

Draft Minutes

Town of Brookline Selectboard Meeting

Wednesday, October 2, 2024

Present:

Selectboard (SB):

Dorothy Maggio (DM) Chair
Stanley Noga (SN) Vice-Chair
Michael DeSocio (MD)
Doug Wellman (DW)

Town Officers:

Vanessa Ballou (VB) Recording Clerk

Public:

FactTV
Meg Staloff – BDCC
Zoom:
Lee Anne Parker
Dan Towler

1. **Dorothy Maggio (DM) called the meeting to order at 6:30 PM and introduced attendees.**
Bruce Mello and E. Mark Bills were not present at the meeting.
2. **Review/Approve Draft Minutes**
 - A. Regular Meeting Wednesday September 18, 2024 Minutes
DM motioned to approve the minutes from the SB Meeting of Wednesday, September 18 as presented; SN seconded. The motion approved by the three SB members present at the September 18th meeting (SN, MD, DW) with DM abstaining.
 - B. Zoom Meeting with Saccoccio and Yost September 3, 2024 Minutes
DM motioned to table until the October 16th meeting; MD seconded; motion approved unanimously.
3. **Changes to the Agenda**
None.
4. **Warrants**
 - A. Payroll Warrant
DM made a motion for the SB to concur with her signing on September 25, 2024 payroll warrant 25-13 dated September 21, 2024 in the amount of \$6,050.84; SN seconded. The motion was approved unanimously.
 - B. Accounts Payable Warrant
DM made a motion to approve the accounts payable warrant 25-14 dated October 3, 2024 in the amount of \$20,816.99; DW seconded the motion. The SB had a question regarding a bond bill for payment and for further research. The motion was approved unanimously.
5. **Members of the Public**
 - A. Scheduled members of the public
 - 1) Meg Staloff (MS) – BDCC (Brattleboro Development Credit Corp) Annual Visit
MS explained that BDCC sends out a funding request to every town in their service area in the amount of \$3.00 per person to fund SeVEDS (Southeastern Vermont Economic Development Strategies). SeVEDS is the nonprofit strategy development arm for BDCC. MS acknowledged and thanked Brookline for the funding provided in the last couple of

years. She noted that the amount was voted and reduced in Town meetings to around \$500 (Brookline has 530 residents) and hoped that the Town would include a similar amount in a warning for next year.

MS provided a document summarizing the work that BDCC did as well as last year's annual report. The BDCC is having their annual meeting soon and MS invited the SB as well as any Town committee members to attend.

MS explained that BDCC coordinates with Windham Regional to determine how they can best support moving projects forward by, for example, identifying potential funding sources. She would like to see the BMH project submitted to the SEVEDS for inclusion in the regional comprehensive economic development strategy and will follow-up with the BMH Committee Chair. The deadline for submitting is October 15, 2024. If the BMH is accepted as a project, this could provide an advantage in obtaining funding.

SEVEDS does seminars on grant writing. The organization also has a data dashboard and can provide Town data for reports.

MS and the group discussed the following additional funding sources: REDI (Rural Economic Development Initiative) and Municipal Planning Grant (MPG).

B. Unscheduled members of the public

- 1) Lee Anne Parker (LAP) Chair of the Brookline Meeting House (BMH) Committee
LAP informed the SB that Julia Duke has resigned, and Stuart Duke is stepping back from active participation in the BMH Committee. LAP is looking for additional people to join the committee. She is planning an open house on Saturday, October 19th or 27th. The group discussed putting a notice in the Brookline Front Porch Forum to recruit new members. Current activities include the on-going fundraising program and preparations for the Christmas program. The group also discussed potential BMH improvements including purchase of dehumidifiers and heaters, installation of 240 outlets to support the heaters, and adding 110 outlets.

6. New Business

A. Action: Winter Road Salt Bids for 2024-2025

In response to the Town's RFP (Request for Proposal), Cargill provided a bid of \$86.75 for an estimated 175 tons, and American Rock Salt informed the Town that they were not able to offer a bid. DM made a motion to award the de-icing salt from Cargill of Ohio delivered at \$86.75 per ton for an estimated 175 tons delivered to Brookline; SN seconded; the motion passed unanimously.

B. Action: Stevens & Associates contract review for a structural analysis of the BMH Sanctuary floor.

Tabled because a contract has not been received.

C. Action: Acceptance of a \$500 mini-grant from the Preservation Trust of Vermont towards the engineering study of the BMH Sanctuary Floor.

Table until a contract if available.

D. Action: Personal vehicle damage

Tabled because the SB determined that they needed additional information to move forward.

7. Unfinished Business

A. Energy Committee Grant Application

- 1) S. Zwick - follow up on MERP grant opportunities for the town.
Tabled.

B. Windmill Hill Trailhead Gate - lock removed

The lock has been removed and the gate remains. The trail is an old class 4 road that the Town designated as a trail and for which the Town continues to have responsibility. The SB discussed adding signs at the gate and at the Brookline town line. Tabled for further information.

C. BMH RFP Changes

The SB reviewed the following RFPs provided by the BMH Committee: installation of the underground roof, scraping and priming the south side of the annex, ridge capping, chimney capping, and slate repair/replacement.

The SB decided to combine the ridge capping, chimney capping, and slate work in one RFP so the work could proceed with one lift with the understanding that some of the work might need to be subcontracted out. DW noted that there are few contractors doing slate roofing now.

The SB identified changes to the RFP for the installation of the underground roof. SN will send the revised RFP to LAP, BMH Chair.

The SB reviewed the RFP for scraping and priming the exterior of the south side of the annex to protect the surface for future work.

The SB reviewed an additional RFP for window reconditioning in an 1896 building involving priming, painting, and glazing. The RFP is to be reviewed by Bruce Mello, Building Commissioner, before being advertised.

RFPs for the following will be advertised in The Brattleboro Reformer with bids due by October 16th: 1) underground roof and 2) ridge cap, chimney capping, and slate work.

8. Reports / Updates

A. Grants - S. Noga

SN provided updates regarding the following.

- 1) Rescue Inc meeting at VEMSA (Vermont EMS Academy) on Sunday, September 22, 2024. Rescue Inc will be sending out their contracts and are requesting that towns interested in their services return signed contracts by January 1, 2025. The contracts will be for 3 years and include a 1% increase in fees for each of the 3 years.
- 2) GIA (Grants in Aid) Culvert at Parker and Grassy Brook Roads
The boundary issue regarding the installation of the culvert has been resolved with the help of Lisa Donnelly from Windham Regional Commission. The final decision acknowledges that the work completed by the Town avoids damage to the road and was a necessary improvement.
If SN can receive invoices for labor, materials, and machine time by October 15th for this culvert and the other one completed under the GIA, he can close out the GIA grant by October 30th for the year.
- 3) Simplified procedure for culvert mitigation at Eleen Ware and Hill Roads
FEMA is allowing a filing extension for both sites and acknowledges the difficulty in getting estimates and that the work will likely occur next spring.

- 4) Status of mitigation of culvert # 35 at Ames property
The \$94,000,000 federal fund that the State was going to provide for mitigation, buyouts, elevating houses, etc. has been allocated to buyouts alone. Existing applications will be evaluated next year between January 2025 and June 30, 2025 and awarded depending on future funding.
 - 5) Flood Plain Administrator
Based on the VLCT (Vermont League of Cities and Towns) personnel fees book of 2022 for a Zoning Administrator, SN found that the cost of a Flood Plain Administrator, many of whom also function as their town's Zoning Administrator, ranges from \$1,050 to \$3,900 per year. SN estimated the annual cost for the Town at \$1,500 for the Flood Plain Administrator work.
 - 6) Grant Writer
SN is still working on this; a potential grant writer is not interested in the position.
- B. Finance – M. DeSocio
MD will have financials for the 1st quarter to present at the next SB meeting and requested 15 to 20 minutes for review. The SB will begin to allocate time at each meeting to address next year's budget. MD will have draft sections of next year's budget to begin the process.
The Town has multiple money market accounts and MD requested that the SB discuss consolidating the accounts at the next meeting.
- C. Selectboard Chair - D. Maggio
No additional updates.
- D. Any other discussion as requested by a Selectboard member not requiring a vote.
SN reported that MD will prepare the contracts for A.S. Clark and revisions to the engineering contracts.

9. Communications

The SB briefly reviewed the following communications.

- A. Regular Mail
None.
- B. Email
 - 1) Paul Madalinski - RE: muffler damage sustained while attempting to travel on Greer Road to obtain the E911 address requested by the Listers.
 - 2) M. Brown - Brookline's UEI number is registered and active in SAM.gov
 - 3) DVFiber 2023 Audit report received
 - 4) VEM- Matt Hand Local Hazard Mitigation Quarterly report due October 15, 2024.
 - 5) Southern Vermont Economy Project - via Brattleboro Development Credit Corporation- Invitation to submit a project in Brookline
 - Business development which contributes to regional economic development goals
 - Physical improvements to infrastructure (business or public)
 - Creation or improvements to community facilities
 - Community programs, from summer camps to workforce initiatives
 - In any stage, from planning to implementation
 - Previously submitted (updates are valued, even if the project is already on a prior CEDS list)

- 6) RFP Draft - Underground Roof membrane
- 7) Jeff Nugent re: Windham Region Road foreman's meeting Tuesday morning - October 22. All States Construction will present paving preservation methods for long term pavement management.
- 8) M. Brown Treasurer re: extra credit card for Highway Supervisor
- 9) M. DeSocio re: First quarter actual 2025 Financials results ready for discussion at the October 16th SB meeting. First pass "draft budget" for 2026 report to streamline budgeting process.
- 10) Lisa Donnelly re: GIA closeout on Parker road segment brought up to standard.
- 11) L. Parker re: Jackson Evans Preservation Trust of VT \$500 Mini-Grant towards the expense of structural assessment of the sanctuary floor at the BMH. Anticipation of a contract from Stevens & Assoc (Brud Sanderson & Ben Harwood) engineers.
- 12) M. Ghia of WRC: re: 2024 applications open for VCRD's (Vermont Council on Rural Development) Climate Catalysis Innovation Fund (Grants range from \$500 to \$4000) re: energy
- 13) Women's Freedom Center Appropriation request of \$500 for 2025-26
Guy Tanza to send appropriation requests to Marjorie Ray.

10. Set Agenda for the next meeting on Wednesday, October 16, 2024

- A. Draft minutes from ZOOM meeting on September 3, 2024
- B. RFPs
- C. Contract for Stevens & Associates structural analysis of BMH sanctuary floor
- D. Acceptance of \$500 mini-grant from Preservation Trust of Vermont
- E. BMH RFP for installation of underground roof
- F. BMH RFP for ridge cap, chimney cap, and slate repair
- G. FEMA extensions
- H. Finance Report
- I. First pass "draft budget" for 2025-2026
- J. Consolidation of money market accounts
- K. Energy Committee update
- L. TBD

11. Adjourn the Meeting

SN moved to adjourn the meeting, and the meeting was **adjourned at 9:19 PM.**

Respectfully submitted, Vanessa Ballou, Recording Clerk