Town of Brookline, NH
Selectboard
PO Box 360-1 Main Street
Brookline, NH 03033-0360
(603) 673-8855
brooklinenh.gov



Selectboard Meeting Minutes
Monday, September 29, 2025, 6:30pm
In-Person Meeting (Town Hall Meeting Room) and via Zoom

In attendance: Brian Rater, Jerry Roche, Stephen Dolfini, Jeffrey Stewart, Paul Branscombe, Jay Kramarczyk, & Lisa Scalia

Pledge of Allegiance

Read "Ground Rules for Hybrid Meetings"

Approved Public Minutes: 9/15/25

Jerry made a motion to approve the minutes of 9/15/25, seconded by Steve. Vote: 3 yes

Approved Non-public Minutes: 9/15/25 #1-10

Jerry made a motion to approve the minutes of 9/15/25 #1-10, seconded by Steve Vote: 3 yes

Steve made a motion to unseal non-public minutes of 9/15/25 #2&#4, seconded by Jerry. Vote: 3 yes

Approved Warrants

Accounts Payable Warrant #39 $164,693.34
Payroll Warrant #40 $93,303.56
Police Detail Warrant $2,062.50

Steve made a motion to approve the warrants, seconded by Jerry. Vote: 3 yes

Public Input & Announcements

- The Town is grateful to all who assisted in the incident on South Main Street last week, to ensure that it came to conclusion with no injuries. These agencies include: Brookline Police, Brookline Ambulance, Nashua SWAT, Hollis Police, Townsend Police, and NH State Police.
- New Building Department hours start today: M/T 8-2, W 8-2 & 5-8, Th 8-2
- Greater Nashua/Souhegan Valley Chamber of Commerce gave awards to several Brookliners: Jay Kramarczyk (best EMT), Beth Williams (best Pediatric EMT), Hive Holistic (Best Holistic Health), Julian Dufresne (Best Police Officer), and Richard Gribble (2nd for Fire: Deputy Chief)

Safety Complex Energy Audit: Chief Stewart

World Energy Services did an audit of the Safety Complex. Total cost for energy efficiency upgrades is $21,000, but with Eversource incentives, it's only $8,100 for us and the return on investment is 18 months. The Board agreed to proceed.

Creation of a Staffing Plan

The Board discussed creating a Staffing Plan, modeled after the Capital Improvements Plan (CIP). A worksheet would be distributed annually to department

heads concurrent with CIP worksheets. The Selectboard would review submissions and prepare a Staffing Plan document as a companion to the CIP, projecting six years ahead and updated annually for use in budget planning. The Board agreed to send the worksheet to department heads.

Fireworks for 250th Celebration

Hold for 10/13 meeting for Ed Perry to discuss. Last year the Board decided that from now on we would consider if it's worth the cost and possibly fund through other sources.

Municipal Accounting Software: 2026 Budget

The Board reviewed moving from QuickBooks to MRI's MTS municipal accounting software. The first-year cost is $36,406, with estimated annual costs of $8,600 thereafter. Brian recommended including the expense in the budget and reassessing in January.

Paul: add to budget

Town Administrator Search Update

We've received 18 applications and have interviewed several. We are continuing interviews and hope to have a decision soon.

Propane RFP

The only response was from Ciardelli for the same cost as last year. $1.485/gallon. Jerry made a motion to accept the propane bid from Ciardelli for the next season. Vote: 3 yes.

7:00 Public Hearing on Accepting Unanticipated Revenue

This is to accept revenue from 2 projects. The sale of lot J-54 in the amount of $410,000 and $510,416.18 from reimbursement from the Bond Street Bridge. Buddy Doherty, Ruonala Road, asks how the J-54 money will be disbursed. The Town gets approx. $215,000 and the former owners get the difference.

Annex Structural Engineering Report

The Board reviewed the preliminary engineering report. The building must be cleared for full analysis and repair. Questions remain on whether items in the kitchen (Conservation Commission) can stay.

Jay Kramarczyk noted the Board has not signed the $35,000 exterior repair contract and recommended pausing until the total cost of repairs is known. Engineering indicates roof snow load should be increased from 25 PSF to 60 PSF.

Estimated total repairs could be $200,000-300,000. Options discussed included repairing and using the Annex, demolishing it and replacing with a shed, or transferring it to the Fire Association. Concerns were raised about the Friends of the Library losing needed space, potential historic designation and grant funding, and whether insurance could cover some damages.

Buddy Dougherty urged the Board to move forward, suggesting the original bidder be re-engaged for an updated quote. He felt little work was needed and stated that if the Selectboard does not act, the Fire Association should take over. He also claimed the prior meeting was intentionally not recorded.

Dave Michaud stated that the Fire Station is not being considered in the discussion. He said if the Board does not want to fund repairs, the Fire Association would take

the building and fix it and could empty it in a weekend. Brian responded that the Town would handle clearing the building to complete the analysis.
Board confirmed the building is closed, not at imminent risk of collapse, and will need to be emptied for final engineering. Alternative storage options (e.g., Brusch Hall or a shipping container) were suggested.
Steve: made a motion to allow access to authorized personnel, only up to 2 people at a time in the upstairs, seconded by Jerry. Vote: 3 yes

Auditorium Capacity

Concerns were raised about the auditorium, including load issues and an aging fire escape. Recommendation was made to close the space. The auditorium is currently used by the Karate Club and Scouts.
Susan Adams, Treasurer of the Karate Club, noted the club donates annually and may be able to assist with fire escape repair costs. Temporary relocation options were discussed, including the Safety Complex meeting room, Community Church, and possibly the Fire Station for the Pinewood Derby.
The Karate Club requested permission to remove some of their equipment.
Jerry made a motion to restrict access to the Auditorium to Town Administrator approval, until we repair the Fire escape and get engineering for the Town Hall. Vote: 3 yes
The Board also discussed the 2022 Town Hall engineering report, which recommended restricting auditorium access. No action was taken then, but the Board now plans to obtain updated engineering analysis of the auditorium level, office level, and roof framing from Team Engineering. Estimated costs: $35,000 for Town Hall and $15,000 for the Annex. The Facilities Capital Reserve Fund has about $43,000 remaining, which would be depleted for both analyses.
Discussion included the scope of the analysis (egress, square footage, and structural stability), determination of load capacity (engineers will provide PSF loads), and whether other town buildings need review. It was noted that most other buildings are newer and not known to have issues; the JLMC continues to inspect and make recommendations.
Steve makes a motion to approve the Engineering Analysis of Town Hall (up to $35,000) and the Annex (up to $15,000), seconded by Jerry. Vote: 3 yes

Social Media Policy

Jerry made a motion to accept the changes to the Social Media section of the Personnel Policy, seconded by Steve. Vote: 3 yes

Vacation Rollover Policy

Jerry made a motion to accept changes to Vacation Rollover section of the Personnel Policy as discussed at 9/15 meeting, seconded by Steve. Vote: 3 yes

Old/New Business:

Pierce Pond Dam (PPD) & Dam Fees

There have been emails between NH DES and SLR Engineering to get the dam removal process moving. Current fees were $400 and $1500 and this year are going up to $800 and $3000, which must be paid for 2026. The PPD will be removed in 2026.

Countryside/Ben Farnsworth

The Board confirmed the road cannot be maintained by the Town prior to formal acceptance, as it remains the Developer's responsibility. Accepting maintenance prematurely would forfeit the ability to call the road bond. Dave Michaud said that a turnaround could be created by either the Town or the developer, but the Town is not going to do this because it would run into the same problem of implicitly accepting the road. Brian emphasized the Developer must handle plowing, and the Town is uncertain about current bus arrangements.

Closing of Lot J-54:

The scheduled closing did not occur, as the buyer had not secured financing and the deed was not prepared. A memo has been prepared authorizing Town Counsel, Chris Drescher, to act as the Town's agent and granting an extension of the closing date until October 13.

The Town also received back tax liability calculations from Devine Millimet, totaling $202,285.79. This figure does not include staff time, legal fees, mailings, or closing costs, which will be added to the total due to the Town.

Jerry makes a motion to extend the deadline for the closing on Lot J-54 until October 13, seconded by Steve. Vote: 3 yes

Sign updated Compensation Policy:

Minor change of a title from "Finance Administrator" to "Finance Clerk."

The Board signs the updated Policy.

Steve makes a motion to change Finance Administrator to Finance Clerk. Vote 3 yes

Sign Letter of Support for Tamposi

Tamposi asked for a letter of support of their Brookline Woods project. This was part of the terms of the settlement with them.

Jerry made a motion for Brian to sign the letter of endorsement, seconded by Steve. Vote 3 yes

Also, sign closing documents for the land being donated.

Jerry made a motion for Brian to sign the closing documents, seconded by Steve. Vote: 3 yes

Memo to take money from Facilities CRF to Trustees:

Steve made a motion to disburse $1,000 from the Facilities CRF for the Preliminary Annex Engineering Report, seconded by Steve. Vote: 3 yes

Board & Committee Updates:

NRPC: Jerry: NRPC had Federal financial backing pulled. Route 13 and South Main project pulled and Old Milford Rd is being designed but will not be built yet. Jerry thinks half the projects were cut.

Economic Development Committee: Steve: planning to have a public hearing to discuss plans.

Melendy Pond Planning Committee: next Monday they will do a site visit with a Forester to look at woods.

Conservation Commission: has been reviewing non-public minutes.

Cemetery Trustees: are doing monument work and meeting Thursdays from 5-7 at Lakeside to repair monuments. Volunteers welcome. They are painting the flagpole at Pine Grove.

Facilities & Properties Committee: is working on a preliminary report for the Selectboard.

Energy Committee: will review net metering agreements.

Review Mail Folder

SHARE sent a letter that from July 2024-July 2025 they assisted 32 Brookline residents. They request a $2,000 donation in the 2026 budget.

Review Planning Board Folders

Application for adjustment on Lots L-008 and L-009 (Lake Potanipo/Mason Road), transferring a strip of property to allow access to Mason Road. Selectboard had no comments. Brian signed.

Tamposi Workforce Housing Development Parking: Reviewed amended plans for Phase 1 (Housing for Older Persons), with 52 one-bedroom and 6 two-bedroom units. Proposal reduces parking from 168 to 102 spaces (1.76 per unit), including 15 ADA spaces and 10 clubhouse spaces. Reduction intended to decrease pavement and increase green space.
Board members expressed concern that the revised allocation of 7 spaces per 4-unit building (6 regular, 1 ADA) may be insufficient for residents and visitors, creating potential overflow issues. Emergency access was also raised, with questions about maneuverability of fire, police, and ambulance vehicles. While the Board acknowledged the original plan may have been excessive, members agreed this proposal appears too limited in capacity. Brian will bring these concerns to the Planning Board.

Review Items for October 13 Selectboard Agenda

- Town Administrator Update
- Structural Engineering for Annex and Town Hall
- Town Hall Fire Escape
- Avitar Building Software
- Town Report Printing
- Slate Roof @ Chapel
- Tax Rate Setting
- List of Warrant Articles
- Hollis DPW Contract to Maintain Iron Works Lane
- Energy Net Metering Agreements: from Energy Committee (Kearsarge and other)
- Policies to Review: none due to Budget Hearings

Brian made a motion to enter non-public session pursuant to RSA 91-A:3 II (b) hiring, (c) reputation, (l) legal, and potentially others at 8:37 pm, seconded by Steve. Roll call vote: 3 yes

Brian made a motion, seconded by Steve, to come out of nonpublic and seal the minutes at 9:37 pm. Roll call vote: 3 yes

Jerry made a motion to adjourn at 9:38 pm, seconded by Steve. Vote: 3 yes

Minutes submitted by Lisa Scalia Date Approved: _____

X	X	X
Eddie Arnold Selectboard Chair	Brian Rater Selectboard Vice Chair	Ed Perry Selectboard Member
X	X	
Jerry Roche Selectboard Member	Stephen Dolfini Selectboard Member	