

Final Minutes
Town of Brookline Selectboard Meeting
Wednesday, October 18, 2023

Present:

Selectboard (SB):

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

Town Officers:

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

Public:

Maggie Foley (MF) (Zoom)
Meg Staloff (MS) (Zoom)
Dan Towler (Zoom)
FactTV online

1. Dorothy Maggio called the meeting to order at 6:40 PM.

Dan Towler joined the Zoom meeting at 7:28 PM.

2. Any Changes to the Agenda

The following agenda items were tabled:

- i. 7. New Business A. Consideration of buying and installing insulation under the floor of the BMH, and
- ii. 8. Reports and Updates E. Planning Committee.

3. Members of the Public

A. Scheduled members - 10 minutes on requested topic

- i. Meg Staloff - Brattleboro Development Credit Corp (BDCC)/ Southeastern Vermont Economic Development Strategies (SeVEDS)
MS who works for BDCC provided an overview of BDCC services. BDCC is an economic development organization for the Windham region covering 27 towns in southern Vermont. BDCC provides economic and strategic planning across the Windham region as well as supporting towns, individual businesses, and schools through a variety of programs and funding. Contact and additional information is available on the BDCC website (<https://brattleborodevelopment.com>).

SeVEDS is an affiliated organization with a separate board and budget; it has no staff and contracts with BDCC to run its programs. SeVEDS asks each of the Windham Regional towns for annual funding based on \$3.00 per resident. The funding may be used to design programs to address regional issues that individual towns cannot address on their own. SeVEDS funding may be used to bridge gaps in funding provided to BDCC from other sources – such as when matching funding is required or the full program cost is not covered.

- ii. Maggie Foley - MTAP Program introduction - 15 minutes
MF who works as a consultant for Windham Regional Commission (WRC) provided an overview of the Vermont MTAP program. The intent of the MTAP is to provide small rural communities that have limited resources and expertise with help

assessing State and Federal Funding. MF's role is to assist Brookline with assessing its needs and then finding resources and funding. The process consists of four phases.

Phase 1: Needs Assessment

In this phase Brookline's needs will be inventoried, priorities established, and potential projects defined. This phase is scheduled for the 4th quarter of 2023. MF recommending getting community involvement during this phase.

Phase 2: Opportunity Assessment

During this phase, MF will research potential funding sources for the Town's projects.

Phase 3: Assistance with Funding Application

WRC and MTAP can support the Town by applying for funds to support selected projects.

Phase 4: Project Management Support

Brookline can access project management support for a variety of tasks – such as obtaining permits.

SN and SZ have offered to be the contacts for the Town. The group agreed to organize an initial planning meeting on Saturday, November 11th from 9:00 AM to 11:00 AM. The Town will invite the residents and advertise the meeting to encourage community involvement. The group acknowledged that the date was Veteran's Day. MF requested copies of previous planning documents or other materials that would be helpful for review in advance of the meeting.

- B. Unscheduled Members- 5 minutes on agenda items only
None.

4. Review and Approve Minutes

A. Regular Meeting Minutes – October 4, 2023

The SB identified minor changes to the minutes. DM motioned to approve the minutes as amended; PM seconded; motion approved unanimously by 4 SB members present at October 4th meeting, BM abstained.

5. Warrant Orders

A. Payroll Warrant

DM made a motion that the SB concur with DM's actions of signing **payroll warrant 2415** on October 8, 2023 and distributed on October 11, 2023 in the amount of \$1,818.95; SN seconded; the motion was approved unanimously.

B. Accounts Payable Warrant

DM made a motion to approve **accounts payable warrant 2416** dated October 18, 2023 in the amount of \$24,163.39 (corrected); SZ seconded. Following a brief explanation regarding an omission of \$89.73 in the original report total amount, the motion and the corrected total was approved unanimously.

6. Unfinished Business

A. Selectboard Administrative Assistant

DM distributed a list of potential responsibilities for review. Following a discussion of the list of potential tasks, operational details, and potential pay scale; the SB agreed to have a more

detailed discussion at the December 6, 2023 regular SB meeting with the goal of hiring at the beginning of 2024.

B. On Call Assistant for Highway Dept

The SB discussed using known resources rather than advertising for this position as well as other operational issues (contractor vs employee, pay scale, insurance requirements, minimum hours per day, etc). Following the discussion, the SB agreed to have further discussions (review of job description, salary range, etc) at the November 1, 2023 regular SB meeting.

C. FEMA - 2021 Final Storm Repairs and completing data entry in Portal for reimbursement.

For FEMA 4621, SZ is completing data entry in the FEMA portal. The deadlines for completion of Storm 4621 (July 2021) activities appear to be flexible because of the excessive number of storms, fires, other disasters, and staffing limitations.

However, for Storm 4720 (July 2023) the Vermont deadline for basic introductory filing is October 28, 2023. SZ will follow up with Vermont and confirm the deadlines.

The SB discussed issues related to interfacing with the FEMA portal.

D. Tree work - Estimate/time frame for removal

Henry Carr is willing to provide cost and time estimates and recommended equipment required for removing the trees. The Town will need to prepare an RFP for this work.

E. Inner Fire - Assessment of environmental conditions/drainage as per Act 250.

DM and EMB reported that they inspected the Inner Fire Development and summarized their findings (minimal) to the SB. The SB provided permission for DM to send the findings to Inner Fire.

7. New Business

A. Consideration of buying and installing insulation under the floor of the BMH if it will become inaccessible after the foundation work.

Tabled.

8. Reports and Updates

A. Highway Supervisor - E. Mark Bills

i. Completed

- All roads have been inspected and graded as needed in preparation for the winter season.

ii. On-going

- Clearing ditches and culverts of fallen leaves and other debris.
- EMB is continuing to mow.
- Gravel has been added to some of the roads and the grader has been used to form a good crown.

iii. Planning Stage

- EMB and the SB identified culverts that need hydraulic studies following the July 2023 storm (4720) to support repair and/or mitigation efforts. This work would be covered by new grants that the Town will need to obtain. The discussion included requirement and timing of hydraulic studies, FEMA requirements that repairs be limited to restoring sites to pre-storm conditions, and whether some repairs could be completed by the Town. The group had detailed discussions of two locations.

- The existing 10 ft wide, 16 ft long culvert on Grassy Brook Road between the Ames and Daley properties was almost at full capacity during the July 2023 storm. If it failed, water could wreck significant damage on residential and town properties downstream. ANR (Agency of Natural Resources) advised EMB that in the future this culvert would be best mitigated by being replaced with a 28 by 30 ft bridge structure. This work would be a good candidate for the Town to apply for MTAP funding.
- The culvert on Ellen Ware Road near the town line with Townshend was broken in the middle during the storm and the site continues to deteriorate. This site has been analyzed by FEMA, and the Town is waiting for the FEMA report so that it can move forward.

B. Highway Grants/Contracts – S. Noga

- i. Three AS Clark Contracts - Sand, Winter Road Maintenance, and FEMA Rink Bridge
SN has received these contracts and will review and then copy and distribute as appropriate. The SB has already signed the contracts.
- ii. Filling of Quarterly BRIC (LHMP) report
The 3rd Quarter BRIC report has been filed.
- iii. Process of GIA 30274 Hill and Kirsch Roads
The Town asked Windham Regional (WRC) to do a service agreement for this work. WRC completed some background work and has billed the Town \$1,188.80 for services and mileage.
- iv. MRGP GIA and all culverts replaced for Brookline Culvert Report and NOI Reports.
To complete the GIA filing, the data for the culverts (Putney Mountain, Purple Mountain, Bennett, and Holland Hill Roads) will need to be updated in the NOI database.
- v. Revision of Bourne - BMH contract via the Work Change Order (WCO): 1) Dollar Amount 2) additional sill work
There is a minor revision in the Bourne contract of approximately \$300 and additional work will be required to repair a rotted sill in the foundation which will be billed on a time (\$60/hour) and materials basis.
- vi. Attended VLCT Planning, Act 250, Act 47, and Act 174
SN attended this seminar which described some changes. It was recorded; the recording should be available by the end of the week.
- vii. There is a VLCT Budget Seminar on 10/25/2023 at 9:30 AM.
Both SN and DM plan to attend.
- viii. WRC has asked BK to advise if we want to use another GIA Assist Agreement for the 2024 GIA Grant
Jeff Nugent asked if the Town would like to enter into another service agreement with WRC for the \$10,000 GIA Grant for 2024. Both SN and EMB found the additional support from WRC useful. WRC has provided an agreement; services that WRC would provide include preconstruction site visit, sketch or map development, and postconstruction assessment that the segment has been brought up to standard. The agreement requires work to be completed by December 1, 2024. The Town would be invoiced up to \$1,500 or 10% of the Grant's worth – whichever is

less. SN made a motion that DM be authorized to sign the service agreement on behalf of the Highway Department and SB; PM seconded; the motion was approved unanimously. DM will finish signing the agreement and will make copies of it.

- ix. SN reported that David Jones agreed to print the Town Report. He will provide an estimate for printing costs to the Town for planning.
- x. Helen Holt has confirmed that there are no repercussions or penalty if the Town's property reassessment is delayed.
- xi. SN has received two documents from FEMA with contract addendums that must be incorporated into contracts that the Town enters into. There are two versions – one for contracts of less than \$10,000 and another for contracts of \$10,000 up to \$100,000.
- xii. The SB reviewed property valuations of the Town's properties prepared for insurance purposes and identified revisions.
- xiii. The Town has received notice of a water mitigation grant from ANR with VTRANS. If the Town is interested, a reply must be made by December 8, 2023. The grant could be up to \$200,000 on an 80/20 ratio. SN will distribute to the SB for discussion at the next regular meeting.

C. Building Commissioner - B. Mello

i. Completed

- o BM described an issue related to billing for an unnecessary service charge and will follow-up with the vendor via email.
- o Source Protection Plan for Daycare Building
BM explained that source protection was the requirement that a 500-foot radius around the well must not be in a contaminated zone. He noted that portions of this 500-foot radius around the daycare well are located on other properties. Any future property renovations within the 500-foot radius that could impact the water quality will need to be addressed by the SB and by the person responsible for oversight of the daycare building.

He also explained that additional water testing is required if there are 25 or more people in the building over a 6-month period. The daycare is designated as having 30 or more people, but they don't have 30 people at the daycare. This designation could be changed in the future. The Source Protection Plan will be updated with a waiver that indicates that the town is in compliance; it covers the next three years.

ii. On-going

BMH foundation work looks great. The rotted sill needs to be replaced as discussed earlier. BM raised the following concerns:

- o Whether it will be possible to install insulation under the floor after the foundation work has been completed.
- o The plan to install a handicapped ramp at the back door is not in compliance with the Americans with Disability Act (ADA). DM stated that an alternative is to install an ADA chair at the front – similar to the ones installed in schools.
- o Regarding the steeple painting, so far, the only painter that has reached out is Momaney. The work has been advertised in The Reformer.

- Plumbing in the BMH. Kerry Bourne has asked for a plumber to address some drains in the building so that there is water available during the foundation repair.
- D. Energy Committee - S. Zwick

The committee (SZ, Daniel Schoener, and Jon Ballou) met last Friday. All the applications have been completed and the committee has received the Memorandum of Understanding for the assessments. SZ will sign it; no payment required. The committee will see if they can get the BMH included in the assessment. In the meantime, the committee is waiting to hear when the assessments will be scheduled.
- E. Planning Committee - S. Zwick

Tabled for the next SB meeting; nothing additional to report.
- F. 911 Coordinator - P. Madalinski
 - i. Completed
 - The owners of the property bordering Grassy Brook Road and Windmill Hill Trail want to keep the 868 Grassy Brook Road address and do not want to change their address to 4 Windmill Hill Trail.
 - PM has followed up with the owners of 191 Putney Mountain Road asking them if they had put up markers identifying their address for emergency responders as requested this past May. Despite multiple communications, the owners have not responded and do not appear to have put up any markers.
- G. Selectboard Chair - D. Maggio
 - i. Completed activities include the following:
 - Distributing dry fire hydrant information to property owners with ponds,
 - Sent study request list to VTrans,
 - Communications with the Ames Farm regarding their burn building,
 - Notified the NewBrook fire department of their right to inspect Inner Fire based on Act 250,
 - Inspected Inner Fire driveway access and will send them a letter, and
 - Contacted Cargill regarding the salt contract.
- H. Any other topic as requested by the selectboard not requiring a vote.

SZ recommended that the SB set up special working meetings to deal with FEMA compliance deadlines.

9. Communications

- A. Email

The Town did get a notification regarding additional funding, but the Town is not eligible because the Hazard Mitigation Plan is not in effect.
- B. Regular Mail

The regular mail included thank you notes from organizations for appropriations received from the Town and requests from organizations for new appropriations.

10. Executive Session

As the agenda stated the SB may enter into an executive session. At 9:16 PM DM motioned to have the SB enter into the executive session. The recording was stopped and EMB and VB were excused.

The executive session regarding the paving contract was exited at 9:33 PM. No motions or votes were made.

11. Set Agenda for next meeting on November 1, 2023

- A. Open Bids for the BMH Painting RFP
- B. Budget Session - 30 +/- minutes
- C. On Call Assistant for Highway Department
- D. Water Mitigation Grant
- E. TBD

12. Adjourn the Meeting

DM moved to adjourn the meeting. SB seconded the motion, and the meeting was **adjourned at 9:34 PM.**

Respectfully submitted,
Vanessa Ballou
Recording Clerk