

Draft Minutes

Town of Brookline Selectboard Meeting

Wednesday, May 17, 2023

Present:

Selectboard:

Dorothy Maggio (DM) (Chair)
Bruce Mello (BM) (Vice Chair)
Stanley Noga (SN)

Town Officers:

E Mark Bills (EMB) (Road Supervisor)
Guy Tanza (GT) (Town Clerk)

Public:

Somara Zwick (SZ)
Paul Madalinski (PM)
Daniel Schoener (DS)
Vanessa Ballou (VB)
FactTV8 online

Meeting Opening

- A. Dorothy Maggio called the **meeting to order** at 6:57 PM.
- B. Changes to the Agenda
Items 6) D through G were tabled for a later meeting.
- C. Scheduled members of the Public
DM identified scheduled members of the public in attendance in person and via Zoom.

Review/Approve Minutes

- A. DM motioned to **review** the Selectboard meeting **minutes of April 5, 2023**. The Selectboard (SB) identified minor changes to the minutes. DM motioned to **accept** the minutes as amended; SN seconded; motion approved unanimously (DM, SN, and BM).
- B. DM motioned to **review** the minutes from the **Emergency Selectboard meeting of May 4, 2023**. No changes or edits were identified for the minutes. DM motioned to accept the minutes as presented; BM seconded; motion approved unanimously (DM, SN, and BM).

Old Business

- A. Appointments May through Town Meeting of March 4, 2024.
 1. Two Selectboard seats - two individuals have volunteered to fill the open Selectboard seats.
 - a) SN **nominated Somara Zwick (SZ) to the Selectboard**. DM asked SZ if she accepted the nomination through March 4, 2024; SZ accepted the nomination. No discussion. DM motioned to accept the nomination of SZ to the Selectboard; motion approved unanimously (DM, SN, and BM).
 - b) BM **nominated Paul Madalinski (PM) to the Selectboard**. DM asked PM if he accepted the nomination through March 4, 2024; PM accepted the nomination. No discussion. DM motioned to accept the nomination of PM to the Selectboard; motion approved unanimously (DM, SN, and BM).
 - c) GT virtually acknowledged that SZ and PM had been nominated and accepted by the Selectboard and could function as Selectboard members beginning with this meeting. SZ and GT signed the required oaths.
 2. One Recording Clerk

DM nominated Vanessa Ballou (VB) to be the **Recording Clerk**; VB accepted the nomination. No discussion. DM motioned to accept the nomination, BM seconded; motion approved unanimously (DM, SN, and BM). VB signed the required oaths.

3. Town 911 Coordinator

DM has been serving as the **Town 911 Coordinator** but would prefer not to continue. All buildings should have a 911 address. A pending task is the completion and submission of paperwork for an outbuilding that needs a 911 address. PM volunteered to be the 911 Coordinator. DM motioned to appoint PM as the Town 911 Coordinator; SN seconded; motion approved unanimously.

4. One SEVCA Representative

This position has been vacant for several years. SZ will call SEVCA and get additional information about the position.

5. One Animal Control Officer

DM has been serving as the **Animal Control Officer** and does not want to continue going out to address calls. Training for the Animal Control Officer was done by the state police at the state police barracks. DM will advertise for this position.

6. Two Planning Commission seats

Advertising will be needed.

7. Two Lister Seats

Advertising will be needed.

8. One DV Fiber Representative

The position for the primary **DVFiber Representative** is still open. Donald Demaine, who is the alternate representative, did attend the recent budget meeting. DM will need to advertise for the primary representative.

9. Up to five Energy Committee seats – Vermont Municipal Energy Resilience – Act 172

Daniel Schoener (DS) has volunteered to support Brookline's participation in the Municipal Energy Resilience initiative and described his interest and experience in this initiative. BM volunteered to be on the Energy Committee as part of the Selectboard. DM motioned to appoint BM as **Chair of the Energy Committee**; SN seconded; motion approved unanimously. BM will need to recruit up to 3 additional team members to support the efforts. Once the team has been established, meetings will require an agenda and minutes. The first part of the program is an independent assessment of the town's buildings and facilities.

B. Wheeled Excavator

The Selectboard has agreed to rent, with an option to buy, the excavator beginning June 1st for 6 months to finish the FEMA repairs. The **excavator is a JCB Hydradig 110**, 2001 model, still under warranty, and with less than 500 hours on it. SN has contacted the Vermont Treasury Department Municipal Heavy Equipment Loan Committee and they will consider a loan to Brookline - with a decision by June 30th. DM is waiting for the rental paperwork from Alta Equipment in Concord and will call a special meeting if it comes in before the next meeting.

EMB has identified a component that could be attached to the JCB Hydradig 110 for mowing (grass, weeping brush, etc). The mowing component is no more than \$13,300. DM will issue an RFP or a letter to see if it is possible to beat the price. DM will also confirm with Alta whether a mower would be compatible with the excavator.

C. RFP for FEMA Paving/Potholes/Recycling Apron Extension

An RFP for this work ran in the Brattleboro Reformer. There is a mandatory site visit on May 23rd for those interested in bidding. Proposals are due June 7th by 4 PM.

D. Letter of Intent (LOI) for the Grants in Aid Program for VTrans

SN has filed the form with **VTrans**. Need to decide what segment of the road to fix. The work must be completed by September 30, 2023.

E. TA – 60 Report

The report, which needs to be filed annually, is ready to be signed, scanned, and submitted. DM motioned to sign the TA- 60 form, PM seconded; motion approved unanimously by full Selectboard.

New Business

A. Preferred Vendor Contract/Insurance/Non-employee Paperwork Discussion

Brookline has a list of vendors in good standing for 2023/2024. Judy Acampora needs copies of all non-employee contracts and proof of their insurance coverage. The Selectboard also discussed including additional details, as appropriate, such as nature and quality of work, timelines for completion, timing of payment. SZ recommended considering changes to some contracts in the future. DM made a motion to table the discussion of the preferred vendor contracts to the next meeting so that they could be reviewed in more detail; SN seconded; motion approved unanimously.

B. BRIC Quarterly Report

BRIC quarterly report, which is due 30 days after the end of a quarter, was filed in the middle of April.

C. New Policy Regarding Removal of Debris in ROW/Ditches/Culvert Areas.

DM made a motion to table, BM seconded. EMB recommends that Brookline develop a policy regarding debris in the right of way along roadsides (ditches, culverts, etc) so that the town can remove this debris when needed to mow and do other town maintenance. The issue primarily concerns wood from downed trees that belongs to property owners.

D. Summary of RFP Development for FEMA Work

DM organized a premeeting on Tuesday, May 23rd to prepare for the meeting with FEMA next Thursday, May 25th Zoom meeting to discuss the FEMA work.

Reports and Updates

A. Road Supervisor - E. Mark Bills

- Green Up Day went rather well, although this year's recovery was less than last year. During Green Up Day some road signs from other towns and from Brookline were recovered.
- Signs continue to be taken. DM recommended that EMD order signs within the remaining fiscal year budget.
- EMB reported that the new leaf blower has made it easier to scrape the roads by removing the Spring debris.
- EMD recommends adding a 911 listing for the pit/mine.

B. Highway Grants/Contracts – S. Noga

SN reported that many of the issues have already been covered during the meeting.

C. Building Commissioner Report – B. Mello

Last year, a bid was made to install 71 solar panels on the daycare building for \$65,000. BM recontacted the company to determine what has changed. Costs have gone up by 6 percent. However, the Inflation Reduction Act may provide a 30% credit. This dovetails with the Energy Committee.

D. Town Clerk Report – G. Tanza

No report.

E. Selectboard Chair Report – D. Maggio

- DM requested that the new Selectboard members set up brooklinevt.gmail accounts for town business.
- The town needs to hire someone to update the website and set up a town-specific email.

- In response to DM's email, Christine Chandler has expressed an interest in helping the town with organizing the town filing. The Selectboard discussed options for moving forward.
 - As Animal Control Officer, DM had contact with a resident's dog that may have had distemper.
 - As Health Officer, DM received an email from a resident reporting that trash has been thrown down into her yard.
- F. Any other reports or updates from the members of the Selectboard
No other reports.

Communications

- A. Email
1. Cassella has taken over responsibility for recycling.
 2. AOT is seeking applications for bicycle and pedestrian infrastructure improvements (eg, curb cuts), but DM does not believe that these infrastructure improvements apply to Brookline.
 3. WRC is trying to schedule a meeting date for a project; DM will forward the email to the Selectboard.
- B. Regular Mail
Brookline received a request for a donation of \$10,000 towards a new fire truck for the NewBrook Fire Department. After discussing the Selectboard prefers to do a Warning for the next town meeting and involve the town in the decision.

Pay Orders

- A. Payroll Warrant
DM made a motion to approve **payroll warrant 2344** dated May 10, 2023 for \$2,122.87; SN seconded; the motion approved unanimously by DM, SN, and BM; SZ and PM abstained.
- B. Accounts Payable Warrant
DM made a motion to approve accounts **payable warrant 2345** dated May 17, 2023 for \$250,791.07; BM seconded; the motion approved unanimously by DM, SN, and BM; SZ and PM abstained.

Set Agenda for June 7, 2023

- A. Open Bids for Paving RFP @ 7:00 PM
- B. Wheeled Excavator Update
- C. Results of BMH Building Assessment by engineer at 10 AM on May 24th
- D. Results from BMH Survey
- E. July 22, 2023 Celebration
- F. FEMA Bids to Complete D-4621 Repairs

Meeting Adjourned at 9:26 PM.

Respectfully submitted,

Vanessa Ballou

Recording Clerk