

Final Minutes
Town of Brookline Selectboard Meeting
Wednesday, August 7, 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:

FactTV
In person and via Zoom:
Alyssa Schmidt (AS)

- 1. Dorothy Maggio called the meeting to order at 6:39 PM and introduced attendees.**
- 2. Review/Approve Draft Minutes**
 - A. July 17, 2024 Regular Meeting Minutes
DM motioned to adopt the minutes from Wednesday, July 17, 2024 with two changes; SN seconded; motion approved unanimously.
- 3. Changes to the Agenda**

None.
- 4. Members of the Public**
 - A. Scheduled members of the public
None.
 - B. Unscheduled members of the public
Alyssa Schmidt (AS) attended the meeting to provide background for agenda item 6.G. regarding the September 17th meeting with the Town's local representatives. Three of the Town's state representatives are available to meet at 5 PM to hear concerns from the residents. The SB clarified that approving or organizing such a meeting is not a function of the SB. However, the meeting can occur in a Town property such as the Town Office Conference Room if there are 15 participants or fewer or potentially the Brookline Meeting House (BMH) if there are more participants. AS will do additional research to determine interest and availability among the residents to attend the meeting. The meeting could be potluck or light refreshments.
- 5. Unfinished Business**
 - A. Appoint temporary Flood Plain Administrator for 7 months
Alyssa Sabetto (Windham Regional Commission), a certified Flood Plain Manager, suggested that the Town make at least a temporary appointment until the Town can make a permanent five-year appointment. The Town will need to cover the cost of required training. The Flood Plain Administrator does not have to be a Brookline resident. DM made a motion to appoint Oliver Ames, who has expressed an interest, as the temporary Flood Plain Administrator for a period of 7 months – until the Town Meeting. MD seconded. However, during the

discussion, the SB members raised questions to be addressed and DM moved to table the motion until the next SB meeting. The amended motion to table passed unanimously.

B. Discuss Internal Review for Local Hazard Mitigation Plan

The SB's comments on the plan are due Friday, August 9th. The SB discussed additional culverts and bridges that require mitigation to be included in the plan. Funding for the additional work may be available from a FEMA \$90 million Hazard Mitigation Funding Program (HMGP) which Vermont Emergency Management (VEM) is administering. The program has already received preapplications designated as eligible totaling \$120 million, so not all applications will be funded. Brookline has one preapplication that has been designated as eligible. Preapplications must be submitted by August 30 and the full application by the end of 2024. Funding decisions will be made by mid-2025 with funds released in 2026.

To support the request for funding the Town must submit supporting documentation and data showing that the benefit outweighs the cost. The Town should also identify if there is a safety impact and/or community impact such as residents or the Town being isolated or cut-off.

C. Discuss Public Review for Local Hazard Mitigation Plan

Brookline residents will have from August 13th through August 23rd to review the Plan which will be available on the Town website. The review will be publicized on the Listserve, Town Facebook page, Town bulletin board, and via information sheets at the Town Office. The goal is to have at least 10 residents provide review comments.

D. Discuss Motion re: spending \$2,000 for "sealing up BMH"

BM is collecting additional information regarding this project.

6. New Business

A. Discuss/consider asking the BMH committee if they would like a town meeting article to remove selectboard control of the Brookline Meeting House. Pursue having the committee become a benevolent society with a formal legal agreement that would revert ownership back to the town if the benevolent society dissolves.

DM explained the rationale for this option and asked if the SB would concur with her talking with Lee Anne Parker, BMH Chair, to determine if the Committee would be interested in this option. Following a discussion of the potential advantages and disadvantages, the SB concurred with having DM discuss this option with the BMH Chair.

B. Discuss Winter plowing contract for RFP (Request for Proposal) development with regards to Ellen Ware Road 0.5 mile

DW will contact the owner to learn what their plan and timeline is for developing their homestead. If needed the Town can add the additional half-mile stretch of Ellen Ware Road to the plowing RFP for this coming winter season. The RFP would be for either a one-year or two-year contract.

C. Discuss Property Management appointment

DM distributed a job description developed in 2019 for a Property Manager for the daycare building, and the SB discussed the best way to deal with maintenance issues as they arise and recur such as plumbing and mice. Given the Town's limited resources but expanding requests for help, DM asked whether the Town should have a specific job description for Property Management. BM characterized his responsibilities as the Building Commissioner

as ensuring the safety and welfare of the buildings. He recognized that work should be contracted out as needed.

- D. Discuss recent responses to Front Porch Forum and Listserv request for more volunteers. DM reported that two people have expressed an interest in helping with the Planning Commission and another person expressed an interest in helping with the Hazard Mitigation Plan.
- E. Discuss Primary vote counting help request from Town Clerk
The Town Clerk sent an email to the SB regarding vote counting.
- F. Discuss developing RFP (Request for Proposal) for additional painting at BMH (Brookline Meeting House)
BM distributed a draft scope of work and RFP for painting the annex in the Spring of 2025 for review and discussion by the SB.
- G. Discuss meeting with our local representatives on September 17 with potluck in the BMH. See above (4. B.). The SB will wait to hear back from AS regarding what space is needed for the meeting.

7. Reports / Updates

- A. Highway Supervisor - E. Mark Bills
 - 1) Town Road Maintenance
EMB reported working on clean-up from the Town Party, dealing with trees that have tipped over, and using the excavator to correct edge erosion along roads caused by recent downpours. He will be continuing with roadside mowing and road maintenance and will replace the culvert at the Grassy Brook Road location known as number 68. DW asked whether there were highway funds for road improvements and culvert placement on the 0.5-mile segment of Ellen Ware Road that is currently not plowed in the winter. EMB agreed that an 18-inch culvert would be good to add in the future but believes that with additional gravel and ditching work that segment of the road will be ready for plowing and sanding this winter.
 - 2) Tree Work
ArborClimb is tentatively scheduled for tree work on August 23rd, but the Town still needs to receive a signed copy of the contract.
- B. Grants/FEMA - S. Noga
 - 1) Highway Grants & Contracts Manager
SN will transfer the \$600 stipend to MD at the end of the year.
 - 2) Grants
SN reported that the Town should receive \$184,816.91 by the close of September 2024.
 - 3) Additional Resources for the Town Report
SN informed the SB that a person has volunteered to help publish the Town Report for the next Town Meeting and the SB agreed to have him follow-up.
 - 4) GIA Grant
The Town will only be able to repair two road segments under the GIA grant this year.
 - 5) History Fair
SN will be volunteering at the History Fair on Saturday for the BMH.

- 6) Planning Committee
 - The local Hazard Mitigation Plan was sent to the Planning Committee. SN will remind them that they can review the document as part of the Planning Committee or as part of the public review. Comments should be sent directly to Margo Ghia (Windham Regional Commission).
 - C. Finance Review – M. DeSocio
 - 1) MD will provide the Assistant Treasurer (Marjorie Ray) with a copy of the contract signed with 802 Painting.
 - 2) Engineering Contract
 - The SB signed the two contracts with Everett Hammond for the engineering studies of Hill & Kirsch Road and Ellen Ware Road. The costs will eventually be reimbursed by FEMA.
 - D. SLP Building- B. Mello
 - 1) BMH Annex
 - BM proposed a plan for completing repairs and renovations of the BMH Annex by 2025, and the SB discussed details including compliance with historic building requirements, insulation of historic buildings, etc. BM gave DW a copy of his plan for the BMH Committee. The SB also discussed Town liability when unapproved work is completed.
 - 2) SLP (Suzy's Little Peanuts) Building
 - BM reported on plumbing issues which required a plumber to work on a clogged toilet and replace a faucet. The costs were higher than expected, and BM will follow-up with the plumber.
 - E. Selectboard Chair-D. Maggio
 - Nothing additional.
 - F. Any other discussion as requested by a selectboard member not requiring a vote
 - 1) SN asked for clarification of the role of the SB's liaison with the BMH Committee. DM clarified that the liaison is responsible for communicating information between the SB and the BMH Committee. Other members of the SB may also attend their meetings – as can any member of the Town.
 - 2) Application for FEMA HMGP/VEM Grant
 - MD reported that a grant application needed to be completed for the culvert located near the Ames property for which a preapplication was deemed eligible. DM summarized the items needed to complete the application, and MD asked if it would be possible for him to get help with preparing it. A preapplication was submitted by both the property owner and the Town, but the Town must file the application. The Town will need to inform VEM that the Town will be responding and not the property owner.
- 8. Warrants**
- A. Payroll Warrant
 - DM made a motion to concur with DM signing on July 31st payroll warrant 25-05 dated July 31, 2024 in the amount of \$4,381.23; BM seconded; the motion was approved unanimously.
 - B. Accounts Payable Warrant
 - DM made a motion to approve accounts payable warrant 25-06 dated August 8, 2024 in the amount of \$44,057.26; MD seconded the motion. During the discussion, DM questioned a request for a \$10,000 payment for NewBrook fire and rescue since the Town has previously

paid the \$10,000 ARPA money voted at the Town Meeting. DM made an amended motion to approve the 25-06 payable warrant dated August 8, 2024 in the amount of \$34,057.26; seconded by BM. The amended motion was approved unanimously.

9. Communications

A. Regular Mail

None.

B. Email

- 1) ACO contract with WCSD returned.
- 2) FEMA - \$160,498.48 & \$29,498.00 Public Assistance document
- 3) Ronald Ferrara ESQ. RE: Labrie 345.2 Acres of land in Brookline delinquent taxes for 2022, 2023 and 2024 totaling \$13,373.11.

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

A. Flood Plain Administrator

B. Grant Administrator

C. RFP for plowing

11. Adjourn the Meeting

DM moved to adjourn the meeting, and the meeting was **adjourned at 9:49 PM.**

Respectfully submitted, Vanessa Ballou, Recording Clerk