

**Final Minutes**  
**Town of Brookline Selectboard Meeting**  
**Wednesday, December 6, 2023**

**Present:**

**Selectboard (SB):**

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

**Town Officers:**

Guy Tanza (GT) (Town Clerk)  
E Mark Bills (EMB) (Highway  
Supervisor)  
Vanessa Ballou (VB) (Recording  
Clerk)

**Public:**

FactTV online  
Mike DeSocio (MS)

**1. Dorothy Maggio called the meeting to order at 6:32 PM.**

BM joined the meeting at 6:35 PM. SZ and PM left the meeting at 8:15 PM after the beginning of Agenda Item 10. A.

**2. Any Changes to the Agenda**

As stated on the Agenda items 9 D and 9 E were to be moved for discussion earlier during the meeting.

Maggie Foley has asked to attend the next SB meeting on Wednesday, December 20, 2023.

**3. Members of the Public**

A. Scheduled members on requested topic (10 minutes)

None.

B. Unscheduled Members on agenda items only (5 minutes)

None.

**4. Review and Approve Minutes**

A. Regular Meeting Minutes – November 15, 2023

DM motioned to approve the draft minutes as presented; PM seconded; motion approved unanimously by the 4 SB members present at the November 15<sup>th</sup> meeting, with SZ abstaining.

**5. Executive Session: 1 V.S.A. § 313**

DM made a motion to enter into an executive session according to the conditions specified in the agenda; PM seconded; the motion was approved unanimously. The FactTV microphone was turned off and EMB, VB, and MS were excused from the meeting. The SB exited the executive session at 7:00 PM. No motions or votes were made. EMB, VB, and MS returned to the meeting, and FactTV recording was resumed.

**6. Unfinished Business**

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

DM communicated to both painting vendors that approval of the painting has been tabled for the moment. Following a brief discussion concerning the status of lead certification in Vermont for both vendors, the SB agreed that no decision would be made before early

February 2024. The painting cannot be undertaken until after then, and the licensing status of 802 Painters should be known by then.

B. Work Change Order for BMH Foundation Project

The consideration of the change order included discussion of the additional costs, status of funding, and timing of payment. DM made a motion to approve the work change order for the BMH repairs from Kerry Bourne in the following way: approve \$582 for the installation of the vapor barrier under the wood addition and approve \$1,250 for the materials and labor for the sill replacement in the south wall; PM seconded. Following a discussion, the SB voted unanimously in favor of the motion. DM will submit the invoice of \$1,832 for payment to Mr. Bourne after the change order has been signed. These additional costs will be paid from the BMH funds.

The change order brings the total cost of the foundation work to \$34,632. The foundation work is funded by a \$15,000 grant and matching \$15,000 from the Town. The grant will not release the funds until all the work has been completed, and the work has now stopped because of the onset of winter weather. Kerry Bourne received \$10,000 to cover materials at the outset and has requested an additional payment of \$18,800 to cover his additional costs to date. Without the grant money, the BMH is not currently in a position to make this payment.

DM moved to table consideration of the additional payments until the second change order has been signed – expected by the December 20<sup>th</sup> SB meeting.

C. RFP – Arborist Work in Brookline for- Winter 2023/24

DM distributed a draft RFP for the arbor work for discussion. The group agreed that work must be completed by March 1<sup>st</sup>, 2024 – before the beginning of mud season. EMB tagged 12 trees that are at risk of falling into a road for removal. Bids will be due on or before December 20<sup>th</sup>, 2023 and will be opened at the regularly scheduled SB meeting at approximately 7 PM. The RFP will be advertised in the paper and DM will inform the Town's preferred vendors Henry Carr and Tom Bloom of the RFP via email.

D. FEMA 4621 Storm Damage (2021 Storm)

The Town is continuing to work on submitting invoices and information into the FEMA portal and has received the last invoice needed for the FEMA 4621 storm damage – from the Bazin Brothers.

The paving contract total budget was \$32,200 and included a provision to bill additional equipment mobilizations at \$2,000. The paving invoice from the Bazin Brothers totals \$34,072; the invoice is \$1,872 over the budget reflecting a second mobilization to move the milling equipment from Putney Mountain Road to Grassy Brook Road. The Town will forward an invoice to FEMA for the FEMA related portion.

E. FEMA 4720 Storm Damage (2023 Storm)

The SB discussed the storm damage on Athens Road and Ellen Ware Road and noted that FEMA is requesting more detail and further explanations for repairs made following the 4720 storm than for previous storms.

The Town has received two hydraulic studies. One study covered Athens Road where flooding washed across the road and destroyed the barrier wall/catch basin at the Schoener property. The hydraulic study of Athens Road recommended that one of the 24-inch diameter culverts be replaced with a 48 inch diameter culvert; however, this culvert empties

into a 24 inch culvert at the Schoener property; further discussion is needed. The other hydraulic study for Ellen Ware Road and requires clarification/correction of some of the details as well as the requirement to replace the 20 foot culvert with a 30 foot culvert to meet state requirements.

## **7. New Business**

- A. Consideration on voting to change the Preferred Vendor List-D. Maggio  
DM distributed the current Preferred Vendor List (Sole Source Vendor List), identified additions, and summarized procedures for creating the List. DM made a recommendation to remove Kerry Bourne from the List until the next Town Meeting because of additional work done on the BMH without prior SB approval or a change order including installation of the storm windows, deck work, and then recently hiring a plumber to do work. DM motioned to remove Kerry Bourne from the Sole Source List for 2023/24 until the next Brookline Town Meeting; BM seconded. Following a discussion DM asked all in favor of modifying the Sole Source Vendor List by removing Kerry Bourne until the next Town Meeting signify by saying aye. DM and BM voted for the motion; SN voted against; PM and SZ abstained; the motion failed.

## **8. Budget Planning Session**

Because the meeting was running later than expected, the SB discussed having a special meeting to discuss the budget. DM made a motion that the SB table the budget planning session to the following date and time: 6:30 PM on Wednesday, December 13, 2023 at the Town Hall; PM seconded; the motion passed unanimously.

## **9. Warrant Orders**

- A. Payroll Warrant 2421 from November 17, 2023  
DM made a motion that the SB concur with her actions of having signed on November 20<sup>th</sup>, 2023 payroll warrant 2421 dated November 17, 2023 in the amount of \$1,660.17. SN seconded and the motion passed unanimously.
- B. Payroll Warrant 2422 from December 6, 2023  
DM made a motion that the SB concur with her actions of having signed on December 2<sup>nd</sup>, 2023 payroll warrant 2422 dated December 6, 2023 in the amount of \$4,437.26. SN seconded and the motion passed unanimously.
- C. Accounts Payable Warrant  
DM made a motion to approve accounts payable warrant 2423 dated December 6, 2023 in the amount of \$320,601.07; BM seconded. DM noted that \$279,965.15 were school taxes. The motion was approved unanimously.

## **10. Reports and Updates**

- A. Highway Supervisor - E. Mark Bills
- 1) The excavator was registered.
  - 2) EMB tagged trees for removal, inspected roads, added gravel at each end of Putney Mountain Road in the right hand lane to reinforce the message that the road is not maintained, improved the driveway access for plowing and trash removal at the daycare building, met with A.S. Clark to discuss the budget, and with SN regarding FEMA repairs
  - 3) Called Green Mountain Power regarding a three-foot diameter ash tree between power lines that is dropping limbs on the road.

- 4) First salt delivery arrived December 1<sup>st</sup>, 2023..
- B. Highway Grants/Contracts – S. Noga
  - 1) The Town has received the check for \$7,400 from Vtrans.
  - 2) SN noted that the dump truck will need to be inspected. He also noted that the 4 tires may need to be replaced. EMB reported that there is an offer to donate up to 7 tires that fit such trucks.
  - 3) SN reported that the Town insurance will not cover remediation of the BMH mold – or any damage that results from the mold.
- C. Building Commissioner - B. Mello  
BM outlined plans to improve ventilation in the daycare by changing the air filters and ensuring that the old ventilation system was closed down.
- D. Energy Committee - S. Zwick  
Not discussed.
- E. Planning Committee - S. Zwick  
Not discussed.
- F. Selectboard Chair - D. Maggio
  - 1) Marie Tattersall has asked to be considered for appointment to be the Town representative for DVFiber – to be added to the December 20<sup>th</sup> SB Meeting agenda for the official appointment.
  - 2) The Round School House is on a Facebook page for Vermont Historic Buildings. DM met with Reed Webster, a photographer, who took pictures of the building. He also shared some observations about the state of some of the brick mortar.
  - 3) The previous owner of Indian Acres, who passed away last summer, will be interred next summer.
  - 4) DM and SN provided an update regarding the sequence of calls for code 3, including clarification of the number and updates to the sequence of callers for both the Town and daycare.
- G. Any other topic as requested by the selectboard not requiring a vote.
  - 1) Better Backroads Grant  
The Town will not pursue this potential source of funding but will focus on other sources of funding.

## **11. Communications**

- A. Email
  - 1) Helen Holt has been training Alyssa Schmidt on the Lister position.
  - 2) Vermont Bond Bank informed the Town that they are doing a loan for Municipal Climate Recovery Fund. This can be discussed further at the December 13<sup>th</sup> meeting.
  - 3) Preservation Trust of Vermont easement request on BMH building; will require additional research.
  - 4) [www.brooklinevt.com](http://www.brooklinevt.com) new Website is launched!
- B. Regular Mail  
None.

**12. Set Agenda for next meeting on Wednesday, December 20, 2023**

A. Next meeting Wednesday, December 20, 2023

- 1) Maggie Foley (MTAP)
- 2) Appropriations Review
- 3) Review General Fund
- 4) Review Highway Fund
- 5) RFP Bids for Tree work in Brookline
- 6) Marie Tattersall for Town Representative for DVFiber

**13. Adjourn the Meeting**

DM moved to adjourn the meeting and the meeting was **adjourned at 8:40 PM.**

Respectfully submitted,  
Vanessa Ballou  
Recording Clerk