Draft Minutes

Town of Brookline Selectboard Meeting

Wednesday, November 06, 2024

Present:

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

1. **Dorothy Maggio called the meeting to order at 6:37 PM and introduced the attendees.**
2. **Review/Approve Draft Minutes**
   A. Regular SB Meeting Wednesday October 16, 2024 Minutes
   DM motioned to approve the minutes as amended from Wednesday, October 16, 2024; SN seconded. The motion approved unanimously.
   B. Special Limited Agenda SB Meeting October 28, 2024 Minutes
   DM motioned to approve the minutes from the Special Limited Agenda SB Meeting from Monday, October 28, 2024 as presented; BM seconded. The motion approved unanimously by the four SB Members (DM, SN, BM, MD) present at the October 28, 2024 meeting with DW abstaining.
3. **Changes to the Agenda**
   An email to the SB from the Brookline Meeting House (BMH) Chair, Lee Anne Parker (LAP), was added as an item under 9. Communications and as an agenda item F. under 7. New Business with the discussion occurring before 5. Reports & Updates.
4. **Members of the Public**
   A. Scheduled members of the public
   None.
   B. Unscheduled members of the public
   The members of the public present on Zoom were interested in hearing the SB's discussions concerning the BMH.
5. **Reports & Updates**
   A. Building Commissioner - B. Mello
   Brookline Meeting House (BMH) Projects
   BM and EMB will complete an inspection of each timber under the BMH sanctuary floor and report back to the SB with their findings and recommendations. DM noted that EMB has worked in the timber industry throughout his life and has expertise in evaluating wood. For the water mitigation project, BM has ordered the pod liner and is planning for the other

materials needed to install the pitched subgrade rubber membrane to prevent water infiltration under the BMH sanctuary.

B. Grants - S. Noga
   1) Grants in Aid (GIA) Update
      All work has been completed; what remains is to collect and submit the final documentation of the work, such as copies of cancelled checks, to VTRANS (Vermont Agency of Transportation) GIA Division for the Town to be reimbursed.
   2) FEMA Update
      FEMA has requested additional documentation that will enable them to estimate costs and develop a scope of work. The surveyor requested the Town to confirm the location of the Brookline town line on Ellen Ware Road. SN will also determine what the right of way width is for the roadway. SN also provided the details involved in filing an extension.

C. Finance/Budget – M. DeSocio
   MD presented the preliminary budget for the highway fund that he, EMB, and MB developed. The draft budget includes the following details for each category within the highway fund budget: 2023/24 fiscal year actual expenses; 2024/25 fiscal year budget; 2025/26 fiscal year preliminary budget along with the percentage increase or decrease against the previous years' budgets and the actual difference from the 2024/25 budget. The SB discussed budgeting for future road paving and estimated costs for a salt shed – a cost that would need to be described in an article for the Town Meeting.

D. Selectboard Chair - D. Maggio
   1) Appropriations
      This year, the deadline for organizations to request appropriations is being extended to December 15, 2024. SeVEDS has requested $1,590 and the Women's Freedom Center has requested $500.
   2) BMH timber drilling - $1,500 information from Stevens & Associates Engineers
      Stevens & Associates do not normally offer timber drilling without an initial assessment and they only drill timbers that look suspect to get a sense of the remaining good material left in the timber. In their email to DM, Stevens & Associates outlined costs and a limited scope of work for drilling without an initial assessment. SB decided to wait until BM and EMB have reviewed the timbers and reported back at the November 20th SB meeting.
   3) Appropriations extension of deadline to November 2024
      Deadline has been changed to December 15th.
   4) Dog Bite
      Dog who bit a person has had a rabies vaccination and the owner has been notified that they need to register the dog.

E. Highway Supervisor – E. Mark Bills
   1) General Update
      EMB has been monitoring the roads, adding gravel as needed, clearing culverts of fallen leaves, patching potholes, and doing equipment maintenance. He has made the two signs, which still need to be installed, for the Windmill Hill Trail. EMB has prepared a design for a salt shed and is getting prices on materials.

2) Better Back Roads Grant
EMB is doing additional research on these grants including having Colin Bratton (WRC) assess two potential sites where upgraded culverts are needed. Hydraulic studies may be needed but they can be completed after the grant application is filed.

3) Road Erosion & Clean Water Act
EMB is working with Lisa Donnelly (WRC) on the Town's road erosion inventory to keep the Town in compliance with the Clean Water Act and its deadlines.

4) Hazardous Tree Removal Grant
Applications for the grant ($5,000 to $20,000) are due January 10, 2025; if a grant is awarded work would need to be completed by June 30, 2027. EMB recommends scheduling another one-day round of hazardous tree removals – without waiting for the grant – citing two recent events caused by trees damaged during strong winds: a fire and a power outage.

F. Any other discussion as requested by a selectboard member not requiring a vote.
BM expressed gratitude for the Newbrook Fire and Rescue response to the five-alarm fire near his home last Sunday. He also provided an update on maintenance at the daycare building and informed the SB that the Town Office will need to be closed when Servpro does its cleaning - planned before the end of the month.

6. Unfinished Business

A. Action: RFP (Request for Proposal) review for painting the annex of the BMH wooded addition
The SB discussed changes to the RFP. The final version will be advertised in The Brattleboro Reformer. DM made a motion to publish the RFP as modified for the painting of the annex of the BMH wooded addition; BM seconded. The motion passed unanimously.

B. Appointment requested by the chair of the BMH Committee to appoint Francine and Tim Carr to the advisory committee. Remove Julia Duke from the committee at this time.
DM made a motion to appoint Francine and Tim Carr to the advisory committee for the BMH; SN seconded. The motion passed unanimously. DM made a motion to approve the request from Julia and Stuart Duke to be unappointed from the BMH committee; BM seconded. The motion passed unanimously.

7. New Business

A. Lister request: archiving the hard copies of surveys and future digital copies so that they can be sent via email to cartographers. Discussion/cost/budget.
One of the Listers is going to do research on the best way to organize, store, and digitize the surveys. The only expected expense is labor.

B. ACTION: RESCUE Inc. - Three-year contract for comprehensive EMS service to Brookline - July 1, 2025 to June 30, 2028. A 1% annual increase in the assessment for each year based upon 540 residents. Signed contracted due before January 1, 2025.

Contract Year	Assessment	Total	Monthly
2025-26	$30.40	$16,416.00	$1,368.00
2026-27	$30.70	$16,578.00	$1,381.50
2027-28	$31.00	$16,740.00	$1,395.00

DM made a motion to accept the three-year contract offered from Rescue Inc. for contract years 2025 through 2028 as summarized in tonight's agenda (and above); SN seconded. The motion was approved unanimously.

C. ACTION: BMH committee is requesting permission to hold a Holiday Sing on December 14, 2024. There will be some expenses for decorations not to exceed $100. The committee will be planning this during the second week in November.
DM made a motion to approve the Holiday Sing at the BMH on December 14, 2024 with the understanding that there will be some decorating expenses, not to exceed $100; SN seconded. During the discussion, the SB expressed excitement about the pianist for the event. BM noted that the BMH does not have ADA access, will not have restroom facilities as the water has been shut off, and will not be heated. The motion passed – with four voting in favor (DM, SN, MD, DW) and one against (BM).

D. ACTION: BMH committee is anticipating spending up to $750.00 on a mailing requesting donations to the Meeting House Fund. Permission requested.
DM made a motion to approve the outsource funding event for the BMH with the understanding that they may be spending up to $750 in mailing expenses; seconded by DW. The motion was approved unanimously.

E. ACTION: VTRANS Vermont Transportation Alternatives application.
The application is due December 31, 2024 and requires significant effort. DM made a motion to table indefinitely the Vermont Transportation Alternatives application as previously discussed; SN seconded. The motion approved unanimously.

F. Discussion of email communication from Lee Anne Parker (LAP)
DM explained that once the SB agenda was posted, she could not add new items to the agenda that required SB action. DM recommended that the BMH Committee schedule their meetings a week before the SB meetings so that they have sufficient time to compose and submit agenda action items by the weekend before the scheduled SB meeting. LAP explained that her email was intended to be informative; a vote was not expected.

The email, which DM read, explained that the BMH committee was concerned that the extensive repairs needed to the south side of the annex would require additional time from fund raising through completion of the repairs and would not be completed in time to be painted. The email recommended that the painting of the north and east sides of the annex proceed without the south side.

8. Warrants

A. Payroll Warrant
DM made a motion to approve payroll warrant 25-19 dated November 06, 2024 in the amount of $4,980.59; SN seconded. The motion was approved unanimously.

B. Accounts Payable Warrant
DM made a motion to approve the accounts payable warrant 25-18 in the amount of $4,564.04; BM seconded the motion. The motion was approved unanimously.

9. Communications

A. Regular Mail
1) RESCUE Inc. EMS service assessment for 3-year contract; see 7.B. above.

B. Email

1) Sam Bourne Excavation: $950.00 Invoice for GIA Project headwall near 6 Parker Road.
2) Paul Madalinski (PM) - Invoice for repairing car damage while attempting to do E911 work on Greer Road: DM has followed up with PM; the Town's insurance does not cover the cost.
3) Road Foreman's Meeting Follow Up Information about Better Back Roads Grants - Russ Gouin Information about Grants in Aid: Ashley Andrews Information about www.roadsresource.org for photos of road conditions and potential repairs to develop a pavement management plan for Brookline. Bobby Betsold of All States Materials Group can help with a plan for developing a schedule. Municipal Roads General Permit (MRPG) Chad McGann.
4) Virtual Online Training Workshop - Rate Setting for Capital Improvements November 14 & 21, 2024 6 PM -8 PM both days. No Cost register at http://bit.ly/VTRatesSetting
5) FEMA - Star Staley re: Signing Small Permanent Work Project Certifications and Acknowledgements for Disaster DR-4720-VT Project Title Hill Road and Culvert.
6) Windham County Sheriff Department letter indicating policing services costs for FY 2026 if hired. $65 per hour for contracts of at least 2,000 hours per annum and $75 per hour for anything less than 2,000 hrs.
7) Vermont Transportation Alternatives Fall 2024 Application Guide. Applications Due Date = December 31, 2024 Municipal Highway and Stormwater Mitigation Program.
8) BMH email re: 501 c3 or 501 c4 status - follow up w/ treasurer.
9) VLCT Membership dues for 2025-2026 will be $1,906.00.
10) Information on Budget Sequestration provision of US Law.
11) Regional Emergency Management Committee meeting - Nov 19th at 6 pm on Zoom. Team Rubicon assistance during/after hazard events. Contact Alyssa Sabetto of WRC
12) Report from Somara Zwick re: MERP update.
13) email to the SB from the Brookline Meeting House (BMH) Chair, Lee Anne Parker.

10. .Set Agenda for the next meeting on Wednesday, November 20, 2024

A. Open Bids for the RFP on painting the wooden annex of the BMH Award Contract / Obligate ARPA funds to pay for project
B. Plans for salt shed
C. Finance & Budget – General Fund
D. Report on BMH timbers
E. Better Back Roads grant update from November 12th meeting
F. To Be Determined

11. Adjourn the Meeting

DM moved to adjourn the meeting, and the meeting was **adjourned at 9:33 PM**.

Respectfully submitted, Vanessa Ballou, Recording Clerk