

**Approved Minutes
Town Of Brookline Selectoard Meeting
Wednesday, August 3, 2022, 6:30 p.m.**

Present

Board:

Dorothy Maggio (Chair)
Bruce Mello
Stan Noga

Town Officers:

Mark Bills (Road Supervisor)

Public:

Josh Morelli (FACTV)
Peter Barus (Recorder)

Call the meeting to order

The meeting was called to order at 6:39 p.m.

Review changes to agenda if any

Noga: deputy health officer status – discuss under Chair Report

Discuss Peter Meyer; rental of BMH; under Other Reports

Review / Approve minutes from July 20, 2022 Regular Meeting

Ms. Maggio moved to approve the minutes for July 20, 2022. Second by. Mr. Noga. All in favor.

Members of the Public

A. Scheduled

B. Unscheduled

New Business

RFP Discussion for Electrical needs for Heat Pump Installation.

Regular purchase policy classification Under \$7,500.00

Ms. Maggio explained that it had been discussed at the previous meeting that RFP was not necessary, but could advertise; had printed a draft RFP, and read from the document. There was discussion. Mr. Mello reported that the heat pumps had been ordered by Mr. Harte, and project should be completed by September 9, 2022. Details and language were added as necessary. There was consensus on the final version to be sent out.

RFP Discussion for Winter plowing and Sanding Contract 1 year / 2 year discussion

Major purchase policy classification Over \$7,500.00

Ms. Maggio opened discussion. Minor changes were made for clarity; there was consensus in favor of a 1-year contract.

C. RFP Discussion for Winter Sand Bid for Roads

Regular Purchase policy classification Under \$7,500.00

Ms. Maggio opened discussion. Minor changes were made; the RFP will be advertised, submissions to be opened at 7:15 p.m. August 17, 2022.

D. RFP for Grants in Aid Project

Availability of the excavator was discussed.

E. Review/Approve Local Hazard Mitigation Plan

Ms. Maggio explained that this had been mentioned in the draft minutes, probably referring to Westminster's plan; that there was no need for review.

Old Business

A. Putney Fire Department Invoice for May 1 2022 illegal burn will be billed directly to the responsible party.

Ms. Maggio discussed the conclusion of the matter, and will notify the Putney Town Manager.

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B. Southern Vermont Telephone equipment Installed and set up training.

There was discussion of installation and training, new mailboxes.

C. Steeple Painting - 45 foot lift sent back. Awaiting 60 foot lift

Ms. Maggio noted that the project was supposed to start the previous week on Wednesday; that the vendor had changed to Friday; there was an error regarding a lift, and the project was not started. Ms. Maggio will call the painter.

D. BMH Storm Window deposit refunded

Ms. Maggio noted that the deposit had been refunded.

E. IRA Status. Vacation time review.

Ms. Maggio explained that the original plan had been for five percent match and a paid vacation; there was discussion. Mr. Noga will complete the process, and discussed alternative IRA plans; consultations with other towns about the plans they use; various municipal retirement programs; requirements; forms; contribution options; a biweekly contribution cycle; and noted responses to several questions were anticipated. There was discussion.

Ms. Maggio noted the one-time makeup contribution opportunity; and that Ms. Brown was familiar with the Vermont Municipal Employees' Retirement System (VMERS).

Road Supervisor appointment Reports and Updates

A. Road Supervisor Report - E. Mark Bills

Mr. Bills reported on excavator work on culverts and ditches that were monitored throughout the year; stone lining; fallen and dead tree removal; examining the causes of winter flooding on Athens Road; priority areas.

Ms. Bills inquired about working with Mr. Clark (and his equipment) to remove a ledge that often caused flooding, while the excavator is available, estimating up to a full day's work, and explained that the location had frequent washouts, that the ledge was holding water underground, that a driveway culvert could be relieved of excessive pressure by installing a culvert through the ledge. There was discussion of possible grant funding, materials on hand.

Mr. Noga favored the project, citing necessity, and discussed funding, purchase policy questions. There was discussion.

Ms. Maggio moved **to approve ledge removal and culvert installation North of 1068 Grassy Brook Road on the eastern side.** Second by Mr. Noga. All in favor.

Mr. Bills discussed monitoring the recycle bins, weekly or more frequently. There was consensus in favor of observations as needed.

There was discussion of the delayed mowing equipment. Ms. Maggio noted that a week had been lost, and asked about extending the rental an additional week; that some funds would be reimbursed by FEMA that could cover the extra weekly fee; six weeks for work already scheduled, and the seventh for the mowing.

There was discussion of the rental structure, weekly (hours per week), delivery and pickup fees. Mr. Mello discussed the amount of work scheduled, tree removal at SLP.

Ms. Maggio discussed calling the rental companies as to equipment availability for the extra week. Mr. Noga suggested a special meeting might be necessary.

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B. Highways and Grant Report - Stan Noga

Salt / Sand Shed Project Ron Bell - redoing parts of the project criteria

Putting the project out to bid discussion

On site construction bid review discussion

There was discussion. Mr. Noga noted the projected cost of \$372,372 from 2021; and potential increases up to approximately \$403,132 of which over \$80,000 was to be raised in local taxes; rising building materials costs; and suggested communicating concerns with the WRC about whether the project should be pursued further under these circumstances.

There was discussion of possible grant extensions; of anticipated bills for work done so far; of permissible uses of ARPA funds anticipated in September. Mr. Mello noted that the project had begun at a far lower projected cost, and the need for highway equipment compared to a salt and sand storage building. There was discussion of the salt and sand shed, its condition, the pavement under the materials. Mr. Bills suggested that the building could stand for many more years.

Ms. Maggio suggested that Mr. Noga pursue communications with WRC, for further discussion. Mr. Noga discussed the possibility that the project could be suspended if there were no evidence of contamination. Mr. Bills discussed salts possibly going in the brook.

C. Town Clerk Report - Guy Tanza

D. Town Building Commissioner Report - Bruce Mello

Mr. Mello discussed information from GMP and Efficiency Vermont and suggested a special meeting about ARPA funds allocation.

E. Selectboard Chair Report - Dot Maggio

1. Health Department Concerns

Rental home inspection requested for Friday August 5 at 10:30 am Respond to letter regarding using deer camp year round with old health order not lifted.

Ms. Maggio discussed the Deputy Health Officer appointment, and notifying the state. There was discussion of the process of appointment and the possibility that the previous HO was still in office.

Ms. Maggio noted a previous investigation that had been suspended.

2. Animal Control

Call about an injured fox. Told to contact Game Warden

Doe killed on Grassy Brook Road

Loose Horse report on August 1. Owner and horse reunited

Ms. Maggio discussed the outcomes.

3. Cemetery Commission

Received a call from Mrs. Moran about family set of plots

Ms. Maggio explained.

4. BMH Fundraiser at the Welcome Center August 19 8 to 4

Ms. Maggio explained the planned event, on a Friday.

5. Steven John Re: ARPA money for DV Fiber connectivity project phase 2. He will attend a SB meeting when requested

Ms. Maggio explained that Dr. John was willing to attend in person.

6. FEMA Update

Communicated with new project administrator Jessica Roderick- phone calls and emails sent in a

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summary of road and culvert maintenance for Brookline as requested.

Resent Paving estimate for FEMA repairs on Putney Mountain Road as requested.

Reviewing FEMA Request for Information about material costs and estimates for repair of 6 areas.

Bennett Road and Purple Mountain Road 2 culvert mitigation projects that FEMA will cover costs for inlets and outlet riprap etc. Material cost out needed

Meeting with Road Commissioner Archie Clark and Road Supervisor E. Mark Bills to review RFI from FEMA and work on RFP for final Projects. Meeting set for 5:30 Tuesday Aug 2 at Town Hall.

Ms. Maggio explained. There was discussion. No reimbursements made to date.

7. Will Brookline consider purchasing a wheeled excavator this year? Discussion about using ARPA money and getting a loan.

Ms. Maggio raised the question; there was discussion and consensus in favor of obtaining a loan.

F. Any other reports or discussions from the Selectboard

Ms. Maggio discussed the Errors and Omissions Certificate from the Listers, announcing a change to the Grand List; signed by the Listers on 7/21/22; requesting that the selectboard also sign. There was discussion. Mr. Noga explained the terminology in the form, and discussed the possible transactions that had given rise to this change.

The members signed the document.

Peter Meyer

Mr. Noga explained apologizing to Mr. Meyer for having mowed the BMH lawn without notification;

Rental of BMH – discuss under Other Reports

Ms. Maggio explained that a request had been made in case of rain, and had responded that the town was not ready to rent the building for reasons of ADA compliance, etc. There was discussion of a previous event in the building, attended by the Fire Marshall, who had suggested brief, small events might be possible.

Communications

Research into email systems

Mr. Noga discussed sources of town website domain information.

Tabled.

A. Regular Mail

- SeVEDS re: attending a meeting.

B. Email

- Mr. Noga discussed email from VLCT and will follow up

Pay Orders

Payroll

Ms. Maggio moved to approve Payroll Warrant #23-06 in the amount of \$1,749.78. Second by Mr. Noga. All in favor.

Members signed the Warrant.

Accounts Payable

Ms. Maggio moved to approve Accounts Payable Warrant #23-05 in the amount of \$17,714.74. Second by Mr. Mello. All in favor.

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Agenda for Regular Meeting on August 17, 2022

- Cell camera
- Salt and Sand shed
- Solar
- ARPA
- Health Department
- Town Email
- IRA

Adjourn the meeting

Ms. Maggio moved to Adjourn. Second by Mr. Noga. All in favor.

The meeting was Adjourned at 8:58 p.m.

Respectfully submitted, Peter Barus, recording secretary, August 14, 2022