

Final Minutes
Town of Brookline, Vermont
Building Use Workgroup Meeting
May 26, 2026, 6:00 PM

Present In-Person:

Emily Beer, Interim Chair
Mike DeSocio
Andrea Seaton
Lyle Brooks
Stan Noga
Danny Lazzarini
Jess Guerrero
Vanessa Ballou

Via Zoom:

Mary Hickey
Daniel Towler
Fred Strasser

1. Emily Beer, Interim Chair, called the meeting to order at 6:00 PM.

2. Changes to Agenda

None.

3. Review Draft Minutes

Not applicable.

4. Members of the Public

A. Scheduled Member of the Public-5 min

None.

B. Unscheduled Members of the Public- 2 Min

Members of the Public who attended to express their interest in joining the meeting included Danny Lazzarini, Jess Guerrero, Fred Strasser, and Dan Towler.

5. Introductions

Everyone introduced themselves and provided some background information including their history in Brookline and Vermont and what they hoped to contribute to the committee.

- Emily explained that she would serve as the interim Chair until someone else from the committee is elected.
- Vanessa will prepare the minutes for this meeting but should be replaced by someone from the Committee.
- Mike explained that he was not planning to be on the committee but would provide support and expected to contribute by doing financial modeling for the options.

6. Open Meeting Law Basics

A. Public Access, Agendas, Posting, Minutes, Voting, Other

The group is a public body and will need to follow the Vermont Open Meeting Laws. Key requirements that the Committee/Work Group will need to follow include:

- Prepare an agenda for each meeting and post the agenda as required for the Town (3 Town bulletin boards and web page).

- Prepare draft and final minutes and post.
- Meetings must be open to the public and a quorum of members must be present. A quorum of members cannot meet separately, outside of the posted meeting. This also means that technology such as Google docs cannot be used by a quorum because that looks like a meeting that has not been posted and is not available to the public.

7. Review, Discuss, Approve, Edit Draft Documents

Emily and Mike reviewed the draft Charter and Project Work Plan and Timeline.

- The documents are drafts and subject to review and revision by the group before being finalized. The documents serve to outline the goals and the information the Committee will need to develop so that Town residents are able to make an informed decision within a workable timeline and without scope creep. The Committee is not a decision-making body but should serve as a neutral body with the goal of identifying options for consideration. The final decision will be made by the Town.
- The Town has 5 buildings that require funding of operating costs and regular maintenance. The primary goal of the Committee should be what to do with the vacant School Building and the Town Office Building. The 2 historic buildings (Round Schoolhouse and Brookline Meeting House (BMH)) will remain the property of the Town of Brookline with their budgets primarily funded through grants and fundraising efforts. The outcome of what to do with the School Building could impact plans for the BMH, but that is not within the scope of the Committee. The Town Garage will also remain the property of the Town with operating costs and maintenance and renovations funded through the Town.
- Would expect to see information regarding status of the buildings, standard real estate floor plans, repairs, future work needed, and financial implications for the Town with a cost-benefit analysis. Mike expects to model options using available information and information to be acquired. The reliability of modeling depends on the quality of the information – ranging from SWAG (scientific wild-ass guess) to perfect data. With the information already available, models should be directionally correct and improve as additional details are acquired.

Regarding the timeline, the goal is to present the information to the Town so that the final decision will be made by the Town using an Australian ballot process with a targeted date of November 3, 2026 to coincide with the Vermont General Elections.

The group agreed to meet every other Tuesday at 6 PM with the next meeting scheduled for Tuesday, June 9, 2026 and then June 23, 2026.

8. Begin to Discuss/Identify Potential Building Use Scenarios for Review

Not discussed in detail. During the meeting, some considerations were mentioned.

- Whether the Town needs additional office space? The Town Office is comparable in size to other towns in Windham County.
- What other needs does Brookline have that are not currently being met? How many people need this? Is this available elsewhere?
- The School Building is assessed at \$901,000. What is its actual worth on the real estate and rental markets?
- Costs of moving the vault from the Town Office to the School Building.

- Operating costs of the buildings vs. potential sale and property tax revenue or rental income.
- BMH shares the well with the Schoolhouse.
- Is the old portion of the Schoolhouse historic?

9. Set Agenda for Next Meeting

A. June 9, 2026

- 1) Minutes from May 26, 2026 Meeting
- 2) Finalize Committee Members
- 3) Finalize and adopt Charter
- 4) Work Plan
- 5) Brain-storm Scenarios
- 6) Agenda for June 23, 2026
- 7) Other

10. Adjourn the Meeting

Emily Beer adjourned the meeting at 7:37 PM.

Respectfully submitted by Vanessa Ballou