Draft Minutes

Town of Brookline Selectboard Meeting

Wednesday, May 15, 2024

Present:

Selectboard (SB):	**Town Officers:**	**Public:**
Dorothy Maggio (DM), Chair	E Mark Bills (EMB), Highway Supervisor	FactTV online
Stanley Noga (SN), Vice-Chair	Vanessa Ballou (VB), Recording Clerk	Lee Anne Parker (LAP)
Bruce Mello (BM)		Via Zoom:
Michael DeSocio (MD)		Jon Ballou (JB)
Doug Wellman (DW)		Dan Towler (DT)

1. **Dorothy Maggio called the meeting to order at 6:33 PM.**
2. **Review/Approve Draft Minutes**
   A. May 1, 2024 Regular meeting minutes
   DM motioned to approve the minutes from Wednesday, May 1st as submitted with the exception of striking out after the colon "the study was not funded" and instead inserting "the engineer was not interested in designing that site". MD seconded; motion approved unanimously.
   B. May 7, 2024 Special meeting minutes
   DM motioned to approve the minutes from Tuesday, May 7th with edits to 5.E. and 6.B. SN seconded; motion approved by the 4 SB Members present at the May 7th meeting (DM, SN, MD, DW); BM abstained.
3. **Members of the Public**
   A. Scheduled members of the public
   Lee Ann Parker - Chair of the BMH (Brookline Meeting House) Committee re: RFP (Request for Proposal)
      1) DM will prepare an abbreviated version to run as an advertisement in the Brattleboro Reformer on May 22nd, 24th, and the weekend edition of 25th/26th. The ads will reference the Brookline website for the full RFP. The BMH will be open for a mandatory meeting on Saturday, June 1st; interested parties are to contact BM, the Building Commissioner, via email; and he will coordinate with the BMH Committee. Proposals will be due Wednesday, June 19th for review at the SB meeting.
      2) Regarding the mold study, Jon Saccoccio and Peter Yost will return to the BMH to conduct their mold study on Monday, June 10th. MD reviewed changes they requested to their contract with the SB.
      3) The BMH Committee will invite the SB to attend their meeting on Monday, June 3rd to discuss the roles of the SB and BMH Committee, goals for the use of the building, and priorities for renovation projects. The overall objective of the meeting is to reach a

consensus on the goals for the use of the building and priorities for the renovation. The BMH Committee has identified the following as having the highest priority: painting the steeple, painting the exterior of the annex, completing the mold assessment, and completing the feasibility study. The results of the feasibility study will provide information to determine next steps and priorities and therefore which grants to pursue. The goals for frequency of use impact the priority and plans for renovations – examples include use for a few days per year to continuous use such as with an emergency shelter. Significant obstacles for using the building as an emergency shelter include requirements to have a presence 24/7, a generator as a back-up power source, and administrative oversight/emergency shelter committee. The BMH Committee will also present a chronology of the findings that form the basis of their current planning.

B. Unscheduled members of the public

None.

4. Changes to the Agenda

- Attending the June 3rd BMH meeting was added to 6. New Business. The SB is invited to attend the BMH Committee meeting; the SB will not be making any motions or decisions during that meeting.
- Agenda item 7.C. will be moved to the end of 7. Reports/Updates

5. Unfinished Business

A. Brookline Flood By Laws

DM sent a copy of the Flood By Laws to the SB. To adopt the Flood By Laws, a town enters the name of their town on the first page; no other customization of the template is required. Brookline is not required to adopt the Flood By Laws. DM advised against volunteering to head up a committee without adequate training and an understanding of the responsibilities. Training sessions are available for hazard mitigation, Vermont emergency management, and Vermont river corridors . At the June 19th SB meeting, Hayley Kolding will present information about river corridors, what resources are available, and what training is needed to be effective in flood plain management in Brookline's valley. It isn't necessary to be an SB member, but most flood plain managers have an environmental sciences background. Flood plain management is also tied to emergency management during storms because flooding is the most common emergency in Vermont. DM stated that the Town is not yet ready to appoint anyone but needs to find someone who understands the responsibilities as well as the science of river flow.

DW noted that appointing a flood plain manager requires the Town to have an additional committee. SN described the other requirements the Town would need to implement the Flood By Laws (eg, occupancy permits, board of adjustment, river corridor plumbing standard, etc) MD noted both the requirement for funding and the benefits of proactive measures (culverts, dams, berms, etc) that the Town might implement in the next few years that might minimize the damaging effects of extreme flooding during the next 20 years.

B. Review of Policies

The SB reviewed the following policies and determined that additional information was needed before the policies could be finalized.

1) Minimum Road Specifications Policy

DM made a motion to table the Minimum Road Specifications Policy from 1985 until the June 5th, 2024 meeting; MD seconded. The SB discussed comparing the 1985 policy to the current Orange Book as well as adding a reference to the Orange Book.

2) Driveway Culvert Policy (amended in 2022)
DM made a motion to table the Driveway Culvert Policy package for review until the June 5th, 2024 meeting; SN seconded; the motion passed unanimously.

3) Identity Theft Prevention Policy
The SB identified questions regarding this policy which is based on the Vermont League of Cities and Towns (VLCT) sample. DM will follow up with VLCT to address the questions. This policy also tabled for more information until the June 5th SB meeting.

4) Excess Weight Use on Roads and Bridges Policy (February 8, 2028)
The SB agreed that the policy does not need to be updated, but the associated form needs to be updated to be consistent with the policy.

C. Request for Proposal (RFP) for Reassessment of Town Properties
Once the SB approves the final minutes from the May 1 meeting, the Listers will begin the process of seeking out a reassessment company. This RFP process is a little different from regular requests for proposals because there are a limited number of companies registered to do assessments in Vermont. Helen Holt (HH) will send out the complete RFP to these companies.

D. Left blank.

E. Review RFP for Brookline Meeting House (BMH) as prepared by Jon Ballou
The review of the RFP is summarized above under item 3.A.

F. RFP for Engineering Studies at Ellen Ware Road and Hill Road/Kirsh Road
SN distributed an abbreviated and full version of the RFP he drafted for review by the SB and EMB. The RFP will be advertised in the Brattleboro Reformer as well as in a newsletter (Construction Summary of NH, Maine & Vermont) for free, which is distributed to a more targeted audience such as engineers. The bids will be opened at the June 19th meeting.
If requested, DM stated that the SB is legally required to provide the following information about a bid: who won the bid, who were the other bidders, etc.

6. New Business

A. Village Trust Initiative Discussion
DM will follow up with LAP regarding the intake application due May 24th as well as whether she has more information regarding any requirements for a lien on the property and information regarding the Trust Committee.

B. BMH Committee June 3, 2024 Meeting
DM has asked LAP to put the SB on the agenda. DM is not available for the meeting, however, SN, BM, MD, and DW all plan to attend.

7. Reports

A. Highway Supervisor - E. Mark Bills

1) Highways
EMB has picked up the gate for the playing field and four new rear tires are being installed on the grader. He is evaluating several of the GIA proposed sites, is gathering the necessary materials for the repairs, and will pull together cost estimates for the

next meeting. He has received an estimate for repair of the guard rail damaged last summer.

2) Green Up Day
Green Up Day was successful. Many residents picked up trash from along the roads. There were 10 volunteers who dragged tires, mattresses, and propane tanks up hills and off the roadsides. A truck and trailer full were picked up on Saturday and another trailer full on Sunday. Disposal costs to the Town were $410.

3) Icy Driveway
EMB and Archie Clark still need to discuss with the resident.

B. Grants/Contracts - S. Noga

1) MTAP Grant
The Town should hear by the end of May regarding the grant applications submitted.

2) Planning Committee
The Committee will meet next Wednesday to tally the responses received from the survey; approximately 50 responses were received.

3) Contract with Windham County Humane Society
The signed contract has been mailed.

4) Meeting with Meghan Brunk (Agency of Transportation) and Scott Jensen (Agency of Natural Resources - Watershed Division)
DM and SN will attend this meeting; others welcome. Purpose of the meeting is to go over what is needed, ramifications of actions, limitations of what can be done, and what assistance can be provided to the residents that have been affected by flooding.

5) ArborClimb Contract
ArborClimb has the contract for review and/or signature.

6) Email from Daly Family
SN had an email exchange with Chris and Leah Daley concerning their understanding of what the SB has committed to.

7) Ellen Ware Road
There was a discussion of the conditions of portions of Ellen Ware Road which is a heavily travelled narrow road.

C. Building Commissioner- B. Mello

BM distributed and presented his proposed list of renovations for the BMH. Some of the renovations would be completed by contractors and some by volunteers. Renovations for the entire building include sealing the BMH, painting the steeple, and applying the ridge cap.

For planning internal renovations, the sanctuary and annex should be considered separately. Repairs to the annex include making the building and bathroom ADA accessible, using information available on-line; fixing the outside overhang and wall; fixing and painting the windows; painting the outside of the annex; installing new flooring over the old, and installing insulation. He noted that the kitchen cabinets were in good condition and proposed limited renovations such as building sink cabinets and replacing sinks and cabinet tops/counters. The plaster walls are separating from the lathe and could be covered with sheet rock. Work that could be completed using volunteers includes washing and painting the walls and ceilings.

Repairs to the sanctuary include mold remediation, upgrading the electric panel, installing heat pumps, and insulating the floor and ceiling.

During the discussion, DW agreed that the building should be split into two and that the renovations should be broken into pieces that are manageable. Recognizing that the BMH meeting on June 3rd is their meeting, DW recommended that the SB should get an idea of their vision for use of the building and what their priorities are. MD recommended working to build a consensus toward a common set of goals, priorities, and plans so that the renovations move forward with the SB and the BMH Committee in agreement.

D. Finance Review - D. Wellman & M. DeSocio
DW and MD met with Frank Rucker (FR) regarding the Town financial reporting. The Town needs a capital planning process, capital reporting process, and a capital funding plan. The Town will need to inventory all its capital, identify the life cycle of items, and predict when replacements are needed. Most of the assets are roads, bridges, and buildings. EMB should be included in the process to continue building the budget and to monitor expenditure. FR would like to meet with the SB on a quarterly basis.

SN reported there is a program that can be used to estimate road paving costs.

E. Selectboard Chair-D. Maggio
The $15,000 grant reimbursement for repair of the BMH foundation has been received. Somara Zwick will cover for Melissa Brown while she is away.

F. Any other discussion as requested by a selectboard member not requiring a vote
SN reported that he attended a Zoom meeting about an inundation analysis completed by the Army Corps of Engineers . He has downloaded the data for future use.

8. Warrants

A. Accounts Payable Warrant
DM made a motion to approve accounts payable warrant 24-45 dated May 16, 2024 in the amount of $6,104.41, BM seconded. The motion was approved unanimously.

9. Communications

A. FEMA VT Flood Recovery Symposium South @ Stratton Mountain:
June 4, 2024 South - Stratton Mountain Resort,
5 Village Lodge Rd., Stratton Mountain, VT 05155
Information and registration for Flood Recovery South
https://www.signupgenius.com/go/10C0B4BA5A82EA3F9C52-49121263-vermont#/
Free Workshop

B. WRC hosting with State Hazard Mitigation Officer, Stephanie Smith
Virtual meeting regarding grant funding w/ no match on Monday May 20th 11 AM to 12 noon, via Zoom
https://us02web.zoom.us/j/87034884611
or via phone: +1 646 558 8656 with Meeting ID: 870 3488 4611…

C. Invitation sent to Hayley Kolding- So. VT Conservation Manager, Vermont River Conservancy to attend the June 19th SB meeting. She will attend and requested 30 minutes to present PowerPoint and Q & A.

10. Set Agenda for the next meeting on Wednesday, June 5, 2024

A. Review and amend/edit the policies below
1) Budget Stabilization / Rainy Day Policy

2) Post Storm Right of Way Cleanup Policy
3) Fundraising Policy
4) Social Media Policy

B. Site Cost Analysis for GIA
C. TBD

11. Adjourn the Meeting

DM moved to adjourn the meeting and the meeting was **adjourned at 9:30 PM**.

Respectfully submitted, Vanessa Ballou, Recording Clerk