Draft Minutes

Town of Brookline Selectboard Meeting

Wednesday, March 20, 2024

Present:

Selectboard (SB):	**Town Officers:**	**Public:**
Dorothy Maggio (DM) (Chair)	E Mark Bills (EMB) (Highway	FactTV online
Stanley Noga (SN) (Vice-Chair)	Supervisor)	Lee Ann Parker (LAP)
Bruce Mello (BM)	Guy Tanza (GT) (Town Clerk)	Dan Towler (DT)
Michael DeSocio (MD)		

1. **Dorothy Maggio called the meeting to order at 6:36 PM.**
   SN will join the meeting later. Doug Wellman (DW) is travelling on business and unavailable. Vanessa Ballou (VB) the Recording Clerk is not present and will prepare the minutes from the FactTV recording. GT left shortly after the meeting began.
2. **Any Changes to the Agenda**
   BM requested that item 7.A. concerning the Town Picnic be discussed following 3.A. DM stated that item 6.F. will be tabled until additional information is available. While waiting for SN to join the meeting, the SB took up agenda topics out of sequence. Later it was noted that two agenda items are numbered as number 8; DM verbally corrected the numbering – the minutes reflect this correction.
3. **Members of the Public**
   A. Scheduled members of the public
   As described in the Agenda, Lee Ann Parker (LAP), Chair of the Brookline Meeting House (BMH) Committee, requested time to discuss, review, and plan for a future feasibility study by Jon Saccoccio and hiring Peter Yost an environmental building expert regarding scientifically analyzing the source, cure, and future prevention of mold in the BMH. LAP outlined the Committee's goals for this meeting.
      1) Request SB approval to hire Peter Yost ($3,000+5%) to conduct analyses of the building inside and out– including whether to go with the proposal from either Green Home Solutions or Catamount for cleaning the mold. DM explained that later in the meeting the SB will discuss issuing a Request for Proposal (RFP) for the work to be completed by Peter Yost and Jon Saccoccio with the goal of moving forward at the April 3, 2024 SB Meeting.
      2) Request SB approval to move forward with the Jon Saccoccio feasibility study proposal. DM clarified that the action required by the SB was to approve having Jon Saccoccio prepare a proposal at a cost not to exceed $1,000 to describe in detail what would be covered in the feasibility study. Dan Towler (DT) explained that the feasibility study report would provide a plan for moving forward with repairs and renovations - including recommendations for the sequence of this work and estimated costs. He noted that the report would help the committee apply for grants because of the detailed information and because grant agencies like seeing professional plans.

B. Unscheduled members of the public
None.

4. Approve Minutes

A. Reorganization Meeting Minutes – March 6, 2024
The SB reviewed the draft minutes dated March 6th. DM motioned to approve the minutes as presented; BM seconded; the motion approved unanimously by the three SB members present (DM, BM, and MD).

5. Reorganization & Appointment of Town Officers / Positions cont. w/ ACTION

A. Energy Committee- Appointments
DM made a motion to appoint Somara Zwick, Jon Ballou, and Daniel Schoener to the Energy Committee for the Town of Brookline; BM seconded; the motion approved unanimously by the three SB members present (DM, BM, and MD).

B. Preferred Vendor List- Approval vote
DM made a motion for the SB to approve the sole source vendor list as presented; SN seconded. SN identified corrections to the list. The list will be updated and revisited at the next SB meeting.

C. Policy Signing
1) Conflict of Interest Policy
DM made a motion that the SB approve the Town Conflict of Interest Policy as presented; SN seconded; motion approved unanimously by the four SB members present (DM, SN, BM, and MD).
2) Purchase Policy
DM made a motion to approve the Purchase Policy as presented; BM seconded; motion approved unanimously by the four SB members present (DM, SN, BM, and MD).
3) Rules of Procedure
DM made a motion to approve the SB Rules of Procedure as presented; SN seconded; motion approved unanimously by the four SB members present (DM, SN, BM, and MD).

D. Rescind appointment of Mike Bills as Lister
As Mike Bills is not interested in the appointment, DM made a motion to rescind the appointment of Mike Bills as Lister for the Town of Brookline; MD seconded; the motion approved unanimously by the three SB members present (DM, BM, and MD). One lister position is now open.

6. Unfinished Business

A. Building Commissioner - B. Mello - Priorities for BMH - requested 15 minutes to go over details on a plan of funding and fixing BMH needs.

BM stated that funding the needed repairs and renovations to the BMH was a critical issue to overcome. He identified obtaining grants as the first priority and acknowledged the Committee's hard work on grants.

Subsequent priorities should be focused on making the building sound. For the BMH this includes fixing the ridge cap to the roof. Repairs to the sanctuary include sealing the building so that bats cannot return, insulating, and remediating mold – with estimated costs of $75,000 for the sanctuary building. Following these repairs and renovations painting the outside of the building can be completed and the building should be heated to keep the mold from returning. Additional needs include ADA compliance, for which grants should be

available, and lighting and electrical upgrades – including electrical upgrades to accommodate heat pumps which will also dehumidify the buildings. There are differences in the priority lists presented by BM and the BMH Committee. LAP noted that the Feasibility Study Report would address priorities from both BM and the BMH Committee.

Returning to the subject of funding, BM reported that the Vermont Arts Council has grants up to $30,000; applications for this year are due May 1st.

B. Appropriation of remaining ARPA funds - Discussion & Possible Action
BM made a motion to appropriate the remaining ARPA funds (approximately $33,000) towards the BMH budget; DM seconded. Following a brief discussion, the motion was approved unanimously by the four SB members present (DM, SN, BM, and MD).

C. Peter Yost - Building Scientist Consultant for BMH - Action-develop an RFP as per Purchase Policy. (tabled last meeting)
DM made a motion asking the SB to concur with her actions of developing an RFP for a Building Scientist Consultant for the BMH; BM seconded; motion approved unanimously by the four SB members present (DM, SN, BM, and MD).

D. BMH Feasibility Study - Jon Saccoccio - Action-develop an RFP as per Purchase Policy if board decides to move forward.
DM clarified that if the Feasibility Study proposal is **less than $1,000** an RFP is not needed; the BMH Committee can move forward without an RFP.

E. Planning Commission Progress
SN provided an update regarding the Planning Commission survey. The survey has been completed and the results are being tabulated. SN has asked Margot Ghia if she would like to attend the Brookline Planning Commission Meeting at 9:30 AM on Saturday, April 6th at the Town Office when the results will be reviewed.

F. Arborist follow up -D. Maggio
Tabled.

G. FEMA Updated Maps - S. Noga
SN compared the old and new FEMA flood plain maps and then consulted a topo map to confirm property elevations. SN identified houses listed as being in a flood plain that do not appear to be in a flood plain and has sent his observations and questions to FEMA.

H. Interview prospective new hires. Reschedule. Review legal advice from VLCT.
DM proposes that the Vice-Chair and Chair meet with each of the candidates and decide whether to bring them in for an interview during an SB Executive Session.

7. New Business

A. The BMH Committee and Town Picnic summer of 2024
As described in the agenda, the BMH Committee would like permission to plan another Town Picnic on Sunday, August 4, 2024. DM made a motion to approve the BMH Committee moving forward with planning the Town Picnic; BM seconded. During the discussion, BM stated that the Fire Department's findings from their latest inspection should be addressed, and this should not be too difficult. DM stated that she would check with the Town's insurance company. LAP provided details regarding the arrangements needed for Howard Cutler and the musicians, including camping at the baseball field. Approval for a picnic budget not to exceed $1,000 from the Community Activity Fund will be added to the next SB Meeting Agenda. Following the discussion, the SB voted on approval for the BMH to move

forward with the picnic plans; the motion approved unanimously by three SB members present (DM, BM, and MD).

B. Maintenance of Grader, York Rake, & Oil Change on Wheeled Excavator
DM reported that the maintenance expenses for these items are included in the highway budget as a line item, may have been underestimated, but will not have a negative impact on the entire budget. A significant savings is that EMB can do the oil change as long as he uses materials specified by the manufacturer.

C. Reschedule meeting with VTRANS - Meghan Brunk re: TA 60
The meeting will be moved to 9:00 AM on Monday, March 25, 2024 at the Town Office. EMB noted that SN and Archie Clark should attend; other SB members are also welcome.

D. Quarterly Budget Review (as suggested by auditors) - Set date
Tabled until next meeting.

8. Reports and Updates

A. Grants/Contracts - S. Noga
1) SN has confirmed the information in the MRGP (Municipal Roads General Permit) form, and the form is ready to be signed and submitted along with the fee of $500. He also recommended that the Town consider having Windham Regional assist the Town in completing the form in the future – unless there is another individual who is willing to take on this responsibility.
2) SN sent the signed contracts to Dan Meehl (2WiredGuys) and to Sam Bourne.
3) The Town has received written confirmation that AOT has waived the $26,000 the Town might have been charged for the salt shed; the Town will only owe $10,617.41. SN will ask for a formal invoice.
4) SN reported that a group of specialists (Team Rubicon) has been created to help Towns dealing with flood damage.

B. Building Commissioner - B. Mello
BM referred the SB to the Town Meeting Report for an update and for a list of goals for the coming year.

C. Highway Supervisor - M. Bills
EMB has continued mud season road maintenance using stone to keep the Town's roads accessible. Before the roadsides green up, he plans to do additional maintenance on the ditches. EMB has completed CPR and first aid training.

D. Selectboard Chair - D. Maggio
DM provided an update on Town email addresses. Because of permitting requirements, it will take some months for the Town to get .gov email addresses. DM is evaluating a Dropbox for storing digital copies of SB files to provide continuity of access to SB records. DM reported that the Town has purchased two laptops including mouses and cases for a total of $1,303.74.

E. Selectboard Goals for upcoming year
Not discussed

F. Any other discussion as requested by a selectboard member not requiring a vote
None.

9. **Warrant Orders**
   A. Payroll Warrant
      DM made a motion that the SB concur with her action of signing payroll warrant 2436 dated March 13, 2024 in the amount of $2,178.58; MD seconded; the motion was approved unanimously by the three SB members present (DM, BM, and MD).
   B. Accounts Payable Warrant
      DM made a motion to approve accounts payable warrant 2437 dated March 20, 2024 in the amount of $25,127.93; BM seconded. DM noted that this warrant includes $10,500 in payment of the snow plowing contract. The motion was approved unanimously by the three SB members present (DM, BM, and MD).
10. **Communications**
    DM summarized the communications listed below.
    A. Regular Mail
    B. Emails
       1) Vtrans visit 9:30 @ town hall for TA 60 review March 27 –New Date needed as this is the school budget vote day and the town hall is not available.
          Rescheduled for 9:00 AM on Monday, March 25 at Town Hall.
       2) Selectboard Essentials - Workshops on Zoom and in person
          Agendas and minutes are still required.
       3) Legal advice from VLCT re: Interviewing applicants
       4) Legal advice from VLCT re: Repeating same articles annually in the Town
       5) Warning (ie, authorizing the treasurer to collect taxes &/or recycle bin article)
11. **Set Agenda for the next meeting on Wednesday, April 3, 2024**
    A. Budget for Town Picnic on Sunday, August 4, 2024
    B. Updated Preferred Vendor List
    C. Planning Survey
    D. Approved Pay Scale Changes
    E. Quarterly Budget Review
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