

# Final Minutes

## Town of Brookline Selectboard Meeting

Wednesday, May 6, 2026, 6:30 PM

### Present:

#### Selectboard (SB):

Mike DeSocio (MD) Chair  
Doug Wellman (DW) Vice-Chair  
Emily Beer (EB)  
E. Mark Bills (EMB)

\*Via Zoom

#### Town Officers:

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

#### Public:

FactTV/Alex Stradling\*  
David Parker (DP)  
Alyssa Schmidt (AS)\*  
Helen Holt (HH)\*  
Jon Ballou (JDB)\*  
Michael G (MG)\*  
Stan Noga (SN)\*

### 1. Mike DeSocio called the meeting to order at 6:32 PM and introduced all attendees.

Bruce Mello was not in attendance. Melissa Brown joined the meeting for 6.F. - the FEMA update.

### 2. Changes to Agenda

None.

### 3. Review Draft Minutes

#### A. Regular Agenda Meeting - April 15, 2026

MD made a motion to approve the minutes of the April 15, 2026 SB Meeting as drafted.

DW seconded. The motion passed unanimously.

### 4. Members of the Public

#### A. Scheduled Member of the Public-5 min

##### 1) Lister Appointment – Alyssa Schmidt and Helen Holt

AS and HH informed the SB of the need to recruit and hire additional listers. HH is reducing the time she spends as a Lister and would like to retire. A new lister needs 3 years of training and experience because some responsibilities happen once a year or less frequently. Two Listers is the minimum required, but having three would be better for making decisions. The estimate to bring on another Lister is \$2,500.

##### 2) Discussion of Special Town Meeting – David Parker

The Special Town Meeting is planned for Saturday, June 20<sup>th</sup> for the purpose of getting a Town vote to approve funding for improvements to the Town garage. The SB and DP discussed the pros and cons of having an informational meeting at the Special Town Meeting on June 20<sup>th</sup> followed by either a vote on June 20<sup>th</sup> or an Australian ballot at a later time. The SB will finalize the wording for the warning and articles at the May 20 meeting. The warning will need to be posted by May 22<sup>nd</sup>. DP confirmed that he is available to be the moderator. Following the Special Town Meeting, the SB would like to have an information gathering session on the Town building plan.

#### B. Unscheduled Members of the Public- 2 Min

Stan Noga has a question about the Ellen Ware Road project. He will address it during the FEMA Update – agenda item 6.F.

## 5. Warrants

### A. Payroll

MD made a motion to approve payroll warrant 2642 for \$5,807.94. DW seconded. The motion passed unanimously.

EB made a motion to approve payroll warrant 2643 for \$1,834.06. MD seconded. The motion passed unanimously.

### B. Accounts Payable

MD made a motion to approve payables warrant 2644 in the amount of \$10,255.86. EMB seconded. The motion passed unanimously.

## 6. Old Business

### A. Executive Session

Emily Beer made a **motion** to find that premature general public knowledge regarding the discussion of the Property Valuation and Review Hearing, docket number PVR-2025-1, would clearly place the town at a substantial disadvantage, because the selectboard risks disclosing its litigation plan and confidential attorney-client communications with the public.” DW seconded. The motion passed unanimously.

Emily Beer made a **motion** to enter into executive session to discuss the upcoming Property Valuation and Review Hearing, docket number PVR-2025-1 under the provisions of Title 1, Section 313(a)(1)(E) and (F) of the Vermont Statutes and Mike DeSocio recusing due to a conflict of interest. DW seconded. The motion passed unanimously. The Listers, Alyssa Schmidt and Helen Holt, were invited to attend.

The SB entered into executive session at 7:24 PM, Mike DeSocio and Vanessa Ballou exited the conference room and closed the door. FactTV recording was turned off. The SB exited the executive session at 7:39 PM. The other attendees returned to the meeting and FactTV recording was resumed. No actions, motions, or votes took place during the executive session.

DW made a motion to authorize \$1,500 to Kyle Arnold for a property appraisal at 872 Grassy Brook Road. EB seconded the motion. The motion passed with 3 voting in favor (DW, EB, EMB) and 1 abstaining (MD).

### B. Cemetery Committee approval to contact attorney regarding land purchase

DW motioned to authorize the Cemetery Commission to contact the Town Attorney to discuss acquiring the land to the southeast of Riverside Cemetery. EB seconded. The motion passed unanimously.

### C. Building Day, Work Group Members, Planning Update

A number of individuals who attended the April 18<sup>th</sup> Building Day have expressed an interest in being part of the Work Group that will be tasked with identifying options with advantages and disadvantages for presentation to the SB and the Town. MD made a motion that MD and EB have approval from the SB to approach these people to be part of the Work Group. DW seconded. The motion passed unanimously.

### D. Ethics Liaison

Addressed in April 15, 2026 SB Meeting.

E. Flood Plain Administrator Appointment

MD motioned to appoint Stan Noga as Flood Plain Administrator. EB seconded. The motion passed unanimously. The SB will determine and vote on compensation at a later meeting.

F. FEMA Update and Cash Flow Plan, Scope of work change for Hammond

1) Approve/Sign Lewco Contract

The contract was not signed as the contractual terms for insurance coverage need to be resolved. Timelines for the work include 8 weeks for the fabrication of the box culvert. Lewco plans to start work the last week in July and expects the work to take 2 to 2 ½ weeks. Stan Noga and the SB discussed details concerning an existing void that will be filled in on the outlet side of the culvert.

2) Resolution Designating Municipality Liaison for Lewco Contract

EB made a motion that designates EMB as our primary municipality liaison and MD as the alternate to assist with the day-to-day performance of this contract. EB clarified that if anything occurred that would require amendment or alteration of the contract, the liaisons would need to bring the issue to the SB. EMB added that Hammond Engineering would also be involved. MD seconded. The motion passed unanimously.

3) Cash Flow Plan

MD presented a plan for managing the cash flow for the major highway projects planned in 2026 including: Ellen Ware Road culvert, Hill Road Stone Arch culvert, paving, Town Shed, and other projects. Depending on when the project invoices are received and when the Town receives reimbursement, the Town may need to obtain a line of credit to cover bills in October and November with positive cash flow projected to resume in December, 2026.

4) Hill Road Stone Arch Culvert

The Town is waiting for FEMA to approve the scope of work document submitted a few weeks ago and for receipt of the four required property easements. The property easements are in process. However, the FEMA approval process is lagging behind, and FEMA cannot provide an estimate for when the Town can expect approval of the scope of work. Without this timely approval, there is a risk that the project will not be completed this season as specified when the FEMA grant was awarded.

5) Hammond Engineering Contract Change of Scope

The SB signed the contract change of scope for the work needed from Hammond Engineering going forward for the Ellen Ware Road and Hill Road Stone Arch culverts.

G. Sign Humane Society Agreement

EB made a motion to sign the contract with Windham County Humane Society for \$509. MD seconded. The motion passed unanimously. The contract is for \$509 – an increase of \$9.00.

**7. New Business**

A. Approve/Sign Local Emergency Management Plan (LEMP) Signature

DW made a motion that the SB approve and sign the Local Emergency Management Plan adoption form. MD seconded. The motion passed unanimously.

B. Act 181 Update

MD motioned to table. DW seconded. The motion passed unanimously.

- C. Implement Fine for Dumping Trash at the Recycling Bin  
MD motioned to table discussion on implementing a fine for dumping trash. DW seconded. The motion passed unanimously.

**8. Reports and Updates**

- A. Emily Beer  
EB provided the revised Purchase Policy that the SB approved during the January 7, 2026 SB meeting for signature.
- B. Building Commissioner – Bruce Mello  
No update.
- C. Highway Supervisor – E. Mark Bills  
Roads have been scraped, potholes filled on the pavement, trees have been cut, and improvements made to Ellen Ware Road. EMB is reviewing the Grants in Aid (GIA) maps. EMB is planning to attend the Road Foreman’s Meeting on May 13<sup>th</sup> in Dover. One of the agenda topics is financing for Towns.
- D. Doug Wellman  
No update.
- E. Mike DeSocio  
No update.

**9. Communications**

None.

**10. Set Agenda**

- A. Regular Meeting May 20, 2026
  - 1) Minutes from May 6, 2026 Regular SB Meeting
  - 2) Approve Warning and Articles (Australian Ballot)
  - 3) Act 181 Update
  - 4) Implement Fine for Dumping Trash at the Recycling Bin
  - 5) Lewco Contract
  - 6) Paving Contract Scope of Work for additional road sections
  - 7) FEMA Update
  - 8) Stipend for Flood Plain Administrator
  - 9) Other

**11. Other Discussion Not Requiring Action**

None.

**12. Adjourn the Meeting**

The meeting was adjourned at 9:35 PM.

Respectfully submitted, Vanessa Ballou, Recording Clerk