

Draft Minutes

Town of Brookline Selectboard Meeting

Wednesday, July 5, 2023

Present:

Selectboard:

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

Town Officers:

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

Public:

Marjorie Ray (MR)
FactTV8 online

1. Dorothy Maggio called the meeting to order at 6:36 PM.

This is the first Selectboard (SB) Meeting of the 2023/2024 fiscal year.

2. Any Changes to the Agenda

BM made a motion to postpone the following items for discussion at an additional, special SB Meeting to be held the following week: items 6.C. Options for Financing the 4 Wheeled Excavator Currently Being Rented and 7.F. ARPA Funds Remaining. DM seconded. Following a discussion of the goals of the separate meeting, DM called for a vote for all in favor of tabling items 6.C. and 7.F. The motion passed with 3 in favor (DM, BM, PM) and 1 opposed (SN). The SB special meeting was scheduled at 4:30 PM on Tuesday, July 11, 2023.

3. Members of the Public

A. Scheduled – 10 minutes on requested topic

1- Marjorie Ray – Website

MR described her background and experience. She discussed some of the current issues with the Brookline Town website and described solutions as well as potential enhancements to the system. She recommended the SB look at other Town web pages for ideas.

2- Possible RFP Bid companies for Putney Mountain Road FEMA work

None present.

B. Unscheduled – 5 Minutes on Agenda Items Only

None.

4. Review/Approve Draft Minutes

A. Regular Selectboard Minutes from June 21, 2023

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

5. Pay Orders

A. Payroll Warrant

DM made a motion to approve **payroll warrant 24-01** dated July 5, 2023 for \$5,377.66; BM seconded; no discussion; the motion approved unanimously.

B. Accounts Payable Warrant

DM made a motion to approve accounts **payable warrant 24-02** dated July 5, 2023 for \$39,987.52; SN seconded the motion. Following a brief discussion, the SB voted, and the motion approved unanimously.

6. New Business

A. Open Sealed Bids for RFP Work on Putney Mountain Road – FEMA Review/Vote

Five vendors showed up for the pre-bid meeting on June 29, 2023. Three of them submitted bids: AS Clark, Blue Mountain Trucking & Excavating, and Sam Bourne. Following an SB discussion of the 3 bids, DM made a motion to accept the bid from AS Clark; BM seconded the motion; the motion approved unanimously. After the vote, the SB discussed the need to warn the community that the road will be closed while the work is taking place.

B. MTAP Program Meeting with Chris Campany of Windham Regional

Discuss Possible Participation and Vote on this Program for Brookline Material Emailed to SB Members DM summarized the results of the meeting with Chris Campany. The program will work with communities similar to Brookline and help them get grants. There is no management fee, the work is supported by the Regional Planning Commission. If Brookline is interested, the SB needs to vote in favor of moving forward. PM made a motion to move forward with the MTAP Program; SN seconded; motion approved unanimously.

C. Options for Financing the 4 Wheeled Excavator Currently Being Rented Discussion/Vote Tabled.

D. Consideration for Developing a Policy for When We Receive Requests to Borrow Tables and Chairs, or Use Any Town Building Such As For A Wedding Ceremony

The Town needs to have a process for responding to requests to borrow items or use town buildings. DM will ask the BMH committee to do some research and propose a policy.

E. Bloom Enterprises LLC Contract As Vendor & Nonemployee Work Agreement to Be Reviewed And Voted Upon for Signatures

DM made a motion to accept the Bloom Enterprise contract; __ seconded; motion approved unanimously.

F. Townshend Water Testing LLC Contract as Vendor & Nonemployee Work Agreement to Be Reviewed and Voted Upon for Signatures

DM made a motion to accept the Townshend Water Testing LLC Contract; SN seconded; motion approved unanimously.

G. Consideration / Discussion on Town Wide Reappraisal Schedule

Brookline is approaching the point where the Town will need to undergo a town-wide property reappraisal. This is required when the Coefficient of Dispersion (COD) exceeds 20%. The COD reflects the difference between the sales price and assessed value of property parcels in the town and is based on a 3 year average to control for fluctuations in the real estate market. Although the State allows a three year carry, there aren't enough appraisal companies to complete the work in a timely fashion. The Town will need to decide about being added to a specific appraisal list or consider other options such as specific adjustments. The Town has 320 parcels.

7. Unfinished Business

A. LEMP – Review and Adopt Local Emergency Management Plan

DM is submitting the same version that was submitted last year; it does not need to be updated with the contact information of the newest members of the SB (PM & SZ). She has the paperwork

completed and needs SB approval to submit. DM made a motion to approve the July 5, 2023 LEMP for submission; PM seconded; motion approved unanimously.

- B. Daycare Concerns – Re: Broken Pipe and Aftermath Issues
The Town insurance will cover the disposal costs and the \$1,500 in plumbing costs. DM would also like to recover the roughly \$2,000 in labor hours spent in the clean up required by the broken pipe. The Daycare’s insurance should cover their property losses.
- C. Town of Brookline Website – Loss of Support November 2023
Discussed above under agenda item 3,A.1-. Note that SN informed the SB that the 2WiredGuys are not interested in the website work.
- D. Follow-up on Brookline Meeting House Foundation Project / Contract
Kerry Bourne signed the RFP for work on the BMH foundation. Once the Town sorts out all the details of the agreement with the Vermont Division of Historic Preservation, a contract will be prepared.
- E. Fundraising Guideline Policy – Revised – sent by email in advance
Discussion / vote to implement
DM made a motion to approve the revised Fundraising Guideline; SN seconded; motion approved unanimously.
- F. ARPA Funds Remaining – Discussion / Review / Plans
Tabled.
- G. FEMA – Storm 4621 July 21, 2021 – Discussion About Expected Reimbursement Less 10%. Also To Do List
The SB briefly reviewed the status of the outstanding FEMA repairs and other topics in preparation for the July 6th meeting with FEMA.
Zoom Meeting Reminder with FEMA Project Managers
10:00 AM to 10:30 AM on Thursday July 6 with Project Manager et al.

8. Reports and Updates

- A. Building Commissioner – B. Mello
EMB has finished the clean-up of the daycare building following the broken pipes.
- B. Highway Grants/Contracts – S. Noga
 - BRIC paperwork is due on July 30, 2023. SN will complete and send in the next few days.
 - ANR (Agency Natural Resources): Melissa Brown paid the fees and submitted the required form. The ANR said it hadn’t been received. But Melissa has confirmed the report in their system; this discrepancy is being reconciled.
 - Bazin Brothers – contract is almost complete; SN anticipates that details will be complete following the meeting tomorrow. There is a \$2,000 activation fee.
- C. Energy Committee – B. Mello
Next meeting is scheduled for July 14, 2023. BM will distribute the agenda 48 hours in advance.
- D. 911 Update – P. Madalinski
911 addresses have been provided for the kiosk on the Windmill Hill Trail and the gravel pit on Grassy Brook Road. There is a potential address issue with the residence that has a driveway that exits via the Windmill Hill Trail to Grassy Brook Road. PM requested that a notice be included in the next tax mailing reminding people that their property needs to be clearly marked. EMB asked that the recycling area be added to the 911 list.
- E. Town Clerk Report – G. Tanza
None.
- F. Selectboard Chair Report – D. Maggio
 - No updates available regarding the Grand List.

- An update regarding the insurance for daycare has already been provided.
 - Additional insurance not needed for the town party.
 - Significant progress has been made on organizing and filing documents. DM estimates that the work could be completed within the next few weeks.
- G. Any Other Topics / Discussions from Selectboard Members That Do Not Require A Vote
Covered above.

9. Communications

A. Email

Emails have been distributed to the SB.

B. Regular Mail

Green Mountain Power has requested a change in the base rate.

10. Set Agenda for next meeting on July 19, 2023

A. Brookline website

B. FEMA Update

C. Road Segments

D. Policy for Requests to Borrow Town Property or Use a Town Building

E. SB Special Meeting on July 11, 2023

11. Executive Session If Warranted

Specific motions required.

No executive session.

12. Adjourn the Meeting

Meeting Adjourned at 8:58 PM.

Respectfully submitted,
Vanessa Ballou
Recording Clerk