

Final Minutes

Town of Brookline Selectboard Reorganization Meeting

Wednesday, March 6, 2024

Present:

Selectboard (SB):

Dorothy Maggio (DM) (Chair)
Stanley Noga (SN) (Vice-Chair)
Bruce Mello (BM)
Doug Wellman (DW)
Mike DeSocio (MD)

Town Officers:

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

Public:

FactTV online

1. Guy Tanza (GT) called the meeting to order at 6:30 PM.

2. Elect a Selectboard Chair

GT asked if there are any nominations for the Selectboard (SB) Chair. Bruce Mello (BM) nominated Dorothy Maggio (DM); seconded by Stan Noga (SN). Nomination approved unanimously.

3. Review changes to agenda if any

DM identified the following changes to the agenda: item 6. J. can be omitted as there are no vacant SB positions, 6.K. and 7. were skipped. Agenda item 8.C. was discussed under Unfinished Business.

4. Members of the Public

- A. Scheduled
None
- B. Unscheduled
None.

5. Approve Minutes

- A. Regular Meeting Minutes – February 21, 2024
The SB reviewed the draft minutes dated February 21st. DM motioned to approve the minutes as amended; SN seconded; the motion approved unanimously by 3 continuing SB Members (DM, SN, and BM); new SB members, Doug Wellman (DW) and Mike DeSocio (MD) abstained.

6. Reorganization & Appointment of Town Officers / Positions

The SB formally nominated and approved the Town Officers and Positions during the meeting. All individuals accepted their nominations.

- A. Elect Vice-chair of the Selectboard - 1 year term
DM nominated SN for Vice Chair of the SB; BM seconded; approved unanimously.
- B. Appoint Recording Clerk of the Selectboard - 1 year term

- DM nominated Vanessa Ballou (VB) as Recording Clerk of the SB; BM seconded; approved unanimously.
- C. Appoint Supervisor of Grants - 1 year term
DM nominated SN as Supervisor of Grants; BM seconded; approved unanimously.
 - D. Appoint Building Commissioner - 1 year term
DM nominated BM as Building Commissioner; SN seconded; approved unanimously.
 - E. Appoint Property Manager for 624 Grassy Brook Road Day Care Building-1 year term
DM nominated E. Mark Bills (EMB) as Property Manager of the Day Care Building; BM seconded; approved unanimously.
 - F. Appoint Road Supervisor - 1 year term
DM nominated EMB as Road Supervisor; SN seconded; approved unanimously.
 - G. Appoint Road Commissioner - 1 year term
DM nominated Archie Clark as Road Commissioner; SN seconded; approved unanimously.
 - H. Appoint a Planning Commission member for a 5 year term expiring in 2029
DM nominated Somara Zwick to the Planning Commission; BM seconded; approved unanimously.
 - I. Appoint a Planning Commission member for a 5 year term expiring in 2029.
DM nominated SN to the Planning Commission; MD seconded; approved unanimously.
 - J. Appoint selectboard members to vacant positions that may exist if positions are not filled by elected members of the town.
Not applicable - vacant SB positions were filled at the March 4, 2024 Town Meeting.
 - K. Letter skipped.
 - L. Appoint Treasurer - 1 year term
DM nominated Melissa Brown as Town Treasurer; BM seconded; approved unanimously.
 - M. Appoint Assistant Treasurers - 1 year term
DM nominated Somara Zwick (SZ) as Assistant Treasurer; BM seconded. DM noted that SZ will sign checks because the treasurer cannot sign checks. Appointment approved unanimously.
DM nominated Judy Acampora as Assistant Treasurer; SN seconded; approved unanimously.
 - N. Appoint Lister if none elected- 1 year on a 3 year term expiring 2027
DM nominated Helen Holt as Lister; SN seconded; approved unanimously.
 - O. Appoint Lister if none elected - 1 year appointment on a 3 year term expiring 2025
Alyssa Schmidt was elected at the March 4, 2024 Town Meeting.
 - P. Appoint Lister if none elected - 1 year appointment on a 3 year term expiring 2026
DM nominated Mike Bills; SN seconded; approved unanimously.
 - Q. Appoint Delinquent Tax Collector - 1 year term
DM nominated Melissa Brown; BM seconded; approved unanimously.
 - R. Appoint Trustee of Public Funds - 1 year term
DM nominated Melissa Brown; SN seconded; approved unanimously.
 - S. Appoint Health Officer - 1 year term
BM nominated DM; SN seconded; approved unanimously.
 - T. Appoint Deputy Health Officer - 1 year term

- DM explained the responsibilities and nominated Doug Wellman; SN seconded; approved unanimously.
- U. Appoint Forest Fire Warden - 1 year term
DM nominated Michael Winot; SN seconded; approved unanimously.
 - V. Appoint Deputy Forest Fire Warden - 1 year term
DM nominated Mike Fontaine; BM seconded; approved unanimously.
 - W. Appoint Tree Warden - 1 year term
DM nominated EMB; BM seconded; approved unanimously.
 - X. Appoint Windham Regional Commission Representative - 1 year term
DM nominated SN; BM seconded; approved unanimously.
 - Y. Appoint Windham Regional Commission Representative - 1 year term
Tabled.
 - Z. Appoint Pound Keeper - 1 year term
DM appointed the Windham Humane Society; BM seconded; approved unanimously.
 - Aa. Appoint Animal Control Officer - 1 year term
BM nominated DM; SN seconded; motion approved unanimously. In accepting the nomination, DM stated that she would like to see how this first year of the Town's \$1,300 contract with the Sherrif's Office goes. The Sherrif's office will help with various animal control issues including lost, aggressive, unlicensed animals, issuing tickets; and help with court cases.
 - Bb. Appoint Rescue, Inc. Representative - 1 year term
DM nominated SN; BM seconded; approved unanimously.
 - Cc. Appoint Town 911 Coordinator - 1 year term
DM nominated Paul Madalinsky; SN seconded; approved unanimously.
 - Dd. Appoint SEVCA representative - 1 year term
Tabled.
 - Ee. Appoint Windham Solid Waste Management District Rep. - 1 year term
DM nominated Dan Towler; SN seconded; approved unanimously.
 - Ff. Appoint Emergency Management Coordinator - 1 year term
DM nominated SN; BM seconded; approved unanimously.
 - Gg. Appoint members to the Brookline Meeting House Committee - 1 yr term
DM motioned to appoint the following to the Committee: Lee Anne Parker, Dan Towler, Kerry Bourne, Julia Duke, Stuart Duke, and Jon Ballou. BM seconded; approved unanimously.
 - Hh. Appoint members to the Historic Round School House Committee - 1 yr term
DM motioned to appoint the following to the Committee: Julia Duke, Dorothy Maggio, Laurie Nau-Martocci, and Kerry Bourne; BM seconded; approved unanimously.
 - li. Set Time and Place for Selectboard meetings
DM motioned for the SB to meet at 6:30 PM at the Town Office on the first and third Wednesday of each month; SN seconded; approved unanimously.
 - Jj. Establish official locations for posting meetings / hearings
DM motioned for the SB to approve the following locations for posting meetings/hearings: 1) Posting Board in front of the Town Office. 2) Posting Board in the triangle at the intersection of Grassy Brook and Hill Roads, and 3) Posting Board at the

intersection of Whitney Hill and Grassy Brook Roads. SN seconded and the motion approved unanimously.

Kk. Establish official Newspaper

DM motioned to approve the Brattleboro Reformer as the Town's official newspaper; seconded by SN. DM explained that the Brattleboro Reformer allows the Town to publish on multiple days during the week, while the Commons is published only once per week. The Town also uses other media to publish – such as the Town's list serve, Front Porch Forum, and Facebook. The Brattleboro Reformer approved unanimously.

Ll. Review Policies

DM distributed the following policies to the new SB members for them to read:

- 1) Conflict of Interest Policy
- 2) Selectboard Recusal Policy
- 3) Brookline Purchase Policy

The signing was tabled until the next meeting to give the new SB members time to review. DM informed the group that there may be additional policies that need review in the future– including having an ethics policy incorporated into the Conflict of Interest Policy.

Mm. Appoint representative to DVFiber 1 year term

DM nominated Marie Tattersall; BM seconded; approved unanimously.

Nn. Appoint alternate representative to DVFiber 1 year term

DM nominated Don Demaine; SN seconded; approved unanimously.

7. Number skipped.

8. New Business

A. Approve Chair and Vice Chair signing Pay Warrants

DM made a motion to have the SB approve the Chair or Vice Chair to sign pay warrants; BM seconded; approved unanimously.

B. Brookline MRGP (Municipal Roads General Permit) Stormwater Municipal Roads Permit – Action \$500 Operating Fee due April 1, 2024 Review/sign MRGP report

In addition to paying the fee, the Town must also submit a report regarding the progress made towards the MRGP standards. SN raised a question regarding Section B of the report; to allow time to address the question, further discussion was tabled.

C. Action on hiring Peter Yost - building scientist to evaluate environmental conditions of the Brookline Meeting House (BMH)- Fee amount \$3,000.00 (this fee may have increased)

The SB identified issues with moving forward with Peter Yost's proposal during this meeting. DM noted that the Town's Purchase Policy requires an RFP for amounts over \$2,500. Noting that the BMH has a limited budget and competing projects requiring funding; BM proposed that decisions on additional work should be postponed until the priorities for the BMH are agreed between the SB and the BMH committee. The SB will invite Lee Anne Parker, Chair of the BMH committee back to talk to the new members.

D. Notice of Initial Act 250 Application Filing Schedule G for the Windmill Hill Pinnacle Association. Location 25 Brookline Road. Discussion.

The Town was notified that the Windmill Hill Pinnacle Association filed an Act 250 application, but their application was denied because it was incomplete. Item tabled.

9. Unfinished Business

- A. Discuss applicant for Administrative Assistant for the Selectboard
The SB decided to interview the applicant during an Executive Session at the next SB meeting on March 20th.
- B. Discuss applicant for on call Highway Assistant
The SB will also address the applicant for the Highway Assistant at the next SB meeting.
- C. Discuss updating the RFP for the BMH painting project to include wooden addition.
This item was tabled until the SB has additional information regarding the priority and sequence of the BMH work needed – including plans for an ADA compliant entry.

10. Warrant

- A. Payroll Warrant of 2/28/2024
DM made a motion that the SB concur with her action of signing payroll warrant 2434 dated February 28, 2024 in the amount of \$2,067.97; SN seconded; the motion was approved unanimously.
- B. Accounts Payable Warrant
DM made a motion to approve accounts payable warrant 2435 dated March 6, 2024 in the amount of \$20,479.27; BM seconded. DM noted that \$10,500 is the third of four payments for the snow plowing contract. The motion was approved unanimously.
During the discussion of the accounts payable warrant, DM described the auditors' recommendations for quarterly top line reporting and asked DW and MD to work with Melissa Brown in implementing this.

11. Communications

- A. Email from BMH re: moving on project plans and funding
DM will update Lee Anne Parker regarding this meeting's discussions.
- B. FEMA Zoom meeting at 10 am Thursday March 7th.
- C. Carr Tree – Arborist
Henry Carr is currently unable to provide the Town with tree removal services but did provide some other options. The SB discussed additional options and decided to send letters to other arborists inviting them to inspect the trees that need to be removed and submit a bid.
- D. DM discussed plans to provide orientation for the new SB members DW and DM – timing to be scheduled.
- E. GT would like to provide the residents with contact information; however, this will need to wait until after the Town has implemented new email addresses (@brooklinevt.gov) for elected and appointed positions. Among the benefits of the new email addresses are that access can be controlled and emails can be archived to support freedom of information requests.
- F. A resident sent a letter to the SB expressing appreciation for EMB's mud season efforts – noting that his proactive and specific approach to the on-going spring weather has made a big difference in keeping the roads accessible.
- G. Local Emergency Management Plan needs to be updated by May 1, 2024. DM and SN will complete the update.

- H. Brookline SB has received an invitation to tour the inside and outside of the Ball Mountain and Townshend Dams on May 8, 2024 from 3 to 5 PM. DM asked the SB to let her know if anyone was interested.
- I. On March 28th, there is a director's course for local emergency management planners.
- J. SN reported that the AOT has waived the \$26,000 that the Town might have been charged. SN still waiting for written confirmation about the final decision.
- K. Final contracts have been received and require signing for Sam Bourne and Dan Meehl. These were signed by the SB with new members abstaining (DW and DM).
- L. DM received information regarding mobile surveillance cameras for rent.

12. Set Agenda for March 20, 2024

- A. FEMA
- B. Review, approve preferred vendor list
- C. Goals for coming year
- D. Building Commissioner's priorities for BMH
- E. Planning Commission
- F. Arborist
- G. ARPA
- H. Policy review - adopt and sign

13. Adjourn the Meeting

DM moved to adjourn the meeting and the meeting was **adjourned at 8:53 PM.**

Respectfully submitted, Vanessa Ballou, Recording Clerk