Town of Brookline, NH
Selectboard
PO Box 360-1 Main Street
Brookline, NH 03033-0360
(603) 673-8855
Website: www.brooklinenh.gov
Email: selectboard@brooklinenh.gov



Selectboard Meeting Minutes
Monday July 6, 2026, 6:30 pm
Public In-Person Meeting (RMMS Music Room) and via Zoom

6:33 pm
Brian began the meeting with the Pledge of Allegiance. He then read the ground rules for hybrid meetings. It was noted that due to network issues the meeting was not being broadcast and the Zoom session could not be started.

Selectboard Members Present
Brian Rater, Ed Perry, Jerry Roche, Steve Dolfini, and Dan Marcek.

Also Present
Town Administrator Andrea Cameron-Williams; Brendan Denehy, Buddy Dougherty, Michele Decoteau, Alan Rosenberg, John Schofield.

Minutes
Ed moved to approve the June 22, 2026 minutes; second by Steve. Dan noted that the minutes listed announcement of two ZBA meetings related to 224 Route 13 but that there was only one; this was corrected. Ed and Steve agreed to correction. **Vote in favor of corrected minutes 5-0.**

It was decided to review the non-public minutes at the end of the meeting. At that time **Dan** moved to approve the June 8, 2026 non-public minutes (5 sets); second by Ed. Vote in favor 4-0-1. Jerry abstained as he was not present. Dan made a motion to unseal sets 1, 2, and 4 of the June 8, 2026 minutes, second by Ed. Vote in favor 5-0. Steve moved to approve the June 22, 2026 non-public minutes (4 sets); second by Jerry. Vote in favor 5-0.

Sign and Approve Warrants:

General	-	$2,759,634.25
Payroll	-	$110,410.09
Police Detail	-	$3,687.50

Ed moved to approve the warrants as presented; second by Steve. Vote in favor 5-0.

Public Input and Announcements

- **Lake Potanipo Milfoil Treatment**

Brian Rater (Chair) *Ed Perry (Vice Chair)* *Gerald Roche* *Stephen Dolfini* *Dan Marcek*

Buddy Dougherty announced that Solitude Lake Management will be treating a small area of invasive milfoil with aquatic herbicide on July 9. There is a 6-hour treatment window where no swimming should be done in the area; Camp Tevya is aware of this.

- **July 4th Parade**
  Brian expressed thanks to all the groups involved in making it a success and to the Town Departments that supported the parade.
- **Sign Theft**
  Jerry announced that three 'Brookline Pride' signs were stolen on July 4. The police are involved. All three signs have been replaced.
- **Food Pantry**
  Is looking for volunteers. Thanks to Belletete's Lumber for being a host site for Amazon deliveries. Other thanks were extended to Degan Farm of Hollis for providing organic food during the summer.

Financial Review of 55 Route 13 Move

Andrea updated the Board on the process and costs involved in relocating the Town Offices to 55 Route 13. Since no funds were budgeted, the Board needs to identify/approve a funding source. Funds in the General Government Buildings budget for 'Town Hall' are mostly being used for Daniels Academy engineering. Dan moved to use funds from the InvestNH Municipal Per Unit Grant Program to pay for moving expenses; second by Jerry. Motion in favor, 5-0.

Further discussion identified the need to pay rent and additional moving costs. Dan made a motion to use funds from the InvestNH Municipal Per Unit Grant Program to pay rent and ongoing expenses related to the move, second by Ed. Vote in favor 5-0. It was noted that the source of these grant funds was Brookline's 20% share of a grant for the Brookline Woods development, and that Michele Decoteau was responsible for us receiving these funds.

There was further discussion on the potential need for a generator at the Town Offices. Related to this, Alan Rosenberg noted that he is working to get the Channel 192 equipment moved from Daniels Academy to the Fire Station, but that Spectrum wants $2,100 to do this.

Appointment to fill Fire Ward Vacancy

Ed moved to appoint Francis "Buddy" Dougherty to the vacant Fire Ward seat; second by Jerry. Vote in favor 5-0.

Delegate to NH Municipal Legislative Committee

Following up from the previous meeting, Brian noted that two people had indicated interest in serving in this role:

- **Eric Pauer** - Eric had provided an email indicating his interest and his experience.
- **Michele Decoteau** - Michele spoke to the Board expressing her interest and how the topics to be discussed at the meeting connect with the work that she does as Town Planner.

There was a general discussion of the topics expected to be discussed which include Right to Know, potential cannabis dispensaries, local control, and government transparency.
Ed moved to Notice Michele Decoteau as Delegate, second by Steve. Vote 5-0

Melendy Pond Leases
Brian noted that previous Boards had authorized the Selectboard Chair to sign leases and lease changes. There is currently a lease ownership change in process. The MPMC has met with this person, and the required paperwork is being filed. Dan moved to authorize Brian to sign Melendy Pond leases and lease changes, second by Ed. Vote in favor 5-0.

Onyx (Mason Gravel Pit) Update
The Board received a letter from Michele Decoteau, Alan Rosenberg and Brendan Denehy which reviewed the current situation with Onyx and made recommended items that the Selectboard needs to handle/delegate. These include working with the Mason Selectboard regarding road management, aquifer protection, consultation on potential future phases of the project, and a proposed 'Memorandum of Understanding' between Mason and Onyx that directly impacts Brookline. The letter also identified several items that need review with NH Department of Transportation regarding the State-maintained section of Mason Road. These include a review of the Nissitissit River bridge, the Route 13/Mason Road intersection, pedestrian and bicyclist needs, and potential weight/speed limits.

The Board also received correspondence from Townsend Police Chief Jay Sartell (Brookline resident) that shared concerns about the area near the bridge and Route 13 intersection.
The Board reviewed the materials and had a general discussion. Michele noted that the State has a dashboard that lists infrastructure and that many of the items listed for Mason Road are considered in 'poor' condition. She also mentioned that NH DOT engineer Richard Radwanski is involved in discussions, primarily through the NRPC and the Infrastructure group.

Dan asked about the role of the July 9 meeting that the Planning Board is holding regarding the Onyx project. The meeting is designed to provide a final opportunity for Brookline residents to state their concerns that will be shared with the Mason Planning Board, provide an update on the Onyx project, and to educate residents on how Land Use boards work (and get people interested in serving on the boards).

Michele provided the Board with a checklist of tasks related to the Onyx project. She also noted that Brookline's involvement in the process so far has had positive impacts on the project including limiting hours for truck haulage, an agreement to only use onsite water for dust maintenance, and protections to the Lancy Brook aquifer.

The Board reviewed two letters prepared by Brendan. The first letter is to the Mason Select Board requesting a meeting to discuss the project. The second letter is to Richard Radwanski requesting a meeting to discuss Brookline's concerns regarding the bridge, the area around the Mason Road/Route 13 intersection etc.

Ed made a motion to authorize Brian to sign the letters to Mason and Mr. Radwanski; second by Steve. Vote in favor 5-0. The Board then discussed meeting with the Mason Select Board. Brian will request time at the next Mason Select Board meeting on July 14. Most of the Brookline Selectboard plans to attend.

Town Hall Project Manager Proposal Review

The Board reviewed the materials received from the three (3) companies. Each proposal addresses the proposed work differently. After a long discussion, the Board determined they still had questions that need to be resolved. Brian will set up a meeting between the Selectboard and representatives of the bidding companies to address these questions. References need to be checked. The goal is to decide at the July 20 meeting.

Pierce Pond Dam Removal

Scott Leard and the engineers at SLR reviewed the two bids and both recommended Sumco Eco Contracting LLC of Wakefield, MA.

Steve made a motion to accept the bid of Sumco Eco Contracting in the amount of $177,945; second by Jerry. Vote in favor 5-0.

Department Head Evaluations

The Board discussed the schedule for Department Head evaluations. It was decided that two Board members will meet with each person during July; dates and times to be determined.

Administrative Assistant Search

Andrea updated the Board that interviews will be occurring the following week.

Street Numbering Ordinance

There have been requests to update the Street Numbering Ordinance so that numbers are assigned earlier in the building process in case emergency services are needed during construction. Michele Decoteau provided the Board with an updated ordinance.

Ed made a motion to adopt the updated Brookline Town Ordinance on Street Naming and Numbering System as presented; second by Jerry. Vote in favor 5-0.

Planning Board and Zoning Board of Adjustment Materials

The Board reviewed materials from the Planning Board. Brian updated the Board on the July ZBA meeting where they reviewed the Selectboard's request and agreed unanimously to reverse their decision regarding the impact of a lot line adjustment on applicability of Town Ordinances.

The Board reviewed the non-public minutes.

Items for Next Meeting

- Town Hall Project Manager
- NHMA delegate appointment
- Onyx Update including Mason Selectboard and NH DOT

8:44 pm
Non-public Session
Brian moved to go into Non-public session per RSA 91-A: 3 II (a) compensation, (l) legal, (c) reputation and potentially others; second by Ed. Roll call vote in favor 5-0.

9:12 pm
Brian made a motion to come out of non-public session and to seal the minutes; second by Ed. Roll call vote 5-0.

Library Building Repairs
The Board discussed the process for making repairs of the Library building. There is an unrepaired window from October 2025. There is a difference of opinion whether building repairs are handled by the Library Director/Trustees or by the Town. It was noted that other Department Heads are responsible for overseeing building repairs. Given the different relationship of the Library versus other Town Departments (per RSA), is this the same or more of a 'condo' situation? Also, it is unclear whether Primex has been contacted about the window damage which is estimated at $7,500-$8,000 due to window size, age, and hazardous materials. The Board is in the process of creating an MOU with the Trustees, but this has not been finished.

9:16 pm
Jerry made a motion to adjourn, second by Ed. Vote in favor 5-0.

X _____
Brian Rater
Selectboard Chair

X _____
Edward Perry
Selectboard Vice Chair

X _____
Gerald Roche
Selectboard Member

X _____
Stephen Dolfini
Selectboard Member

X _____
Daniel Marcek
Selectboard Member