

DRAFT MINUTES  
Limited Agenda Special Selectboard Meeting  
Brookline Town Office Conference Room  
Start Time: 4:00 PM  
Monday April 25, 2022

Attending:

Selectboard Members Dot Maggio, Stan Noga and Bruce Mello

1. The Meeting was called to order at 4:03 PM by Dot Maggio
2. Review Changes to Agenda
  - Stan Noga noted that the terms of appointments should be reworded to correctly identify the term of each appointment till Town Meeting Day 2023.
  - Dot Maggio Tabled appointing people to the two open selectboard seats.
  - Dot Maggio Tabled appointing people as Listers
  - Dot Maggio Tabled appointing anyone to the Planning Commission

The above positions remain open at this time.

3. Members of the Public:  
None
4. Selectboard Appointments to Vacant Positions
  1. Dot Maggio moved to appoint Melissa Brown as the Brookline Treasurer until Town Meeting Day 2023.  
Seconded by Bruce Mello  
Discussion: For a short while, Melissa Brown was appointed as the assistant treasurer by Guy Tanza. Ms. Brown is the current treasurer for the town of Newfane and is very experienced. The interview last week with Melissa went well and the SB looks forward to her expert help with managing our budget and working with Judy Acampora as her assistant.  
All were in favor and the motion to appoint Melissa Brown as Treasurer passed.
  2. Dot Maggio moved to appoint Melissa Brown as the Delinquent Tax Collector until Town Meeting Day 2023.  
Seconded by Stan Noga  
Discussion: The SB shared that the goal for the delinquent tax collector is to have no delinquent taxes by working with the residents who may fall behind. Ms. Brown agreed that this will be her goal as well.

All were in favor and the motion to appoint Melissa Brown as the Delinquent Tax Collector passed.

3. Dot Maggio made a motion to appoint Melissa Brown as the Custodian of Public Funds until Town Meeting Day 2023.  
 Seconded by Bruce Mello  
 Discussion: None  
 All were in favor and the motion to appoint Melissa Brown as the Custodian of Public Funds passed.
  
4. Dot Maggio made a motion to appoint Stan Noga as our Windham Regional Commission Representative.  
 Seconded by Bruce Mello  
 Discussion : Dot Maggio told Stan that she was pleased to have him work the WRC esp since they are very helpful with grant work and assisting the town when needed for project planning etc.  
 All were in favor and the motion to appoint Stan Noga as the Brookline Representative to the Windham Regional Commission passed.
  
5. Dot Maggio made a motion to appoint herself as the 911 Coordinator for Brookline until Town Meeting Day 2023.  
 Seconded by Bruce Mello  
 Discussion : Dot Maggio noted that she had gone on line and found information on the role of the 911 coordinator.  
 All were in favor and the motion to appoint Dot Maggio as the 911 Coordinator for Brookline passed.
  
6. Dot Maggio made a motion to appoint E. Mark Bills as the Recycling Bin Monitor.  
 Seconded by Bruce Mello  
 Discussion : Dot Maggio offered to get the phone number at Triple T for Mark to call when the bin is ready to be picked up.  
 All were in favor and the motion to appoint E. Mark Bills as the Recycling Bin Monitor passes.
  
11. There was no motion to appoint anyone as an Administrative Assistant at this time however a brief discussion occurred about the need for help especially when there are only three active members of the SB. Bruce Mello said he mentioned it to the Admin. Assistant in Newfane that Brookline was considering adding this position. Each SB member has been working many extra hours and would appreciate some relief. Dot Maggio noted that it would be very helpful if Melissa Brown could help with the ARPA and FEMA reporting as the new treasurer.

5. Equipment Purchase

Dot Maggio made a motion to approve the purchase of a Buffalo Turbine Model BT-CKB^ - Cyclone KB6 Debris Blower

Cost - \$ 9,295.00 HP Fairfield New Hampshire

Approved Grant Amount - \$ 5,600.00

Town Match amount - \$3,695.00

The money for the Match will come from the Highway Fund.

Seconded by Stan Noga

Discussion: The estimated cost for HP Fairfield to deliver may be as high as \$300.

Mark Bills could drive to pick up the debris blower with his truck and trailer. Dot Maggio will have the insurance company add it to our policy. Dot will sign the estimate and have it faxed back to reserve the blower when it arrives in NH. Dot will request a check be cut for the purchase in the Accounts Payable Warrant for May 4, 2022.

All were in favor and the motion passed to purchase the Culvert Leaf/Debris Blower.

6. ARPA

Dot Maggio made a motion to appropriate \$28,000.00 from the ARPA funds to the Highway Salary line item to cover the additional hours added to the Road Supervisor position.

Seconded by Stan Noga

Discussion: Stan Noga described for the SB how the amount of \$28,000.00 was arrived at. On September 1 2021, the Road Supervisor position expanded the number of hours to average 30 hours a week at \$30 per hour. The extra hours were not originally planned for in the 2021 - 22 town budget. Using ARPA money for this salary shortfall was deemed appropriate.

All were in favor of appropriating \$28,000.00 from the ARPA funds to the Highway salary fund. The motion passed.

7. Dot Maggio made a motion to adjourn the special meeting.

Seconded by Stan Noga

Discussion: None

The motion passed and the meeting was adjourned at 4:26 PM

Respectfully submitted:

Dot Maggio