

Draft Minutes
Town of Brookline Selectboard Meeting
Wednesday, September 20, 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:

FactTV online

- 1. Dorothy Maggio called the meeting to order at 6:35 PM.**
- 2. Any Changes to the Agenda**

Agenda item 7.G. Any Other Topics/Discussions from Selectboard Members That Doesn't Require A Vote was added. Agenda item 7.E. Planning Commission was tabled.
- 3. Members of the Public**

Scheduled Members of the Public
None

Unscheduled Members of the Public
None
- 4. Review/Approve Draft Minutes**
 - A. Regular Meeting Minutes – September 6, 2023
The SB identified minor changes to the minutes; PM requested the addition of the first vote that failed regarding the financing of the Town truck to item 8. A. DM motioned to approve the minutes as amended; PM seconded; motion approved unanimously.
 - B. Hazard Mitigation Meeting - September 7, 2023
With only 2 SB members present at the meeting, this was not an official SB meeting. The minutes will be retitled as Town of Brookline Informational Minutes. No vote was required.
 - C. Amended minutes 3C from August 16, 2023
DM motioned to accept the amended minutes regarding item 3.C.; SN seconded; motion approved unanimously.
- 5. Warrant Orders**
 - A. Accounts Payable Warrant
DM made a motion to approve **payroll warrant 2411** dated September 13, 2023 in the amount of \$8,604.44; SN seconded; the motion was approved unanimously. SZ noted that in the current process, payroll was paid before the SB vote; SZ will follow-up with the Treasurer to clarify the process and Vermont requirements.
 - B. Accounts Payable Warrant
DM made a motion to approve **accounts payable warrant 2412** dated September 20, 2023 in the amount of \$324,056.36; SN seconded: the motion approved unanimously.

6. Open Bids for Winter Road Maintenance

A. Open Bids for Plowing Town Highways

Only one bid was received – from A. S. Clark & Sons for \$42,000 for the winter of 2023/2024 for plowing, sanding, and salting the Town’s highways, the recycling center, Town Office Parking Lot, and Brookline Meeting House driveway. The bid is for a 2-year contract; costing is not provided for the second year. This is \$2,000 more than last year’s bid. DM made a motion to accept the bid from A. S. Clark & Sons for winter plowing and sanding for the 2023/2024 winter season in the amount of \$42,000; SN seconded; motion approved unanimously.

B. Open Bids for Winter Sand/Material

A bid was received from A. S. Clark & Sons to provide sand for \$28 per yard with 14 cubic yards per delivery to be delivered within 7 days of the request by the Road Supervisor. DM made a motion to approve the winter sand bid for the winter of 2023/2024; PM seconded; motion approved unanimously.

C. Bid for Winter Road Salt with Delivery

The Town received an informal quote from Cargill with an estimated cost of \$86 per ton for 175 tons from the Rockingham Terminal – or \$15,050 total. Following discussion, DM made a motion to table considering the informal quote; SN seconded. SN will follow-up with Cargill regarding their quote and reach out to American who have provided road salt in the past. The motion to table passed unanimously.

7. Reports and Updates

A. Highway Supervisor - E. Mark Bills

i. Completed Projects

- GIA - Work on Kirsch Road

The work has been completed; the final paperwork needs to be completed.

ii. Projects Underway

- Recent rain and windstorms have littered the roads with fallen branches and debris and have required work to clear.
- FEMA Repairs for Storm 2021 on Holland Hill

This work should be completed next week, once the stone needed for lining ditches has been delivered.

iii. Planned Projects

- DM recommended that EMB identify and tag trees that need to be removed so that the Town could include costs for an arborist in next year’s budget.
- Fixing places on Putney Mountain road that have eroded.

iv. Other TBD

- SZ asked for a general schedule for routine road work such as road grading for planning purposes.
- Previous request for removal of ash trees was mentioned.

B. Highway Grants/Contracts – S. Noga

i. Sign the Bazin Brothers paving contract

SN had previously signed the contract, at the meeting all the other members of the SB signed the contract. Work to be performed between October 1st to 10th.

ii. Other Contracts

- MTAP Update

SN provided the section of the September 6, 2023 minutes regarding the SB's approval to go forward with a formal agreement and participating in the MTAP to Katie Buckley of the VLTC and Chris Campney and included directions to the minutes on the Town website. The Town has not received an agreement back from MTAP and cannot work with their consultant until an agreement is signed. DM made a motion that the SB authorize the signature of the MTAP final contract with the SB and authorize SN and/or SZ to sign; SN seconded; motion passed unanimously. SN will follow-up with MTAP.
 - Other Updates

SN provided described administration issues related to classification of the excavator by bucket size and horse power to determine cost unit and reconciliation of the Town's repairs on Holland Hill vs the FEMA portal issues (upgrade vs repair to original condition).
- C. Building Commissioner – B. Mello
- i. Daycare Building
 - BM talked to Olivia regarding water testing requirements at the other Suzy's Little Peanuts locations and learned that the other locations are only required to test for lead. He will follow-up with Nancy Burke to clarify how the Brookline location is designated in their system – as daycare or school - and why the Town is being asked to do additional testing.
 - New filters will be placed in the air handlers.
 - ii. Brookline Meeting House (BMH)
 - Building Assessment Review

BM and Dan Towler were present when Jon Saccoccio did his assessment. The assessment costs \$1,000. The Town has received a \$500 grant to cover half of it. There is another \$500 grant that will cover the remaining half - if the Town receives the paperwork and the invoice by September 30, 2023.

BM recommended having the BMH Committee set priorities for what is needed for the building and share their vision and the priorities with the SB for coordination of efforts. The BMH Committee should be informed about MTAP.
 - RFP for painting the Steeple and Doors tabled last meeting

BM presented his draft RFP to the SB for review and discussion. DM suggested that BM identify vendors and mail the RFP to them. The RFP will be available on the website and a summary will be published in the newspaper. DM will prepare a revised version for review and approval at the next SB meeting (October 4, 2023).
 - Ping Pong

The SB agrees that the ping pong games at the BMH are a good idea and have no concerns.
 - iii. Other

Nothing else.

D. Energy Committee –

i. Appoint chair / vote

The Energy Committee voted to have SZ be the Chair. DM made a motion to appoint SZ as the Chair of the Energy Commission; seconded by BM; motion approved unanimously.

ii. Update

MERP has informed the Energy Committee that the Town Office and Daycare (SLP) buildings will be included in the assessment program. The BMH was not included; however, in their email to SZ, MERP stated that they have a high workload and if they have more time, they will add another building. Currently the BMH uses little energy because it is under renovation and is only used seasonally – all of which have been explained to MERP.

The minutes from the last meeting detail how the Energy Committee plans to allocate the funds from the mini grant.

iii. Next Meeting

The next meeting is Friday, October 6, 2023 at 4:00 PM.

E. Planning Commission - S. Zwick

i. Update

Tabled - because there have been no meetings since the September 2nd meeting.

ii. Meeting Dates

The next meeting is Saturday, September 30, 2023 at 8:30 AM.

F. Selectboard Chair Report – D. Maggio

i. Green up Weekend

The Green Up Weekend went well, a lot of recycling and trash was cleaned up. The Town's costs were \$60; DM will request Green Up Vermont to reimburse the costs.

ii. ACO - Vote to consider joining the Windham County Sheriff's Animal Control Program

DM made a motion to consider joining the Windham County Sheriff's Animal Control Program this year at a prorated per capita assessment; seconded by PM. DM will move forward with collecting additional information. The Animal Control Officer (ACO) would not handle the leash law, but would pick up stray dogs, deal with dog bites, take people to court, attend hearings, etc. Costs are approximately \$1,300 per year. The SB voted; the motion passed unanimously.

iii. Hazard Mitigation Plan Development

There was a meeting with Margo Ghia (WRC) on September 7th, 2023 to review the program. The community will be invited to complete a survey and attend one or both meetings where the results will be presented for discussion.

o Wednesday, October 11th at 6:30 PM to 8:00 PM

o Saturday, October 28th at 10:00 AM to 11:30 PM

Both meetings will be hybrid / ZOOM with Margo Ghia of WRC and advertised.

The survey will be available electronically and on paper. The original version needed to be revised. The final version will be available, electronically, via the Town website, via the Town listserv, via Front Porch Forum, and printed copies will be available at the Town Office and will be provided to Town Committee Members.

- iv. FEMA follow up- storm 4621 Summer of 2021 & Summer 2023 Storm 4720.
 - o Storm 4621
Various tasks are being worked on to complete this work.
 - o Storm 4720
The Town needs to organize repairs to the road in front of the Rink's home. DM will reach out to FEMA and to A. S. Clark & Sons who is approved by the Agency of Natural Resources for water access.
- v. Dump Truck purchase / paperwork
The paperwork is in the accounts/payable drawer in the Town Office. The originals will be stored in the fire safe. Truck can be registered via the online portal. Cost for the first year is \$12; thereafter no cost.
- vi. Wheeled Excavator paperwork
The paperwork is in the accounts/payable drawer in the Town Office. A Certificate of Origin is included. The originals will be stored in the fire safe. The excavator does not need to be registered but does need to carry a "Slow Moving Vehicle" sign.
- vii. Brattleboro Development Corp Technical Assistance (BDCT) Grant
As stated in the agenda, a \$500 grant is available to cover the town's share of the BMH Assessment completed by Jon Saccoccio if invoiced by September 30th. DM made a motion to apply for and/or accept the grant from the BDCT in the amount of \$500 to cover the assessment of the BMH; SN seconded; approved unanimously.
- viii. Labor Pay Policy development discussion (FEMA)
Brookline needs to develop a labor pay policy. SZ will research and draft the policy.
- ix. Application format for on call road crew help
The Town needs to develop an application form for on call road crew help. PM and SN will work on this.

G. Any Other Topics/Discussions from Selectboard Members That Doesn't Require A Vote
A number of other topics were briefly discussed, including dissatisfaction with Gmail, communications to move the website development forward, status of attending one of Newfane's Meetings, Zoom OWL instructions, additional accounting line items, status of 911 address at Grassy Brook Road/Windmill Hill Trail.

8. Unfinished Business

A. Tabled from 9/6/23 Resident request to study/discuss the safety of walkers and bikers of Grassy Brook Road - specifically at the bends along the river between Harris Hill/Dutton Farm driveway and the Red house on the West River.

DM will invite the resident to attend a SB Meeting to share her concerns. SZ proposed approaching MTAP for funding for a walkway.

B. Town Wide Reassessment Discussion - Moving forward with RFP
Tabled.

9. Communications

A. Email

- i. Unemployment tax mandate 2024

Detailed discussion tabled for another meeting. SZ will look into how the new mandate is different from the existing practice.

ii. Windmill Hill Trail erosion

Not discussed.

B. Regular Mail

The Town is beginning to receive requests for appropriations as well as thank you letters for previous appropriations.

10. Set Agenda for next meeting on October 4, 2023

- A. ACO backup w/ Windham County Sheriff's office ACO program.
- B. Knotweed - Providing options and education of mitigation discussion
- C. Begin Budget development plan / schedule
- D. Hazard Mitigation
- E. Discuss RFPs needed for Storm 4720 repairs to infrastructure.
- F. INNER FIRE Act 250 hearing - schedule for 6 PM to 6:20 pm Oct 4
Zoom and in person
- G. FEMA Update

11. Adjourn the Meeting

Meeting Adjourned at **8:52 PM**.

Respectfully submitted,
Vanessa Ballou
Recording Clerk