

Draft Minutes
Town of Brookline Selectboard Meeting
Wednesday, January 18, 2023

Present:

Selectboard:

Dorothy Maggio (Chair)

Bruce Mello

Stanley Noga

Town Officers:

E mark bills (Rd supervisor)

Guy Tanza (town clerk) Zoom

Public:

Steve madder (fact TV)

- Call meeting to order at 6:35 PM
- No changes to agenda
- Members of the public
 - Scheduled-none
 - Unscheduled-Guy Tanza by zoom

Pay Orders:

- Payroll order 23-29 dated 01/18/2023 In amount of \$1717.90. Dot Maggio made motion, seconded by Bruce Mello, unanimously approved.
- Accounts payable order 23-28 dated 01/18/2023 in amount of \$248,339.89. Motion made by Dot Maggio, seconded by Stan Noga, unanimously approved. Dot Maggio stated that \$244,677.84 is for the West River Modified Education District.
- Stan Noga asked if errors found in last meetings accounts payable warning had been corrected. Dot Maggio stated she had inquired about matter and not received a reply. She will follow up.

Guy Tanza entered meeting by zoom approximately 6:48 PM.

New Business:

- Dot Maggio stated that the Brookline Meetinghouse Committee will be holding a fundraiser on 07/22/2023. A Mr. Cutler and friends from Washington state will give a concert.
- Brookline meetinghouse committee is m taking a survey of the communities desires for the meeting house. Survey shall be finished in the spring.
- The Nystrom family has requested use on 06/17/2023, a Saturday, of the meetinghouse for a wedding ceremony of approximately 50 attendees.

Old Business:

- Dot Maggio presented the BRIC grant particulars. The grant was awarded to Brookline December 2021 in the amount of \$7612.50. It is a 75/ 25 percent grant. Brookline's match amount is \$2537.50. The grant ends 12/22/ 2024. It is to pay for process of updating Brookline's Local Hazard Mitigation Plan. Dot Maggio motioned that the selectboard authorize her to execute necessary documents and submit to the proper authority. Bruce Mello seconded said motion. It was unanimously approved.
- Dorothy Maggio provided an overview of the grant approved by the Vermont Preservation Trust to the Brookline Meetinghouse Committee. This grant pertains to replacing the foundation under the annex portion of the building. The project is to be completed by the end of 2024. Lee Ann Parker will create a RFP for use in documentation. Since an RFP had previously been issued and processed and a bid received, Lee Ann will discuss with the Vermont Historic Preservation Trust to see if past action satisfies their process. No contract can be executed with the bidder until the RFP process is approved by the Trust. Dot Maggio stated that documentation must be submitted to the trust by February 3rd 2023. Dot further outlined that a condition of the Trust is that they be advised of any significant work performed on the building over the next five years.
- Guy Tanza stated that a citizen asked about \$15,000 in ARPA money which the selectboard stated it would pledge to the foundation project. Dot Maggio stated that use of ARPA for the project is selectboard prerogative. Bruce Mello echoed that statement.

Budget and Town Report:

Appropriations:

- Dot Maggio sent out an email regarding a desired format in the town report for listed appropriations. The total amount of appropriations is \$10,561.00. Bruce Mello likes the format. Dot Maggio will meet tomorrow morning with Gwen Tanza who will assist in placing appropriation requests and requesting entity's annual summary report in a ring binder. Article 9 does not have all 21 requests. Dot wishes that each request of \$1,000 or more be in its own separate Article. Significant discussion occurred about requests of \$1,000 or more and their grouping in an orderly fashion. Mr. Mello stated that he had concern regarding possible objections to specific requests. Stan, who typed the document, indicated he would agree on whatever format the board desired but he would not type it again. He found himself retyping it after 12:30 AM at night after 13.5 hours trying to deal with other Town Report documents and encountered a difficult format for this document which ultimately needed to be retyped in entirety. At that late hour he settled for an easier format as a compromise to the recently agreed upon format.
- Stan Noga explained the language of Articles 2 and 3.

Auditors report:

- Dot Maggio summarized the status of the auditors' report. The auditors need the final fiscal year 23-24 budget. The select board must complete the fiscal year 23-24 budget and send to the Treasurer. Upon treasurer's review and formatting, the budget must be sent to the Auditors for review. Auditors will then be able to issue their report. Both budget and auditors' report must be sent to David Jones by 01/24/2023 for formatting and preparation of the Town Report for printing.

Employee Pay Rates:

- Upon discussion of pay rates, it was consensus of the select board to elevate the hourly rate of the Brookline town clerk and treasurer to \$23 per hour. The increase in budget for pay raises in FY24 will be covered by use of ARPA funds. At a future date formal vote of the select board will occur in compliance with ARPA requirements stating the amount needed to cover said raises. Contents of the Annual VLCT Pay and Benefits Report were reviewed in reaching this decision.

In-person From the Floor Town Meeting:

- Dorothy maggio asked if board members were in favor of a in person from the floor town meeting Monday March 6th. Selectboard members expressed a desire for in-person from the floor town meeting this year. Start time of 6:00 PM with potluck supper at 5:00 PM were mentioned.

Reports and Updates**Road supervisor**

- Mr. Bills has regularly checked the status of town roads.
- Unfortunately, citizens have been leaving unrecyclable items at the recycle bin area. Other citizens have reported seeing particular vehicles at the recycle bin, close to times of abuse. Documents with names and addresses have been sought in an attempt to determine the individual(s) committing this practice.
- A load of salt was delivered to the town's garage and mixed with gravel by as Clark and sons.
- Four truck loads of winter road sand have been added to some town roads.

Highway Grants Report

- Brookline has received the \$6700 from the state in payment of the grants-in-Aid grant pertaining to Hill Rd.
- Assistant treasurer, Melissa Brown, advised me that Brookline has received its quarterly road mileage funds in the amount of \$10,000.
- Dot Maggio asked if there was any desire by the selectboard for the town of Brookline to purchase an iPad for its highway and culvert transactions with AOT. Not having used an iPad to date, for that purpose, it is an unknown.

Building Commissioner

- Accounting approach to monies received via the lease of the former Brookline Elementary School to Suzies Little Peanuts Day Care – Brookline, was discussed. Bruce Mello desires that the lease income be shown as an account balance as opposed to town income. Different examples of other accounts were discussed. Members expressed their preferences as to how the monies were demonstrated in the town financials. Stan prefers that the lease income show as income in the town's budget. Others suggested just an account showing a balance. Melissa Brown will be consulted to determine what is possible.
- As a part of the town financials, Dot Maggio suggested that the selectboard be presented by the Treasurer with the prior month-end financials for the first selectboard meeting each month.
- Mr. Mello advised the SB that Peter Meyer contacted him to advise that one of the heat pump units was impacted with ice and snow. Mr. Mello and Mr. Bills were involved with cleaning out ice and snow from said condensing unit. Mr. Bills will be erecting a small roof over said unit to keep ice, rain and snow off that unit in the future.

Selectboard Chair Report

- Dorothy stated that a supply of Covid-19 Test Kits was received by the town from the VT Dept of Health for handing out to citizens as needed.
- While attempting to notice place notice on the local Front Porch Forum website an advertisement for the Lavorgna Listserv, the Front porch Forum announced it considered the Listserv a competitor and would not allow said notice to be posted on their website.
- Dot Maggio created a notice of selectboard recording clerk vacancy with job description, pay amount and requirements of the position. She asked for SB review and approval for its use in advertising for the position. Said approval was given.
- Dot requested a workbee meeting with Stan to discuss the needs of the future position of a Brookline selectboard administrative assistant. She also desired to discuss the formalities of handling previously used ARPA monies whereby not all monies authorized had not been expended and the procedure to return unspent money to the ATPA account.
- Dorothy suggested to Mark Bills that he use the "winter down time" to finish FEMA paperwork regarding Putney Mountain Rd. Repairs and upgrades. Mark stated that he will do so.
- Dorothy stated that she would create and forward to the daycare tenant notice of the town meeting to be held the evening of March 6th and potential need for a rain date on the evening of March 7th.
- Dorothy stated she had followed up with Judy Acampora clarifying payment amounts to Brattleboro Salvage.
- Dorothy mentioned the Selectboard Report that will be submitted with the town report. Each selectboard member will contribute their thoughts to be constructed into one report.

- Workbee stated above to occur on this coming Monday.

Communications:

- **Emails**
 - Sara Webb emailed Dot stating that she will be unable to coordinate the potluck supper the day of Town Meeting.
 - Dorothy Maggio stated that Kim Freedman had contacted her about potential solar panel locations in Brookline. Mrs. Friedman is soliciting a Brookline representative to assist in locating solar panel sights in this general area. Bruce Mello will contact Mrs. Friedman, who he knows, and invite her to a future Brookline select board meeting.
 - Dot Maggio asked of Mr. Noga if there was an update regarding Rescue Inc. Mr. noga stated that he had attended last evening's Rescue Inc. Meeting. The rate assessed upon Brookline for this year will remain the same rate as last year. The assessment rate will increase by 1% for each of the next two years. Rescue Inc has performed services all throughout Vermont and has nurtured relationships with grace cottage hospital and state of Vermont.
 - Dot Maggio stated that she will attend an informational meeting of the Windham County Sheriff's Department taking place on February 9th 2023 from 10:00 AM to noon. Said meeting will occur at the new Vermont Emergency Management Services Academy on Route 30 at approximately the Newfane - Townsend town line.
 - Dot Maggio read to the board the annual advisement letter from the real estate division of the Vermont Department of Taxes. Brookline's EGL value is \$72,504,435. The EEGL valuation is \$85,110,582. The CLA is 85.19%. The COD is 15.07%.

Prior Minutes Approval:

- Draft minutes of 12/21/2022 select board meeting reviewed. No corrections necessary. Dot Maggio made motion to approve the Draft minutes of 12/21/2022 as presented. Stan Noga seconded, approved unanimously.

Information Offered:

- Bruce Mello stated that a possibility exists whereby taxes in the future may become assessed on income as opposed to property value.
- Dot Maggio offered that she was recently advised by a school official that a consolidation of educational resources in this district is in the works.
- Bruce Mellow referenced a prior discussion of the select board whereby said board pledged to match up to \$15,000 of committed monies of the meeting house committee with/from ARPA funds.
- Discussion of and accounts payable amount of \$127.39 is to be investigated by Bruce Mello. It pertains to services of SLPDC. Clarification is required.

Prior Minutes Approval:

- Dot Maggio requested review of January 4th, 2023 selectboard minutes. Mr. Noga created said minutes and abstains from comment on accuracy. Mr. Noga presented two versions of minutes prior to this meeting for January 4th. After sending the first version he carefully re-read it and corrected mistakes which he found within it. Said corrected version was forwarded to select board members at a late point in time prior to today's select board meeting. Upon discussion it appeared that errors were corrected in the second version. Dot Maggio motioned to approve the apparently corrected version of minutes of January 4th. Mr. Mello seconded said motion. Motion passed unanimously.

Tentative Topics for Next Selectboard Meeting:

- Town Budget
- ARPA funds and potential uses
- Town report

Meeting Adjourned at 8:51 PM. 51 PM

Respectfully submitted:

Stanley Noga Jr.

Temporary Secretary