

# Draft Minutes

## Town of Brookline Selectboard Meeting

Wednesday, July 19, 2023

**Present:**

**Selectboard (SB):**

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

**Town Officers:**

E Mark Bills (EMB) (Road Supervisor)  
Vanessa Ballou (VB) (Recording Clerk)

**Public:**

Marjorie Ray (MR)  
FactTV online

**1. Dorothy Maggio called the meeting to order at 6:33 PM.**

**2. Any Changes to the Agenda**

- Added 4.B. Special July 11, 2023 Minutes.
- Dropped 7.A. FactTV – not uploading Zoom Meetings - it is covered under 9.A. Email.
- Moved 7.D. Web page redesign proposal by Marjorie Ray for discussion under 3. Members of the Public.

**3. Members of the Public**

Scheduled - Marjorie Ray - Website developer

MR attended the meeting via Zoom to answer questions regarding her proposal. The questions and recommendations covered communications (single point of contact), user training and access, use of Mailchimp, etc. MR's proposal totals \$1,900 (\$2,500 minus a \$600 discount for the Town) with 50% due when contract is signed and 50% due upon completion with a 6-week development timeline.

SZ made a motion to accept Marjorie Ray's Website Redesign Proposal; PM seconded. Following discussion, the SB voted to accept the Website Redesign Proposal not to exceed \$1,900 with the contract to be negotiated or signed at the August 2<sup>nd</sup> meeting; motion passed unanimously. MR said that she would send an email extending the expiration date of her proposal.

Unscheduled - 5 minutes on agenda items only

None.

**4. Review/Approve Draft Minutes**

**A. Regular Minutes – July 5, 2023**

The SB discussed changes to the draft minutes. DM motioned to approve the minutes as amended; PM seconded; motion approved ( DM, SN, BM, PM) with SZ abstaining.

**B. Special SB Meeting – July 11, 2023**

In discussing changes to the draft minutes, the SB agreed that the details concerning the payment schedule for the \$110,000 loan should have been included in the July 11th minutes and proposed including them in the minutes for this meeting. See the Attachment for these loan payment details. DM motioned to approve the minutes as amended; SN seconded; motion approved unanimously.

## 5. Pay Orders

### A. Accounts Payable Warrant

DM made a motion to approve accounts **payable warrant 2404** dated July 19, 2023 for \$21,789.48; BM seconded; motion approved unanimously.

### B. Payroll Warrant

DM made a motion to approve **payroll warrant 2403** dated July 19, 2023 for \$2,587.80; PM seconded; the motion approved unanimously.

## 6. New Business

### A. Municipal Energy Resilience Program (MERP) Grant

The SB reviewed the \$4,000 grant that was approved for Brookline. DM made a motion to approve accepting the \$4,000 MERP grant; PM seconded. SZ explained what the grant could and could not cover. The Town has until end of 2026 to use the funds; reports are due annually - the first is due July 2024. Following the discussion, the SB voted; the motion approved unanimously. BM signed the grant document.

### B. Most recent storm discussion.

Emergency support-Backup Help - LEMP Update

FEMA - Documentation / Progress / Assistance

**FEMA has assigned the storm of July 7-11, 2023 the number 4720.** The FEMA Project Manager is David Zarnick. FEMA is sending lots of documentation and information about how to get support from FEMA for damage to municipal property as well as private property.

The SB discussed local emergency back-up and the Local Emergency Management Plan (LEMP) which includes contact numbers. Sam Bourne provided tremendous support to EMB's clean-up efforts following the storm, and DM would like to add him to the LEMP. The Town is continuing to assess the damage.

### C. Equipment Update

#### 1- VT Treasury Municipal Loan Fund Note + Security Agreement mailed

The agreement was sent certified mail, return receipt; however, because of the flooding in Montpelier, there is no one in the VT office. DM will follow up with Alta to let them know that the Town intends to buy the excavator, but the timing will depend on receipt of the loan funds.

#### 2- Mower Attachment - Delivery information

Northeast Attachment & Track informed the Town that the mower attachment for the excavator should arrive in early August. DM will follow-up regarding the delivery timing.

#### 3- Discussion - 2008 Dump body Ford \$32.5K 550

EMB saw a Ford F-550 dump truck that is rust free with 52,496 original miles. EMB is currently using his own truck for town business. The dump truck can carry stone, culverts, steel plates - items his own truck cannot carry. The SB discussed how the dump truck could be funded, other load-carrying options such as a hydraulic trailer, and decided to table further discussion until additional details are available.

## 7. Unfinished Business

### A. FactTV - not uploading ZOOM Meetings

Covered under 9.A. below.

### B. Hazard Mitigation Plan - Update/ subcommittee needed

Margo Ghia contacted SN to start work on the Hazard Mitigation Plan. She sent a list of the types of things that she wants to discuss with the Town. Because this work and the Planning Committee work may be interrelated, the Planning Committee should also be involved.

- C. Planning Committee - Reorganization meeting needed  
The Planning Committee consists of Daniel Klitgaard (Chair), Barbara Bourne, and Charlie Ezequelle. In addition to affecting the work on the Hazard Mitigation Plan, their work also affects the Energy Committee. SN recommended scheduling a meeting on August 1 if possible. SZ will follow-up regarding scheduling.
- D. Web page redesign proposal by Marjorie Ray
  - o Contract Review - Discussion - Price= \$1,900.00
  - o Motion, Seconded, Discussion, Vote
 Covered under 3. Members of the Public above.

## 8. Reports and Updates

- A. Highway Grants/Contracts – S. Noga
  - 1- FY 23 Grants In Aid for \$12,500 & RFP Development  
The Town received this grant to repair and upgrade 5 road segments. The work should be completed by September 30, 2023 according to the original terms of the grant. The SB needs to determine what work can be completed by the Town and what may need to be contracted out.
  - 2- BMH Contract w/ K. Bourne for Foundation Work  
DM signed the agreement with the Vermont Division of Historic Preservation last Friday. The agreement with the Town has not been signed.
  - 3- FEMA Bazin Brothers Paving Contract  
SN has prepared the contract for this work (\$32,200). It is ready for DM to sign.
  - 4- FEMA AS Clark & Sons Culvert Contract  
SN will complete this contract and send to DM for signing.
  - 5- BRIC Grant quarterly report  
SN has submitted the quarterly report. He will email his contact to confirm receipt.
  - 6- LEMP (Local Emergency Management Plan)  
SN requested a copy of the 2023 version.
- B. Building Commissioner – B. Mello
  - 1- SLP (Suzy's Little Peanuts) / BMH (Brookline Meeting House)  
BM confirmed that the musicians who are playing at the Town party could park their trailers in the area between the recycling container and rocks.
  - 2- Energy Committee  
Next meeting is on August 18, 2023.
- C. Budget Plans  
The SB needs to start working on the budget. DM recommends spending some time during each SB meeting to work on the budget – rather than scheduling special meetings.
- D. Selectboard Chair Report – D. Maggio
  - 1- Storm  
DM is receiving many communications regarding storm support; she will pass on important details to the community.
  - 2- Health Dept  
The Town did receive warnings about potential water contamination because of the storm. Free water testing may be available.
  - 3- Animal Control Report  
A goat that got tangled up in a fence and broke its leg had to be put down.
  - 4- Town Party  
Town Party is on Saturday, July 22 from 12:00 PM to 5:00 PM

- E. Any Other Topics / Discussions from Selectboard Members That Do Not Require A Vote
  - o The SB discussed the purchase of office chairs.
  - o The SB clarified that the FEMA number for the 2021 storm is 4621.
- F. Highway Supervisor – E. Mark Bills  
EMB reported that he has been concentrating on repairs from the July 7-11 storm, on-going cleaning and inspection of culverts, the fallen tree near the round schoolhouse, and a meeting with VTRANS regarding the storm damage. Green Mountain Power has been called to inspect a large tree on Hill Road that is leaning over the road.

**9. Communications**

A. Email

Email communications, including the following:

- o Communication re: disaster,
- o Communication with SLP regarding the plumbing failure incident of 6/20/23
- o FactTV - not uploading ZOOM meetings
- o Updated Grant Log from S. Noga
- o Contract copies from S. Noga

B. Regular Mail

Tax bills have been sent out.

**10. Set Agenda for next meeting on August 2, 2023**

- A. Planning
- B. Budget
- C. LEMP – add Sam Bourne
- D. Dump Truck
- E. SLP Meeting Request

**11. Adjourn the Meeting**

Meeting Adjourned at **8:49 PM**.

**Attachment: VT Treasurer’s Dept. Equipment Loan Fund**

Respectfully submitted,  
Vanessa Ballou  
Recording Clerk

# ATTACHMENT

## Loan Payment Details

### VT Treasurer's Dept. Equipment Loan Fund

Sale Price \$172,500.00  
40% Down Payment \$62,500.00  
  
Amt Financed \$110,000.00  
Payment Type is Annual  
Interest Rate is 2.0 % per year for 5 years simple interest  
Annual Pricipal Payment \$22,000.00

	Balance	Interest Exp	Principal	Payment	Balance	Total Paid
year 1	\$110,000.00	\$2,200.00	\$22,000.00	\$24,200.00	\$88,000.00	
year 2	\$88,000.00	\$1,760.00	\$22,000.00	\$23,760.00	\$66,000.00	
year 3	\$66,000.00	\$1,320.00	\$22,000.00	\$23,320.00	\$44,000.00	
year 4	\$44,000.00	\$880.00	\$22,000.00	\$22,880.00	\$22,000.00	
year 5	\$22,000.00	\$440.00	\$22,000.00	\$22,440.00	\$0.00	
		\$6,600.00		\$116,600.00		
Total of Loan Payments						\$116,600.00
Downpayment						\$62,500.00
Grand Total Town Pays						\$179,100.00