

**Final Minutes**  
**Town of Brookline Special /Regular Selectboard Meeting**  
**Tuesday, May 7, 2024**

**Present:**

**Selectboard (SB):**

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

**Town Officers:**

Archie Clark (AC), Road Supervisor  
E Mark Bills (EMB), Highway  
Supervisor  
Melissa Brown (MB), Treasurer  
Vanessa Ballou (VB), Recording  
Clerk

**Public:**

FactTV online  
Via Zoom:  
Dan Towler (DT)  
Jon Ballou (JB)  
Leah Daly (LD)  
Emily Ames (EA)  
Oliver Ames (OA)

- 1. Dorothy Maggio called the meeting to order at 6:12 PM.**  
Bruce Mello was unavailable to attend the meeting.
- 2. Review/Approve Draft Minutes**  
Tabled.
- 3. Members of the Public**
  - A. Scheduled members of the public  
None.
  - B. Unscheduled members of the public  
Leah Daly and Oliver and Emily Ames attended the meeting to hear the discussion concerning the culverts at the intersection of Grassy Brook Road and Parker Road and to answer any questions concerning their properties.
- 4. Changes to the Agenda**  
Item 5. B. tabled; the family found another location. Items 2. and 5.O. tabled until the May 15<sup>th</sup> meeting.
- 5. Unfinished Business**
  - A. Replacement for Assistant Treasurer  
DM made a motion to appoint Marjorie Ray of Brookline to the position of Assistant Treasurer to fill the vacancy of Judy Acampora who recently retired; MD seconded; the motion approved unanimously by 4 SB members present (DM, SN, MD, DW).
  - B. Request to Use the BMH for a Family Event  
Tabled as the resident found an alternative location. DM noted that there should be a policy or procedure regarding the use of the BMH.
  - C. Tires Needed for Town Grader  
EMB described the condition of the four rear and two front tires of the grader, presented the types of tires (bias and radial) available, and prices for new and used. Bias tires are \$733 per tire and radials range from \$1,370 to \$2,194 per tire. Delivery and installation of up to six tires is \$855. One of the rear tires is in very bad condition and at significant risk of failure. EMB recommended replacing the four rear tires with bias tires. SN made a motion to buy

four bias tires and have them delivered and installed at a cost not to exceed \$4,000; MD seconded. Following the discussion; DM restated the motion to purchase four bias ply tires for the grader not to exceed with delivery and installation \$4,000 understanding that this is an exception and an emergency under the Purchase Policy. Motion approved unanimously. The cost will go against the grader repairs and maintenance budget line item.

D. Review Highway Budget – FY 2023-24

The SB reviewed the highway budget funds available through the fiscal year ending June 30, 2024 to fund culverts, road materials, etc. The highway budget is \$409K, \$295K has been spent, and \$114K remains – of which \$99K is already committed. The remaining budget that can be used for culverts and other road materials is \$15K.

E. Grants in Aid (GIA): 7 segments approved for FY 2024

The Town's GIA grant for FY 2024 covers up to 7 road segments and totals \$12,500.00. The GIA portion is \$10,000.00 and the Town's match is \$2,500.00. The potential 7 sites include areas located on the dirt portion of Grassy Brook/Athens Road, Whitney Hill Road, and Parker Road. The sites will be prioritized with higher priority going to sites where homes or properties are at risk. EMB will go site by site to estimate costs and then proceed based on site priority to complete as many of the segments as possible within the GIA budget – including the culvert in front of the Daly's house (see F. below). DW suggested that the Town do the first 5 segments and then decide based on the financials.

F. 24-inch Culvert at Parker Road

The Town plans to install a 24-inch by 80-foot drainage culvert under Parker Road in the Town Right of Way. Following a discussion about needing the landowners' permission to complete the work and for future maintenance, Archie Clark (AC) recommended having the Town start/move the culvert 3 feet over so that all work would be in the Town's right of way.

G. FEMA

The SB discussed the following items.

- 1) FEMA obligated projects
- 2) Nonobligated projects - next steps
- 3) Discussion about permits
- 4) Discuss suggestions from Star Staley our new FEMA PA re: unfinished projects
- 5) Engineering costs and service proposal review from Everett T. Hammond PE Consulting Engineer for Ellen Ware Road Drainage Replacement.
- 6) Engineering costs and service proposal review from Everett T. Hammond PE Consulting Engineer for the Hill Road @ Kirsh Road Culvert 11 (stone arch culvert) drainage repair

SN noted that the Town may need to go through the RFP process before contracting with Everett T. Hammond; he has asked Star Staley (FEMA) for clarification. SN summarized the details of his follow-up with Mr. Hammond regarding the proposals provided as well as some of the potential costs for the repairs to Ellen Ware Road and Kirsch Road. SN also informed the group of a new State program that picks up 78% of a town's match.

H. Left blank.

I. Left blank.

J. Left blank.

K. Residential Runoff/Winter Icing on Hill Road

The SB discussed the site where hazardous road icing occurs during the winter. Since the source of the icing is not in the Town's right of way, EMB and AC will follow-up with the resident about potential solutions. If needed, DM will send a letter to the resident about necessary repairs.

L. FEMA Substantial Damage Estimate Worksheet

DM asked the SB to consider putting the FEMA Worksheet on the Town website so that residents could document storm damage to their properties.

M. Town Lawyer

Star Staley suggested that the Town may need a lawyer to review legal documents such as permits, easements, etc. The SB identified potential lawyers that could be retained for legal advice and review for Town business. The SB recommended that DM reach out to a potential attorney.

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O. RFP for BMH Project

Tabled for May 15, 2024 SB Meeting.

**6. New Business**

A. Brookline Flood Bylaws

DM summarized the flood bylaws and will distribute the 22-page template of bylaws for review by the SB. SN noted that the Town needs to have flood plain management – including an individual designated as the Flood Plain Administrator. SB review and adoption will be on the May 15, 2024 agenda.

Oliver Ames (OA) recommended that the Town designate a Flood Plain Administrator as soon as possible. There was a discussion concerning the requirements of this role, potential risks to homeowners if the role isn't filled, potential impact on storm damage funding, whether the administrator needs to be an SB Member, benefit of having a proactive approach. OA described how the berm his family constructed has significantly slowed flood water. OA proposed that the Town designate a Town flood representative by the end of the summer.

B. May 20, 2024 Meeting with Agency of Transportation (AOT)

There will be a site visit from 9 AM to 2 PM with Meghan Brunk from AOT and Scott Jensen of ANR (Agency of Natural Resources) regarding the Grassy Brook Road / Parker Road area.

**7. Reports**

A. Selectboard Chair - D. Maggio

1) BILL H.689 (2022)

This bill proposes to require municipalities to adopt a local enforcement plan prior to receiving State aid for town highways and related structures. Sec. 1. 19 V.S.A. & 306 amended to read: &306 Appropriation; State Aid for Town Highways currently referred to the committee on government operations. Informational only.

2) Laptop # 2 use requested by the SB chair

The SB members agreed that the chair be provided with the laptop.

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

**8. Warrants**

A. Payroll Warrant

DM made a motion to approve the payroll warrant 24-44 dated May 8, 2024 in the amount of \$6,929.13; SN seconded; the motion was approved unanimously.

**9. Communications**

- A. Email to Jeff McMahon, Meghan Brunk, Marc Pickering re: residential berm construction and its effects on properties downstream if it were to fail. Discussion about necessary permits, studies, possible relief culvert(s). This led to the May 20, 2024 AOT site visit.

**10. Set Agenda for the next meeting on Wednesday, May 15, 2024**

- A. Flood Bylaws Adoption
- B. TBD

**11. Adjourn the Meeting**

DM moved to adjourn the meeting and the meeting was **adjourned at 8:45 PM.**

Respectfully submitted, Vanessa Ballou, Recording Clerk