

Final Minutes
Town of Brookline Selectboard Meeting
Wednesday, April 3, 2024

Present:

Selectboard (SB):

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

Town Officers:

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

Public:

FactTV online
Lee Ann Parker (LAP)
Kerry Bourne (KB)
Dan Towler (DT)
Jon Ballou (JB) (Zoom)
Alyssa Schmidt (AS) (Zoom)
Maggie Foley (MF) (Zoom)

1. Dorothy Maggio called the meeting to order at 6:42 PM.

2. Review / Approve Minutes

A. Regular meeting minutes – March 20, 2024

The SB reviewed the draft minutes dated March 20, 2024. DM motioned to approve the minutes from March 20th as presented; BM seconded; motion approved unanimously (by 4 SB members present at March 20 meeting; DW abstained).

3. Members of the Public

A. Scheduled members of the public

1) Peter Yost re: BMH (Brookline Meeting House) Mold process

The Town received one proposal in response to the Request for Proposal (RFP) for a consultant with knowledge regarding the source, cause, and mitigation of mold. Peter Yost (PY), who is a building scientist, provided a cover letter and proposal to complete this work. DM motioned to accept the bid presented to do the mold remediation study in the amount of \$2,870 with the understanding that all required paperwork, including certification of liability insurance, will be provided in a timely fashion before any contract is signed; BM seconded. Lee Anne Parker (LAP) informed the SB that PY will require three weeks to complete his studies and has tentatively booked beginning the work in the middle of April. Following a discussion concerning the details of the scope of work and logistics, the motion approved unanimously.

2) Maggie Foley re: MTAP (Municipal Technical Assistance Program) changes

Maggie Foley (MF) informed the SB that the MTAP's timeline has changed since the contract was signed with Windham Regional. The current timeline is that all requests for funding grants must be submitted by April 30, 2024. MF's support will end April 30th as well.

Given these changes, MF urged the Town to make decisions about what to apply for within the changed timeline. She stated that the application is easy and continued by

identifying factors that make the Town well positioned to receive funding. Brookline's is ranked among the highest needs Towns and has not received any funding from MTAP. She identified potential projects including Town Planning. She stated that the Meeting House represents a ready to move forward project with active volunteers and planning. She recommended going to Jon Saccoccio and asking him what he would recommend as next steps and what planning would need to be done before renovation. In closing, she recommended that the Town apply for one to three grants. MF stated she can help and offered to write the scope of work for funding.

3) Lee Ann Parker/ Kerry Bourne : painting the BMH Building discussion

While the entire exterior of the BMH needs painting, the group discussed the advantages and disadvantages of painting just the south side of the annex which is in the worst condition and is an eyesore visible from the road. At the end of the discussion, the SB declined to approve the limited painting, a decision based primarily on wanting to see the recommendations from Jon Saccoccio for timing and priority of BMH projects first. DM also noted that for the next 5 years, the Town will need to get approval from the Vermont Historic Preservation Trust to do any work.

B. Unscheduled members of the public on Agenda items only

None.

4. Changes to the Agenda

DM announced at the outset that the meeting may need to be adjourned to Monday, April 8th at 6:30 PM because of the weather. No other specific changes to the agenda.

5. Executive Session- 313(1-b)(3)

DM made a motion to enter into an executive session for the reasons specified in the agenda; BM seconded; motion approved unanimously. The SB entered into the executive session at 7:38 PM, FactTV recording was turned off, and EMB and VB were excused from the meeting. EMB returned for the discussion regarding the on-call road assistant. The SB exited the executive session at 7:56 PM. VB returned to the meeting and FactTV recording was resumed. No actions, motions, or votes took place during the executive session.

6. Unfinished Business

Motions were made, discussed, and either tabled or voted on for the agenda items listed below.

A. Action - Hire Administrative Assistant to the Selectboard

DM made a motion to hire Michelle Dussault as the Administrative Assistant to the Selectboard at a rate of \$20 per hour at this time as an employee; seconded by SN; the motion approved unanimously.

B. Action - Hire Road Assistant to the Highway Supervisor

DM made a motion to hire Jeff Russ as the Road Assistant to the Highway Supervisor at a rate of \$25 per hour; seconded by BM; the motion approved unanimously.

C. Action on RFP - BMH environmental/mold consultant

Earlier during the meeting the SB approved the hiring of Peter Yost – see 3.A.1) above.

D. Action on Feasibility Study for BMH/Incidental cost by Jon Saccoccio

DM made a motion to hire Jon Saccoccio for his feasibility study for the BMH not to exceed \$1,000; seconded by SN. The SB acknowledged that Jon Saccoccio's work should help the Town with grant applications. Following a discussion, the motion approved unanimously.

- E. Action - Funding food/drinks/porta potty for Town Party on Sunday, August 4, 2024 at BMH location not to exceed \$1,000.00

DM made a motion to fund the food, drinks, and cost of the porta potty for the Town Party on Sunday, August 4th, 2024 at the BMH location not to exceed \$1,000; SN seconded. DM noted that funding is available from the Community Activity Fund. SN and DM noted that the BMH received significant donations during last year's Town Party. Following the discussion, the motion approved unanimously.

- F. Action - Approve Updated Vendor List

DM distributed an updated Vendor List reflecting changes identified at the March 20, 2024 SB meeting. DM made a motion to approve the sole source vendor list for the Town of Brookline for vendors in good standing for the year 2024/2025 as presented; BM seconded. DM noted that the Vendor List is a living document that can be updated by SB request. The motion approved unanimously.

- G. Action - Approve pay scale for 2024/2025

DM reviewed final updates to the Town employee and stipend rates distributed at the previous SB meeting. DM made a motion to approve the employee and stipend rates effective July 1, 2025 included in the SB approved Town Budget warning made on January 24, 2024 as presented; BM seconded; the motion approved unanimously. DM will provide a copy of the employee and stipend rates to the Town Treasurer.

- H. Action - Approve seeking Engineering Studies for the following areas:

- 1) Ellen Ware Road (cracked concrete wall),
- 2) Hill Road & Kirsch Road Bridge/Stone Arch Culvert area,
- 3) Grassy Brook Road near Ginseng Lane (upgrade culvert from 18 inches to at least 24 inches), and
- 4) Grassy Brook Road & Parker Road near Ames Farm (culvert should be replaced with a bridge).

These four sites are locations where repeated flooding has occurred. Sites 1 through 3 were flooded during the summer of 2023. SN explained that the Town needs to have engineering studies showing what needs to be done and indicating costs for mitigation as well as costs to bring the sites back to previous condition. SN made a motion for the SB to approve obtaining four engineering studies, one for Ellen Ware Road, one for Hill Road at Kirsch Road, one for Grassy Brook Road near Ginseng Lane, and one for Grassy Brook Road near the Ames Farm so that the Town can proceed with an application for this work; seconded by DM. DM noted that there was funding in the Town budget to cover some of these costs with the expectation that the Town would receive some reimbursement through grants. The initial motion was modified to include costs not to exceed \$20,000. The amended motion was approved unanimously.

- I. Action - Approve reimbursement for 2 to attend the Fundraising and Project Management retreat on July 9 and 10, 2024 at the Grand Isle Lake House. Cost \$135.00 x 2 = \$270 plus mileage

DM made a motion to approve reimbursement of \$270 plus mileage of having Lee Anne Parker and Dan Towler attend the Fundraising and Project Management Retreat in July for two days; BM seconded; motion passed unanimously. SN noted that the fee of one seminar attendee may be refunded by SeVEDS to Brookline after July 9th seminar. This reimbursement is for seminar attendee who also attended a seminar at SeVEDS earlier this year.

- J. Action-AOT (Agency of Transportation) Salt Shed outstanding fee of \$10,644.15
Upon invoice - shall the town pay in one, two or three installments?

DM made a motion that upon receipt of an invoice, the Town would pay AOT the outstanding fee of \$10,644.15 in one installment; SN seconded; the motion approved unanimously.

7. New Business

- A. Green Up Day Volunteer Coordinator needed
Tabled.
- B. Quarterly Budget Review - Auditors recommendation discussion
Tabled.

8. Reports and Updates

- A. Selectboard Chair Report - D. Maggio

DM briefly covered the following items.

- 1) VTrans (Vermont Agency of Transportation)meeting Summary
- 2) ARPA (American Rescue Plan Act) Reporting due before April 30th
- 3) Discuss/Review Agenda development
- 4) Department of Public Safety-VT Emergency Management Hazard Mitigation Grant for Structure Elevations & Mitigation Reconstruction letter of intent submission will be on the agenda for the next meeting.
- 5) Compare & Contrast roles of Elected vs Appointed members
The SB has fiduciary responsibility for the Town; people in appointed positions cannot make or take on financial decisions or responsibilities.
- 6) Available Training sessions for SB members

- B. Highway Supervisor Report - E. Mark Bills

EMB has been working on road maintenance, equipment maintenance, tasks at the daycare, and has attended several meetings.

- C. Grants / Contracts - S. Noga

Motion/Discuss/Vote on

- 1) Motion/Discuss/Vote on the Town Planning Grant Level of Scope of Work (SOW) and Estimated costs
The SB discussed various options for preparing the Brookline Town Plan. SN made a motion that the Town apply to MTAP for a planning grant with the understanding that if the Town did not get the grant, the Town would use up to \$3,000 to develop the Town Plan; DM seconded; motion passed unanimously.
- 2) BMH Grants
See 3.A.2) above.
- 3) Mold Study/Contract
SN will work on drafting this contract.

- 4) Feasibility Study Contract
SN will work on drafting this contract.
 - 5) FEMA update on change in process
FEMA is dropping some of the additional details they have been requesting for the 2023 storms. The Town Treasurer, Melissa Brown, has offered to assist SN with completing application sections in the portal. The SB agreed with having her provide this support.
 - D. Building Commissioner - B. Mello
BM had no updates regarding buildings. He reiterated that his goals for the year were described in the Town Meeting Report.
 - E. Selectboard Goals - A brief statement from each SB member identifying their personal goals to see to fruition in the upcoming year for the town.
Tabled.
 - F. Any other discussion as requested by a selectboard member which does not require a vote
None.
- 9. Warrant Orders**
- A. Payroll Warrant
DM made a motion that the SB concur with her action of signing payroll warrant 2438 dated March 27, 2024 in the amount of \$7,322.17; BM seconded; the motion was approved unanimously.
 - B. Accounts Payable Warrant
DM made a motion to approve accounts payable warrant 2439 dated April 3, 2024 in the amount of \$7,102.18; MD seconded. The motion was approved unanimously.
- 10. Communications**
- DM summarized the communications listed below.
- A. Regular Mail
None.
 - B. Email
 - 1) Request to have Exercise/Yoga in the Brookline Meeting House this Spring
To be considered again later.
 - 2) Request to cover cost associated with attending Fundraising and Project Management Program hosted by Preservation Trust of Vermont July 9 & 10, 2024
 - 3) 2-Letter of Interest to DPS (Department of Public Safety) for 3 residents
- 11. Set Agenda for the next meeting on Wednesday, April 17, 2024**
- A. Local Emergency Management Plan Draft/Review
 - B. Oliver Ames re: Hazard Mitigation Grant
- 12. Adjourn the Meeting**
- DM moved to adjourn the meeting and the meeting was **adjourned at 9:00 PM.**

Respectfully submitted, Vanessa Ballou, Recording Clerk