

**Approved Minutes
Town Of Brookline Selectoard Meeting
Tuesday, December 7, 2022, 6:30 p.m.**

Present

Board:

Dorothy Maggio (Chair)
Bruce Mello
Stan Noga

Town Officers:

Guy Tanza (Town Clerk)
Mark Bills (Road Supervisor)

Public:

Steve Matter (FACTV)
Peter Barus (Recorder)

Call the meeting to order

The meeting was called to order at 6:33 p.m.

Review changes to agenda if any

It was noted that minutes approval would be done earlier.

Members of the public

A. Scheduled

B. Unscheduled

Pay orders

A. Payroll November

Ms. Maggio moved to approve Payroll Warrant #2023-21, dated November 18, 2022, in the amount of \$4,353.70. Second by Mr. Noga. All in favor.

B. Payroll December

Ms. Maggio moved to approve Payroll Warrant #2023-23, dated December 2, 2022, in the amount of \$3,949.67. Second by Mr. Mello. All in favor.

C. Accounts payable

Ms. Maggio moved to approve Accounts Payable Warrant #2023-22, dated December 6, 2022, in the amount of \$12,421.94. Second by Mr. Mello. All in favor.

Ms. Maggio noted that Ms. Brown was expected, and the agenda would be amended to move to New Business.

New Business

A. Allied Storm Windows for BMH - Total = \$6,136 with approx 20 to 22 weeks of lead time before delivery. Installation not included. Proposal needs to be signed and a deposit of \$2,045.00 sent with signatures before December 30, 2022.

Ms. Maggio read details of the proposal, noting the deposit of one third, and that David Schupp had donated \$3,000 for the storm windows.

Ms. Maggio **moved** to approve one-third deposit to Allied Windows for the BMH storm windows. Second by Mr. Mello. All in favor.

It was noted that acceptance dated December 7, 2022 was signed and given to the treasurer for the next A/P warrant.

B. Request that the Website change references to the Brookline Baptist Church be deleted and use instead the title of The Brookline Meeting House.

Ms. Maggio discussed the original website. Mr. Tanza noted that Amy Niebal had allowed certain privileges but had not been available; that elected and town-appointed officials appeared listed as members of the BMH; and hoped to consult with Ms. Niebal soon.

Ms. Maggio noted the concern expressed by one of the committee members.

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Old Business

A. Culvert Policy - Update and sign

There was discussion of the Driveway Culvert Policy. Mr. Noga had reviewed the Orange Book, which listed “not less than 15 inches, 18 inches preferred”; and proposed to add this to the Policy text.

Ms. Maggio **moved** to accept the amendment to the Brookline culvert policy as presented. Second by Mr. Mello. All in favor.

B. Local Hazard Mitigation Planning Services (sent via email last month)

Ms. Maggio noted that a copy had been circulated; and that an organization, e.g., WRC, would have to be hired; that most of the cost would be consultation fees, covered by a grant; in April, the DUN number had changed to an EI number.

Making the change online, Ms. Maggio had obtained the new number; but it turned out to be the number for Brookline, MA; and was working to change that and obtain the correct number; and noted that at the next meeting an additional match may be required to complete the FEMA work.

There was discussion of the BRIC Grant, applied for and approved in 2020, a 25% local matching grant, possibly covered “in kind” if the town staff volunteer time was tracked; that the correct EI number would unlock further information on which to proceed.

Budget Planning Session

7:00 p.m. Ms. Brown arrived and there was discussion of the chart of accounts, and various line items.

A. Review Highway Budget

There was discussion of salaries and payroll; summer contract services; equipment rental; salt shed expenses; grants; flood remediation to complete; delays in FEMA reimbursement; projects listed as “90% completed”; about as many incomplete as complete sites; 540 labor hours; materials; contract amounts; of paying for repairs that were not reimbursed.

Ms. Brown suggested working out the budget and tax rate, then considering a loan based on estimated reimbursements. Mr. Bills noted that in on-site visits with FEMA, upgrades were added to repair work, in preparation for future weather events. Ms. Brown discussed quarterly taxes.

There was discussion of the “emergency materials” heading as unnecessary; winter contract services (plowing); winter materials (salt & sand); maintenance; seminars; insurance (to be discussed later); fuel, parts, maintenance, signage, etc.; culverts; bridge maintenance (Mr. Noga had discussed with Mr. Lavorgna; that washing should be done in Spring); the wheeled excavator rental; grants accounting, bank fees, bond principal and interest; small tools and equipment.

B. Review General Budget

It was noted that current taxes had not been established. Mr. Noga discussed the Current Use program. There was discussion of Town Office revenues; operating expenditures; a separately-written Article concerning compensation of town officers; Town Clerk wages; state unemployment tax; abatements; legal notices; seminars; Town Office electric; BMH electric; Town Office phones; town office fuel (price discussion, Mr. Noga offered to check the contract with Cota & Cota); computer services and maintenance; fire alarm; legal services; Rescue, Inc. services (Mr. Noga noted announced annual increase); fire department services; copier contract (new); town property maintenance; trash removal; VLCT dues; WRC dues; NEMRC license/support; landfill fees

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(WSMD); law enforcement; insurance bond (to be reviewed); old cemeteries; county tax; accounting expenses; broadcast fees; FACTV; fire permits & miscellaneous; misc. bank fees.

It was noted that recycle collection would be Warned as a separate Article.

C. Review Appropriations Request for Town Meeting

There was discussion of how appropriations would be presented. Ms. Maggio suggested making binders available to voters before and at Town Meeting; and that recurring appropriations should be listed together, and new or increased appropriations as separate Articles. Mr. Tanza discussed impacts of appropriations on town residents. Ms. Maggio read from previous appropriations listings, noting that increases would be clearly visible, and noted that several previous beneficiaries had not reapplied, and would not be called; and read the list of appropriation request amounts.

There was discussion, of highway grants; permit revenue; investment interest; transfer in (ARPA). Mr. Noga suggested a change to the line headings for grants and the sand & salt shed reimbursement (Ms. Brown recommended keeping separate).

D. Update line items to improve transparency discussion

For next agenda: Ms. Maggio noted that Mr. Noga had reviewed salary comparisons.

E. Equipment purchase planning

Tabled.

F. Administrative Assistant - Article for Town Meeting

Tabled.

Ms. Maggio asked that Ms. Brown forward the budget information as discussed.

Reports and Updates

A. Road Supervisor Report - E. Mark Bills

Mr. Bills reported on general highway maintenance, wind and rain, detritus from trees in roads; a call from Jeff Nugent asking for a meeting to photograph completed road erosion repairs, (coordinates had been corrected), pictures to complete the Hill Road grant, and GPS coordinates of newly installed culverts.

Mr. Bills noted that the inventory done by the WRC had omitted Merrill Drive, and a new person would get it listed, that a larger culvert at a better angle should be funded.

Mr. Bills reported on building maintenance, recycle clean-up, some pothole repairs, grading when dryer; a tree down in a culvert.

Mr. Bills had not been able to reach the credit union.

B. Highway Grants Report - Stan Noga

Mr. Noga anticipated closing out the Hill Road grant, and registering a new grant if possible; had approached the WRC and sent in the document for FY 2024, which had not been recognized to date; and noted that some pictures had the wrong format, and this would be worked through as time permitted; that there had been discussions with Chris Huntly (VTRANS) and the WRC would provide more information on next steps; that there was a question of funds sent but not received, that would also be addressed.

C. Building Commissioner Report - Bruce Mello

Mr. Mello reported on a satisfied tenant; the heat exchanger checked out; minor insulation repair. There was discussion of boiler inspection, service call delays from staffing issues.

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D. Selectboard Chair Report - Dot Maggio

Ms. Maggio offered to assist with the FEMA workload; reported a “non-response” issue resolved; on planned FEMA mitigation upgrades. Mr. Bills noted planned culvert GPS updates. Mr. Noga noted coordinates that might be on a map; and discussed emails with Mr. Nugent about Merrill Drive. Mr. Bills discussed high turnover at the WRC, and had shown the Merrill Drive location to a new person from the WRC. Mr. Noga discussed a state map showing the coordinates.

**E. Any other reports or discussions from the selectboard
Communications**

A. Email

B. Regular Mail

Review / Approve Minutes

A. Minutes from November 2, 2022

Ms. Maggio moved to approve the minutes from November 2, 2022. Second by Mr. Noga. All in favor.

B. Minutes from November 16, 2022

Ms. Maggio moved to approve the minutes from November 16, 2022. Second by Mr. Mello. All in favor.

Set Agenda for December 21, 2022 regular meeting

- Town Meeting
- Auditors

Adjourn

Ms. Maggio moved to Adjourn. All in favor.

The meeting was Adjourned at 9:13 p.m.

Respectfully submitted, Peter Barus, recording secretary, December 21, 2022