

**Approved as presented minutes for:
Emergency Meeting on August 31, 2022
Brookline Selectboard**

1. Meeting was called to order at 3:06 PM outside of the Meeting house
2. Present : Dot Maggio, Bruce Mello and Stan Noga
3. No changes to the agenda
4. Review of the BMH Foundation Repair RFP.

Standing in the shade on the North side of the BMH, Dot shared a drawing made from the details in the RFP for fixing the foundation to the wooden annex attached to the brick church. Upon further discussion, it was unclear if the RFP had enough detail to clearly explain the components of the suggested foundation repair. The main question lies in the 30 in excavation into which a cement beam would be formed which would be 16 " x 20". This beam would be on top of a ¾ inch crushed stone base 4 inches deep.. The RFP did not have enough information to explain what would be on top of the cement beam to bring it back up to grade level before adding the finished wall which would be 8 " thick by 10" high - made up of 4 " concrete block. There seemed to be at least another 10 " below grade to (30 " deep with a 16" deep x 20" wide) plus the crushed stone. Also - there were questions about a need for a door to close off the newly expanded 36" crawl space entrance. Would the addition of screened ventilation ports be something to consider in the construction details? Would the native stone facing be something bought and mortared onto the finished wall above grade or would it be made of stone found on site? The RFP should include mention of a level final product. Has a BMH committee member been in contact with someone from the Division of Vermont Historic Preservation to inquire if this project is one that they would consider a grant for? Are photographs, diagrams or drawings being included with the grant application. Mr. Noga has offered to assist the grant writers if asked as he has the computer program and skill necessary to put together detailed illustrations for the grant review team to study. Dot will make the RSH report available via email to the BMH Committee to see what kind of detail can be added to the grant application if interested.

Due to the importance of this historic building to the Town of Brookline, the selectboard requests an in person review of the RFP at the Meeting House in the next few days so that a clearer understanding of the scope of the project and the above grade vs. below grade material is attained. The SB members present at this afternoon's meeting are pleased with the efforts of the BMH committee to complete this important phase of repairs on this historic building. The SB will offer its assistance to rewrite the RFP after meeting with a BMH representative(s) on site in the next few days. The revised RFP will be presented at the next meeting and then be published after the September 7th regular selectboard meeting.

5. Additional comments / discussions

It was mentioned that the Vermont Arts Council could be an additional source of funding via grants. It was also noted that the Vermont Division of Historic Preservation Grant program is very specific on how it wants proposals with details and illustrations. Dot will reach out to Lee Ann Parker to summarize the meeting and will also contact Kerry Bourne to see if he has time to meet at the BMH with the SB before the Sept 7th meeting.

6. The meeting was adjourned at 3:28 pm

Submitted by: Dot Maggio **August 31, 2022**