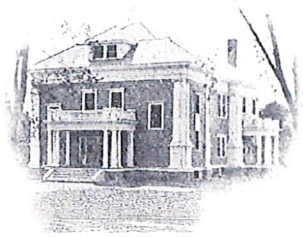
Town of Brookline, NH
Selectboard
PO Box 360-1 Main Street
Brookline, NH 03033-0360
(603) 673-8855
brooklinenh.gov



Selectboard Emergency Meeting Minutes

Thursday, February 5, 6:00 pm

In-Person Meeting (Fire Station Meeting Room) and via Zoom

In attendance: Eddie Arnold, Brian Rater, Jerry Roche, Stephen Dolfini, Andrea Williams-Cameron, Dave Coffey, Chief Stewart, & Lisa Scalia & Ed Perry (via phone)

6:02pm Eddie called the meeting to order

6:03 Pledge of Allegiance

Read "Ground Rules for Meetings"

Town Hall Repairs

The meeting was held under emergency circumstances following the decision to move town offices out of Town Hall due to structural concerns identified by Team Engineering and out of an abundance of caution. A structural assessment conducted in 2022 recommended a full roof evaluation, which was begun in late 2025. Employees have reported worsening cracks in the Auditorium, particularly over the past 48 hours. Team Engineering confirmed this as well as the fact that the roof trusses, which support the building, are in failure.

A $1 million bond has been set for Town Meeting to address repairs. The cost of immediate temporary shoring and the costs for permanent repairs are not yet known. The town will consult with DRA about potentially amending the bond amount if necessary. A contractor is scheduled to evaluate the required shoring work on Tuesday.

Town Hall staff have been relocated. The Town Clerk, Welfare, and Supervisors of the Checklist services are operating from the Safety Complex. Other staff are working from the Fire Station and are available by phone or email. The food pantry is closed, but residents may contact Lynn Giblin for assistance.

It was noted that this issue will require significant discussion at Town Meeting, particularly regarding funding to assess the long-term future of Town Hall. In 2024, $200,000 was spent to address water intrusion issues, and the 2022 audit aimed to ensure the building justified such investment. Officials emphasized the need to carefully evaluate long-term viability, including potential costs for temporary shoring, safety renovations, and reconfiguration, to make an informed decision.

The roof must be kept clear of snow due to structural risk from added weight. We are in the process of scheduling this work.

Committee meetings are being rescheduled to Brusch Hall, which does not have internet access. Space at the Safety Complex is no longer available, and the fire station cannot host meetings as it is being used for office space. Dave Coffey will contact the school regarding larger capacity meeting space.

Temporary shoring may be completed by the end of next week, with the possibility of returning to Town Hall within one to two weeks, pending engineer confirmation after the work is done.

The Board must vote to waive the Purchasing Policy for the temporary shoring due to the emergency, as sealed bids would normally be required. Team Engineering has recommended Morin Construction. An estimate is not expected until at least Tuesday, and the Selectboard will meet again once cost information is available.

Jerry made a motion to bypass the town's purchasing policy and approve the work immediately to proceed with Morin Construction for temporary shoring, seconded by Steve. Roll call vote: 5 yes (Ed via phone).

Jerry made a motion to bypass the town's purchasing policy and allow the Town Administrator to approve the work immediately and proceed with snow removal from Town hall roof, seconded by Steve. Roll call vote: 5 yes (Ed via phone).

Town Hall is temporarily closed to the public for safety due to structural concerns, though engineers, contractors, and staff can access it and people can retrieve items as needed. A public notice will be posted on the website and doors with updates as available. Eddie Arnold and later Jerry can serve as media contacts. IT tasks are ongoing, including Eagle picking up equipment for Patti and setting up her VPN pending State approval, organizing Arcomm for the phone system, and using blinking sign trailers for updates. Signs will direct the public to the Fire Station and Safety Complex locations. Custodial attention may be increased at alternate sites, and the Town Administrator is given flexibility to maintain operations. Staff, Fire Department, and Eagle have provided strong support and are appreciated.

Jerry made a motion to adjourn the meeting at 6:31pm, seconded by Steve. Roll call vote: 5 yes.

Minutes submitted by Lisa Scalia Date Approved: 03/02/2026

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