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 20, 2026, 6:30 pm
Public In-Person Meeting (Safety Complex Community Room) and via Zoom

Present
Brian Rater, Ed Perry, Jerry Roche, Steve Dolfini, Brendan Denehy, Patti Howard-Barnett

6:07 pm
Brian opened the meeting and made a motion to go into non-public session per RSA 91-A : 3 II (a) compensation (c) reputation, (k) contract negotiation, (l) legal, & potentially others, second by Jerry. Roll Call vote 4-0 in favor.

6:30 pm
Brian made a motion to come out of non-public session and seal the minutes, second by Ed. Roll Call vote 4-0 in favor.

6:32 pm
Brian began the meeting with the Pledge of Allegiance then read the ground rules for hybrid meetings.

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

Also Present
Town Administrator Andrea Williams-Cameron, Brendan Denehy, Ambulance Chief Jeffrey Stewart, Alan Rosenberg.

Minutes
Steve moved to approve the July 6 and July 13, 2026 minutes; second by Ed. Approved 4-0. Ed moved to approve the non-public minutes of July 6, 2026 (6 sets), second by Steve. Approved 4-0. It was noted that the May 29, 2026 minutes were not ready to be approved.

Sign and Approve Warrants
General: $345,013.90
Payroll: $105,761.46
Police Detail: $1,000.00
Steve moved to approve the warrants as presented; second by Ed. Approved 4-0.

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

Public Input and Announcements
Chief Stewart announced that on August 15 at 12:00 noon, the Community Training Room will be dedicated to Bobbie Canada. Following the dedication there will be a "Touch-A-Truck" event with Emergency Management, Fire, Police and Ambulance.

Andrea announced that a new Administrative Assistant is in the process of being hired; should start on August 3rd.

Delegate to NH Municipal Legislative Committee
Steve moved to appoint Michele Decoteau as Delegate to the NH Municipal Association Legislative Committee, second by Ed. Approved 4-0.

Town Hall Project Manager
At the July 13 meeting, the Selectboard hired Northpoint Construction. They have already started the process of working with the Town, and a letter of agreement exists. Ed moved to authorize Andrea to sign the contract with Northpoint, second by Jerry. Approved 4-0. There are still some details to be worked out. This will happen at the kickoff meeting.

Daniels Academy Repairs
Morin Construction contractors are starting Tuesday, July 21. Spaces that they need to access have already been cleared.

Pierce Pond Dam Removal
Sumco Eco will begin work on August 10; work to be completed by December 12. Averill Road will not be closed, but there may be times when it is limited to one lane of traffic.

Onyx (Mason Gravel Pit) Update
The meeting with the Mason Selectboard went well and Mason is very open to working together with Brookline. Jerry is working with NRPC to get a contact with NH Department of Transportation.

Alan Rosenberg mentioned that on July 17, Michele Decoteau met with the Mason Planning Board Chair, Dane Rota and Engineer Michael Vignale, to tour Mason Road and review conditions. They are hoping that Mr. Vignale's report will be ready by the July 29 Mason Planning Board meeting.

Right to Know (RTK) Policy (91A Requests)
The Board has consulted with an attorney specializing in RTK issues and were provided with a draft RTK policy which Board members have reviewed and edited. Many other Towns have implemented similar policies. This policy is being implemented to help manage the response process as Brookline has been dealing with a significant number of requests in the last couple of months.

One issue of concern is recovering costs. This updated policy would allow the first 250 pages of information each 30-day period at no cost, then $1 per page. Another part of the policy is

that the Town will no longer provide responses via email. The requestor will need to provide an unopened Flash Drive to store the documents.

This is a Town-wide policy, and any RTK requests should be referred to the Town Administrator.
Steve moved to approve the proposed Right to Know Request Policy; second by Ed. Approved 4-0.

Personnel Action Forms, Updated Ordinance & Thanks
The Board signed Personnel Action Forms for recent hires at the Public Works Department, the updated the Street Naming & Numbering System Ordinance. A letter of thanks was drafted to be sent to RMMS principal Dan Molinari for having allowed the Town to use their space for meetings when it was needed.

Proposal to Sell Brookline Chapel and Brusch Hall
The Board has received an offer to purchase the Chapel and Brusch Hall for $500,000. The buildings were purchased by the Town about 20 years ago. Brian noted that the 2025 Facilities and Properties Committee considered selling the buildings, but it was voted against in a split vote. Brian noted that the interested party doesn't want to wait until Town Meeting to decide this; it would require a Special Town Meeting. The Board was against holding another meeting this year and noted that Special Town Meetings are only held for serious matters.

The Board further discussed the issue, noting that there were pros and cons to the proposal. The buildings are used by committees and local groups. However, there are concerns about unknown future costs since these are older buildings. There is a consensus to get the Town's input. Some options discussed include a 'sense of the meeting' at next Town Meeting, reaching out on social media, and conducting a poll on the Town website. If it was decided to sell the buildings, this would need to be on the open market.

Fireworks
Brian noted that after the fireworks display, he inquired on Facebook whether people supported funding fireworks for next year. The response was roughly 55% in favor and 45% against. Those in favor were passionate; those against, focused on saving money/don't attend/looking for tax relief. There are suggestions to do fundraising, but no one was stepping up to lead this. In discussion about costs, Ed noted that professional companies are required to carry insurance. Chief Stewart noted that there are staffing detail costs related to fireworks displays which departments have to support.

Hiring of Attorney Regarding 'Right to Know' Requests
Currently these requests have been handled by Town Counsel Chris Drescher but given the number of requests, the Town needs to hire a specialist. Cost was $500 for original consultation; $275 hourly moving forward. Jerry moved to authorize Andrea to sign letter of engagement for Donahue, Tucker and Ciandella PLLC, second by Steve. Approved 4-0.

Land Use Attorney
The Board discussed hiring of a Land Use attorney to handle issues related to Onyx Gravel Pit. The Planning Board recommends Laura Spector-Morgan. Jerry moved to authorize Andrea to sign letter of engagement with Mitchell Municipal Group; second by Steve. Approved 4-0. Costs are $240 hourly; funds to come from Town's legal budget.

Acknowledgement of Difficult Emergency Call
Jerry spoke to Chief Stewart, acknowledging a difficult emergency call on July 18 that involved members of all emergency departments. Chief Stewart noted that a Critical Incident Stress Debriefing (CISD) would be held for responders to discuss and process and the emotional toll events like these take on individuals.

Grants Process
Chief Stewart asked about the Town's grant approval process, and clarification of when a grant can be applied for. He advised that a large grant opportunity would be happening soon. A brief discussion determined that for now, grants requiring no matching funds should be applied for; grants requiring matching fund such as 80% - 20%, should be authorized prior to application.

Mail Folder
Letter from Angelina Dembrosia encouraging hiring of land use attorney.

The ZBA approved a variance for Piper Investments to build a duplex house at 224 Route 13. This was following the rehearing done at the request of the Selectboard.

Items for Next Meeting
- May 29 minutes
- Onyx and Town Hall project updates
- Ambulance Quarterly Report
- Pierce Pond Dam Bond
- Policy Reviews - discussed were:
    - Hiring Policy
    - Contract Policy
    - Reviewing another section of the Personnel Policy
    - Stipend Policy
    - Grants Policy
- Library MOU

7:43 pm
Non-public Session
Brian moved to go into Non-public session per RSA 91-A: 3 II (a) compensation (c) reputation, (k) contract negotiation, (l) legal, & potentially others; second by Jerry. Roll call vote in favor 4-0.

7:51 pm
Brian made a motion to come out of non-public session and to seal the minutes; second by Ed. Roll call vote 4-0.

7:51 pm
Jerry made a motion to adjourn, second by Ed. Vote in favor 4-0.

X _____
Brian Rater
Selectboard Chair

X _____
Edward Perry
Selectboard Vice Chair

X _____
Gerald Roche
Selectboard Member

X _____
Stephen Dolfini
Selectboard Member