Draft Minutes

Town of Brookline Selectboard Meeting

Wednesday, October 16, 2024

Present:

Selectboard (SB):	**Town Officers:**	**Public:**
Dorothy Maggio (DM) Chair	E Mark Bills (EMB) Highway Supervisor	FactTV
Stanley Noga (SN) Vice-Chair	Vanessa Ballou (VB) Recording Clerk	Gary Lavorgna (GL)
Bruce Mello (BM)	Melissa Brown (MB) Treasurer	Via Zoom:
Michael DeSocio (MD)		Leah Daly (LD)
Doug Wellman (DW)		Lee Anne Parker (LAP)
		Jon Ballou (JB)

1. **Dorothy Maggio called the meeting to order at 6:30 and introduced the attendees.**
2. **Review/Approve Draft Minutes**
   A. Special Zoom Meeting with Saccoccio and Yost September 3, 2024 Minutes
   DM motioned to approve the minutes from the special meeting on September 3rd, 2024 as submitted; SN seconded. The motion approved by the four SB members present at the meeting (DM, SN, BM, MD) with DW abstaining.
   B. Regular Meeting Wednesday October 2, 2024 Minutes
   DM motioned to approve the minutes from Wednesday, October 2, 2024 as submitted; SN seconded. The motion approved unanimously by the four SB members present at the meeting (DM, SN, MS, DW) with BM abstaining.
3. **Changes to the Agenda**
   Leah Daly has requested a couple of minutes to discuss the culvert work at 6 Parker Road. The discussion about the Grants in Aid (GIA) project near 6 Parker Road (5.B.1) will be discussed first under 5. Reports/Updates.
4. **Members of the Public**
   A. Scheduled members of the public
      1) Gary Lavorgna (GL)
      GL praised the SB for their decision to purchase the wheeled excavator and the truck and commented that this has saved the Town time and money. He stated that EMB is an expert at using the equipment, maintaining the roads everywhere, and that the roads and ditches are in excellent condition.

      He expressed concern about the number of people speeding on the Town's roads and the risk of serious accidents. He asked about law enforcement. DM provided an update on how the Town is trying to get some policing and the SB discussed some solutions including the potential of borrowing an electronic radar sign.

      GL also expressed appreciation for all the paperwork the SB must now deal with.

2) 2024 Municipal Service Award.
DM presented EMB with the 2024 Municipal Service Award from the Vermont League of Cities and Towns for members of the Vermont Municipal Road Crews.

3) Leah Daly (LD)
LD thanked EMB for his work on the culvert and the SB for their support. She explained that they had thought that the GIA (Grants in Aid) would cover the entire cost of replacing the culvert and the headwall. The confusion arose when the last portion of the culvert and the headwall were installed on their property. An additional complication was that the landowners instead of the Town contracted to have the headwall work done at a cost of $1,900. SN presented additional details and complications and suggested that the SB decide what options for payment to move forward with – splitting the costs, Town paying all, or the landowners paying all. The culvert replacement had been prioritized under the Town's GIA grant program because of the risk that a severe storm/flooding event could cause significant damage to the adjacent roads and to the landowners property.

B. Unscheduled members of the public
None.

5. Reports / Updates

A. Building Commissioner - B. Mello

1) Brookline Meeting House (BMH) Projects
BM presented a proposal for having the Town complete the installation of the underground roof and drainpipes at the BMH using the Town's equipment and EMB. He estimated the labor and materials at roughly $3,600 plus the cost of fuel and machine hours. The proposal was based on discussions with Archie Clark and EMB.

2) Painting of BMH
BM described the disadvantages of scraping and priming the annex before this winter – including that work needs to be done on the outside of the building. BM recommended during the repairs to the south side of the annex and then painting.

B. Grants - S. Noga

1) Discussion about GIA Project near 6 Parker Road
See 4.A.3) above.

2) FEMA extension letter
SN will prepare the letter for the next SB meeting.

3) Planning Grants
Awarding grants for town planning is on hold until new software is implemented in January 2025. Windham Regional Commission (WRC) has recommended that the Planning Committee look at last year's applications for formatting. Decisions about planning grants will be made in April 2025.

4) Zoning and Flood Plain Administrators
Since SN is retiring from the SB, he is looking at other opportunities and will be attending a meeting about zoning and planning. He noted that at many towns Zoning Administrators also serve as Flood Plain Administrators.

5) Cost Estimates for potential bridge near Ames property
SN received a cost estimate from Daniels Construction for $500,000 – with a temporary bridge. Renaud Brothers Construction provided an estimate of $350,000 without a temporary bridge. EMB informed the SB that Mike Renaud subsequently provided a verbal estimate of $750,000 during a conversation in which additional details concerning the work were discussed.
6) Town Insurance Paperwork
The SB needs to decide levels of insurance coverage for the various categories for which the Town has coverage. The insurance company has recommended increases for some of the categories.

C. Finance – M. DeSocio
Melissa Brown (MB), Town Treasurer, joined the call via Zoom for the budget discussion.
1) Summary about Q1 of 2024-2025 budget
MD presented the status of the Town's budget for the highway, general, and other funds for the first quarter of the fiscal year ending June 2025. As of September 30, the Town had $770,000 in cash. The first quarter financials show that expenditure is within the allocated budget for the highway and general funds.
2) Discussion about Budget 2025-26 development
MD and EMB have done initial work on the highway budget for the next fiscal year ending in June 2026. MD plans to provide an initial budget for all funds for review and discussion by the SB.
3) Consolidation of Money Market Accounts
The Town has cash in a checking account and invested in a number of money market accounts; MD recommends consolidating the money market accounts and reviewing the interest being paid for the cash in a checking count.
4) Delinquent Taxes
Delinquent taxes total approximately $47K - about $30,000 are from 2023/2024 fiscal year and $17,823 are from the first quarter of 2024/2025.

D. Selectboard Chair - D. Maggio
1) Dog Bite
A dog bite was reported by a dog that was not registered and it was not known if the dog had a rabies vaccination.
2) Building Permits
The Town received an email from a builder who has a customer in Brookline who wants to build. DM will inform them that the Town does not have zoning but will provide a list of regulations to which the builder must comply – including Act 250.
3) VEM (Vermont Emergency Management) Local Hazard Mitigation survey
DM completed and submitted the survey.
4) Other
DM provided an update on a number of on-going issues, projects, and events.

E. Highway Supervisor - E. Mark Bills
EMB has been working on road maintenance, roadside mowing, and culvert work. He is working on grants: Better Back Roads Grant (December 27, 2024 deadline) and Hazardous Tree Mitigation Grant. And he will attend the Road Foreman Meeting on October 22nd.

F. Energy Commission Update – S. Zwick
Somara Zwick sent an update via email to the SB members.

G. Any other discussion as requested by a selectboard member not requiring a vote.
None.

6. Unfinished Business

A. Action: Open & Review bids received re: BMH Painting
The Town received a single bid - from Momaney Painters. Momaney's bid was $5,800 to scrape, prime, and apply two coats of paint to the south side of the Annex including work on the windows. The bid also included $25,000 for painting the whole building. The SB acknowledged that the work is unlikely to be completed before this winter, discussed the utility of priming without painting, and noted that the bid included tasks outside of the RFP. Following the discussion, DM made a motion to accept the bid from Momaney Painters for $5,800 for the south side of the building; DW seconded the motion. During the discussion, DW recommended against the motion because the bid did not comply with the RFP. The SB voted unanimously against the motion. The motion failed because it was not in the best interest of the Town.

In a subsequent discussion, the SB and LAP discussed having the Town reissue the RFP with a scope of work that included painting the entire BMH, with the goal of having a contract in place by the end of the year, and the work completed as soon as possible in 2025. The work will be funded with the ARPA funds which need to be obligated via a contract by the end of December 2024. LAP noted that grants are not available for painting and the painting work would be a good use for the ARPA funds. The RFP could be discussed at the November 6th SB meeting or if available earlier at a Special SB meeting.

B. Action: Open & Review bids received re: BMH water mitigation
The Town received a single bid - from Sam Bourne Excavating - for $11,500 for installation of an underground roof and $12,840 with the additional installation of a dry well. Earlier in the meeting BM had presented a proposal for having the Town complete the work with estimated costs of roughly $3,600 plus fuel and machine hours. DM made a motion to accept the water mitigation bid from Sam Bourne Excavating for the drainage system at the Brookline Meeting House; MD seconded. The SB voted unanimously against the motion. The motion failed because it was not in the best interest of the Town.

C. Action: Open & Review bids received re: BMH Roof work
The Town received no bids for the roof work.

D. Action: Damage estimate sustained by Paul Madalinski on his personal car while attempting to get the distance from the camp on Greer Road to his house for E911 address.
Tabled until DM hears from the Town's insurance company.

E. Action: Contract for Stevens & Associates BMH analysis for the BMH sanctuary floor
The contract was for $2,500 with an option for timber drilling at an additional $1,000. The Preservation Trust of Vermont has awarded a $500 grant towards these costs. DM made a motion to accept the contract from Stevens & Associates for the structural analysis of the

BMH sanctuary floor; SN seconded. During the discussion, the SB had questions about the scope of work. The SB voted unanimously against the motion; the contract will not be awarded as presented. DM will contact Stevens & Associates for additional information including details concerning the timber drilling.

F. Action: Accept grant money from Preservation Trust of Vermont towards the structural analysis of the BMH Sanctuary floor.
Tabled until a contract is signed for the structural analysis.

G. Action: New contract for engineering study on Ellen Ware Road and Hill Road culverts damaged during the last disaster.
DM made a motion to sign the new contract for engineering studies by Hammond Engineering for Ellen Ware Road and Hill Road culverts that were damaged during the last disaster; SN seconded. During the discussion, SN explained that the original bid covered 2 wing walls, reinforcing the bank, and some stonework. However, the FEMA Representative recommended more extensive repairs, so the scope of work expanded, and costs increased to $23,000. The motion was approved unanimously. The new contract was circulated for signature.

H. Purchase of Cell Phone Signal booster for Highway Supervisor
The SB agreed to move forward with a cell phone booster through AT&T for $25 per month; EMB can return the hardware if it doesn't provide the coverage needed.

I. Signage for trail entrance indicating no vehicles allowed on Brookline side.
The trail was originally a Town right of way for a road and retains the legal status originally assigned to it as a road. The SB can place some restrictions on the road such as posting a sign that states "no vehicles." The SB decided to post "No motorized vehicles" signs – one at each end of the trail in Brookline.

7. New Business

A. Action: $1,900.00 bill from Sam Bourne for headwall built on inlet of a new culvert near 6 Parker Road.
DM made a motion to pay $1,900 to Sam Bourne for the headwall built on inlet of a new culvert near 6 Parker Road; SN seconded. During the discussion, the SB proposed splitting the cost with the property owners. Leah Daly accepted this proposal. DM amended the motion to split the cost of $1,900 with the landowners and the SB so each would be responsible for $950 of the invoice to Sam Bourne Excavating. MD seconded the motion, and the motion was approved unanimously.

B. Action: Consolidation of town funds currently kept in several money market accounts into one money market account.
DM made a motion to approve the consolidation of the funds into one money market account, MD seconded. The motion was approved unanimously.

C. New Requests for Proposals - Projects to be advertised.
The full RFP for the painting of the BMH will be reviewed at the next SB meeting on Wednesday, November 6th and can be advertised beginning on November 9th.

8. Warrants

A. Payroll Warrant
DM made a motion to approve payroll warrant 25-15 dated October 9, 2024 in the amount of $2,180.92; BM seconded. The motion was approved unanimously.

B. Accounts Payable Warrant
DM made a motion to approve the accounts payable warrant 25-16 dated October 17, 2024 in the amount of $3,271.04; MD seconded the motion. The motion was approved unanimously.

9. Communications

A. Regular Mail
None.

B. Email
1) From Michael Leuallen /Builder asking about building permits necessary for Brookline.
2) From Paul Madalinski-Re: Estimate from Faith Toyota expected
3) From Lee Anne Parker - RE: Submission of CEDS application
4) From Cindi Blondin - Shared w/ listserv re: survey on HUD's Support Act re: Vermont's Opioid death rate and safely housing individuals in recovery

10. .Set Agenda for the next meeting on Wednesday, November 6, 2024

A. RFP for painting the outside of the BMH
B. To Be Determined

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