

Final Minutes
Town of Brookline Selectboard Meeting
Wednesday, November 15, 2023

Present:

Selectboard (SB):

Dorothy Maggio (DM) (Chair)
Stanley Noga (SN) (Vice-Chair)
Bruce Mello (BM)
Paul Madalinski (PM)

Town Officers:

E Mark Bills (EMB) (Highway
Supervisor)
Vanessa Ballou (VB) (Recording
Clerk)

Public:

FactTV online
Lee Anne Parker (LAP)
Dan Towler (DT)
Jon Ballou (Zoom)

1. Dorothy Maggio called the meeting to order at 6:45 PM.

Somara Zwick was not able to attend the meeting.

2. Any Changes to the Agenda

Since SZ was not present the following items were not discussed under agenda item 8. Reports and Updates: D. Energy Committee and E. Planning Committee.

Laurie Nau-Martouche was not present at the meeting, DM will share her news instead – see 6. New Business D. Round Schoolhouse (RSH) – Fundraising.

3. Members of the Public

A. Scheduled members - 10 minutes on requested topic

Lee Anne Parker and Dan Towler attended the meeting to discuss the Brookline Meeting House (BMH). See 5. A. & B. below.

B. Unscheduled Members- 5 minutes on agenda items only

None.

4. Review and Approve Minutes

A. Regular Meeting Minutes – October 18, 2023

DM motioned to approve the draft minutes as presented; BM seconded; motion approved unanimously.

5. Unfinished Business

A. Painting RFP for Brookline Meeting House (BMH) project

As the agenda stated, the SB planned to review the lead certifications of 802 Painting and decide whether to vote to award the painting bid or to table again for further consideration. LAP reported that at the last meeting of the BMH Committee, the Committee voted in favor of 802 Painting – so long as they had the required certifications. 802 Painting has successfully completed lead training, but the company is not yet lead certified in Vermont. 802 Painting is planning on being lead-certified by the time the BMH painting would begin in 2024.

While discussing the BMH painting, the group had further discussions concerning mold remediation and given the limited budget, whether the priority should be mold remediation and not painting. In his report, Jon Saccaccio ranked painting the BMH as less important

than mold remediation. His proposal included \$3,000 for himself and another expert to provide an independent analysis – including the source of the mold; and \$15,000 for a separate company to clean up the mold. The SB discussed potential sources of moisture creating the conditions for the mold such as the moisture under the crawl space, the drip line from the roof, and lack of ventilation and heat. SN suggested contacting other historical churches about their experience with mold and mold remediation. LAP suggested that the Historical Preservation website could probably help.

Following this discussion, the SB decided to table a decision regarding the painting RFP. DM made a motion to not award the painting bid at this time and that the SB table it until a further meeting, time and date to be announced; PM seconded; motion approved unanimously. DM will follow-up with the two painting vendors.

B. Work Change Order for BMH Sill repair

The requirement for the sill repair was discovered during the foundation work. A Change Order needs to be prepared and executed. Kerry Bourne needs to provide SN with the details of the labor and materials required to complete the sill repair and SN will draft the Change Order.

C. Tree Work - Winter 2023 -24

Number of trees vs. number of days for arborist to work in town

EMB recommends developing an RFP for one day of work. He will place ribbons on the trees, and DM will prepare a draft RFP for the December 6, 2023 SB meeting.

D. FEMA 4621 Status

SZ, SN, and the Treasurer (Melissa Brown) have been pulling together the final details for submission to FEMA by December 31, 2023. The Town is still waiting for the invoice for the paving work completed by the Bazin Brothers. DM asked if Meghan Brunk needed to check/confirm all the work performed; SN will confirm the process.

E. FEMA 4720 Status

There is a meeting November 28th, 2023 with FEMA to discuss the status of repairs. The Town will need to wait for the hydraulic studies to be completed before repairs are made. DM reminded the group that with the expired Hazard Mitigation Plan, the maximum reimbursement is 75%.

Some of the considerations regarding the grants include rate of reimbursement, whether matching is required, timing of funding, timing of required hydraulic studies, and application deadlines.

F. Water Mitigation Grant

DM and SN are meeting on November 16th to work on an application for a Water Mitigation Grant. The application is due December 8, 2023.

6. New Business

A. Brookline Meeting House (BMH) - End of year fundraising letter

Postage and Printing fees request for funds - \$ 750.

DM made a motion to approve the reimbursement of funds for the Brookline Meeting House end of the year fundraising letter postage and mailing up to an amount, not to exceed \$750; SN seconded; motion approved unanimously.

- B. BMH - Holiday Sing Along - Request for \$200 funds
LAP described the plans for the Holiday Sing Along. DM made a motion to approve the reimbursement up to \$200 for the BMH Holiday Sing Along; BM seconded; motion approved unanimously
- C. BMH - Discuss funding the Steeple project costs over \$10K
This topic is moot at this time.
- D. Round Schoolhouse (RSH) - Fundraising - Selling RSH Prints \$10 each
Fundraising - Selling RSH Sweatshirts \$5.00 each
The RSH would like to advertise and sell the remaining RSH stock of prints and sweatshirts for \$10 and \$5, respectively. DM made a motion to approve the selling of the prints for \$10 and the sweatshirts for \$5 in fundraising for the RSH; PM seconded; motion approved unanimously.

7. Budget Development / Review of Past & Current Budgets

As indicated in the agenda the SB discussed the budget by going line-by-line through the expense portion of the budget. During their review they discussed whether the budget items for expenditures needed to be increased or decreased for the 2024 budget (July 1, 2023 to June 30, 2024). The discussion will continue at the next SB meeting.

8. Warrant Orders

- A. Payroll Warrant
The SB was unable to approve the motion concurring with DM's actions of signing the payroll warrant because the paperwork was not available at the SB meeting itself. The SB will complete this approval at the next meeting on December 6, 2023.
- B. Accounts Payable Warrant
DM made a motion to approve accounts payable warrant 2420 dated November 15, 2023 in the amount of \$12,164.28; SN seconded. There were questions about the Cota & Cota invoice of \$125.00 for work done at the BMH on October 20, 2023, because no work was done. The SB agreed to hold off paying the invoice. DM revised the original motion to approve accounts payable in the amended amount of \$12,039.28 due to the reduction of \$125.00 holding out an invoice from Cota & Cota for plumbing at BMH. The amended motion was approved unanimously.

9. Reports and Updates

- A. Highway Supervisor - E. Mark Bills
 - 1) Bazin Brothers finished the Putney Mountain Road paving, but they were not able to repair all the potholes because they grind the road segment and pave that section of the road and this process requires additional material. EMB plans to repair the large hole at the bottom of Whitney Hill Road using cold patch asphalt.
 - 2) EMB met with Colin Bratton of WRC regarding grants. The Town will need to determine what the best path is for the road repairs – FEMA or other grants.
 - 3) EMB completed general maintenance at the daycare, including installing new handrails, new air filters in the heat pumps, as well as work around the grounds.
 - 4) EMB completed repairs at the Town salt and sand shed, including replacing part of the fiberglass roofing, replacing broken lights with LED lights, and repairing a broken light switch.

- 5) He reported that the company that has taken over the recycling bin is not responding as quickly now to requests to replace the bin when it is full. EMB could set up a fixed schedule but that could mean that the bin is exchanged before it is full. He will follow-up with them to determine the best path forward.
- B. Highway Grants/Contracts – S. Noga
- 1) Grants in Aid – SN filed the GIA package with VTrans for the Kirsch and Hill Road project. The total expense was \$9,259.68 of which \$1,851.90 is the Town’s responsibility (20%); the Town should receive a check for \$7,407.80.
 - 2) SN reported that the Town has \$41,000 in coverage for such things as the mower, leaf blower, and personal items and other tools in the BMH and Town Garage.
 - 3) The 2Wired Guys do not send a formal contract to the Town. SN has emailed them asking what is included in their service package and for confirmation of their fee which has been \$1,134.95 in the past two years.
 - 4) For FEMA 6421, SN responded to a request from Patrick Donlan regarding the status of two unfinished projects. SN informed FEMA that all the projects have been completed.
 - 5) SN took photos of culverts that had been identified as #3 and #4 in FEMA Photos for clarification with FEMA.
 - 6) Two culverts are plugged on Putney Mountain Road.
 - 7) He provided Marjorie Ray with Planning Committee agendas and minutes. Marjorie requested a brief paragraph describing the Planning Committee.
 - 8) Will be doing same for Marjorie Ray regarding Hazard Mitigation
 - 9) Daniel Schoener is asking if there is a way to mitigate the risk of flooding his house and property from the steep ravine on the mountain across the road from his house.
- C. Building Commissioner - B. Mello
- 1) BMH - Scope of work change order for sill replacement
Work proceeded on the sill replacement without informing the SB of the change in scope. DM will follow up.
 - 2) BMH - Plumbing Bill
Discussed above – see 8.B.
- D. Energy follow up - S. Zwick
Tabled.
- E. Planning Committee - S. Zwick
Tabled
- F. Selectboard Chair - D. Maggio
- 1) Open Meeting Law
DM reminded the group that email should not be used for discussions and decisions, that the Town-specific email addresses should be used, and that meeting agendas need to be posted on the 3 Town bulletin boards and not just the Town website.
 - 2) Meeting with Windham County Sheriff’s Department
The Sheriff’s Department wants to go to the legislature regarding regionalizing policing in Windham County. There is no commitment of financing or contracting by the Town. DM does not have a problem stating that the Town of Brookline supports the research into regionalization of policing services for Windham County.

- 3) DM has a list of administrative assistant tasks currently being completed by the Assistant Treasurer.
 - 4) There is a state-wide in-home vaccination program for people who cannot easily travel for vaccinations.
 - 5) DM provided a summary of what FEMA wants for maintenance records for culverts.
 - 6) The Town has completed the annual reregistration of its UEI Number (previously DUNS number).
 - 7) The Town website needs to meet applicable accessibility standards (Web Content Accessibility Guidelines (WCAG)). DM will distribute this information.
 - 8) Chair for Hazard Mitigation Program
Looking for a resident who is interested in being the Chair or Co-Chair and keeping the program on track for the next 5 years – including organizing meetings once or twice a year.
- G. Any other topic as requested by the selectboard not requiring a vote.
None.

10. Communications

- A. Email
None.
- B. Regular Mail
None.

11. Set Agenda for next meeting on Wednesday, December 6, 2023

- A. Next meeting Wednesday, December 6, 2023
- 1) Administrative Assistant
 - 2) FEMA 4621
 - 3) FEMA 4720
 - 4) Tree RFP
 - 5) Highway Budget

12. Adjourn the Meeting

DM moved to adjourn the meeting and the meeting was **adjourned at 9:11 PM**.

Respectfully submitted,
Vanessa Ballou
Recording Clerk