

Draft Minutes

Town of Brookline Selectboard Meeting

Wednesday, June 7, 2023

Present:

Selectboard:

Dorothy Maggio (DM) (Chair)
Stanley Noga (SN) (Vice-Chair)
Bruce Mello (BM)
Paul Madalinski (PM)
Somara Zwick (SZ)

Town Officers:

E Mark Bills (EMB) (Road Supervisor)
Guy Tanza (GT) (Town Clerk)
Vanessa Ballou (VB) (Recording Clerk)

Public:

Daniel Towler (DT)
FactTV8 online

Meeting Opening

- A. Dorothy Maggio called the **meeting to order** at 6:40 PM.
- B. Changes to the Agenda
Items 5E (Japanese Knotweed in Brookline) and 7C (BMH Building Assessment) were tabled for a later meeting.
- C. Scheduled members of the Public
DM identified scheduled members of the public in attendance in person and via Zoom.

Review/Approve Minutes

- A. DM motioned to review the Selectboard meeting **minutes of May 17, 2023**. The Selectboard identified minor changes to the minutes. DM motioned to accept the minutes as edited; PM seconded; motion approved unanimously.
- B. DM motioned to review the minutes from the **Emergency Selectboard meeting of May 30, 2023**. No changes or edits were identified for the minutes. DM motioned to accept the minutes as presented; PM seconded; motion approved unanimously with SN abstaining.
- C. **Brookline Meeting House minutes** have been submitted for posting on the town website for the following 2023 meetings: March 13, April 3, April 13, May 8, and May 15.
- D. **Final minutes need to be submitted** to the Town Clerk for the May 4 Emergency Selectboard Meeting, May 17 meeting, and April 5 meeting. The March 6 Town Meeting Minutes have been signed and are posted.

New Business

- A. Open **Bids for Paving & Pothole Repairs** for the following:
 - Part 1 – FEMA site on Putney Mountain Road
 - Part 2 – Recycling Bin Area
 - Part 3 – Pothole repairs on Grassy Brook RoadOnly one vendor (Bazin Brothers Trucking, Inc.) showed up for the May 24, 2023 mandatory meeting. The Selectboard reviewed and discussed their proposed bid including description of services, pricing structure, overall cost vs. available budget, and timeline (work to start after September 1 with completion before November 1, 2023). Regarding the recycling bin area, the Selectboard revisited previous discussions

concerning its current location – whether it should be moved to a less public location and potential concerns about its proximity to Grassy Brook. Given budgetary concerns and potential issues with moving forward with the recycling bin area, the Selectboard decided to ask the vendor to provide a bid without the recycling bin area. DM will follow up with the vendor. DM made a motion to table the decision until additional information is received; SN seconded; motion approved.

B. Introduction of New Policy

The discussion of a new policy regarding **cleanup of debris from storm/power line work** was tabled for another meeting.

C. Review RFP for FEMA Mitigation

SZ presented a **draft RFP for replacement and repair of culverts on Putney Mountain Road**. The Selectboard and Road Supervisor discussed changes and provided missing details. SZ will distribute a revised final version for review and approval.

D. Job Description for temporary filing position

The Selectboard discussed the scope of work and estimated number of hours needed. SN and SZ will meet to **draft a job description** to be discussed at the next meeting.

E. Japanese Knotweed in Brookline – discussion of this topic tabled for next meeting.

Old Business

A. Appointments

1. Animal Control Officer

DM will advertise on the Town List Serve and the Front Porch Forum.

2. Energy Committee – recording clerk/members

BM identified the following **proposed appointments to the Energy Committee**: Somara Zwick, Daniel Schoener, and Jon Ballou. DM made a motion to appoint these individuals; SN seconded; motion approved. SZ reported that she and SN would be meeting to prepare the application for the initial funding of \$4,000 to support an energy assessment of all of the town's buildings. SZ will circulate the application to the Selectboard for review and approval at the next Selectboard Meeting.

3. SEVCA Representative

SG and SZ have just received additional **information regarding SEVCA**. SZ reported that the representative essentially becomes a board member of SEVCA; they are looking for specific skills. DM proposed tabling this discussion to allow time to review the additional information.

4. DVFiber Representative

DM will advertise for this position as well.

B. Liability Hold Harmless Agreements to be signed.

a) E & M Logging and Land Clearing

b) Green Valley Carpet Cleaning

c) Winot Work

d) AS Clark & Sons

e) Bloom Enterprises LLC

Following discussion of the **liability hold harmless agreements** for the 5 companies, DM made a motion to sign the 5 agreements, SN seconded, motion approved unanimously. The members of the Selectboard signed the 5 agreements.

Reports and Updates

A. Road Supervisor - E. Mark Bills

1. JCB delivery inspection report – **Excavator delivered Monday June 5th**

Although the excavator had been inspected, upon delivery the following issues were identified: driver's door not closing completely, air conditioner not putting out cold air, and one of the tires has a cut in the middle. BM will follow up with Alta Equipment. EMB has been using the excavator and is pleased with its capabilities. The Selectboard discussed corrections to the Alta Equipment agreement; SN will follow-up with Alta.

EMB requested an update on the status of the highway budget. EMB requested approval to ask Newfane to spray calcium chloride liquid on the roads to keep the dust down; this prevents the loss of road surface from erosion. DM asked EMB to present additional details at the next meeting.

2. To do list

EMB explained that he has an on-going maintenance list that he works through. The Selectboard also makes requests for maintenance activities. Unanticipated events, such as the March winter storm, require additional maintenance – and unbudgeted expenditures. So tasks can be prioritized, the Selectboard asked EMB to provide a list of tasks. FEMA projects are the number one priority.

3. Storm SAGE Clean up – FEMA Mitigation – Property Maintenance

On-going activities; no detailed discussion.

4. BRIC Hazard Mitigation work with WRC

This is the FEMA awarded project under Building Resilient Infrastructure and Communities (BRIC); the new and updated local hazard mitigation planning. Windham Regional Commission was appointed to implement a new plan. SN followed up with WRC regarding the executed copy of the bid/contract; WRC confirmed receipt on April 17, 2023, but have not yet made an assignment.

B. Highway Grants/Contracts – S. Noga

1. BRIC/Grant Funded for Hazard Mitigation: meeting with WRC TBD

WRC has requested a meeting; individual meetings will be scheduled.

2. Cota & Cota Pricing Agreement – review & select Option

\$296. **Capped Price Option** – oil \$3.39 gal & Propane \$3.94 gal

\$329. Capped Budget Option – rounded over 10 months

\$455. Flex Option – no price protection fee

\$299. Flex Budget Option

Following a discussion of the four options, the Selectboard decided to go with the capped price option. DM motioned to select capped price option; BM seconded; motion approved unanimously.

3. Contract for **Foundation Work** at BMH

Brookline pledged up to \$15,000 of ARPA funds to match the \$15,000 grant that the BMH received to repair the foundation. BMH received an initial bid from Kerry Bourne; he has asked to amend his quote to reflect a significant increase in insurance costs. Another amendment being considered is installing a vapor barrier for mold remediation during the foundation work. A final contract is needed with all amendments so the work can move forward. DM expressed concern that to continue to qualify for the grant, BMH must meet grant-specified milestones.

C. Building Commissioner Report – B. Mello

1. BMH Building Assessment May 24th Report

Discussion tabled because report not provided yet.

2. BMH Survey – has been sent electronically and posted on website

Discussion tabled until next meeting.

3. SLP water system inspection – Source Protection Plan

BM has not received a response from his follow-up email; additional follow-up is needed. The Daycare needs an updated Source Protection Plan to remain licensed.

4. Work done by Cota and Cota

Cota & Cota reviewed heating and ventilation systems. The **existing air handlers are antiquated**. New air handlers/purifiers are estimated to cost \$200 to \$500/air handler. Replacing the air handlers/air purifiers would improve energy consumption, improve air quality, and eliminate the need to replace air filters each month. BM will provide additional details to the Selectboard.

5. Energy Committee

Waiting for the initial \$4,000 grant to move forward.

6. BMH storm window installment plans/inspection

BM reported that **new windows installed and sealed** in BMH look really good. Additional costs for installing and sealing the windows were incurred. At the June 5th BMH Committee Meeting, DM reviewed the Town's purchase policy and requirement for Selectboard approval in advance of committing any funds. DT explained the rationale for installing the windows as soon as they were delivered included: preventing damage to the windows by moving them repeatedly, the availability of people on site, and favorable weather. DT assured the Selectboard that the BMH committee members better understand the policy.

7. Note: following his report BM excused himself from the meeting.

D. Town Clerk Report – G. Tanza

No report.

E. Selectboard Chair Report – D. Maggio

1. **July 22 Town Party Expense Plan**

DM requested approval for approximately \$1,000 from the Community Activity Fund to cover the following expenses for the July 22 party: Porta Potty (\$175), 10x10 pop up tent (estimated at \$100), signage/PR (\$100), Food/BBQ, supplies, soft drinks, water (approximately \$500). SZ made a motion to approve, SN seconded, motion approved unanimously by DM, SN, PM, & SZ; with BM absent.

DM has requested an envelope for a Save the Date to be included in the tax bill mailing.

2. Riverside Cemetery Commissioners **raised the price of a 40 inch x 10 foot burial plot** from \$200 to \$550. Up to 4 cremation urns are allowed in 1 plot. Commissioners request permission to insert in the tax bill a notice regarding an increase in price for cemetery deeds. Discussion about activating Austine Cemetery for Cremation Urn burials only in the future. Next meeting is June 23.

3. Historic Round School House Committee

Agenda planned but date of meeting is not set – planning for 200th year of the RSH – including cleaning building, preparing garden bed, planting memorial garden, and open house dates. DM asked permission to use some of the money raised for **Cynthia Nau's Memorial Garden** for planting the memorial garden with an estimate not to exceed \$500. SZ motioned to approve, SN seconded, motion approved unanimously by DM, SN, PM, & SZ; with BM absent.

4. Emails sent out to remind committees of **Open Meeting Law Guidelines**.

5. Follow-up regarding resident complaint of neighbor throwing trash down hillside into her yard. DM is postponing this discussion.

6. BMH Plant Sale

The plant sale was a success. The committee has requested to apply dedicated kitchen funds (\$300 remaining) and some of the plant sale money to **purchase a new refrigerator** and to dispose of antique units in the kitchen. DM made a motion to approve funds for the purchase, SN seconded, motion approved unanimously. The BMH committee has also requested funds to cover the cost of **historic plaques for the meeting house and the round school house** (\$175 x 2). Following discussion, DM made a motion to cover the costs, SZ seconded, motion approved unanimously by DM, SN, PM, & SZ; with BM absent.

F. Any other reports or updates from the members of the Selectboard

No other reports.

Communications

A. Email

1. Windham Regional Commission – Consultants for Hazard Mitigation Plan requests meeting – covered above.
2. FEMA Zoom meeting scheduled for Thursday June 8, 2023 at 10 AM.
3. Peter Meyer has raised concerns about Japanese Knotweed. This discussion to be held at next meeting.
4. SN resigned June 1, 2023 as deputy health officer.

B. Regular Mail

1. Letter to NewBrook Fire Department: as discussed at the May 17, 2023 meeting, the Selectboard plans to involve the town in replying to the request for a donation towards a new fire truck.

Pay Orders

A. Payroll Warrant

1. DM made a motion to approve **payroll warrant 2348** dated June 7, 2023 for \$4,440.88; SN seconded; the motion approved unanimously by DM, SN, PM, & SZ; with BM absent.
2. DM made a motion to approve **payroll warrant 2346** dated May 24, 2023 for \$1,667.63; SN seconded; the motion approved unanimously by DM, SN, PM, & SZ; with BM absent.

B. Accounts Payable Warrant

DM made a motion to approve accounts **payable warrant 2347** dated June 7, 2023 for \$259,631.27; SZ seconded; the motion approved unanimously by DM, SN, PM, & SZ; with BM absent.

Set Agenda for June 21, 2023

- A. Mowing Attachment
- B. Update on Application for Municipal Equipment Loan
- C. Review and Approval of Job Description for Filing
- D. Japanese Knotweed in Brookline
- E. Energy Committee - Application for Initial Funding
- F. 911 Update

Meeting Adjourned at 9:45 PM.

Respectfully submitted,

Vanessa Ballou

Recording Clerk