

## Final Minutes

### Town of Brookline Selectboard Meeting

Wednesday, December 17, 2025, 6:30 PM

#### Present:

##### Selectboard (SB):

Mike DeSocio (MD) Chair  
Bruce Mello (BM)  
Emily Beer (EB)  
E. Mark Bills (EMB)

\*Via Zoom

##### Town Officers:

Vanessa Ballou (VB) Recording Clerk  
Melissa Brown (MB)\*

##### Public:

FactTV\*  
Dan Towler (DT)\*  
Jon Ballou (JDB)\*

#### 1. Mike DeSocio called the meeting to order at 6:35 PM.

Doug Wellman could not attend. BM joined the meeting before agenda item 4. MB joined the meeting at 7:09 PM for the discussion of the 2027 budget and left afterwards.

#### 2. Changes to Agenda

MD made a motion to move 7. New Business up before 6. Old Business – at least 7.A. and 7.B. to get the highway budget discussion out of the way before diving into the other things. EMB seconded. The motion passed unanimously by the three SB Members present (MD, EB, EMB).

#### 3. Review Draft Minutes

##### A. Regular Agenda Meeting December 17, 2025

MD made a motion to approve the minutes for the December 3, 2025 SB Meeting. EB seconded. The motion passed unanimously (MD, EB, EMB).

#### 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 2623 for \$9,289.65. EB seconded. The motion passed unanimously (MD, BM, EB, EMB).

##### B. Accounts Payable

MD made a motion to approve payables warrant 2624 in the amount of \$32,341.73. BM seconded. The motion passed unanimously (MD, BM, EB, EMB). This warrant included the \$20,430 payment to 802 Painting; BM explained that this was the total payment and that he was now satisfied with the clean-up work. Additional expenses included \$4,000 to Cota & Cota for fuel for the Schoolhouse and \$3,750 for repairs to the steering switch on the excavator.

## 6. Old Business

### A. HR Policy

EB provided an update on the draft HR Policy distributed at the last meeting and will send out an updated version. MD motioned to table discussion of the HR Policy until the next meeting. EB seconded. The motion passed unanimously.

### B. Meeting House Priorities Review

MD motioned to remove the action to vote on Meeting House Priorities. BM seconded. The motion passed unanimously.

## 7. New Business

### A. 2027 Budget- Highway Fund

MD presented the proposed budget for the highway fund that he, EMB, and MB developed. The draft budget displayed for discussion included the following details for each category within the highway fund budget: actual expenses for fiscal year (FY) 2023, 2024, and 2025; FY 2026 budget and FY 2026 year to date (YTD) expenses; and FY 2027 estimated budget, along with the actual difference from the 2026 budget (variance \$) and the percentage increase or decrease against the 2026 budgets (variance %).

Before finalizing the budget, the SB will look for budget savings.

### B. 2025 Annual Report Production and Timeline

MD went over the timeline, contents of the report, contents of the warning, and other details to produce the Town's Annual Report. Mary Hickey and David Jones will once again be producing the report. The SB decided to use a photo of the stone arch bridge/culvert on the cover of the Town Report.

Description	Date (all by end of day)	
SB votes on Articles for Town Report & Warning	Wednesday	January 7, 2025
Final document files sent to Mary Hickey	Friday	January 9, 2026
All content provided to David Jones	Friday	January 30, 2026
Draft provided to SB for review	Sunday	February 1, 2026
Any changes communicated back to David Jones	Tuesday	February 3, 2026
Final proof back to SB	Wednesday	February 4, 2026
Last minor changes communicated back to David Jones	Thursday	February 5, 2026
Town Meeting	Monday	March 2, 2026

The warning for the Town Meeting must be posted at least 30 days but no more than 40 days before the Town Meeting – between Wednesday, January 21<sup>st</sup> and Saturday, January 31<sup>st</sup>. The Annual Auditor's Report must be mailed out to residents by Friday, February 20<sup>th</sup>.

The SB discussed the possibility of adding an article about the Town buildings with a Town informational meeting scheduled in mid-February. However, the SB concluded that additional time was needed to research the options and that it would be better to schedule an informational meeting and to organize an Australian ballot.

### C. Agenda Management Discussion

MD made a motion to table the agenda management discussion until the next meeting. BM seconded. The motion passed unanimously.

## **8. Reports and Updates**

### **A. Emily Beer**

None.

### **B. Building Commissioner – Bruce Mello**

BM recommends continuing with the current plans to plow the schoolhouse since the back of the building will be used. The phone line and WIFI have been hooked up. BM is looking into WIFI extenders so the internet is available at the Brookline Meetinghouse (BMH).

Connecting the fire alarm to the phone is in progress.

BM asked the SB to approve spending \$400 to clean paint off the BMH brick building (sanctuary) from an old paint job.

Based on his discussions with VLCT (Vermont League of Cities and Towns), BM recommends the following categories for the Town Purchase Policy: up to \$5,000 for incidental purchases, \$5,000 to \$10,000 for regular purchases, and over \$10,000 for major purchases which will require that the Town issues a request for proposal (RFP).

Farnum insulation has offered to attend an SB meeting to answer questions related to the planned insulation of the BMH annex.

At the end of his update, BM summarized the to-do list he created for the BMH annex (vestry) including the following:

- carpentry repairs around the old entrance, installation of shed dormer roof over porch, and extending entrance way out by 8 feet;
- Farnum to insulate walls and ceilings with cellulose and insulate the crawl space with foam;
- renovations to make the annex compliant with the American Disabilities Act (ADA) by building a ramp (pending approval of Historic Preservation), increasing the size of doors, and installing an ADA compliant bathroom; and
- Completing other repairs and renovations such as cleaning, painting, and replacing flooring.

### **C. Highway Supervisor – E. Mark Bills**

The Town has received its first load of salt for the season. In advance of deliveries, EMB has done repairs on the sand shed. The Town truck is out on repair to its thermostat and should be back in service by December 18<sup>th</sup>.

### **D. Doug Wellman**

None.

### **E. Mike DeSocio**

None.

## **9. Communications**

Jon Ballou sent an email asking to attend an SB meeting to discuss what the BMH committee is doing and whether the SB would like the committee to do anything different. This meeting would likely occur in February.

## **10. Executive Session**

Tabled.

**11. Set Agenda**

- A. Regular Meeting January 7, 2025
  - 1) Minutes December 17, 2025
  - 2) Contents of Articles for Town Meeting Report and Warning
  - 3) Budget Adjustments
  - 4) Contract from Listers for Reappraisal in 6 years
  - 5) HR Policy
  - 6) Projects list for Brookline Meetinghouse
  - 7) Agenda Management
  - 8) Executive Session
  - 9) Other

**12. Other Discussion Not Requiring Action**

None.

**13. Adjourn the Meeting**

The meeting was adjourned at 9:12 PM.

Respectfully submitted, Vanessa Ballou, Recording Clerk