

Draft Minutes

Town of Brookline Selectboard Meeting

Wednesday, August 2, 2023

Present:

Selectboard (SB):

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

Town Officers:

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

Public:

Oliver Ames (OA)
Chris Daly (CD)
FactTV online

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

2. Any Changes to the Agenda

None.

3. Members of the Public

Scheduled

A. Oliver Ames re. Committee Work

OA is interested in supporting the Town's storm mitigation efforts or in other ways that will help the town. He and the SB discussed his interest in joining the Planning Commission and working on the next version of the Town's Hazard Mitigation Plan. SZ is working as the SB liaison to the Planning Commission and will follow-up with the committee.

Other details shared during this discussion concerned the process and timeline for registering with FEMA. The Town needs to register with FEMA within 30 days of the July 14, 2023 declaration of the disaster. EMB and representatives from the Vermont Agency of Transportation (AOT) examined the damage to the Town and estimated the costs at approximately \$20K to \$30K – not including any future mitigation efforts. There is a separate process for individuals to register with FEMA.

Unscheduled - 5 minutes on agenda items only

None.

4. Review/Approve Draft Minutes

A. Regular Minutes – July 19, 2023

The SB discussed a change to the draft minutes. DM motioned to approve the minutes as amended; BM seconded; motion approved unanimously.

5. Pay Orders

A. Accounts Payable Warrant

DM made a motion to approve accounts **payable warrant 2406** dated August 2, 2023 in the amount of \$12,815.79; SN seconded. Following a brief discussion concerning how some items were categorized and the recommendation to track FEMA costs separately; the motion was approved unanimously.

B. Payroll Warrant

DM made a motion to approve **payroll warrant 2405** dated August 2, 2023 in the amount of \$1,718.80; SN seconded; the motion approved unanimously.

6. New Business

A. Truck Purchase

The SB discussed the potential purchase of a truck for the Town including other options such as a hydraulic trailer for the excavator, truck rentals, and identifying individuals with small dump trucks with whom the Town could contract on an as needed basis. A new hydraulic trailer costs \$5K to \$6K and would work well for hauling heavy loads on level ground but not for going up and down steep slopes. The cost of truck rentals ranges from \$75 to \$100 per hour. EMB has been using his personal truck for town business and the mileage reimbursement rate does not cover his actual costs and the additional wear and tear on the vehicle. The SB decided that additional research was needed regarding potential options and associated costs, source of funding, etc. No vote was taken. SZ and BM will proceed with research, planning, and a financial analysis of options for the next SB meeting.

7. Unfinished Business

A. ARPA Funds

No additional discussion needed.

B. FEMA

1. Storm 4621 of 2021
2. Mitigation Plans
3. Putney Mountain Work to Be Completed

The SB discussed the status of agenda items 1. & 2. & 3.

- A.S. Clark & Sons has notified EMB that they intend to begin work on the replacement and repair of the culverts on Putney Mountain Road within the next 10 days. They plan to work from 7 AM to 5 PM. Road closure signs will be placed at both ends of the closed road. The SB has plans in place to notify police, fire department, and the community of the road closure.
- The Bazin Brothers have not yet returned the paving agreement sent Friday, July 21st. DM will follow up with them and ask if they have a start date.
- Approximately ½ mile of stone line ditching, which is part of the FEMA work, needs to be completed; this may also require road closure.

4. Holland Hill Work to Be Completed

Gravel has been delivered for installation of the new culverts.

5. Bennet Road Work to Be Completed

Work has been completed.

6. Storm 4720 of 2023 & 7. Damage Inventory Forms

EMB has been working on damage inventory forms.

C. Hazard Mitigation Committee

1. Develop a Working Committee and Plan Dates for Work with Margo Ghia/Windham Regional Commission. (BRIC Grant)

Margo Ghia has asked for potential meeting dates in August.

D. Planning Committee

1. Reorganization plans/discussion

The SB would like to vote on new members for the Planning Committee at the next SB meeting. SZ will follow up with the Planning Committee.

E. Web Page Redesign

1. Questions – current website functionality during transition

Usually, the website developer creates the new website on a different platform and installs it when completed.

Marjorie Rae (MR) provided her contract. Because her contract does not include all the articles that the Town contract includes, SN created a separate contract with these articles and will ask her if she will sign the Town's contract as well. The Town will sign both contracts. The Town Treasurer will send the other standard documents for MR to complete.

8. Reports and Updates

A. Highway Grants/Contracts – S. Noga

- FY 2023 Grants in Aid: EMB has almost completed the work to create a berm and clear the run outs so that water drains from the road. The remaining work is stone-lining the run outs.
- A.S. Clark & Sons has returned signed documents. The Town needs to counter-sign. SN will send copies of the final documents to the Town Treasurers.

B. Building Commissioner – B. Mello

1. SLP (Suzy's Little Peanuts) Daycare – Meeting Review

Instead of having the SLP attend the SB Meeting for a brief discussion, BM, SN, and EMB had a longer meeting with the SLP separately. During the meeting, the Town clarified their responsibilities for building-related repairs. At the SB's recommendation, SLP emailed a list of questions related to the building for follow-up.

2. Brookline Meeting House

The SB has questions concerning the mold remediation proposal. They also noted that there may be funding available in the future from the Energy Commission's work to address such building remediation and renovations.

BM raised concerns about unaccompanied children under the age of 16 on the balcony leaning over the railing. There is a sign stating "Nobody upstairs".

3. Round School House Garden

BM will rototill the garden; DM will schedule the mulch delivery.

C. Energy Commission – B. Mello

The next meeting is August 18, 2023. Two additional people are interested in assisting with the Energy Commission.

D. Selectboard Chair Report – D. Maggio

1. Animal Control Officer (ACO) Dog Bite

The only detail available at this time is that a dog bit a neighbor.

2. Town Party

The Town Party was a great success. The Town received \$2,600 in donations, including \$1,900 from the musicians. Total expenses were \$1,019.46.

3. Budget 2022-23 Review

Will be on the SB meeting agenda for discussion after August.

4. Budget 2024-25 Development

For discussion at a later meeting.

E. Highway Supervisor – E. Mark Bills

EMB reported that he is working through his list of tasks; other updates provided above.

F. Any Other Topics / Discussions from Selectboard Members That Do Not Require A Vote

- The mower attachment to the excavator is expected for delivery by the end of the week.
- SZ presented the proposed revisions to the Town's chart of accounts. The SB will review and discuss/approve at the next meeting. The cost of updating the accounting system will be approximately \$300.

- SZ and PM excused themselves from the SB Meeting at 8:15 PM for a previous engagement.
- The SB should be receiving the \$110,000 loan check to pay for the excavator by the end of this week.

9. Communications

The SB acknowledged an Error and Omission Certificate for the Michael and Susan DeSocio residence and a reduction of \$800.

A. Regular Mail

The Town received two donations for a total of \$200 for the cemetery.

B. Email

- The Town received an email from the Brattleboro Development Corp inviting the Town to submit the Round School House Memorial Garden project and the Brookline Meeting House restoration project for inclusion in their annual update of the 2023 Southern Vermont Comprehensive Economic Development Strategy. DM will follow-up to find out what is needed for registering these two projects.
- The Town received an invitation for August 24, 2023 from 6:30 to 8:30 PM to the Putney Town meeting to review their Town Plan.
- The Town received an email about potential grants ranging from \$30K to \$40K.

10. Set Agenda for next meeting on August 16, 2023

- A. Vote on Revisions to Chart of Accounts
- B. Vote on New Appointments to Planning Commission
- C. Truck
- D. Bazin Brothers Contract

11. Adjourn the Meeting

Meeting Adjourned at **8:34 PM**.

Respectfully submitted,
Vanessa Ballou
Recording Clerk