

Final Minutes
Town of Brookline Selectboard Meeting
Tuesday, July 2, 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

Public:

Somara Zwick (SZ)

- 1. Dorothy Maggio called the meeting to order at 6:37 PM and introduced attendees.**
FactTV was not online during the meeting.
- 2. Review/Approve Draft Minutes**
 - A. June 19, 2024 Regular meeting minutes
DM motioned to approve the minutes for June 19, 2024 as amended to add the meeting start time; BM seconded; motion approved unanimously.
- 3. Changes to the Agenda**
Under 6. New Business, discuss new tax rate.
- 4. Members of the Public**
 - A. Scheduled members of the public
Energy Committee/Somara Zwick re: purchases for the MERP (Municipal Energy Resilience Program) mini grant for public education programs this fall.
The Energy Committee received a \$4,000 mini-grant for community education that must be completed by December 31, 2026 and hopes to conduct 3 educational programs on a variety of energy topics beginning this fall. To support these programs, the Committee has purchased a portable projector for \$504 and will also purchase a screen and laptop stand. The Committee has received the reports from the energy audits of the daycare building and Town Office. Additional energy grants will be awarded in a competitive process.
 - B. Unscheduled members of the public
None.
- 5. Unfinished Business**
 - A. Engineering bids/contracts for FEMA work on 2 sites:
 - 1) Ellen Ware Road Culvert, and
 - 2) Hill Road Culvert #11 - Historic Stone Arch from 1800 's.The SB has not received confirmation that FEMA will do the engineering studies or construction estimates for free and will meet with their FEMA representative, Star Staley, on Monday, July 8th for final clarification. In the meantime, the SB is continuing their evaluation of the two engineering bids received. The Town received a bid from Everett Hammond with a budget of \$31,000 and a bid from New England Consulting Engineers (NECE) for \$39,000.

Brookline needs to bring these two sites back to pre-flood condition or will not be able to get funding if the sites are further damaged by flooding. DM made a motion to table the decision on an engineering company for FEMA repairs until a limited agenda special meeting to discuss the new tax rate, time and place to be announced; SN seconded. During the discussion, the SB agreed to check references before making a final decision. The motion passed unanimously.

B. Town Reappraisal Changes

DM made a motion to award the contract for the Town-wide reappraisal to NEMRC (New England Municipal Resource Center) in the amount of \$34,800 plus additional expenses and with the additional addendum regarding indemnification; SN seconded. During the discussion, DM explained that the Town received an email reducing the total number of parcels that need to be assessed. MD recommended adding the Town's indemnification clause – which was cut and pasted at the end of their contract. Following the discussion, DM restated the motion for all those in favor of signing the contract for the reappraisal for the Town of Brookline with NEMRC with the additional indemnification paragraph added on to page 5; the motion passed unanimously. The SB signed the contract.

C. Policy Review Tabled at Previous Meeting

The SB reviewed and acted on the following policies.

1) Collection and Payment of Property Tax/Delinquent Tax Policy

DM made a motion to readopt the Collection and Payment of Property Tax/Delinquent Tax Policy originally signed August 16, 2006 as presented; MD seconded; motion passed unanimously.

2) Minimum Road Specifications Policy

EMB confirmed that the Policy agreed with the Orange Book. DM made a motion to readopt the Town's Minimum Road Specifications Policy as presented from the 2019 Orange Book Standard; MD seconded; motion passed unanimously.

3) Driveway Culvert Policy

EMB recommended adding that the Town is not responsible for the cost of repaving if a driveway culvert fails. The SB discussed size requirements for culverts; 15-inch culverts should be sufficient with 18-inch culverts used if necessary. DM made a motion to adopt an amended Driveway Culvert Policy to add that it is the responsibility of the property owner to repave over a culvert; SN seconded; the motion passed unanimously.

D. Local Hazard Mitigation Plan – DRAFT

The Town received a Building Resilient Infrastructure and Communities (BRIC) grant to update the hazard mitigation plan and contracted with Windham Regional Commission to prepare the plan. Margo Ghia (MG) sent DM and SN a draft of the first half of the plan to review and a request for photos and additional information.

6. New Business

A. National Floodplain Administrator Training Needs Assessment survey discussion - as per email sent

Floodplain administrator certification is available; the cost and requirements for certification include passing a \$500 test. Town floodplain administrator is an appointed term for 3 years. Other requirements for the Town to implement a floodplain program are Town zoning regulations, a review committee, and a process for handling complaints/appeals. The Town

received an assessment survey that should reflect Town input; DM will complete the survey at the Town Hall and will invite others to participate.

- B. Update on Regional Policing Meeting-Presentation sent via email
DM asked the SB to watch the presentation. Mark Anderson is the contact person for any questions.
- C. Update re: meeting with Agency of Natural Resources (ANR)
The Town may need to put restrictions in place for areas that are subject to flooding. The Town is looking for a temporary flood plain manager until a flood plain administrator can be appointed.
- D. Discussion about Easements and Compensation for Residents
Property owners with low-lying lands could get compensation for allowing their land to become a buffer zone/flood plain to mitigate flooding. The property would need to be maintained as is, could not be developed – although current use would be allowed. The SB discussed having the Town do an email blast regarding the possibility of easements for properties in low-lying land areas subject to repeated flooding to determine community interest.
- E. New Energy Grant Program - Margo Ghia WRC email sent
The email regarding a new energy grant program was distributed to the SB and to the Energy Committee.
- F. New Tax Rate
The final tax rate numbers were released on Wednesday, July 2nd. The SB will hold a special, limited agenda SB meeting to discuss the new tax rate next Wednesday, July 10th.
- G. Ellen Ware Road Development
Construction is beginning on a home on Ellen Ware Road. EMB was asked to measure the additional distance for snow plowing and to evaluate needed improvements to the road for year-round use.

7. Reports / Updates

- A. Highway Supervisor - E. Mark Bills
 - 1) Parker Road Culvert
EMB has completed the installation of a new culvert on the Town-owned portion; the property owners now need to complete the installation of a new culvert on their property.
 - 2) ArborClimb
The tree work has been scheduled for July 8th, but ArborClimb has not yet returned a signed contract. EMB and MD will follow-up.
 - 3) Highway Maintenance
EMB has completed patching of some of the potholes on Grassy Brook Road. He has ordered seven 18-inch and three 24-inch culverts at a cost of \$4,340.80.
 - 4) Photos of Culverts
The SB asked EMB to take or obtain photos of all of the Towns 184 culverts so that the Town has pictures documenting their present condition in the event of future damage.
 - 5) Accounts Payable
EMB should review and approve invoices for highway costs.

- 6) Recycling Bin Dumping
The SB discussed the logistics of installing cameras at the recycling bin to monitor dumping. The images will be sent to EMB and DM for review. DM suggested adding a cell phone plan for EMB to the budget to cover the additional use and costs that will be incurred by him.
- B. Grants/Contracts - S. Noga
- 1) FEMA Reimbursement
The Town will be receiving \$8,297.43 from FEMA for the 2023 flood damage to the Athens Road culvert, and the Town will be receiving \$170,996.84 for the 2021 storm.
 - 2) VEM (Vermont Emergency Management)- Steve Libbey meeting
Steve Libbey advised the Town to send in a preapplication by August 29, 2024 for any additional sites it would like to have considered for a potential grant.
 - 3) ANR (Agency of Natural Resources) Rebecca
Discussed above (6.C.).
 - 4) 2WiredGuys Contract
The contract for the 2WiredGuys is due for renewal by the end of July. Costs have increased by \$1,000.
- C. Building Commissioner- B. Mello
- 1) Mold Assessment at BMH (Brookline Meeting House)
BM plans to be at the BMH while the mold assessment is being conducted next week.
 - 2) Painting Steeple at BMH
BM met with Shawn, the business owner of 802 Painters, on Monday, July 1st to inspect the area to be painted and discuss details about the painting. Any damaged wood found when the area is being prepared for painting will need to be repaired first. BM will work out the details for who does the repairs with the BMH Committee.
 - 3) Sealing the BMH
BM proposed having 802 Painting caulk and foam seal the building while the 802 lift is on site. DM made a motion to spend up to but not more than \$2,000 to seal up and prevent animal infestation and moisture infiltration to be done by 802 Painting while their lift is on site; seconded by SN; motion passed unanimously.
 - 4) Cota & Cota
DM made a motion that the contract with Cota & Cota for the 2024/2025 year be the capped price option for fuel oil and will be capped at \$3.27 per gallon for up to 610 gallons for a fee of \$238; BM seconded; the motion passed unanimously. The SB signed the contract.
- D. Finance Review - M. DeSocio & D. Wellman
The contract with Jon Saccoccio for the mold study has been signed. The members of the SB countersigned.
- E. Selectboard Chair-D. Maggio
- 1) Windham County Sheriff Dept Regional Policing update
Discussed above (6.B.).
 - 2) ACO program with WCSD
The ACO contract has been received and can be signed at the next SB meeting.
 - 3) Planning Commission Membership

The changes in the committee membership and the current members need to be approved at an SB meeting.

- 4) LHMP - (Local Hazard Mitigation Plan) DRAFT
Discussed above (5.D.).
- F. 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 25-01 dated July 3, 2024 in the amount of \$6,099.39; BM seconded; the motion was approved unanimously.
- B. Accounts Payable Warrant
DM made a motion to approve accounts payable warrant 25-02 dated July 6, 2024 in the amount of \$5,838.36; DW seconded the motion the motion was approved unanimously.

9. Communications

- A. Regular Mail
The Town received some postcards related to a Vermont League of Cities and Towns meeting.
- B. Email
 - 1) Marie Tattersall will not be able to remain as a Justice of the Peace for the Town as she will be moving.
 - 2) FactTV re: posting videos of SB meetings
DM clarified the requirements.
 - 3) Passing of Judy Acampora on Friday, June 28, 2024.

10. Set Agenda for the next meeting on Wednesday, July 17, 2024

- A. FactTV
 - B. BMH follow-up
 - C. Temporary flood plain manager
 - D. Ellen Ware Road improvement
 - E. Planning Commission update
 - F. Recycling camera
 - G. Cell phone for Highway Supervisor
- Special SB Meeting next Wednesday, July 10, 2024.

11. Adjourn the Meeting

DM moved to adjourn the meeting and the meeting was **adjourned at 9:53 PM.**

Respectfully submitted, Vanessa Ballou, Recording Clerk