /50.
5. Need to **calculate amount of ARPA money to use in payment of Town Clerk and Treasurer retention money.**

### C) Other ARPA Considerations

1. **Funding energy efficiency** in town owned buildings and potential other sources of funds.
2. Contacting Katie Buckley of VLCT in regard to **ARPA money and heavy equipment purchases.** SN to contact previous borrowers of VT Treasurer's Heavy Equipment Loan program to obtain experience information.
3. **Covered storage area** at Town Garage and possible **use of ARPA money to do so.**

## REPORTS AND UPDATES

### A. Road Supervisor

1. Since last SB meeting, warmer weather has defrosted upper layer of roads. **Mark has put stone down** in areas which he deemed appropriate to do so.
2. He has been out in the evening dressing road areas on Putney Mtn Rd.
3. The **alternator on the grader** appears to not be placing sufficient charge into the battery. In evening, with lights, heater, etc. the battery charge gets lower as time passes. Archie Clark referred Mark to a mechanic who came to look at the system. Battery power drops during use and insufficient charging allows this to continue. Mark felt it **might be a regulator problem.** Mechanic will return and also install LED bulbs in place of the incandescent bulbs. Dot stated that not having a grader this time of year is like a farmer not having a hay baler in July. SB agrees with the issue being fixed. Dot stated that in the past, the SB suggested putting a specified amount of money into a repair account for situations as currently exists. She will check with Treasurer.
4. Short term freezing has allowed a brief return to winter maintenance.
5. SN sent Mark **list of used 4 wheel excavators.** Mark has done his own investigation and should have more info shortly. Mark has sought info from neighboring towns. His recommendation is to **consider 20,000 to 25,000 lb. machines.** JCB brand has a size which is desirable. If we can obtain one, a cradle can be made to facilitate use of the leaf blower which we have. Mark has made phone calls and also sought rental rates with anticipation of summer mowing only 2 – 3 months away.
6. **Four loads of sand were purchased and some stone. There is about one truck load of salt left. Mark consulted with Archie and was advised to wait.**

7. Dot noted that **Accounts Payable Report had incorrect category** for materials and trucking. Stone and Stone trucking is a summer category. Sand , along with salt and plowing is a winter category. Mark agreed with the categories and summarized conversations with Archie on the matter. Stone cost \$1,365.00 for 42 yds. Stone trucking cost \$2,800. Sand cost \$1,134.00 for 28 yds.

8. Mr. Swing of Putney Mtn Rd has ruts in road near his house. **Owner questioned material type being placed on road.** That area of highway was repaired due to washout in 2021. Materials have not had time to “tighten” together which has magnified the size of ruts. Discussion of “hard pack” versus stone occurred. Mark talk of past years when he needed to scrape surface of dirt roads down to frozen layer in order for citizens to be able to travel on some roads. He recently scraped Putney Mtn Rd down to frozen layer and leveled.

## **B. Highway Grants & Contracts**

1. SN advised Mark Pickering at AOT Dist. 2 of **no planned road work in Brookline that would interfere with painting road center lines.**

2. Sn advised that he emailed **copy of 2022 Town Report to Vermont Archives.** Dot advised that David Jones similarly did so.

3. **SN sent Jeff Nugent of WRC copy of Culvert Policy** subsequent to request from Mr. Nugent. Mr. Nugent acknowledged receipt and advised that he'd like to meet with our highway personnel in the next several weeks.

4. **SN prepared** two forms that are required by VTrans: **a) Certification that Brookline maintains its roads in Compliance with State Standards and b) Contact List of town officers and highway personnel for AOT Dist. 2.** SN asked SB to sign both documents and he will forward to Dist. 2.

5. **SN advised that Meghan Brunk** responded to his email and has suggested a few dates in March for her **to meet with “town” and complete the TA-60 form and review grant and highway matters.** Upon discussion, **SB & Highway Dept. felt that 17<sup>th</sup> or early 20's would be fine.** Stan to communicate that to Meghan.

6. **SN advised that he inquired of Meghan whether Brookline had Highway Grants and/or Highway Structures grants.** Stan checked AOT and ANR websites for possible outstanding grants and could not find any.

7. SN suggested highway dept. **review the REI Report** and give thought as to **what road segments need work** so that the current GIA grant can be used to accomplish that upgrade. He suggested that the sooner that is done the earlier Brookline can complete before the Sept. 30<sup>th</sup> end date for completion. Stan stated that upgrade cost could be **up to \$14,500** including town match.

8. **SN sent in the past couple of days a spread sheet confirming that Brookline owes VT AOT \$10,306,13 in reimbursed Sand & Salt Shed Grant money.** This assumes that VT AOT reimbursed Brookline \$950.49 for the last request for such. There is the **\$26,279.00+** amount which Brookline **may or may not be expected to reimburse the VT AOT** for background expenses in support of this grant. This is to be determined by the VT AOT director. SN stated that no where in the Sand & Salt Shed Grant was there reference to background expenses. He further

stated that VT has a match requirement to the Federal government for each Federal Grant that it receives. SN questioned whether the \$26,279.00+ is a match amount that the state owes the federal Government and as a result Brookline may be asked to pay that amount due to its terminating the grant.

9. SN stated that he will have a **ringbinder present at Town Meeting** with the figures and supporting info regarding the Sand & Salt Shed Grant.

10. SN will, before Town Meeting, have made an attempt to determine if Brookline will save money by purchasing its own heavy equipment. He will send to individuals around tonight's SB table a summary of the results of the investigation. Dot stated that heavy equipment discussion can occur in the non-binding discussion at the end of Town Meeting.

11. Dot asked if anyone was aware of a **minimum population or percentage of town population that must be present for a Town Meeting** to assist in determining when attendance at a Town Meeting requires that said meeting be postponed.

### C. Building Commissioner

1. Recently, Mark Bills introduced Bruce Mello to the concept of **portable air filtration devices** as opposed to the central air handler in the day care center. Marketing material states that air is filtered to 99.97% by them. In addition, the air filters on the heat pump units further filter air. **Bruce feels that for approximately \$1,000 to \$1,500 Brookline could purchase these units.** Bruce remembers reviewing energy consumption at the day care building. Data showed that energy consumption for the evening was 56% of the total. Bruce felt that **the building's air handler was the source of that expense.**

2. Bruce sought assistance in the matter from Scott Bovat who referred him to a entity who has more familiarity on the matter. Bruce saw Cota & Cota in Brookline and asked for their assistance in knowing whether to make the conversion to portable filters. **Cota & Cota employee, Hiram, suggested having an engineer determine that.**

3. Mark Bills commented that **room filters after the air handler contain evidence of significant dust and moisture.** He wonders if the portable air filters might do a better cleaner job than the damp, cold air produced via the attic air handler. Mark had the opportunity to visit the inside of the Newbrook Elementary School and **saw the portable air filters in each room.** For Brookline, it may simply be a matter of sealing the ceiling vents, drain the air handler system of water, etc. and stop using that original air handler. **Dot offered that she just received notice of available grants for air purifiers and gave to Bruce for review and follow-up.**

4. Mark changed SLPDC water filters. Multipurpose room is nice and warm. Comments **by tenant of building indicates that they are saving money** subsequent to installation of heat pumps. Bruce stated that upgrade of insulation of air exchanger area has stopped given the arrival of spring.

5. Mark commented that there was previous discussion of **installing hybrid hot water heaters** at the school. Hot water use at the school is limited.

**D. Town Clerk Report – Guy Tanza (GT)**

- Since joining the SB meeting at 6:45 PM, Mr. Tanza has left the meeting.

**E. Selectboard Chair – Dorothy Maggio (DM)**

1. Advised of **statute H172** and related air purifier documentation.
2. Notified by **DVFiber** that they have **begun to connect customers to the new broadband network.**
3. **Will need to adopt Local Hazard Mitigation Plan by mid-April.**
- 4) **RFP for BRIC sent to Brattleboro Reformer.** SN stated that it was in today's issue of the paper. Stated that RFP refers interested parties to town website for particulars.
5. Dot has advised Melissa Brown of **forthcoming money from FEMA** in the amount of between \$11,000 and \$12,000.

**Communications**

- **Review any information regarding heavy equipment search . Citizens will be kept up to date on this topic.**
- **BMH Committee is seeking grant to hire John Socochio for current assessment of building.**
- SN received **inquiry as to requirements of the SB recording clerk and the SB Executive Assistant.**
- **Vermont Bond bank request for report on or before 03/01/2023.**
- **Received Notice of Active ANR MRGP from State.**
- **Both town representatives Goldman and Bos-Lun expressed interest in attending Town Meeting. Dot advised that perhaps later in April they could attend a SB Meeting.**
- **Safety of mail delivery boxes across from Harris Hill.** A car sliding down Harris Hill presented the appearance of danger in their location. A citizen brought to Dots attention. Dot asked Mark to look at in the future.
- **Barbara Bourne brought to Dot's attention that a fence is required along the front of the Hill Rd cemetery. To be reviewed again in warmer weather. There is a statute requiring a fence where there is nearby livestock or horses.** Dot will ask Treasurer to review account and finances. There is a fence at Kit Martin's former auctiton site. Not all lots are sold. Former Penny Massey left money in order for additional acre near Austin Cemetery to be cleared. Fence is of sufficient length. Mark mentioned possible locust wood can be used as a fence and town owns some.
- **Southeastern Vermont Housing Coalition has an upcoming meeting.**
- **Dot received a questionnaire pertaining to how SB obtains feedback regarding emergency preparedness.** And, regarding funding of solutions what is the town's process.

## Pay Orders

1. Dot motioned for **approval of Accounts Payable Warrant 23-34 dated 03/01/2023 i/a/o \$10,816.69**. Noted need for correction of account charged for payment as described above. **Bruce 2nded. Unanimously approved.** David Jones will be asked to sign checks in Asst. Treasurer's absence.
2. Dot motioned for **approval of Payroll Warrant 23-35 dated 03/01/2023 i/a/o \$1,980.77. Stan 2nded. Unanimously approved.**
  - Dot added that **Judy Acampora stated that paying as billed provides for a cleaner error free payment method.**

## Next Meeting Agenda

- **Reorganization**
- **Opening bids for BRIC Hazard Mitigation Plan**
- **Vote on \$15,000 ARPA expense for Brookline Meetinghouse Foundation match.**

Meeting Adjourned at 8:44 PM.

**Respectfully Submitted,**

**Stanley E Noga, Jr.**

**Temporary Secretary**