

**Final Minutes**  
**Town of Brookline Selectboard Meeting**  
**Wednesday, September 03, 2025, 6:30 PM**

**Present:**

**Selectboard (SB):**

Mike DeSocio (MD) Chair  
Doug Wellman (DW) Vice-Chair  
Bruce Mello (BM)  
Emily Beer (EB)\*  
E. Mark Bills (EMB)  
\*Via Zoom

**Town Officers:**

Vanessa Ballou (VB) Recording Clerk\*

**Public:**

FactTV\*

**1. Mike DeSocio called the meeting to order at 6:34 PM.**

**2. Changes to Agenda**

MD made a motion to add under New Business Inner Fire's application for tax exempt status. BM seconded and the motion passed unanimously. BM made a motion to entertain what to do with the MERP (Municipal Energy Resilience Program) money that is outstanding. MD seconded. The motion passed unanimously.

**3. Review Draft Minutes**

A. Regular Agenda Meeting August 20, 2025

MD made a motion to accept the minutes as drafted for the August 20, 2025 SB Meeting.  
DW seconded. The motion passed unanimously.

**4. Members of the Public**

A. Scheduled Members of the Public

None.

B. Unscheduled Members of the Public

None.

**5. Warrants**

A. Payroll

MD made a motion to approve payroll warrant 2608 for \$5,316.57. EMB seconded. The motion passed unanimously.

B. Accounts Payable

MD made a motion to approve payables warrant 2609 in the amount of \$297,569.95. DW seconded. The motion passed unanimously. The amount included the payment to the school system.

**6. Old Business**

A. Contract for Animal Control Services

Additional information is needed. MD motioned to table. EMB seconded. The motion passed unanimously.

- B. BCA (Board of Civil Authority) Appeal Update  
The SB discussed known details of the hearing to be scheduled. Bob Fisher has agreed to represent Brookline; an appraisal consultant is still to be lined up. DW motioned to table any action on this item until the hearing is scheduled. BM seconded. The motion passed unanimously.
- C. Update on SWIP (Solid Waste Implementation Plan) Review and Approval  
The SB is waiting for an update. MD motioned to table any action on the SWIP review. BM seconded. The motion passed unanimously.

## **7. New Business**

- A. Snow Plow RFP (Request for Proposal)  
DW forwarded last year's RFP for snow plowing and sanding for SB review and revision. The SB discussed the need for a second point of contact, how and where to publicize the RFP, the benefit of getting multiple competitive bids, and one-year vs two-year contracts. EMB will be the primary point of contact and DW agreed to be the second point of contact for questions regarding the RFP. DW motioned to authorize EMB to publish the RFP for plowing and sanding and purchase of road salt and sand. BM seconded. The motion passed unanimously.  
The SB plans to open the bids by the first meeting in October.
- B. Insulation RFP- Meeting House  
BM is discussing his BMH (Brookline Meeting House) plans with Caitlin Corkin of the Division of Historic Preservation. BM distributed two draft versions of the RFP for insulating the BMH annex – a short version to be published as an ad and a more detailed version to be posted on the Town website. The SB reviewed and discussed the RFPs. DW motioned that the Town advertise the RFP for the insulation. MD seconded. The motion passed unanimously.
- C. Inner Fire Tax Exempt Application  
Inner Fire has a federal designation as a nonprofit - a 501(c)(3), is exempt from federal taxes, and has submitted an application to be exempt from Town property taxes. The SB discussed the requirements for this exemption as well as the potential impact on property tax revenue. Listers are responsible for making the initial determinations of whether the property meets the criteria. The Listers have requested legal guidance from the attorney the Town uses.
- D. Remaining Funds from MERP Award  
By the end of this year, the Town needs to commit to spending the remaining funds from the award. The SB discussed options for use of the funds, and BM will follow-up with the awarding organization regarding the options.

## **8. Reports and Updates**

- A. Emily Beer
  - 1) FEMA  
The SB discussed the email sent by Stan Noga regarding the updated scopes of work requested by FEMA for the Ellen Ware Road and the stone arch/culvert on Hill Road. Since the plan is to repair rather than replace the stone arch/culvert, the scope of work needs to be revised. EB will follow up with Stan Noga regarding costs of the updated scopes of work, who will be preparing the updates, the cost of preparing an RFP for repairs to the stone arch/culvert, and what action is required from the SB.

- 2) BCA Appeal  
EB is working on confirm a third party property appraisal consultant to represent the Town for the BCA appeal.
- B. Building Commissioner – Bruce Mello
  - 1) Momaney has finished repairing the BMH windows. He replaced 6 panes instead of 5 at no extra charge so the grand total is \$5,750. BM provided the fully executed contract and an invoice. The original contract to be filed in the Town Office with copies going to the Treasurer and EB.
  - 2) Suzy's Little Peanuts (SLP) has sent out letters to parents informing them that there will be no more daycare after September, but has not yet notified BM of when they will move out of the building.
  - 3) Cota & Cota completed their annual service visit.
  - 4) BM is still working through what the requirements will be for water testing in the school building. And he described how water quality will be managed after SLP vacates the building.
  - 5) BM described plans to remove bats from the BMH, to reduce humidity in the brick building (sanctuary), and to get grants for funding other improvements.
- C. Highway Supervisor – E. Mark Bills  
EMB has completed work on the far end of Grassy Brook Road that is covered by a grant and is working on the paperwork for filing. He has one additional culvert on Whitney Hill Road to install that might also be covered by the grant. He is installing additional culverts, trimming hazardous trees on the roadside, has added gravel to roads, and is putting up signs.
- D. Finance/Budget – Mike DeSocio
  - 1) Update on June 30 Financials  
Not updated.
  - 2) Late/Delinquent Tax Payments  
The Town is owed \$55,000 in delinquent taxes. MD highlighted the higher outstanding amounts. None of this has been collected so far in this fiscal year (2025/2026). MD asked the Treasurer to estimate how much of the 2025/2026 tax revenue might be at risk since this is a potential budget deficit that needs to be addressed.
- E. Doug Wellman  
DW and Stan Noga completed the required emergency training. He reported that the Town's Emergency Management Plan satisfies the bare minimum required.

## **9. Communications**

- A. CEDS (Comprehensive Economic Development Strategy) Submission  
The Town was asked if they would like to submit information regarding the BMH historic restoration project for inclusion in the annual update to the Southern Vermont CEDS . No action was taken on this.

## **10. Set Agenda**

- A. Regular Meeting September 17, 2025
  - 1) Minutes from September 3, 2025 Meeting
  - 2) Follow-up on scope of work issue for FEMA
  - 3) Update on water testing at school building
  - 4) Contract for Animal Control Services

- 5) RFP for Insulation
- 6) Other

**11. Executive Session- Highway Assistant**

MD made a motion to enter into an executive session for the purpose of discussing hiring a highway assistant. BM seconded; motion approved unanimously. The SB entered into the executive session at 8:40 PM, FactTV recording was turned off, and VB was excused from the meeting. The SB exited the executive session at 9:05 PM. No actions, motions, or votes took place during the executive session.

**12. Highway Assistant Decision**

After exiting the Executive Session, the SB voted. EMB made a motion that the SB accept the application of Dave Roach as Brookline Highway Assistant on a temporary basis to the end of 2025. BM seconded. The motion passed unanimously. The pay rate will be in accordance with the Town's pay scale.

**13. Other Discussion Not Requiring Action**

The SB discussed administrative issues associated with hiring David Roach as the Highway Assistant such as type of driver's license required, worker's compensation coverage, and if any training on Town equipment required.

**14. Adjourn the Meeting**

MD motioned to adjourn, BM seconded the motion. The motion passed unanimously.

Respectfully submitted, Vanessa Ballou, Recording Clerk