Draft Minutes

Town of Brookline Selectboard Meeting

Wednesday, December 18, 2024

Present:

Selectboard (SB):	**Town Officers:**	**Public:**
Dorothy Maggio (DM) Chair*	E Mark Bills (EMB) Highway	FactTV
Stanley Noga (SN) Vice-Chair	Supervisor	Alyssa Schmidt (AS)
Bruce Mello (BM)	Vanessa Ballou (VB) Recording	Jules Lavoie (JL)*
Michael DeSocio (MD)	Clerk*	Dan Towler (DT)*
Doug Wellman (DW)	Melissa Brown (MB) Treasurer*	

***** Via Zoom

1. **Dorothy Maggio called the meeting to order at 6:36 PM and introduced the attendees.**
2. **Changes to the Agenda**
   DM reported that the Town has received an invoice from Putney for the interlocal agreement - for discussion under New Business.
3. **Review/Approve Draft Minutes**
   A. Regular SB Meeting Wednesday December 4, 2024 Minutes
   DM motioned to accept the draft minutes from Wednesday, December 4, 2024 as presented; BM seconded. She noted that during tonight's meeting there would be an update on the total costs of the Brookline Meeting House (BMH) project (see agenda item 5. C. below). The motion approved unanimously by the four SB members present at the December 4th meeting (DM, BM, SN, MD); with DW abstaining.
4. **Members of the Public**
   A. Scheduled members of the public
   As indicated in the agenda, Jules Lavoie (JL) has offered to help with communication with residents regarding the use of the recycling bins. JL was present at the beginning of the meeting but experienced technical problems and was not present for this part of the agenda or the remainder of the meeting.
   B. Unscheduled members of the public on agenda items only
   Alyssa Schmidt (AS) attended the meeting to discuss plans for organizing and storing the property surveys. DM suggested that AS work with one to two of the SB Members and return to the SB with a recommendation for what needs to be ordered.
5. **Reports & Updates**
   A. Highway Supervisor – E. Mark Bills
   EMB reported that he is monitoring the roads with an eye on the weather and doing tree work. He is also working on estimates for future projects.
   B. Grants - S. Noga
      1) Better Back Roads Grant

SN and EMB are working on a grant application for culvert #16 that the Town's would like to replace with a 36-inch culvert. The application requires significant details and documentation ranging from aspects of the work required to the estimated costs. SN will leave the application for SB signature in the Town Office. The deadline for submission is the end of December 2024.

2) Planning Grant
   The Planning Committee plans to file a grant application to get help with preparing the Town Plan; the application deadline is December 31, 2024.
3) Update on FEMA to include Star Stanley
   Star Staley (SS), the Town's FEMA representative, will be leaving by early February 2025 and has been copying her replacement on Town emails.
4) FEMA Engineering Design and Costs
   SN reported that the estimated cost for replacing the culvert on Ellen Ware Road is $230,000. With a 75% grant, the Town's match would be 25%. Under the FEMA Streamline Program, it is possible that the Town could receive reimbursement on a staggered basis – rather than having to wait until close-out of the grant. The other FEMA project that may run concurrently is the repair work at Kirsch and Hill Roads for which SS has estimated the cost at $125,000 to $150,000
5) Possible interim invoice from Hammond Engineering
   Hammond Engineering has completed the first two steps of the Ellen Ware Road work and invoiced the Town for $6,500.
6) Status of Grants in Aid Close out of $10,000.00 grant
   SN submitted the grant documents needed for close out; payment is expected by mid-January 2025.
7) Report of Towns Not Approving Property Buyouts
   MD summarized a news article reporting on instances where a Town's SB refused to accept multiple FEMA buyout offers apparently because of the potential loss in tax revenue. This could mean that funds become available from the $94,000 federal fund to cover flood mitigation that was previously completely committed to buyouts alone.

C. Building Commissioner - B. Mello
   1) Lease Review Discussion/Plans Tenant requested to meet before lease redesign
      BM and MD will arrange a meeting with Suzy's Little Peanuts before drafting the lease renewal. They will request an agenda in advance.
   2) Written Invoice for BMH
      As stated in the agenda the updated costs for the BMH water mitigation project total is $5,247.31. The total is $368 higher than the amount reported at the December 4, 2024 meeting because the Town received an invoice for $368 for gravel.

Item	**Cost**
Labor 49 Hours x $32	$1,568.00
Excavator 11.5 Hours x $82.48	$948.52
F550 Truck 16 Hours x $25	$400.00
Supplies: gravel/rock/fabric/membrane/seed/mulch	$2,330.79
Total	**$5,247.31**

These costs will be billed to the BMH fund.

3) SB and BMH Committee
   BM told the SB that when the new SB forms after the Town Meeting, he is not interested in being either the Chair or the Vice-Chair. He provided the SB with an update on the current BMH budget and talked about potential sources of grants. He would like to meet with the BMH Committee when they hold their first meeting in 2025 to discuss plans and funding.

D. Finance/Budget – M. DeSocio
   MD passed around the BMH painting contract which will be signed by the SB Members.
   1) Review Highway Budget
      MD reviewed the budget and answered questions.
   2) Review Municipal Budget
      MD reviewed the budget and answered questions.
   3) Review Fund Balances
      MD reviewed the fund balances and answered questions.
   4) Appropriation Requests for Town Report Warning
      The SB reviewed the requests and discussed how to present them in the Town Report.
   5) Discussion re: addition of warned articles for Town Meeting (open to SB ideas)
      The SB discussed what articles to be included in the Town Report.
   6) Lister Request for funds to manage surveys/maps/reports etc
      Tabled for the next meeting.

E. Selectboard Chair - D. Maggio
   1) Town Report / Articles
      The SB reviewed the content of last year's Town Report and discussed what reports will be needed.
   2) Current Policy Review completed / vs / not completed
      Tabled for the next meeting.
   3) Open Elected / appointed positions for March 2025
      DM distributed the list of elected and appointed Town positions, and the SB discussed options for identifying and filling open positions.
   4) BRIC Grant for Hazard Mitigation Plan Extension Letter
      DM signed the Grant Extension Letter and distributed…
   5) Rabies Clinic w/ ACO next spring
      The Town will have a rabies clinic early next year. DM recommended increasing the dog license costs to defray the cost of the rabies clinic.
   6) Dog bite incident with unvaccinated/unlicensed dog
      A Brookline dog that was unvaccinated and unlicensed bit a person.
   7) Town Stream
      None of the Town streams are currently named – except for Grassy Brook Road.

F. Any other discussion as requested by a selectboard member not requiring a vote.
   SN reported that David Jones has confirmed that he will oversee the publication of the Town Report.

6. **Warrants**
   A. Payroll Warrant
      DM made a motion to approve payroll warrant 25-24 for $15,399.51 dated December 18, 2024; SN seconded. The motion was approved unanimously.
   B. Accounts Payable Warrant
      DM made a motion to accept the accounts payable warrant 25-25 dated December 19, 2024 in the amount of $21,498.97; BM seconded the motion. The motion was approved unanimously.
7. **Unfinished Business**
   A. Appoint Marjorie Ray as the towns Ethics liaison
      DM made a motion to appoint Marjorie Ray as the Town's Ethics Liaison; BM seconded. The motion was approved unanimously.
   B. Windshield damage Invoice
      The Town's insurance deductible is $1,000; the Town paid the $570.31 windshield damage invoice.
8. **New Business**
   A. Resignation of Somara Zwick
      DM made a motion to accept with regret the retirement of Somara Zwick from her assistant treasurer appointment as check-signer as well as from the Energy Committee as of November 24, 2024; SN seconded. The motion was approved unanimously. Daniel Schoener will become the Chair of the Energy Committee.
   B. Auditor work over the Holiday- Make contact with chair
      MD will support the auditors as needed.
   C. Extending the BRIC (Building Resilient Infrastructure and Communities 2020) Grant
      DM made a motion to concur with the Chair's action of signing an agreement amendment extending the deadline of the BRIC Grant from December 23, 2024 to December 23, 2025 of the subrecipient Award of $7,612.50 which has a 25 % match in kind for $2,537.50. SN seconded, and the motion was approved unanimously. This is the Local Hazard Mitigation Plan for Brookline with Windham Regional Commission (WRC) and Margo Ghia.
   D. Action - First Wednesday in January is January 1, 2025.
      DM made a motion to reschedule the meeting to Friday, January 3rd at 6:30 PM; SN seconded. The motion was approved unanimously.
   E. Action: Appoint Donald Woodford as Planning Commission Chairperson.
      DM made a motion to appoint Donald Woodford as Planning Commission Chairperson; SN seconded. The motion was approved unanimously.
9. **Communications**
   A. Email
      1) Recycling complaints handled
      2) BRIC Grant Extension Amendment
      3) Recycling suggestions
      4) NewBrook fire appropriations and mutual aid

B. Regular Mail
2024-25 Appropriation Thank you letters received
C. Other = Notes left from Paul and Somara left with town clerk

10. Set Agenda for the next meeting in 2025

A. Regular Meeting – Friday, January 3, 2025
B. Special Meeting if needed-TBD January ____, 2025Policy review
C. Town Report
D. Town Budget
E. Town Articles

11. Adjourn the Meeting

DM moved to adjourn the meeting, and the meeting was **adjourned at 9:35 PM**.

Respectfully submitted, Vanessa Ballou, Recording Clerk