

Draft Minutes
Town of Brookline Selectboard Meeting
Wednesday, April 5, 2023

Present:

Selectboard:

Dorothy Maggio (DM) (Chair)
Bruce Mello (BM)
Stanley Noga (SN)

Town Officers:

E Mark Bills (EMB) (Road Supervisor)

Public:

Joseph Dutton (JD)
Vanessa Ballou (VB)
FactTV8 online

Meeting Opening

- A. Dorothy Maggio called the meeting to order at 6:36 PM.
- B. Changes to the Agenda
No revisions to the agenda were made. DM clarified that participants could cover any additional details as needed within their existing agenda items.
- C. Members of the Public
 - o Introduction of Vanessa Ballou who is attending a trial run for Recording Clerk.
 - o Joseph Dutton attended the meeting as an unscheduled participant. He was not able to attend the previous meeting that had been rescheduled from March 15th to the 18th because of the winter storm and widespread power outages. DM acknowledged JD's interest in joining the Selectboard. However, per Robert Rules of Order, DM was not able to add him to the agenda on the spot. but will add him for the next meeting.

Review/Approve Minutes

- A. The Selectboard (SB) discussed the draft minutes of the March 18, 2023 meeting. DM motioned to accept the minutes with changes identified; BM seconded; motion approved unanimously. Changes included: there was no FactTV8 during the meeting and other minor edits.

New Business

- A. Open Bids for Consulting Services for **Hazard Mitigation Plan (BRIC Grant)**
Proposals were received and reviewed from Windham Regional, Threat Owl, and SEAM Solutions. SN recommended that the discussion be limited to Windham Regional and SEAM Solutions given their stronger proposals. The SB discussed differences in budgets, proposed timelines, and experience. DM acknowledged that recently Windham Regional has not been as responsive as usual, but recommended accepting their proposal given their competitive bid, previous experience, existing relationship, and the urgency for implementing a new Hazard Mitigation Plan to replace the expired plan. DM motioned to accept the bid from Windham Regional for the RFP for the Hazard Mitigation Plan for the town of Brookline for a total of \$10,150; SN seconded; motion approved unanimously.
- B. Review/Revise Purchase Policy
DM reminded the SB that the Purchase Policy signed at the Reorganization Meeting did not include the Electronic Digital Bid Form which was now available. DM proposed having the SB discuss updating the

policy to reflect current pricing; the existing limits having been developed at least 12 years ago. DM made a motion for the SB to discuss; BM seconded. The SB discussed updating the purchase limits:

from \$1,000 to \$2,500 for incidental purchases, and
from \$7,500 to \$10,000 for major purchases.

DM motioned to approve the amended purchase limits; BM seconded; motion approved unanimously. SN will distribute an electronic copy; DM will place a printed copy in the office mailbox, and the SB will need to sign the revised Purchase Policy.

C. Sole Source Vendor List for 2023 – 2024

DM motioned to accept the Sole Source Vendor List for the town of Brookline for the 2023 – 2024 FY; SN seconded. DM noted that there is a form (Town of Brookline Preferred Vendor Application) on the Brookline website that can be used by vendors. BM noted that the painters were not on the list, but this should not prevent the SB from moving forward with the current version. DM confirmed that the vendor list could be amended with additional vendors. DM will ask Judy Acampora to confirm that all listed vendors have the appropriate insurance. DM motioned to accept the current version of the Sole Source Vendor List for the 2023 – 2024 FY; SN seconded; motion approved unanimously.

SN introduced a motion to authorize DM to sign on behalf of the SB; BM seconded; the motion was approved unanimously.

D. Storm SAGE Damage Report for FEMA

DM reported that estimated costs for the recent storm are \$14,000 to \$15,000, but the full extent of the damage is not known because Putney Mountain and Ellen Ware Roads are not open. EMB explained that the estimate of \$14,000 to \$15,000 was based on storm damage to Athens Road and projected volume of debris that will need to be relocated. The actual cost will depend on how much damage exists on roads that are not yet passable and have not been evaluated. Work will be triaged to prevent further damage from ice melt and wind, and a bucket truck is needed to remove the damaged tops of some trees. DM stated that the budget includes an item for unplanned overage expenses (Budget Stabilization/Rainy Day fund) of \$20,000 and can discuss covering potential costs with the Treasurer and report at the next meeting. DM clarified that when wood falls on a property the wood belongs to the property owner who has responsibility to clean up - before the June mowing.

E. State Hazard Mitigation Plan Update Discussion

DM summarized the State Hazard Mitigation Plan which is attached to the minutes.

When SB members come to the Town Office to sign the revised Purchase Policy, DM would like to have their feedback on the mitigation needs.

F. Establishing a Brookline Energy Committee & Participate in Municipal Energy Resiliency Grant Programs

DM summarized the program (MERC) which consists of 3 parts:

- community capacity mini grant (\$4,000),
- application for energy assessment and audit for the town owned buildings, and
- implementation plan funding (up to \$500,000) for town owned buildings.

DM requested permission to move forward with an outreach program. This would involve a 1 to 2 year commitment and could significantly improve the quality of town energy use. She noted that 20% of the grant can be used for ADA accessibility. The SB discussed details of moving forward (potential committee members including an individual with grant writing experience and a representative from day care, number of buildings, Windham Regional Commission grant to assist the town, deadline for submission, etc.). The SB members will follow up on questions raised during the discussion and report back.

Old Business

A. Reorganization Appointment Vacancy List

The SB discussed and voted on filling the following vacant positions.

1. Appointment of David Jones as Assistant Treasurer
DM made a motion to approve the appointment; SN seconded; motion approved unanimously.
2. Appointment of Don Demaine as Alternate DVFiber Representative
Don Demaine is the current DVFiber Representative, however, his workload has increased, and he has asked to serve as the alternative rather than the primary. DM made a motion to approve the appointment; BM seconded; motion approved unanimously. DM noted that she will need to advertise for a replacement for the primary DVFiber Representative.
3. Appointment of Bruce Mello as Windham Regional Commission Alternate Representative
DM made a motion to approve the appointment; SN seconded; and BM accepted the appointment and signed the required paperwork.
4. List of appointed committee positions vacant
The list of current vacancies in Brookline as of April 2023 is attached. The above 3 positions have been filled. DM will put Animal Control on the next SB Meeting agenda; she is currently covering this responsibility. SN offered to help her out. Not included on the list are the following two positions:
 - o Green-up Day Organizer and
 - o 911 Coordinator which DM will continue to cover.

B. ARPA Appropriations

DM summarized the ARPA appropriations and changes. ARPA appropriation revised since last meeting to reflect updated Highway Supervisor salary which was under budgeted by \$3,361 in 2022.

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|-----------------|--------------|
| Local Funding: | \$ 55,484.51 |
| County Funding: | \$102,953.61 |
| Total: | \$158,438.12 |

1. BMH Foundation - up to \$15,000 (matched) value \$30,000
2. SLP heat pumps – up to \$29,950.00 (includes \$4,500 rebate)
3. DVFiber CUD appropriation - \$5,000 (matched) value \$10,000
4. Highway Supervisor salary under budgeted by \$3,361.00 in 2022
5. Salary increases for Town Clerk & Town Treasurer for 2023–24 FY
Town Clerk to be increased from \$21.75 hourly to \$23.00 hourly.
Treasurer to be increased from \$20.00 hourly to \$23.00 hourly.
The actual costs will not be available until June 2024; thus, these ARPA funds will be appropriated at the end of FY 2023-24.
6. Purchase of new computer equipment in FY 2023-24
To replace CPUs used by Town Clerk/Listers/Treasurers as needed.
DM noted that \$105,127.12 have not been obligated from the 2022-23 FY budget. DM will follow up with Melissa Brown (Assistant Treasurer) regarding the requirement for a self-audit of the ARPA funds, transferring \$15,000 from the ARPA account to the BMH account, and preparing a \$5,000 check for DVFiber. SN and DM confirmed that the ARPA report is due April 30, 2023.

Reports and Updates

- A. Highway Supervisor – E. Mark Bills
 1. Sage Storm Clean up
Update regarding storm clean-up covered earlier during meeting.

2. Tree Warden – Public Notice for right of way (ROW) tree removal

EMB received a call from a property owner on Putney Mountain Road who wants to have a few trees removed from along the road. EMB summarized the process for implementing this request:

- person must complete the necessary paperwork,
- onsite meeting to determine and mark which trees are in the right of way and to determine what equipment and if any special constraints are needed, and
- public notice regarding intent to cut must be posted 15 days prior to the start of the work.

EMB reported that a crane will be required and that stumps should be left in place to stabilize a steep bank. DM provided a draft notice and requested SB approval to post the notice. SN motioned to approve the notice and BM seconded. DM will sign the four copies and provide them to EMB who will sign and then post the notices in the four designated locations.

3. Consider developing Policy for removal of wood in ROW and Ditches

See above.

4. Equipment – not discussed.

5. Other

- a. Some of the town signs have been vandalized. EMB has been working to replace or repair the damage.
- b. EMB has been marking significant potholes for repair with orange spray paint. Roads have been drying up well. Early rains and early thaws kept the roads from freezing deeply this winter. EMB noted the absence of deep mud.
- c. New culvert on the Athens Road has protected the road from events that happened last year when parts of the road collapsed.
- d. Need to send letter of intent regarding road repair. Some repairs are covered by a FEMA grant and other repairs are required to be in compliance with State of Vermont road and ditch requirements. The letter of intent will be for FY 2024 funding for work to begin in the fall of 2024 and must be sent by May 5th to be eligible for consideration.
- e. SN clarified that the SB needs to determine which of the required road repairs can be covered by the existing FEMA grant award and which repairs require new funding.
- f. DM would like to have an RFP for SB approval in May to cover the following:
 - i. Finish paving of 80 foot by 20 foot segment of Putney Mountain Road (covered by a FEMA grant),
 - ii. 20 potholes that need to be hot flashed (covered by paving budget), and
 - iii. Repair paving around recycling container (covered by paving budget).DM noted that \$45,000 has been allocated in the paving budget.
- g. SN recommended that they review the costs in a meeting with Archie Clark; SN will set up a meeting before end of the week if possible.

B. Highway Grants – Stan Noga

1. TA 60

SN attended an Agency of Transportation (AOT) meeting with Megan Brunk regarding TA-60 reporting. Megan Brunk clarified reporting requirements including what qualified as winter expenses and what qualified as summer expenses. She said that an option is to combine these expenses in which case AOT will allocate winter and summer expenses in a 45/55 split. AOT will determine how much funding Brookline could receive in an emergency. The report needs to be filed by the end of April. SN is waiting for information about how to file (eg, send to M. Brunk or submit via a portal).

2. MRGP Work

This concerns a plan where the town is certifying, as part of getting a grant for the maintenance and upkeep of our roads, under a watershed program where we maintain culverts, road surfaces, and

roads. The timeline for submitting the 2023 Annual Report and paying the annual operating fee was changed to April 1, 2023. Brookline has filed the 2023 Annual Report electronically and paid the annual operating fee.

3. BRIC Grant

This covers emergency work and completion of the hazard mitigation plan. The BRIC Grant is a grant for the payment of the Hazard Mitigation Plan; it has been awarded. Quarterly report needs to be completed and filed by April 15th. SB discussed report responses. Plan is to complete work by 2024.

4. Grant Log

SN distributed the current Grant Log and provided an update on the outstanding grants including the following details:

- \$3,500 gift from David Schupp for windows for the BMH (gift not a grant),
- \$1,500 from Vermont Division for Historic Preservation (VDHP), and
- \$500 50/50 (value is \$1,000) Grant awarded March 8, 2023.

SN will send out a revised Grant Log.

5. Annex Foundation Work

Remaining work for finalizing the award includes:

- Vendor needs to provide insurance certificate.
- Two contracts need to be executed – one with the vendor and one between the town and vendor. SN will confirm that the contracts are synched. Work is scheduled to begin this fall.

6. Vermont Department of Environmental Conservation

This concerns water protection at the day care. DM delegated execution and oversight of this work to BM. SN provided updates on the requirements.

- Only test required annually is for E. coli levels which Brookline is performing quarterly and which needs to be performed quarterly for the school.
- Source Protection Plan needs to be documented every few years.
- A waiver is in place for the period October 1, 2020 through October 1, 2023 for synthetic organic chemicals (SOC). No SOC sampling is required during this period.
- Volatile organic compounds were not covered by a waiver.
- BM recommended follow-up with Nancy Burke.

7. Emergency Management

SN reported that classes are available for people who deal with emergency management. He will distribute the information. DM and SN have taken a course and are both certified.

C. Building Commissioner – Bruce Mello

1. Contract for BMH Foundation Work awarded to Kerry Bourne.

2. Generators – MERG Discussion

DM clarified that the MERG program could provide funding for generators. BM received an email from the day care staff requesting generators.

3. SLP Building Update

BM stated that there isn't much to report; he has to fix a few tiles in the entrance way. The SB discussed the heat pump covers and recommended making them permanent rather than seasonal.

4. Heat Pumps

BM has recommended that the day care staff check the heat pumps first thing in the morning and at the end of the day to confirm the settings and maximize performance. DM noted that the energy bills from day care would be useful to support the MERG grant application. BM added that he has 2 years of energy consumption data and can get bills for current use from Cota & Cota.

- D. Town Clerk Report (Covered by DM as GT is away)
 - 1. Dog Report
 - DM dealt with 2 calls regarding dogs this week.
- E. Selectboard Chair Report
 - 1. Local Emergency Management Plan (due May 11)
 - DM will have the plan available for the next SB meeting.
 - 2. BrooklineVT.com Domain with 35 email addresses
 - This would provide Brookline with email addresses for the town and replace the use of gmail accounts. The cost is \$90 per month.
 - 3. Clean up from Storm Sage March 14 – 15, 2023 Ideas
 - Damage on Ellen Ware Road and Putney Mountain Road is still unknown.
 - 4. FEMA Update
 - Brookline received \$11,675.14 for some of the work done in 2021.
 - 5. Green Mountain Power
 - DM received a letter from Green Mountain Power; the Vice President of Operations would like to come to Brookline and discuss the recent storm and restoration efforts. DM will look into scheduling a meeting in May; this will be a public meeting regarding the storm and power.
- F. Any Other Reports or Discussion by Selectboard Members
 - 1. BMH Reorganization meeting held in March
 - 2. Round School House Committee Reorganization Meeting – TBD
 - 3. Riverside Cemetery Commission Reorganization Meeting – April 1, 2023 meeting postponed to April 7, 2023 at 6:30 PM.
 - 4. Planning Commission Reorganization Meeting – TBD
 - 5. Opioid Settlement Letter Form
 - DM submitted the letter form; the town may or may not get money.
 - 6. Town Party
 - Town Party is scheduled for July 2, 2023 next to BMH. DM will request \$500 to \$600 to cover costs including a portable toilet, food, ice, and water. She anticipates a barbeque from 11:00 to 1:30, with music from 1:30 to 4:00, and then an ice cream social.

Communications

- A. Regular Mail
 - o DM shared a note received following the town meeting thanking the SB for all their hard work.
- B. Email

Pay Warrants

- A. Payroll Warrant
 - DM made a motion to approve payroll warrant 2338 dated March 29, 2023 for \$1,680.28; BM seconded; the motion approved unanimously.
- B. Accounts Payable Warrant
 - DM made a motion to approve accounts payable warrant 2339 dated April 5, 2023 for \$5,448.72; SN seconded; the motion approved unanimously.

Next Meeting Date and Topics

- A. Date: Wednesday, April 19, 2023.

B. Topics:

- a. Local Emergency Operations Plan Adoption
- b. ARPA Annual Report to be submitted
- c. Vacancies
- d. Goals; ideally in written format
- e. Review the F71 NERG Plan

Meeting Adjourned at 8:59 PM.

ATTACHMENTS:

- A. State Hazard Mitigation Plan
- B. Current Vacancies in Brookline April 2023