Draft Minutes

Town of Brookline Selectboard Meeting

Wednesday, December 4, 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 Clerk	Jon Ballou (JB)*
Michael DeSocio (MD)	Melissa Brown (MB) Treasurer*	

***** Via Zoom

1. **Dorothy Maggio called the meeting to order at 6:34 PM and introduced the attendees.**
   Doug Wellman sent his regrets.
2. **Changes to the Agenda**
   BM received a call asking if Brookline is interested in regional police services; this topic was addressed under agenda item 5.F.
3. **Review/Approve Draft Minutes**
   A. Regular SB Meeting Wednesday November 20, 2024 Minutes
   DM motioned to accept the minutes from Wednesday, November 20, 2024 as presented; SN seconded. The motion approved unanimously.
4. **Members of the Public**
   A. Scheduled members of the public
   None.
   B. Unscheduled members of the public on agenda items only
   Alyssa Schmidt recommended that the Town consider installing programmable thermostats to automatically change the temperature when people are scheduled to be in the Town Office.

   AS asked if the Town's Records Restoration Fund, which currently totals $12,955, could be used to cover costs of a small cabinet with an estimated cost of $4,000 to $5,000, for organizing, storing, and archiving the paper copies of the recently completed property surveys, and asked if it would be possible to digitize the records. DM advised that there is sufficient budget in the Lister's salary line to cover organizing the property surveys. The SB will discuss further.
5. **Reports & Updates**
   A. Highway Supervisor – E. Mark Bills
      1) Routine Maintenance
      EMB has been working on road maintenance and repairs to enable snow plowing and road safety. He has continued removing problem trees. He added three-quarter stone to

the inventory for the first mud season - forecast for next week. EMB also scheduled a salt delivery.

2) Brookline Meeting House (BMH) Project Costs
EMB provided a summary of the costs for the installation of the membrane at the north and south sides of the BMH. Total costs including labor, materials, and machine time for the excavator and Town truck were $4,879 – within $40 - and represent a savings of roughly $8,000. DM requested documentation and will work with EMB to get pictures to complete documentation to bill the BMH fund.

B. Grants - S. Noga

1) Better Back Roads Grant
The application for the coming year is due December 31, 2024. SN and EMB will meet December 6, 2024 regarding the application.

2) Grants in Aid
The Town is waiting for one remaining document to file the close-out.

3) Policy for Use of Personal Vehicle when doing business for Brookline
SN suggested that the Town develop a policy for when Town employees and volunteers use their personal vehicles when conducting Town business.

4) Town Land Map
SN reported that the Town's land map doesn't include an annotation reflecting the recent subdivision of a plot of land; this information is included in the Lister's card.

C. Building Commissioner - B. Mello

1) Cost out of BMH project including equipment, man hours, and materials
See 5.A.2) above.

2) Discussion about timbers under the BMH floors
BM provided a detailed description of the inspection that he and EMB performed of the timbers under the BMH sanctuary floors as well as their inspection of the sanctuary. In the sanctuary crawl space, one timber beam on the northern side has a bad spot in the middle on the underside; the upper half of the beam is fine. This will need to be addressed within the next 10 years. Most of the joists are in good shape; some of the joists have had problems but the problems appear to have been addressed – possibly when the sanctuary floor was straightened around 2017 by Kerry Bourne and Pete Newton. Most of the issues observed were seen on the north side of the BMH and impacted the underside of the timbers.

In the sanctuary, BM and EMB observed moisture along the north and south floor edge along the entire floor adjacent to the pews. The brick was bleeding moisture into the wall; the corresponding area under the floor in the crawl space was dry. BM will put together a report along with photos that EMB took.

Conclusions and actions going forward include:

- central support beam will need to be addressed within the next 10 years,
- consider installing a vapor barrier in the crawl space under the sanctuary to further eliminate the incursion of water,
- installation of the membrane on north and south sides of BMH should prevent incursion of water from the roof into the sanctuary crawl space, and

- the focus for 2025 should be to ensure that carpentry repairs and then painting of the wooden annex are completed.

3) Update on mouse problem at the Town Office and Suzy's Little Peanuts
Over the last ten days there have been no more signs of mice in the Town Office.

4) Contract for Painting the BMH Annex
BM contacted 802 Painting and informed them that the Town was considering splitting out the painting of the windows and that the contract might need to be modified in the future. BM also asked about the use of a lift to paint the trim, and 802 Painters explained that a lift was needed because of insurance requirements and liability concerns.

The SB discussed edits that need to be made before the contract can be signed by 802 Painters.

D. Finance/Budget – M. DeSocio

1) Plowing and sanding contract with A.S. Clark
The SB signed the contract for plowing and sanding.

2) Finish review of the municipal part of the budget
MD completed his presentation of the preliminary budget for the Town's municipal fund. The SB discussed steps in preparation for the Town Meeting, including the auditor's recommendations from their review last year.

E. Selectboard Chair - D. Maggio

1) The Local Hazard Mitigation Plan is still under review.
2) Appropriations are running late.
3) Preparation for producing the Town Report Plan is starting.
4) Representatives of the Newfane Brookline Newsletter are asking for the names of the streams that flow into Grassy Brook.
5) The state has a new law on developing an ethics committee; Marjorie Ray has volunteered.
6) DM expressed regret that Paul Madalinski resigned and asked the SB members if there was a better process or other options for dealing with vehicle damage when on Town business.

F. Any other discussion as requested by a selectboard member not requiring a vote.

1) BM received a call regarding regional police services.
2) Suzy's Little Peanuts needs to let the Town know if they intend to renew/update their contract.

6. Warrants

A. Accounts Payable Warrant
DM made a motion to approve the accounts payable warrant 25-23 dated December 5, 2024 in the amount of $7,976.50; BM seconded the motion. The motion was approved unanimously.

B. Payroll Warrant
DM made a motion to approve payroll warrant 25-22 for $1,492.31 dated December 4, 2024; SN seconded. The motion was approved unanimously.

7. **Unfinished Business**
   A. Purchase Policy Discussion
      Tabled until the next meeting.
   B. Flag Policy Discussion
      Tabled until the next meeting.
   C. Warned Articles for Discussion
      DM asked the SB to consider what items should be included in the Town Meeting as warnings for the residents – such as the recycle bin, how to deal with the FEMA payment, any surplus, appropriations, etc.
8. **New Business**
   A. Accept the resignation of Paul Madalinski as the Town's 911 Coordinator
      DM made a motion to accept the resignation of Paul Madalinski as the Town's 911 Coordinator as of November 24, 2024 with regret. SN seconded the motion, and the motion passed unanimously.
   B. Programable thermostats
      The SB discussed what features should be considered in choosing programable thermostats.
9. **Communications**
   A. Regular Mail
      1) Letter from Somara Zwick resigning from the Energy Committee Member Chair and as Assistant Treasurer/alternate check signer.
   B. Email
      2) Email from Paul Madalinski resigning as E 911 coordinator effective 11/24/24
      3) Email from Somara Zwick / re email from Alyssa Schmidt requesting programmable thermostats at town hall.
      4) Email from WSWMD (Windham Solid Waste Management District) Town Assessment for FY 2026 @ $4,017.06 which is $147.18 increase over 2025.
      5) VLCT Survey sent to the Town includes questions about planning; SN volunteered to complete.
10. **Set Agenda for the next meeting on Wednesday, December 18, 2024**
    A. Policy review
    B. Budget Review
    C. Articles for warning at the town meeting
    D. Signed contracts - ARPA reporting
    E. Better Back Roads
    F. Fund Balances
    G. Contract for Suzy's Little Peanuts
    H. Ethics Committee appointments
11. **Adjourn the Meeting**
    DM moved to adjourn the meeting, and the meeting was **adjourned at 9:44 PM**.

Respectfully submitted, Vanessa Ballou, Recording Clerk