Town of Brookline, NH

Selectboard

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Selectboard Meeting Minutes
Monday, August 3, 2026, 6:30 pm
Public In-Person Meeting (Safety Complex Community Room) and via Zoom

Brian began the meeting at 6:30 pm 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 live or on Zoom.

In Attendance

Board members present: Brian Rater, Ed Perry, Jerry Roche, Steve Dolfini, Dan Marcek. Also present: Town Administrator Andrea Williams-Cameron, Ambulance Chief Jeffrey Stewart, Town Planner Michele Decoteau, John, Abir, and Rhia from TechPals.

Approve Minutes

Steve moved to approve the May 30, 2026, public minutes as written; second by Dan. Vote in favor 4-0-1 (Brian abstained).

Steve moved to approve the July 20, 2026, public minutes as written; second by Ed. Vote in favor 4-0-1 (Dan abstained).

It was decided to review the July 20, 2026, Non-Public, Sets 1-10, the July 6, 2026, Non-Public (Resign) and the February 24, 2026, Non-Public, Sets 5 & 6 meeting minutes at the end of the meeting.

Sign and Approve Warrants

General	-	$1,553,342.53
Payroll	-	$102,759.47
Police Detail	-	$2,000.00

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

Financials

The Board decided to review the financial statements later in the meeting.

Public Input & Announcements

The Board thanked the Women's Club for the cleanup of the Townhall & Route 13.

Chief Stewart announced the passing of William "Billy" Ingraham, a dedicated 20-year employee of the Brookline Fire Department. He also announced the upcoming dedication of the Bobby Canada Community Room to be held at the Safety Complex on Saturday, August 15th at 12:00 pm. This will be followed by the Touch-a-Truck event at 1:00 pm at the same location.

Michele Decoteau announced that the annual Block Party will also occur on Saturday, August 15th at 5:00 pm at the Ball Field. This event will feature highlights including lawn games, dance party, food vendors, and more.

Andrea welcomed the new Administrative Assistant, Melissa Guimont, to the team at the Townhall and to the Town of Brookline as a new resident.

Presentation from TechPals Student Community Service

John, who is the president of TechPals, Hollis/Brookline Chapter, gave a presentation about their Non-profit organization along with his colleagues Abir and Rhia. Their mission is to bridge the technology gap for community members in need. They assist seniors and the public to navigate the challenges of technology to keep them connected in this digital age. An average of 20 students are provided to assist seniors, and their chapter has helped over 75 seniors and logged in over 100 volunteer hours. It is their intention to expand their services to other places within the vicinity, and they provided their contact details as follows:

Instagram - @techpals.hb
Website - https://www.techpals.io/
Email - techpalshb@gmail.com.

Brian suggested that they reach out to the Library Director, as this may be a great joint project. Dan also suggested they reach out to the Hollis/Brookline Rotary Club and Chief Stewart offered the Safety Complex as an available space for use if necessary.

Financials

Brian noted that we are 58% through the year and are in-line with budget spending. The Cemeteries are at 63% of their spent budget and they spend more in the summer. The Highways, Streets & Bridges are at about 65% of the spending. The Sanitation Dept and the Parks & Rec Departments have a higher spending during the summer months, but this is not a concern. Overall, the budget is in-line with this time of year.

Ambulance Quarterly Report

Chief Stewart announced that we are at the halfway point of the year and are 21% ahead of last year's spending. This is due to an upward swing of public assistance, supplies and maintenance of equipment.

The Chief mentioned that he is looking for more call members to assist the Department. Brian asked about the new ambulance status and the Chief replied that the ambulance is here and is 95% complete radio-wise and he is moving ahead with licensing.

Chief Stewart is requesting $6,652.63 from the Ambulance Revolving Fund to pay for the new intravenous infusion pumps.

Jerry made a motion to approve the sum of $6,652.63 to pay for the pumps from the Ambulance Revolving Fund, second by Steve. Vote in favor 5-0.

Townhall

Andrea presented the Team Engineering Report. The walls of the Townhall have been opened up and we could now remove the temporary shoring and install the permanent ones. The report for the roof framing will be completed by the end of August 2026.

Morin Contractors has already completed the first phase of the project, which was to perform investigation and demo at five (5) locations to open up walls in the amount of $9,115.00.

There was a proposal to change the meeting schedule from Fridays to Thursdays for bi-weekly meetings to discuss the progress of the Townhall renovation project. The project manager from NorthPoint has been working on obtaining building drawings, structural assessments, and population data, while exploring multiple options including renovating the existing Townhall or building a new facility. The goal is to present rough cost estimates by March Town Meeting next year, allowing voters to decide between renovation and building a new facility, potentially including additional spaces like a library and community center. The Board emphasized the need to provide voters with clear options while being mindful of budget constraints and property tax impacts, noting that the Town currently has one of the highest property tax rates in New Hampshire.

Brian noted that the Daniels Academy Building was donated to the Town with a stipulation that the land be used for a school or Townhall so there is a limitation on what the building can be used for.

The Board authorized Morin Contracting to proceed with the installation of permanent shoring at the Townhall in the amount of $19,820.

Jerry made a motion to authorize Morin Contracting to continue with the project to install permanent shoring in the amount of $19,820.00, second by Ed. Vote in favor 5-0.

Pierce Pond Dam

Work on the dam will begin August 10, 2026. SLR has submitted a new contract with the Town in the amount of $40,027.00 for their oversight of the removal of the dam. The first phase of the project is the removal, and the second phase will be to install a cistern. This cost was estimated to be about $56,000.00 and Andrea recommended that we hire SLR to prepare an RFB for the cistern.

Jerry made a motion to authorize SLR to proceed with the execution oversight to remove the Pierce Pond Dam in the amount of $40,027.00, second by Dan. Vote in favor 5-0.

There was discussion about keeping fire code regulations in mind with the project.

The Board agreed to allow SLR to prepare the RFB for the cistern , though no specific dollar amount was approved for this phase.

Review of CIP Submissions

The Board noted that a new financial software that was suggested last year and IT improvements with updated firewalls are also progressing. Dan asked about obsolescence plans for our computers, which are in place and followed. Chief Stewart asked if Department Heads should absorb IT related costs into their budgets, or if there is a separate account for those expenses. Brian confirmed that there is a Town-wide IT budget line item that should pay for IT needs. Brian will send that IT plan to the Department Heads.

Michele asked about the Annex building which needs repairs to the back wall and chimney repointing. Funds for this are included in this year's budget as well. Michele asked about downtown parking problems. There are funds for the parking lot in the current budget. Brian will follow up on where the project currently stands, but it should not be needed for the CIP.

Old/New Business

Michele updated the Selectboard on the Onyx Corporation project. Public comments should be submitted by email to the Mason Planning Board, which is nearing completion of its review and has requested third-party hydrogeological/water and traffic/road safety studies. Michele emphasized the importance of providing expert testimony as abutters, as the Planning Board can only consider information submitted to it. The Selectboard discussed whether to obtain an independent engineering review to better protect residents' interests and preserve potential appeal options. Concerns included culvert conditions, blind curves, and establishing a baseline assessment of existing infrastructure before any potential project-related impacts.

The Board also noted that NRPC would be contacted to provide a letter and relevant studies for the Mason Planning Board. Michele noted a need for an Asset Management Plan.

Jerry made a motion to hire a third-party engineer for traffic, road & road safety review for Mason Road & Route 13 into Townsend, in regard to the Mason Planning Board Case MASPB 2026-01, with a ceiling amount of $5,000.00, seconded by Ed. Voted in favor 5-0.

Policy Reviews/Updates

The Board focused on reviewing personnel policies, particularly family and medical leave provisions. They raised questions about whether federal definitions should be repeated in the policy document for convenience and noted inconsistencies in how family members are defined across different sections. The group discussed wording around parental leave

requirements and debated how to define family relationships, including whether to include common-law spouses and domestic partners, with the Board suggesting they could expand benefits beyond federal requirements while maintaining compliance with minimum standards.

Chief Stewart suggested that part-time employees be included when they serve jury duties. The board then discussed wording options for jury duty policies, ultimately deciding to use wording which states that jury service is considered a civic duty and grants paid leave for full-time employees. They identified a need to address inconsistencies between full-time and part-time employee benefits regarding jury duty, particularly since part-time employees with fixed schedules might lose paid time if called for jury duty. The team agreed to further research and reconsider the policy distinctions between different employee types at their next meeting.

Legal Expenses – RTK Attorney
Brian updated the Board that there has been a significant increase in Right To Know (RTK) requests and these requests are consuming a considerable amount of time to research and respond to. This has prompted the need to hire a Right To Know (RTK) attorney and this will be at a cost to the Town. A lot of these requests relate to Melendy Pond, and the Board agreed that these expenses should be paid from the Melendy Pond Revolving Fund.

Dan made a motion that all legal expenses related to Melendy Pond be paid from the Melendy Pond Revolving Fund, second by Ed. Vote in favor 5-0.

Review Mail Folder
The Board read mail and emails submitted.

Review planning Board and ZBA Folders
There was nothing to review.

Review Items for next Board Meeting

- Personnel Policy
- Stipend Policy
- Townhall
- Pierce Pond Dam
- CIP for Committee review.

Brian made a motion to go into Non-public session per RSA 91-A:3 II (c) reputation, (l) legal, & potentially others at 9:14 pm, second by Ed. Roll call vote in favor 5-0.

Brian made a motion to come out of Non-public session and to seal the minutes, Sets 1-3 as discussed at 9:43 pm; second by Ed. Roll call vote in favor 5-0.

Ed moved to approve the Non-public meeting minutes for July 20, 2026, Sets 1-10 as written; second by Jerry. Vote in favor 5-0.

Ed moved to approve the Non-public meeting minutes for July 6, 2026 (Resign); second by Jerry. Vote in favor 5-0.

Ed moved to approve the Non-public meeting minutes for February 24, 2026, Sets 5 & 6, second by Jerry. Vote in favor 4-0-1 (Dan abstained).

Andrea requested a review of some items for the next meeting.

Right to Know (RTK) requests were discussed and Steve suggested compiling a list detailing the amount of time and costs associated with fulfilling these requests. Ed mentioned that the list should
be presented at the next Town meeting to make residents aware of how their tax dollars are being spent.

Jerry made a motion to adjourn at 9:56 pm, second by Ed. Vote in favor 5-0.

Minutes submitted by Melissa Guimont Date approved: 8/31/26

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