

Final Minutes
Town of Brookline Selectboard Meeting
Saturday, March 18, 2023

Present:

Selectboard:	Town Officers:	Public:
Dorothy Maggio(DM)	E Mark Bills (EMB) (Rd. Supervisor)	None
Bruce Mello (BM)	Guy Tanza (GT) (Town Clerk)	
Stanley Noga (SN)		

Meeting Opening

- A. Guy Tanza called the **meeting To Order at 1:10 PM.**
- B. Mr. Tanza asked if there are any nominations for Selectboard Chair. Mr. Mello **nominated Dorothy Maggio** as Selectboard Chair. 2nded by Mr. Noga. No discussion. Nomination unanimously **accepted**. Ms. Maggio accepts the nomination and **Chairperson** position.

Normal and Reorganizational Business

- A. DM motioned to **review** the Selectboard meeting **minutes of the March 1, 2023**. Neither corrections nor need for changes noted. DM motioned to **accept** the minutes of said meeting **as presented**. 2nd by Mr. Mello. Approved unanimously.
- B. Changes to agenda - **None**
- C. Members of the public-
 - a. Scheduled – 10 minutes for **Joseph Dutton. Did not attend meeting.**
 - b. Unscheduled – 5 minutes per person. None

Reorganization and Appointment of Town Officers/Positions

- A. **Elect Vice-Chair of the Selectboard** – 1 year term. DM nominated Stan Noga for Vice Chair of the SB. 2nded by BM. Mr. Noga accepts nomination. No discussion. Unanimously Approved.
- B. Appoint **Recording Clerk** of the SB. 1-year term. DM motioned to table nominations for this position given that there is no nominees/volunteers. SN 2nded and unanimously approved. **Mr. Noga volunteered** to continue in **temporary capacity** until such time as a replacement is found or it becomes too much for him. DM mentioned that there is a person who contacted her expressing some interest in the position. She will follow-up.
- C. Appoint **Supervisor of Grants** – term 1-year. DM nominated **SN as Grants Supervisor**. SN accepted nomination. BM 2nded motion. Unanimously Approved.
- D. Appoint **Building Commissioner** 1-year term. DM nominated **BM who accepted** the nomination. 2nded by SN. Unanimously approved.
- E. Appoint **Property Manager for 624 Grassy Brook Road**, DayCare Building-1 year term. DM nominated **EMB who accepted** said nomination. BM 2nded motion. Unanimously approved.

- F. Appoint **Road Supervisor** - 1 year term. DM nominated EMB as Road Supervisor. **EMB accepted** nomination. SN 2nded. Unanimously approved.
- G. Appoint **Road Commissioner** - 1 year term. DM nominated Archie Clark for Road Commissioner. Via communication, **Archie Clark accepts** nomination for said position. BM 2nded. Unanimously approved.
- H. Appoint **member to the Planning Commission** - 5 year term expires 2027. DM motioned to **table** the appointment since no nominees known. SN 2nded. Unanimously approved.
- I. Appoint **member to the Planning Commission** - 5 year term expires 2027. DM motioned to **table** the appointment due to no known nominees. 2nded SN. Unanimously approved.
- J. **Appoint member to the Selectboard** - 1 year appointment for remainder of vacant 3 year term which will expire in 2025. DM motioned to appoint **Joseph Dutton** to the remaining 1-year term of said vacant position. No 2nd. **Motioned dropped/failed.**
- K. **Appoint member to the Selectboard** - 1 year appointment for the remainder of a vacant 3 year term which will expire in 2024. No nominees for position. **Tabled a nomination/vote for this position. Reconsider at next SB meeting.**
- L. **Appoint Treasurer** - 1 year term. DM nominated **Melissa Brown**, current Asst. Treasurer, to the position of Treasurer pursuant to VSA 17 Subsection 2561(f)(a). 2nded SN. Unanimously Approved.
- M. Appoint **Assistant Treasurer** - 1 year term. DM nominated **Judith Acampora**. 2nded BM. Unanimously approved. DM nominated **David Jones as Asst. Treasurer** for purposes of signing checks. To be followed-up by placing said nomination and vote **on agenda for next SB meeting.**
- N. Appoint **Lister** - 1 year appointment on a 3 year term expiring 2024. No nominees, DM motioned to appoint **Helen Holt**, for 1 year appointment. SN 2nded. Unanimously approved. Helen volunteered to start training any person who wishes to be appointed.
- O. Appoint **Lister** - 1 year appointment on a 3 year term expiring 2025. DM motioned to appoint **Michael Bills** to a 1-year term. 2nded BM. Unanimously approved.
- P. Appoint **Lister** - 1 year appointment on a 3 year term expiring 2026. No nominees. DM motioned to **table** this appointment. 2nded by BM. Unanimously approved.
- Q. Appoint **Delinquent Tax Collector** - 1 year term. DM nominated **Melissa Brown** for said position. 2nded BM. Unanimously approved.
- R. Appoint **Trustee of Public Funds** - 1 year term. DM nominated **Melissa Brown**. 2nded BM. Unanimously approved.
- S. Appoint **Health Officer** – 3-year term. BM nominated **DM** as Health Officer which she accepted. 2nded SN. Unanimously approved.
- T. Appoint **Deputy Health Officer** – 3-year term. DM nominated **SN** as Deputy Health Officer which he accepted. 2nded BM. Unanimously approved.
- U. Appoint **Forest Fire Warden** - 1 year term. DM nominated **Lester D. Rink** for Fire Warden position. 2nded by SN. Unanimously approved.
- V. Appoint **Deputy Forest Fire Warden** - 1 year term. DM nominated **Michael Winot** to said position. 2nded SN. Unanimously approved.
- W. Appoint **Tree Warden** - 1 year term. DM nominated **EMB** for Tree Warden which he accepted. 2nded BM. Unanimously approved.
- X. Appoint **Windham Regional Commission Representative** - 1 year term. DM nominated **SN** as WRC Commissioner which he accepted. BM 2nded. Unanimously approved.

- Y. Appoint **Windham Regional Commission Representative** - 1 year term. DM asked BM if he had interest in fulfilling this role. **BM will contemplate.** By consensus, the nomination was **tabled.**
- Z. Appoint **Pound Keeper** - 1 year term. DM motioned to appoint the Windham County Humane Society as Brookline's pound keeper. 2nded BM. Unanimously approved.
- AA. Appoint **Animal Control Officer** - 1 year term. DM motioned to **table** said appointment to another meeting. 2nded BM. Unanimously approved.
- BB. Appoint **Rescue, Inc. Representative** - 1 year term. DM nominated SN, which he accepted. 2nded BM. Unanimously approved.
- CC. Appoint Town **911 Coordinator** - 1 year term. DM motioned to **table** said appointment for the time being. SN 2nded. Unanimously approved.
- DD. Appoint **SEVCA representative** - 1 year term. DM motioned to **table** said appointment for the time being. BM 2nded. Unanimously approved.
- EE. Appoint **Windham Solid Waste Management District Rep.** - 1 year term. DM nominated **Dan Towler** who has accepted the appointment. SN 2nded. Unanimously approved.
- FF. Appoint **Emergency Management Coordinator** - 1 year term. BM nominated DM to said position which she accepts. 2nded SN. Unanimously approved.
- GG. Appoint members to the **Brookline Meeting House Committee** - 1 -year term. DM motioned to appoint, **Lee Ann Parker, Kerry Bourne, Daniel Towner, Stuart Duke, Julie Duke and Dot Maggio** to said committee. BM 2nded. Unanimously approved.
- HH. Appoint members to the **Historic Round School House Committee** 1 -year term. DM motioned to appoint **Laurie Nau, Kerry Bourne and herself.** 2nded BM. Unanimously approved. DM mentioned that this year is the 200th anniversary of the BRS. SB agreed to install garden honoring Cynthia Nau's years of dedication and participation in the RSH and its preservation. Unanimous consensus.
- II. Set **Time and Place for Selectboard meetings.** DM motioned for the Selectboard to meet the **first and third Wednesday of each month to be held at 6:30 PM at the town office. This is intended as the typical and regular SB meetings for typical purposes. There may be situations which require a change in either time, place or day for special and/or emergency meetings for special needs which will be posted as required by law.**
- JJ. Establish **official locations for posting meetings / hearings.** SB established 1) Posting Board **in front of Town Office,** 2) Posting Board in **Triangle of intersection of Grassy Brook and Hill Rds,** 3) Posting Board on **southwest corner of intersection of Whitney Hill and Grassy Brook Rds,** and 4) **within the Brookline Town Office** in the vicinity of the Town Clerk area. 2nded by SN. Unanimously approved.
- KK. **Establish official Newspaper.** DM motioned to accept the Brattleboro Reformer as the Official Newspaper for Town of Brookline legal notices. BM 2nded. Discussion of whether The Commons or the Brattleboro Reformer best suits needs of town. SN agreed with DM due to daily availability of Reformer. **Brattleboro Reformer** unanimously approved as news paper for legal notices.
- LL. **Review Policies-**
- 1 - **Conflict of Interest Policy- Unanimously accepted and original signatures of all SB members on it.** Motioned by DM . 2nded by BM.
 - 2 - **Rules of Procedure- Unanimously accepted and original signatures of all SB members on it.** Motioned by DM . 2nded by BM.
 - 3 - **Purchase Policy-** Tabled due to policy present is not the most current policy. Stan will follow-up and have present at next meeting the policy which provides for electronic features of use.

New Business

- A. Approve **Chair and Vice Chair signing Pay Warrants- BM motioned to allow SB Chair and Vice Chair to sign Pay Warrants. DM 2nded. Unanimously approved.**
- B. Open **Bids for the BRIC Grant** – Bids for Consultants for Hazard Mitigation Planning for the Town of Brookline. Some bid(s) were just received and did not provide for ample time for review by the SB. DM will notify vendors that review and vote to occur at next SB meeting. DM motioned **to table to next meeting** for review of bids. 2nded BM. Unanimously approved.
- C. Stan mentioned that he had recently seen a notification of handling of the **Tree Warden appointments**. DM stated that **Town Clerks** are required to **notify appropriate authority** of Tree Warden appointments.

Old Business

- A. Address incomplete processing of the agenda item 6 - A under 'Old Business' from the February 1, 2023 Regular SB meeting. The recording clerk noted that the chair did not ask for the vote after the motion was discussed and the meeting progressed without realizing the question was not called. Note - the appropriation of the ARPA funds was approved under the condition that there was a matching grant received for the Meetinghouse foundation work. See the minutes from December 21, 2022 - New Business. The incomplete motion being addressed today was to move the funds into the Dedicated Fund of the BMH as the award was already voted upon and approved. Below is the Motion from February 1, 2022. **DM made motion to authorize \$15,000.000 of ARPA funds be moved to the dedicated fund of the Brookline Meeting House account as the match to the State Historic Preservation Grant supporting the work to be done on the BMH foundation. Grant # 07110.** 2nded by SN. Unanimously approved.
- B. Find below a **summary of appropriations** from ARPA monies showing amounts and purposes.

ARPA appropriations summary * = Next fiscal year 2023-24

- 1. BMH Foundation - up to \$15,000.00 (matched)-value \$30,000.00
 - 2. SLP Heat Pumps - up to \$29,950.00 (includes \$4,500 rebate)
 - 3. DV Fiber CUD - \$5,000.00 (matched) value \$10,000.00
 - 4. Salary increase for Town Clerk & Town Treasurer for 2023-24 FY.
 - Town Clerk - \$21.75 hourly to \$23.00 hourly
 - Town Treasurer - \$20.00 hourly to \$23.00 hourly
- Appropriation of ARPA funds to be applied to salary line item
- 5. Purchase of new computer equipment in FY 2023-24

Reimbursement of Citizens per Accounting Methods

- A. Clarification of **Handling of FEMA Reimbursements**. Pursuant to the Town Meeting, Ms. Maggio reviewed the monies disbursed for FEMA expenses for the storm damage incurred August of 2020. Consulting with town financial officials about timeframes(s) in which money was spent, reimbursement of expenses paid from 07/21/21 through 06/30/23 must go back into the Highway Fund. Citizens thereby receive the benefit of the money received as a credit to highway expenses. Ms. Maggio stated that reimbursed

expenses for monies in the 2024 budget (\$40,000 for materials and \$30,000 for contract services) can go back to the taxpayers. Exact method is yet to be determined. Any municipal match (10%) will be reflected in the credit and/or refund. DM desired to take this time to clarify to citizens and the SB as to how reimbursements needed to be handled.

Other Discussion

- A. **No current State Grants for Brookline Culvert Work.**
SN stated that when conversing with **AOT Dist, 2 Representative, Meghan Brunk**, he was **advised** that there is **no previous approved grant for installation of a culvert in front of the Tattersall property on Grassy Brook Rd.** DM suggested that Stan advise Road Commissioner and Road Supervisor of this fact along with any documentation provided by Ms. Brunk. SN agreed to do so.
- B. DM stated that both she and Bruce Mello must execute their **Oath of Office** since being elected Selectmen. Both will execute said document.
- C. SN advised the SB that he found **used dump trucks** on a website of a Westminster, VT company under the name **Advantage Truck Group, 802-375-7738.** There are used dump trucks in the \$39,000 to mid \$40,000, some of which have plows attached. Given current town expense, the cost would virtually be paid for in the first year of implementation by eliminating the current \$40,000 winter plowing budget. There was discussion as to whether EMB would want to drive such a vehicle. EMB is open to the concept.
- D. DM has had conversation with Melissa Brown in which it was stated that the **Town of Newfane** recently contracted to **lease an item of equipment for \$25,000 per year with option to purchase.**
- E. EMB stated that he was **researching 4 wheel excavators** and stated the attachments which he would find helpful. EMB is acquiring dealer and lease to purchase information as well as bank financing information for extended timeframes. A JCB 4-wheel excavator, such as the model which Brookline leased last year is the preferred machine.
- F. SN mentioned the \$80,000 **remaining bond balance** as a source of money and required citizen vote of **approval at either Town Meeting or Special Town Meeting** in order to use that money for equipment purchase.
- G. DM stated that Brookline needs to file the **MRGP Waste Water Annual Report** and pay the \$416.67 **annual fee.** She will leave for the Treasurer notice of need to file and pay by April 1, 2023.

Pay Warrants

- A. **Payroll Warrant**
DM motioned to approve **Payroll Warrant 23-37** dated 03/15/2023 i/a/o \$4,093.03. BM 2nded. No discussion. Approved unanimously.
- B. DM motioned to approve **Accounts Payable Warrant 23-36** dated 03/13/2023 i/a/o \$18,427.38. SN 2nded. No discussion. Unanimously approved.

Next SB Meeting date and topics

- A. Date is **04/05/2023.**

- B. **Topics-** All Tabled items, BRIC award, heavy equipment, SB goals for year, Recording Clerk, discuss SB vacancies, TBD.
- C. DM advised that she is going away briefly between now and next meeting. She will **issue an Agenda early.**

Meeting Adjourned at 3:23 PM.

Respectfully submitted and amended,

Stan Noga, Jr.

Interim Recording Secretary