

Final Minutes
Town of Brookline Selectboard Meeting
Wednesday, June 5, 2024

Present:

Selectboard (SB):

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

Public:

FactTV online
Lee Anne Parker (LAP)
Alyssa Schmidt (AS)
Via Zoom:
Jon Ballou (JB)
Dan Towler (DT)

1. Stan Noga called the meeting to order at 6:33 PM.

Dot Maggio, Chair, was not available to attend the meeting.

2. Review/Approve Draft Minutes

A. May 15, 2024 Regular meeting minutes

SN motioned to approve the minutes as amended; BM seconded; motion approved unanimously.

3. Members of the Public

A. Scheduled members of the public

1) Lee Anne Parker (LAP) - Chair of the BMH (Brookline Meeting House) Committee regarding the joint meeting of BMH Committee and Selectboard

LAP asked to reschedule the BMH meeting previously scheduled for June 3rd to a time when all members of the BMH Committee and SB could attend. The meeting has been rescheduled to Monday, June 17 at 5:00 PM. The topics for the agenda include roles of the SB and BMH Committee and the priority list for BMH. LAP requested that the SB provide the BMH Committee with copies of documents regarding BMH priorities and she will send the final version of the building conditions assessment to the SB.

2) Alyssa Schmidt (AS)- Pride Month, Flag Display and Possible Purchase

AS asked the SB to consider flying a Pride Flag, which she offered to donate, during the month of June. DW motioned to accept the donation of the LGBTQ flag and fly it during the month of June; BM seconded. SN provided a review of the Town's options and considerations regarding flying additional flags and noted that the VLCT is preparing a draft Flag Policy. Following the discussion, DW withdrew his motion. SN made a motion to table the decision regarding flying the flag until the Town has a Flag Policy; BM seconded; the motion approved unanimously.

B. Unscheduled members of the public

None.

4. Changes to the Agenda

None.

5. Unfinished Business

- A. Open bid(s) received from the published RFP for the Feasibility Study re: The Brookline Meeting House (BMH)
- 1) The Town did not receive any responses to the RFP and BM did not receive any calls requesting to view the BMH. LAP reported that the Town did not receive the MTAP (Municipal Technical Assistance Program) grant that would have funded 85 to 90% of the cost of the Feasibility Study. The BMH Committee will need to find alternate funding. The Committee is also interested in hearing a decision from the SB regarding moving forward with the Feasibility Study.
 - 2) Saccoccio Contract for Mold (\$2,870)
The SB discussed Saccoccio's request to remove the warranty article from the contract. DW motioned to proceed with the contract - striking the warranty article and anything else that might be appropriate and get it signed; SN seconded; the motion approved unanimously.
- B. Reconsider the previously tabled bids re: the BMH Steeple painting project.
The bids received for painting last October 2023 are summarized in the agenda. The Town has received the final paperwork from 802 Painting LLC. SN made a motion to accept the 802 Painting bid now that the conditions have been fulfilled to be completed by October 10, 2024; DW seconded; the motion approved unanimously. MD will work on the contract.
- C. Tabled from May 15, 2024 Meeting
- 1) Minimum Road Specifications Policy – 1985
Tabled to June 19, 2024 SB Meeting.
 - 2) Driveway Culvert Policy - amended 2022
Tabled to June 19, 2024 SB Meeting.
 - 3) Identity Theft Prevention Policy - 2009 - Awaiting info from VLCT
Tabled to June 19, 2024 SB Meeting.
- D. Review Policies
- 1) Review Budget Stabilization / Rainy Day Policy
This is a new policy that was approved on January 3, 2024. MD motioned to accept the Policy as written; DW seconded; the motion approved unanimously.
 - 2) Review Post Storm Right of Way Cleanup Policy
SN identified a minor correction to line 3. SN motioned to approve as amended; MD seconded; the motion approved unanimously.
 - 3) Review Fundraising Policy
The SB discussed changes recommended by SN. SN motioned to accept the amended Vermont fundraising policy with the two changes: deleting in line 3 "for approval" and inserting "for consideration and vote", and in the second paragraph inserting "by the SB"; and deleting the last sentence in paragraph two. BM seconded the motion, and it was approved unanimously.

4) Review Social Media Policy

Following a discussion of the policy, MD motioned to approve the Media Policy as it exists; BM seconded; the motion approved unanimously.

E. Discuss Village Trust Initiative Program

MD summarized the 30-minute call with a representative of the Village Trust Initiative as well as information he learned from reading background documents. The SB discussed the advantages and disadvantages based on the current understanding of the program.

F. TBD

None.

6. New Business

A. Set date and time for joint BMH and SB meeting originally scheduled for June 3

The meeting has been rescheduled for Monday, June 17 at 5:00 PM.

B. Unanticipated Revenue

As described in the agenda, the Town has received a loan repayment of \$9,935.35. However, the repayment is \$1,083.56 more than the \$8,851.79 that was due. Among the Town's options are to send the check back for a replacement check in the correct amount or to hold the excess funds in an escrow account for next year's taxes. The Town needs to issue the discharge on the mortgage within 10 days of receipt of the check, and SN circulated a discharge document for SB signature with EMB witnessing.

C. June 4 or 5 or 6th, 2024 FEMA Vt Flood Recovery Symposium at locations around Vermont.

MD summarized the presentation highlights, the funding available, the timeline for application. The SB discussed potential locations to submit for funding. One of the key factors for funding approval is the cost of mitigation vs benefit of any repairs.

D. Discussion of Pride Month this June. Shall the town purchase Pride flag and display at town office in June 2024?

See 3.A.2) above.

7. Reports / Updates

A. Highway Supervisor - E. Mark Bills

EMB did road and culvert maintenance and began mowing.

1) GIA 2024 Grant project estimates for time/material

EMB presented estimated costs for the 8 road segments proposed for repair under the GIA grant of \$12,500 (including the Town match). The estimated cost of the materials (culverts, gravel, and ditch stone) and labor is \$26,778 – excluding the cost of equipment that will be needed. The estimated cost for the Parker Road culvert, which has been identified as a priority, is \$6,600 to \$7,800. Another critical site is located on Grassy Brook Road where the road is caving in.

2) ArborClimb - Hazard Tree Removal update

ArborClimb will be returning the contact and provided a planned start date of July 8, 2024.

3) Ball field gate is installed with rocks donated by P. Myers; the gate can be secured with a combination lock.

4) Ellen Ware Road & Hill Road/Kirsh Road Culvert meetings

Only Sam Bourne showed up for the meeting. He informed the Town that he cannot do the work because he does not have a Civil Engineers license. None of the other potential engineers were interested.

5) Parker Road Culvert start date to be determined.

6) Mowing schedule

With the acquisition of the excavator and mower attachment, EMB can do mowing as needed.

7) Driveway on Hill Road

The icing was caused by an accumulation of leaves in a culvert and will be addressed.

8) Request for Culvert Inventory

EMB recommended that Brookline purchase and keep a small inventory of 18 and 24-inch culverts. During the discussion of the Town finances, the SB agreed that the Town should maintain an inventory of culverts for planned maintenance and emergency use.

B. Grants/Contracts - S. Noga

1) Planning Commission Update

The Planning Commission received 42 responses to their survey and have compiled the responses. The summary will be forwarded to the SB for their review.

2) Hazard Mitigation Update

Margot Ghia has requested photos of sites that were damaged in the past by flooding. She has also requested comments on a section of the Hazard Mitigation Plan.

3) MTAP Grant Application Update

The Town's MTAP grant applications for the Planning Committee and the BMH were denied.

4) Meeting with AOT (Agency of Transportation) and ANR (Agency of Natural Resources) took place on May 20th from 9 to 10:30.

C. Building Commissioner- B. Mello

1) 5 Minutes to set date and time of joint meeting of BMH Committee and SB

The meeting was rescheduled to Monday, June 17 at 5:00 PM pending confirmation of Dot Maggio's availability.

2) Other topics as necessary

None.

D. Finance Review - M. DeSocio & D. Wellman

1) BMH and Village Trust

See 5. E. above.

2) Saccoccio Contract Status

See 5.A.2) above.

3) Update Town Financial Status Reports

MD summarized the budget as of May 31, 2024 with one month left in the fiscal year. The remaining highway budget is approximately \$10,000. The remaining Town operating budget is approximately \$9,000. Final costs will depend on June expenses and June revenues (eg, the receipt of delinquent taxes and the loan payoff - see 6.B. above). As the Town auditors recommended, the Town is moving toward funding a capital expenses fund in the future; this will need to be addressed at the March 2025 Town meeting.

- 4) DPS Hazard Mitigation Update
None.
 - E. Selectboard Chair-D. Maggio
Tabled.
 - F. Any other discussion as requested by a selectboard member not requiring a vote
None.
- 8. Warrants**
- A. Payroll Warrant
Approval of payroll warrant 24-46 was tabled until the next meeting.
 - B. Payroll Warrant – June 5, 2024
SN made a motion to approve the payroll warrant 24-47 in the amount of \$1,711.20; MD seconded; the motion was approved unanimously.
 - C. Accounts Payable Warrant
SN made a motion to approve accounts payable warrant 24-48 in the amount of \$306,835.36. SN explained that the two largest payments were \$258, 961.20 for the modified school unit and \$24,200 for the excavator annual loan payment. BM seconded the motion, and it was approved unanimously.
- 9. Communications**
- A. Regular Mail
June 21 Regional Policing/ACO meeting @ Windham County Sheriff's office June 21, 2024
1:30 PM to 2:30 PM at Old Ferry Rd, BR. The purpose of the meeting is to discuss representing multiple towns under one contract.
 - B. Email
WRC - RE: DRAFT for the Local Hazard Mitigation Plan
Request for photos
- 10. Set Agenda for the next meeting on Wednesday, June 5, 2024**
- A. Hayley Kolding - So. VT Conservation Manager to discuss Flood plan
 - B. Open Bids pursuant to RFP for FEMA Culvert Engineering/SOW for Ellen Ware Road and Hill Rd/Kirsh Road
 - C. Policy Update
 - 1) Collection and Payment of Property Tax/Delinquent Tax Policy
 - 2) Credit Card Policy
 - 3) Minimum Road Specifications Policy – 1985
 - 4) Driveway Culvert Policy - amended 2022
 - 5) Identity Theft Prevention Policy - 2009 - Awaiting information from VLCT
- 11. Adjourn the Meeting**
SN moved to adjourn the meeting and the meeting was **adjourned at 9:42 PM.**

Respectfully submitted, Vanessa Ballou, Recording Clerk