

**Draft Minutes**  
**Town Of Brookline Selectboard Meeting**  
**Wednesday, June 15, 2022, 6:00 p.m.**

**Present**

**Board:**

Dorothy Maggio (Chair)  
Bruce Mello  
Stan Noga

**Administration:**

Mark Bills (Road Foreman)

**Public:**

Josh Morelli (FACTV)  
Lee Parker  
Leslie Zucker  
Dan Towler

**Call the meeting to order**

The meeting was called to order at 6:48 p.m.

**Review changes to agenda if any**

Vandalism concerns, the Meeting House, to be discussed first.

**Discussion re: vandalism in Brookline.**

**Are residents looking to start a neighborhood watch program?**

**Cost estimate for repairs and new signs. We do not insure our roads.**

Ms. Maggio discussed vandalism, dumping on Ellen Ware Road and elsewhere, spray painting on road signs, tire marks; and noted that Ms. Parker, Ms. Zucker and Mr. Towler, along with a new resident (Christine Chandler) had raised the possibility of developing a plan of action; that the conference room at the town hall and/or remote meetings could be used for this purpose; that the Selectboard has been reduced and has a number of projects already in hand.

Ms. Zucker was recognized and suggested, as a resident affected by the vandalism. that there could be alternatives to law enforcement to deal with the problem. Ms. Maggio suggested that without cameras it would be difficult to know who was responsible.

Mr. Towler was recognized and agreed that perpetrators would have to be caught in the act and prosecuted; that there were certain areas where the activity was likely to happen, and that cameras could be installed; and that this was criminal activity.

Ms. Maggio asked Mr. Bills about the costs of the vandalism to the town. Mr. Bills had photographed some of the damage, and noted that signs cost about \$70.00 apiece, and with time and materials one sign could cost \$200.00.

Mr. Bills noted that the intersection of Hill and Grassy Brook Roads, the stop sign had been stolen for the fourth time; at Ellen Ware Road the street sign was gone, and the stop signs had been missing three or four times; on Mountain Road the street sign is frequently missing, and new speed limit signs had been spray-painted; that on Putney Mountain tires had been burned against a tree; that usually these activities seemed to be done on Sunday nights; and that tire marks were frequent and widespread.

There was discussion; that law enforcement could do nothing without direct evidence against the perpetrators.

Mr. Mello was recognized and suggested leaving the vandalized signs as they were; and that the town should appoint a Town Constable, as had been done in the past.

Ms. Maggio will draft a letter for publication on the listsrv, advertising three scheduled zoom sessions for residents, and revisit with the Selectboard at the July 20 meeting with such ideas as could be developed.

Mr. Noga discussed a burn pit seen by Ms. Zucker; and seeing people making tire marks in the road.

There was discussion of the exact location of the burn pit, and the best venue for publicizing the

**Draft Minutes**  
**Town Of Brookline Selectoard Meeting**  
**Wednesday, June 15, 2022, 6:00 p.m.**

matter for residents.

Ms. Parker noted three potential members of the BMH committee. Ms. Maggio suggested writing the selectboard with their names. There was discussion. Ms. Parker had invited them to the open house on July 3, and to the conference with people from Athens about the Welcome Center. Mr. Mello suggested that they meet in person with the selectboard. Mr. Noga concurred. Ms. Maggio noted that in-person meeting could not be required.

Ms. Parker discussed scheduling with regard to the steeple painting contractor. Ms. Maggio explained that a start time could not be determined until the repairs had been completed.

## **Members of the Public**

### **Scheduled**

### **Unscheduled**

### **Old Business**

#### **Bill from Putney Fire Department re: May 1, 2022 fire on Purple Mnt Road Accepting responsibility - requesting a payment schedule discussion**

Ms. Maggio had spoken with the owners (Jane and John Rawley, 74 Purple Mountain Road) and their tenant (Jaime McAuliffe, 72 Mountain Road), the responsible party; and asked that one other member meet to discuss a payment plan, for a concise presentation for July 6.

There was discussion. Mr. Noga asked about responsibility for the bill. Ms. Maggio explained that the town was responsible for the mutual aid response to an illegal fire during a red flag period that had endangered Putney; and that the residents had been very accommodating and willing to make restitution.

#### **Review / approve minutes from June 1, 2022**

Ms. Maggio moved to approve the minutes from June 1, 2022, as amended. Second by Mr. Mello. All in favor.

#### **FEMA site visits update - Storm 4621**

Ms. Maggio discussed four meetings with the Town Clerk and Road Foreman and FEMA inspectors, who evaluated materials and labor yet to be purchased; that more information had not yet been forthcoming but was expected before reimbursements. Mr. Bills noted that there were further repairs to be done, including culvert upgrades; that following the last meeting with the FEMA manager, hydraulic studies had been requested; that VTRANS could do the studies, but that it would take up to six months; that there were eighteen months provided from the time of the damage to complete the repairs; that work could only be done until October 1; that the Agency of Natural Resources would also have to be involved; that Mr. Clark had offered to bring this to the attention of ANR in an upcoming meeting; that there was not much that could be done until the ANR meeting; but that ANR might address the hydraulic studies requirement. There was discussion.

#### **Phone system discussion**

Ms. Maggio explained that Marty Grimes, of Newfane, representing Southern Vermont Telephone, offered three options:

- Sell the town a digital phone system (one-time fee of \$1,500.00 wired and installed) including 62 message inboxes with individual remote access, such that calls could be routed to the relevant department;
- Regina Spillane (Consolidated Communications, current provider of emergency landline phones for mutual aid or power outages) offered a leased system, increasing monthly bill, as

**Draft Minutes**  
**Town Of Brookline Selectboard Meeting**  
**Wednesday, June 15, 2022, 6:00 p.m.**

Vernon had done;

- Keep current system (Comcast) and allow unanswered calls to go to the general voice mail.

Ms. Maggio requested assistance from a member in developing a more comprehensive presentation pending response from Consolidated Communications. Mr. Noga offered assistance.

**Generator housing and testing schedule**

Mr. Bills reported on the status of the generator housing. Ms. Maggio noted that a cost estimate would be needed as soon as possible, and discussed a testing schedule to maintain the system. Mr. Bills will update the selectboard when the housing is finished. There was discussion of security (locks, cameras).

**IRA set up – must be done by June 30, 2022 for fiscal year 2021-22**

There was discussion. Mr. Noga, citing professional experience with IRA accounts, offered such assistance as Ms. Maggio and/or Ms. Brown should require.

**Purchase Policy – discuss updating to allow for electronic RFP submission.**

Ms. Maggio discussed procedures for accepting bids. Mr. Noga suggested using the town email address exclusively for selectboard business; and that submissions be accompanied by regular mail.

Ms. Maggio moved to amend the purchase Policy to include electronic submissions of bid information. Second by Mr. Noga. By roll call vote, Mr. Noga, Yea, Mr. Mello, Yea; Ms. Maggio, Yea. Motion passed.

**Leaf Blower Paperwork – signatures needed for Warranty**

Mr. Noga explained that the only open item remaining was the owner signature (Town of Brookline). Ms. Maggio will sign at the town office and leave a copy for Mr. Noga.

**New Business**

**Brookline Meeting House Steeple repairs are completed. Inspection needed before releasing funds. Discussion**

Ms. Maggio noted that photographs had been taken of the work; and noted 50% balance due was in Accounts Payable. There was discussion of holding the check until an invoice discrepancy was resolved. Ms. Maggio asked whether the work was satisfactory. There was discussion.

Ms. Maggio moved to approve payment of the balance due pending receipt of an appropriate invoice. Second by Mr. Noga. By roll call vote, Mr. Mello, Yea; Mr. Noga, Yea, Ms. Maggio, Yea. Motion passed.

**Request for Proposal re: Heat Pumps in the Daycare Building**

**Review wording of RFP, Newspaper ad placement, Funding discussion.**

Ms. Maggio confirmed that members had copies of the RFP. Mr. Noga discussed email submissions, recommending legal advice if making the change. Ms. Maggio cited time constraints. Mr. Mello explained that two vendors had been in communication, and discussed the Brattleboro *Reformer* deadline. There was consensus that the language was acceptable. Mr. Noga asked about plans for the daycare center, noting about \$153,000.00 received in rent to date, and questioning whether the funds should be allocated as proposed. There was discussion. Mr. Mello discussed tax relief; economic conditions; that the system was running but past the expected service life of the equipment; that boiler failure would result in closing down the building; that the system was inefficient and costly to run; that the heat pump would benefit both the town and the tenant; that replacement would not be a risk, but would resolve a problem. Ms. Maggio noted that the RFP had included the date of October 15 by which installation must be completed.

**Draft Minutes**  
**Town Of Brookline Selectboard Meeting**  
**Wednesday, June 15, 2022, 6:00 p.m.**

Mr. Noga moved that the RFP for the heat pump be published. Second by Mr. Mello. All in favor.

**Grants in Aid - sign and submit "Intent to Participate" letter**  
**Request that the Road Commissioner and Road Supervisor report back to the selectboard their list of road segments that will be addressed this upcoming fiscal year under the grants in aid program by the next SB meeting.**

Ms. Maggio noted a meeting Tuesday, July 21, and had filled out the Letter of Intent for submission if approved by the Selectboard.

Ms. Maggio moved to submit the Letter of Intent for the FY 2023 Municipal Road Grants-in-Aid Program. Second by Mr. Noga. By roll call vote, Mr. Noga, Yea, Mr. Mello, Yea; Ms. Maggio, Yea. Motion passed.

### **Reports and Updates**

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

##### **Mower not available. Alternative ideas**

Ms. Maggio noted that the mower was not available; the vendor was short a machine. Mr. Bills explained that the mower had been reserved a year ago, when a similar delay had occurred. Ms. Maggio discussed a note dated April 23, about the contract that was not sent until April. Mr. Bills had communicated with the sales rep for the leaf blower and asked about the mower, and was told there was a shortage; and had called Pete's Repair (Morrisville, Vt), without result; and had called the wheeled excavator vendor, and learned that a mowing attachment could be added to the rental previously booked; and will follow up.

##### **Vandalism on roadways and signs**

##### **Generator storage and testing schedule**

##### **FEMA related segments**

##### **Grants in Aid segments**

Mr. Noga discussed the July 21 meeting, and another contact who might help with the process.

##### **Selectboard Chair Report - Dot Maggio**

Mr. Bills had photographed the sites where vandalism had occurred; cleaned some of the paint off the signs; and located some used stop signs. Ms. Maggio suggested meeting with the community. There was discussion. Ms. Maggio will send a letter to the listsrv inviting residents to a videoconference.

##### **Road segment Repairs**

Mr. Bills discussed projects on segments; about Bennett Road, a class four road that must be maintained as passable, and a method of repair that would improve drainage. Ms. Maggio noted that a resident had written to the Selectboard about the road, and had been informed of FEMA's involvement.

##### **NewBrook Falcons - Girls on the Run**

Ms. Maggio discussed a 5k run organized by Chris Webb for the people who had missed the Saturday event because they had been playing a championship game elsewhere.

##### **Round School House Memorial Garden**

Ms. Maggio noted three volunteers in response to the listsrv and Front Porch Forum, anticipating others to help with garden design.

##### **Brookline Meeting House Plant Sale - Raised approx. \$600**

Ms. Maggio discussed the sale.

**Draft Minutes**  
**Town Of Brookline Selectoard Meeting**  
**Wednesday, June 15, 2022, 6:00 p.m.**

**Brookline Meeting House requesting refund of down payment for storm windows.**

*Supply chain problems. Refund amount due \$1,531.89 Funding was from a donation from Mr. David Schupp.*

Ms. Maggio explained that the project would be postponed until supply chain issues improved.

*Brookline Meeting House in receipt of \$10,000.00 donation from Mr. Howard Cutler.*

Ms. Maggio explained that this was the money for the steeple repair.

*Cynthia Nau memorial service on Saturday June 18 at the NewBrook Fire House from 1:00 to 3:00 pm*

**Status of report due to the State Auditor re: statement that public funds are being properly used in the town of Brookline due no later than June 30, 2022**

Ms. Maggio had spoken with Ms. Brown, who forwarded a checklist from the Newfane town administrator. There was discussion; Mr. Noga will follow up.

**Conversations with residents interested in becoming more involved in Brookline.**

Christine Handler had expressed interest in the vandalism committee; Leslie Zucker, Dan Towler, Ms. Maggio, and volunteers for the Memorial Garden where sharing ideas.

Mr. Noga reported that Mr. Towler had felt welcomed by the town, and was interested in the ARPA program and how it could apply to Brookline; had attended a meeting about Mt. Snow condo development in Dover; would like to help the town in any way possible; had grant-writing experience with the National Institutes of Health, and could assist as part of an ARPA committee, and in determining funds allocation under the program; and had been speaking with someone from Efficiency Vermont. Mr. Noga had emailed details to the Selectboard, and noted that Mr. Towler was awaiting feedback.

Ms. Maggio reported that Ms. Brown and Ms. Acampora had sent the delinquent tax report and asked about regular mailings to delinquent taxpayers; and had suggested telephoning, also noting that several on the list had very small balances due, but that the total amount of delinquent taxes was around \$20,000.00. There was consensus that the Treasurer's office should proceed with attempts to collect the taxes.

**Building Commissioner - Bruce Mello Update**

Mr. Mello reported little activity. Regarding the RSH, Mr. Bills had spoken with Barbara Bourne about the broken windowpane; that Ms. Bourne expressed interest in the project, and had been referred to the Selectboard. Mr. Mello offered to follow up.

Ms. Maggio asked about ADA compliance for all the town's buildings, noting that some grants are contingent upon such compliance. Mr. Mello noted that there had been specific items; that some requirements were quite burdensome, involving substantial structural changes.

**Highways and Grant Updates - Stan Noga Update**

Mr. Noga noted that two vendors had been awarded contracts that were in need of signature; discussed details of the documents, having made changes to improve the language in some articles; and discussed payment procedures that had not been specified. Ms. Maggio explained that "within thirty days of inspection and invoice" had been the usual agreement with such contracts. There was discussion. Mr. Noga had prepared the documents with the changes noted, for signature.

Mr. Noga discussed a grant from last year with a September 1 completion date. Ms. Maggio noted that paper and ink were available or reimbursable when doing Selectboard-related work.

**Draft Minutes**  
**Town Of Brookline Selectboard Meeting**  
**Wednesday, June 15, 2022, 6:00 p.m.**

**Any other reports or concerns by Selectboard members**

Ms. Maggio discussed the correct language for the agenda when requesting an executive session or special meeting.

Mr. Noga discussed the Asa Fuller question; and that Ms. Noga had listed eleven cemeteries in Brookline. There was general surprise. A statewide search for the name had returned a small number, mostly in the northern part of the state; that Brookline and Athens maps show a “fuller homestead.”

Mr. Noga discussed the town website, in need of updates, the Delinquent Tax Collector to Melissa Brown, the Trustee of Public Funds to Dorothy Maggio, and the Windham Regional Commissioner and Rescue, Inc. Representative to Stan Noga.

Ms. Maggio noted a packet from the WRC including a job description for the Commissioner; also requesting current town officeholders and appointees.

Mr. Noga discussed the balance sheets from the early and late fiscal year, noting confusing category changes and budget amounts; and suggested a review by the Selectboard and the treasurer’s office.

Ms. Maggio concurred.

**Communications**

**Email**

- WRC paperwork to complete;
- The Local Emergency Management Plan (LEMP) had been reviewed and accepted and posted on the town website; with the request to review adjoining Westminster’s LEMP before the July 6 meeting and send corrections;

**Regular Mail**

- Insurance renewal certificate from Vermont Electric Power;
- Mark Kirk re: scanning equipment for deeds; replied that the town was not taking up the offer;
- Invoice from Kerry Bourne;
- Efficiency Vermont re: LED outdoor lighting;
- Rescue, Inc., copy of signed contract;
- Senior Solutions.

**Pay Orders**

**Accounts payable warrant**

Ms. Maggio moved to approve Accounts Payable Warrant #2022-49, dated June 15, 2022, in the amount of \$8,307.21. Second by Mr. Noga. By roll call vote, Mr. Noga, Yea, Mr. Mello, Yea; Ms. Maggio, Yea. Motion passed.

**Payroll warrant**

Ms. Maggio moved to approve Payroll Warrant #2022-48, dated June 6, 2022, in the amount of \$1,715.45. Second by Mr. Mello. By roll call vote, Mr. Noga, Yea, Mr. Mello, Yea; Ms. Maggio, Yea. Motion passed.

Set Agenda for July 6, 2022

- BMH appointee
- RFP

**Draft Minutes**  
**Town Of Brookline Selectoard Meeting**  
**Wednesday, June 15, 2022, 6:00 p.m.**

**Adjourn the meeting**

Ms. Maggio moved to Adjourn. Second by Mr. Mello.

It was noted that documents for signature would be left at the town office.

By roll call vote, Mr. Noga, Yea, Mr. Mello, Yea; Ms. Maggio, Yea. Motion passed.

The meeting was Adjourned at 9:26 p.m.

*Respectfully submitted, Peter Barus, recording secretary, June 29, 2022*