

Final Minutes

Town of Brookline Special Limited Agenda Selectboard Meeting

Wednesday, October 28, 2024

Present:

Selectboard (SB):

Dorothy Maggio (DM) Chair
Stanley Noga (SN) Vice-Chair
Bruce Mello (BM)
Michael DeSocio (MD)

Town Officers:

E Mark Bills (EMB) Highway
Supervisor

Public:

FactTV
Kerry Bourne (KB)
Lee Anne Parker (LAP)
David Parker (DP)
Via Zoom:
Alyssa Schmidt (AS)
Dan Towler (DT)

1. Dorothy Maggio called the meeting to order at 6:33 and introduced the attendees.

Doug Wellman, Selectboard Member and Vanessa Ballou, Recording Clerk, were not present at the meeting.

2. Changes to the Agenda

None.

3. Members of the Public

A. Scheduled members of the public

None

B. Unscheduled members of the public

David Parker (DP) and Kerry Bourne (KB) had questions regarding the Underground Roof project.

4. New Business

A. Discussion: Modified "Underground Roof" for water mitigation at the Brookline Meeting House (BMH) to mitigate water infiltration. Identify Materials to be used, barrier material, cushioning material, dry well etc.

DM explained that because the planned implementation of the underground roof would not include an insulation layer of Styrofoam placed against the BMH foundation, she was referring to it as a modified underground roof. The SB and public attendees discussed the installation in detail, including items listed in the agenda.

B. Discussion: Details of man hours/ machine hours/ materials on hand/ materials to be purchased form to arrive at the cost of the project. Suggested form will be provided.

DM distributed the form and identified the items that need to be costed. SN informed the SB that an easement may be needed if the PVC piping extends beyond the BMH property. Following the discussion with the public participants, the SB decided the following:

- pond liner, a synthetic rubber material, will be used as the membrane;
- PVC piping and drains will not be installed on any side of the BMH, given the permeability of the ground; and
- gravel, rock, sand, dirt, and mulch will be purchased and used as needed.

DM noted that the project name no longer matched these plans, and KB suggested that the project be call “pitched subgrade rubber membrane.”

- C. Action: Motion to proceed with the installation of the modified “Underground Roof” as discussed in item 4A.

DM made a motion to proceed with the installation of the Pitched Subgrade Rubber Membrane around the BMH on the north and south sides only as discussed; BM seconded. DM asked BM to draft a basic scope of work and diagram. The SB voted unanimously in favor of the motion. While the budget for the work has not been fully detailed, the initial estimates were lower than the bid received; the Town will not reissue the RFP. EMB clarified that the rock to be used will be rounded – river stone.

- D. Action: Motion to approve the Brookline Highway Department to complete the project approved item 4C.

DM made a motion to approve that the Brookline Highway Department is to complete the project that was just approved in item 4C – known as the Pitched Subgrade Rubber Membrane; SN seconded. During the discussion, DM stated that none of the SB members will provide manual support to this project. If additional help is needed, the Town will reach out to a preferred vendor. The SB voted unanimously in favor of the motion.

- E. Discussion: Prepainting repairs needed on the Annex of the BMH such as but not limited to Rotted clapboards and sheathing, porch roof, metal sheeting between porch roof and siding repair or replacement. How to proceed - timeframe.

The prepainting repairs are planned to be completed in 2025.

- F. Discussion: Develop the wording for a new Request for Proposal for painting the entire Annex of the Brookline Meeting House. Shall the prepainting repairs be included or a separate RFP?

After acknowledging both the benefit and the difficulty of finding a single contractor willing to be responsible for both painting and carpentry repairs, the SB agreed that the two scopes of work should be separate.

- G. Action: Motion to publish an RFP for the painting of the BMH Annex. Contract offered for work to be completed in 2025 using appropriated ARPA funds

DM made a motion to table action item 4.G. until the November 6th meeting for final approval by the full SB; seconded by SN. The SB voted unanimously in favor of the motion.

- H. ACTION: Motion to approve hiring a service for cleaning the town hall basement which shows heavy rodent activity, baiting the basement and properly sealing any entry points used by rodents to enter the building.

DM made a motion consistent with the agenda language; SN seconded. BM said that Servpro has provided an estimate which is under \$2,500 for cleaning the building. Servpro would not seal the entry points; instead, the building would be monitored to determine where the mice were entering.

DM made an amended motion to approve the hiring of a service for cleaning the Town Hall which shows heavy rodent activity for less than \$2,500 using Servpro; SN seconded. Following a discussion about sealing the building after the cleaning, the SB voted unanimously in favor of the motion.

5. Warrants

A. Payroll Warrant

DM made a motion to approve payroll warrant 25-17 dated October 23, 2024 in the amount of \$2,953.99; BM seconded. The motion was approved unanimously.

6. Any other discussion as requested by a selectboard member.

A. Solar Lights for Town Office

DM will order two motion sensing solar lights for the Town Office to provide lighting for people outside as they arrive and depart at night.

B. Repairs to the Town Office stairs.

The top step of the stairs outside the Town Office needs to be repaired.

C. Hammond Engineering Contract

A separate arbitration page also needs to be signed for the contract; MD circulated the page for signature.

D. Culvert Replacement of Culvert # 35 and Temporary Bridge

SN noted that the suggested bypass for culvert 35 on Grassy Brook Road was not discussed or approved by the Selectboard at the time of submission of documents. SN would like to advise Alyssa Sabetto, Windham Regional Commission (WRC) that the suggested bypass was the landowners recommendation and not the Town's.

E. Hazard Mitigation Plan

WRC and the Town are still waiting for comments from the State for review.

F. MD informed the SB that he would have a draft budget for review and estimated that he would need 40 minutes for the review.

7. Agenda items to be added to the November 6, 2024 meeting

A. RFP for painting BMH annex

B. Preliminary 2024/2025 Budget

C. TBD

8. Adjourn the Meeting

DM adjourned the meeting.

Respectfully submitted, Vanessa Ballou, Recording Clerk