

Final Minutes
Town of Brookline Selectboard Meeting
Wednesday, August 21, 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
Zoom:
Lee Anne Parker (LAP)
Jon Harris (JH)
Dan Towler (DT)

1. Dorothy Maggio called the meeting to order at 6:34 and introduced attendees.

Dan Towler and Melissa Brown joined the meeting later via Zoom.

2. Review/Approve Draft Minutes

A. August 7, 2024 Regular Meeting Minutes

DM motioned to approve the minutes from Wednesday, August 7, 2024 with the one change; BM seconded; motion approved unanimously.

3. Changes to the Agenda

None.

4. Members of the Public

A. Scheduled members of the public

Lee Anne Parker – Chair of Brookline Meeting House (BMH) Committee

A Zoom meeting has been set up with Jon Saccoccio for Tuesday, September 3rd at 5 PM. The SB asked to have Peter Yost at the call as well. LAP reported that the Preservation Trust paid \$1,000 towards the cost of the \$2,800 Saccoccio and Yost mold assessment and report. The SB agreed with her request to share the report with the Trust.

The BMH Committee has invited the SB to discuss the building priorities for the BMH on Monday, September 9th, 2024 at 5 PM at the BMH. BM will forward his list of priorities to the BMH Committee. Dan Towler joined the call towards the end of this discussion.

B. Unscheduled members of the public

Jon Harris is interested in helping the Town out. He has experience in municipal finance and planning as well as climate change and the effects of severe weather on communities. He is not a permanent resident but resides in Brookline at times during the year and is available via Zoom. He and SN have scheduled an additional conversation about the best way for him to become involved.

5. Warrants

A. Payroll Warrant

DM made a motion to concur with DM signing on August 11, 2024 payroll warrant 25-07 in the amount of \$2,259.61; SN seconded; the motion was approved unanimously.

B. Accounts Payable Warrant

DM made a motion to approve accounts payable warrant 25-08 dated August 22, 2024 in the amount of \$13,262.33; BM seconded the motion. Included was the \$9,000 annual appropriation to the NewBrook fire and rescue. DM clarified that NewBrook fire and rescue will receive the following payments from Brookline this year: \$10,000 ARPA payment and \$10,943 in mutual aid (paid previously); and the \$9,000 annual appropriations which is paid as part of warrant 25-08. The motion was approved unanimously.

6. Unfinished Business

A. Action - Appointments

- 1) Brookline Point of Contact for: 100% VEM (Vermont Emergency Management)/ FEMA Funded Grant Program (August 30th Grant)

DM asked for nominations for the Town's point of contact for the grant. SN nominated himself and MD. DM made a motion based on the nomination of MD and SN as the point of contact for this program; BM seconded. SN and MD plan to work together on the VEM grant, however, VEM has requested a single point of contact. Following a discussion, DM motioned to nominate SN as the point person by name for this project with MD as an equal partner; seconded by DW. The motion was approved unanimously.

- 2) Action - Move forward on Pre-application deemed eligible by VEM by the person appointed in item 6.A.1) above.

DM made a motion to move forward on the preapplication; seconded by BM. The preapplication which has been deemed eligible by VEM was originally filed by Oliver Ames. However, the full application for the grant must be filed by the Town. MD recommended that the Highway Supervisor, EMB, Oliver and Leah Ames, and other members of the SB be included in the development of the grant application and that the SB review the grant application prior to submission. DM made an amended motion to include the statement that the Town move forward on the application, deemed eligible by VEM, by SN and MD with assistance by other SB members, the Town Highway Supervisor, and other members of the community as needed. DW seconded, and the motion was approved unanimously.

- 3) Brookline Temporary Flood Plain Administrator for 6.5 months appointment - tabled at last meeting for job description more discussion.

There were no nominations for a temporary Flood Plain Administrator; the item was tabled.

- 4) Brookline Grant Administrator Discussion

The SB acknowledged the benefit grants provide the Town, discussed sources for finding experienced grant writers, as well as payment strategies. DM asked for a volunteer to do additional research. SN volunteered and will contact Windham Regional Commission (WRC) about whether they have grant writing resources and what the process is for hiring them.

SN is the Town's representative to the WRC. He noted that each Town can have two representatives. DW offered to be the second representative. DM will send DW the job description and add his appointment to the next SB meeting agenda.

- B. Action - Wording review & approval to submit
 - 1) Winter plowing & Sand supply RFP (Request for Proposal)- add 2-year option?
DM motioned to approve the RFP for winter plowing and sanding including a two-year option for the Town of Brookline for the 2024/2025 winter season; DW seconded. The SB does not know if the additional 4/10th of a mile beyond the last house to the site of the new development on Ellen Ware Road will need plowing; this can be addressed in the future as needed. Following the discussion, the motion was approved unanimously. The RFP will be advertised, and DM will distribute a copy to the applicable Town vendors. The plan is to select a vendor at the second SB Meeting on September 18th.
 - 2) Pre-Application for Northern end of Grassy Brook Road mitigation
The number of sites has been reduced from 20 to 3 pivotal sites. DM made a motion that the Town submit the preapplication for the 3 sites at the northern end of Grassy Brook Road for mitigation to the VEM and FEMA as presented in the document; seconded by BM. DM thanked SN for providing copies of the Lidar map that shows how the geology causes water to be collected and funneled into those sites. The motion was approved unanimously.
 - 3) National Flood Plain Insurance Program Historic Survey about flooding and training needs for Flood Plain Administrator by the person appointed in item A. 3) above
Tabled because a Flood Plain Administrator is to respond to the survey but one has not been appointed. The deadline for responding to the survey is September 30, 2024.
- C. Discussion Re: Brookline Meeting House Town Meeting Article suggestion
DM met with LAP to see if the BMH Committee would be interested in having the ownership of the BMH changed to a 501(c)3 - such as a benevolent society. The BMH committee has not made a decision. The SB had further discussions regarding the advantages and disadvantages of a 501(c)3.
- D. Briefly discuss the BMH Report/approve payment and set date for Q & A Zoom meeting.
See item 4.A. for date and time of the planned Zoom meeting. The SB discussed the findings and implications of the Saccoccio and Yost mold report and agreed to have a meeting in advance of the planned September 3rd Zoom call to consolidate their questions.

7. New Business

None.

8. Reports / Updates

- A. Highway Supervisor - E. Mark Bills
EMB has scrapped all the roads, has started mowing, and will be working on culverts. He received a call from a person asking who provided permission to install a lock on the gate to Windmill Hill Trail, but neither EMB nor the SB knows who provided the authorization. EMB will send the information to DM for further follow-up. EMB asked if it would be possible for the Highway Department to have a credit card for purchasing small items such as highway tools either on-line or at stores. The SB Chair and Town Treasurer will look into this.
- B. Grants/FEMA - S. Noga
SN reported that FEMA has suspended payments but will resume when the federal government replenishes their funds. He reported that the History Fair held on the Newfane Commons on August 10th was well attended; the BMH received \$28 in donations. Lisa

Donnelly from WRC sent him an email regarding transferring the GIA (Grants in Aid) road segments that that the Town was not able to complete from this year to next year.

C. Finance – M. DeSocio

1) ArborClimb

The ArborClimb contract has been fully executed.

2) Summary of Town Finances

MD described the financial reports that he and MB are developing for quarterly reporting. The reports will include the budgeted and actual costs as well as the variance (difference between budgeted and actual). Costs included in the Town budget will be allocated on a monthly basis according to when they are expected to occur so that the budget can be managed proactively and summarized efficiently at year end.

D. Buildings- B. Mello

Will be missing the October 2, 2024 SB Meeting.

E. Liaison to the BMH & Liaison to the Riverside Cemetery Commission - D. Wellman

1) BMH Liaison

DW was not able to attend the last BMH meeting because of travel delays.

2) Riverside Cemetery Commission

The Cemetery Commission is working on updating the map. Currently Howard Osgood's annotated map is the most updated version. The Commission is also working to expand the cemetery and has discussed purchasing a half-acre on the south side of the cemetery from the property owner. The purchase would require approval from the Town as well as a loan.

F. Selectboard Chair-D. Maggio

1) Will be missing the September 18, 2024 SB Meeting.

2) Email

DM reminded the SB members to be mindful when composing emails, when choosing to reply to all vs replying to the sender, and to remember that Town emails are public information.

3) Gift Honoring Judy Acampora

A resident has donated a flowering hydrangea to be planted at the BMH in honor of Judy Acampora. The SB accepted the gift in honor of Judy Acampora's memory.

4) NewBrook Solar Field

The SB noted the article in The Brattleboro Reformer concerning the financial status of the solar array at the NewBrook Elementary School.

G. Any other discussion as requested by a selectboard member not requiring a vote

None.

9. Communications

A. Regular Mail

None.

B. Email

1) ACT 250 Notice Application 2W1152-6 from Windmill Hill Pinnacle Association. The Association succeeded in their application.

- 2) West River Valley Education District Meeting Schedule for Community input regarding NewBrook Elementary school building use and the proposed consolidation of elementary schools in Jamaica and Townshend.
- 3) FEMA PA Notification to review & sign DDD/Scope/Cost on Project 677611 Estimated Management Cost (4621DR)
- 4) National FloodPlain Insurance Survey from FEMA
- 5) Meet the local representatives to Brookline September 17th at the Brookline Meeting House. Meeting is confirmed.

10. Set Agenda for the next meeting on Wednesday, September 4, 2024

- A. Grant writer
- B. Flood Plain Administrator
- C. Appointment of DW as Town representative to WRC.

11. Adjourn the Meeting

DM moved to adjourn the meeting, and the meeting was **adjourned at 9:12 PM.**

Respectfully submitted, Vanessa Ballou, Recording Clerk