

**Final Minutes**  
**Town of Brookline Selectboard Meeting**  
**Wednesday, July 17, 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  
Melissa Brown (MB) Treasurer

**Public:**

FactTV  
Carolyn Mayo-Brown

**1. Dorothy Maggio called the meeting to order at 6:41 PM and introduced attendees.**

MB joined the meeting via Zoom at 7:32.

**2. Review/Approve Draft Minutes**

A. Special limited agenda meeting on Wednesday July 10, 2024

DM motioned to approve the minutes for the special, limited agenda meeting on July 10, 2024 as amended; SN seconded; motion approved unanimously by four SB members present at July 10<sup>th</sup> meeting with DW abstaining.

**3. Changes to the Agenda**

None.

**4. Members of the Public**

A. Scheduled members of the public

As detailed in the Agenda, Carolyn Mayo-Brown attended the SB meeting to request permission to place 2-inch round white trail markers and small trail signs with arrows along Bennett Road, from the intersection of Holland Hill Road to the Conte Wildlife Area. The white trail markers and wooden signs will be painted and installed by volunteers. DM made a motion to approve the request to add the trail markers and signs; BM seconded; the motion approved unanimously.

B. Unscheduled members of the public

None.

**5. Unfinished Business**

A. Brookline Town Office Use Policy dated Sept 6, 2006

The SB discussed changes to the policy, including changes that would protect the Town if members of the public entered during Town Office hours and disrupted Town business. DM made a motion to adopt the Brookline Town Office Use Policy with the addition of item 6 which identifies the public areas of the Town Hall as being limited to the area in front of the counter and the conference room and number 7 the Town Clerk has the authority to close the building at their discretion. SN seconded the motion, and the motion was approved unanimously.

SN noted that there was a delay in the beginning of audio recording of the meeting; the recording began at the discussion of the Town Office Use Policy.

**B. Amend Planning Commission Membership**

As indicated in the agenda, changes in committee/commission appointments need to be voted on by the SB and recorded in the SB meeting minutes. The current members of the Planning Commission include Stan Noga, Mike DeSocio, Leah Daly, and Don Woodford. The committee would like to add a fifth member and needs to elect a Chair. DM made a motion to appoint the current four members; SN seconded; the motion passed unanimously.

**C. FactTV Services Review**

FactTV sent an email describing additional billable services available to the Town. The SB discussed these additional services and did not feel it necessary to add any.

**D. Recycling game cameras**

Two game cameras have been purchased and will be positioned around the recycling bin to monitor dumping.

**E. Highway Supervisor Cell Phone / Signal Booster discussion / Radios**

The SB discussed purchasing a signal booster, cost estimated at \$200, for emergency communication as well as regular communication when the Highway Supervisor is working in areas of Brookline where cell phone service is weak. DW will research signal boosters so the SB can discuss further.

**F. VLCT's (Vermont League of Cities and Towns) Federal Funding Assistance Program information**

DM distributed a VLCT information sheet about increasing municipal capacity for grants that lists potential sources of grants. Information is also provided about organizations that are having open houses to provide municipalities with the opportunity to learn more about their services and about organizations that give seminars about grant writing.

**6. New Business**

None.

**7. Reports / Updates**

**A. Highway Supervisor - E. Mark Bills**

**1) Estimated cost to upgrade Ellen Ware Road**

The estimated costs to enable year-round use to another 4/10 of a mile from the existing last house on Ellen Ware Road to the gated field where the new residence will be built range from \$7,000 for minimal work to \$25,000 for more extensive culvert and road work. Costs include putting down gravel along that stretch of the road, installing 2 to 4 culverts, removing trees, and associated labor and equipment. DW will follow-up with the homeowner so that the SB has more information about the property owners timeline and plans for their residence.

**2) Summary of work/costs done near 6 Parker Road -GIA grant project**

The Town has completed their portion of the work, but the property owners still need to install a new inlet header on the culvert for the project to be considered completed for the grant.

- 3) Project plans for GIA  
Estimated costs for the work already completed (near 6 Parker Road) under the \$12,500 GIA grant are \$9,500 including the costs of labor, materials, and equipment. The next repair to be undertaken under the GIA grant is the Grassy Brook Road location known as culvert number 68.
  - 4) ArborClimb tree work start date.  
ArborClimb moved their business location, have not yet returned the contract, and would like to do the tree work in August,
- B. Grants/Contracts - S. Noga
- 1) FEMA-Obligated and funds received  
The Town received the \$8,294 check from FEMA.
  - 2) GIA 2024 and GIA 2025 review  
The GIA 2025 contract (number 744) for \$7,000 has been signed and returned via email. GIA 2024 covers the on-going work on the Town roads.
  - 3) Hazard Mitigation Plan – Windham Regional Commission (WRC) – update  
SN is working on getting comments and requested information back to WRC.
  - 4) 2WiredGuys  
The increase in costs from 2023 is \$84 not \$1,000 as previously reported. DM made a motion to sign the contract with 2WiredGuys for \$1,334.95; MD seconded; the motion passed unanimously.
  - 5) Grant Log  
SN is updating the grant log.
  - 6) Brookline Planning Commission  
The Planning Commission met on July 16<sup>th</sup> and plans to meet every two weeks on Tuesdays at 6:00 PM. Currently, responsibility for being the chair rotates through the members, but they plan to establish a permanent chair. If no one wants to be the chair, SN has volunteered to be a co-chair with someone. They are looking for a fifth member. The Commission has reviewed the existing Brookline Plan as well as other town's plans and will identify new requirements to be included in the plan. Leah Daly is pulling together a work plan/outline and timeline for updating the existing Town plan.
- C. Contracts – Finance Review – M. DeSocio / D. Wellman
- 1) Action - ArborClimb contract  
The Town is waiting for ArborClimb to sign and return the contract.
  - 2) Action -Engineering contract  
MD will be preparing this contract.
  - 3) Action - Two Wired Guys Contract  
See item 7.B.4) above.
  - 4) Action - Steeple painting & Repair contract  
The Town is waiting for 802 Painting to sign and return the contract.
  - 5) Review of end of the year finances summary  
MD presented the financials prepared by Melissa Brown, Treasurer, as of July 11, 2024. MD focused on the 2023/2024 budgeted expenses against the actual expenses. The SB identified additional expenses that belong to the 2023/2024 fiscal year; these expenses need to be added to last year's actual expenses.

As of July 11, 2024, the actual expenses are less than the budgeted expenses. However, once the financials have been finalized, there will be a negative balance (deficit) in some parts of the budget because the ARPA (American Rescue Plan Act) funds that the Town received two years ago are not included in the budgeted costs for the year but are included in the actual expenses when spent. This deficit is covered by the ARPA cash received two years ago.

At the March 2025 Town Meeting, the taxpayers will be asked how they want any surplus amounts from the 2023/2024 fiscal year to be handled – returned to the taxpayers or allocated to a fund for known future expenses such as the paving fund.

D. Building Commissioner- B. Mello

BM provided an update on maintenance at the Suzy's Little Peanuts (SLP).

1) SLP parking lot etc for Town Party

Lots of parking spaces will be available at SLP for residents attending the Town Party.

2) SLP renewal of lease

They have indicated they intend to renew their lease.

3) BMH (Brookline Meeting House) painting project

802 Painters are planning to start Monday, July 22<sup>nd</sup>, but they need to sign and return the contract before they can start.

4) BMH Mold Mediation

The Town is waiting for the report.

E. Selectboard Chair-D. Maggio

1) Open Meeting law

Selectboard meetings and Cemetery Commission Meetings must be recorded in addition to having a warned agenda and written minutes while advisory committees may meet remotely and do not have to be recorded however agendas must be warned/posted and minutes made available in a week's time.

2) Health Officer - Concerned neighbor

A neighbor contacted DM regarding a Town resident and a home visit was conducted by DM.

3) Town Picnic - Volunteers

The BMH Committee is looking for volunteers to help with the Town Party and interested parties should reach out to Julia Duke.

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 concur with DM signing on July 15<sup>th</sup> payroll warrant 25-03 dated July 13, 2024 in the amount of \$2,074.67; BM seconded; the motion was approved unanimously.

B. Accounts Payable Warrant

DM made a motion to approve accounts payable warrant 25-04 dated July 18, 2024 in the amount of \$21,741.62; SN seconded the motion. During the discussion, the SB identified costs that belonged against the 2023/2024 budget. The motion was approved unanimously.

**9. Communications**

A. Regular Mail  
None.

B. Email

DM commented about sharing emails related to workshops/meetings that the SB members might be interested in attending.

**10. Set Agenda for the next meeting on Wednesday, August 7, 2024**

A. Signal booster

B. Update from landowner on Ellen Ware Road

C. August quarterly report

D. Chair for Planning Commission

E. Whiteboard

F. Otter AI

**11. Adjourn the Meeting**

DM moved to adjourn the meeting and the meeting was **adjourned at 9:11 PM.**

Respectfully submitted, Vanessa Ballou, Recording Clerk