

**ANNUAL REPORT OF THE OFFICERS
AND COMMITTEES OF THE
TOWN OF BROOKLINE, NEW HAMPSHIRE**

For Year Ending December 31, 2018



**WITH REPORTS OF THE SCHOOL DISTRICT
For Year Ending June 30, 2018**

Town Report Dedication



This year's town report is dedicated to Betty Hall for her many years of dedicated service to the Town of Brookline. Betty passed away on April 26, 2018 at the age of 97.

Betty and her husband Sid started Hall Manufacturing Company, a stitching contractor, which was an established Brookline business from 1951 to 2001. Betty continued to run the business after her husband's death in 1987.

Betty served on virtually every board in Brookline, including the Brookline and COOP school boards, finance committee, board of assessors, conservation commission and board of selectmen.

She also represented Brookline for a total of fourteen terms as a state representative in Concord. Seven of those terms were served as a Republican and seven terms were served as a Democrat. She was also known for a Senate campaign in which she rode her bicycle door to door and logged over 1,000 miles in 26 towns.

She devoted much of her career to mental health issues. She was a founder and longtime board member of Harbor Homes, an organization that pioneered transitional housing for people with mental illness. In 2010, Harbor Homes named a home on Winter Street in Nashua the Betty Hall House, in her honor.

Betty was well known in her later years for encouraging other people to run for public office and mentoring them along the way.

She served as an inspiration for many during her life. We are grateful for her many years of energy, effort and dedication to Brookline.

The Brookline Selectboard

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Overview of 2019 Brookline Annual Meetings

Brookline voters have three annual meetings:

- ◆ Brookline School District Meeting (Grades K-6):
Monday, February 4th, at 6:30 p.m. at CSDA
- ◆ H/B Coop School District Meeting (Grades 7-12):
**Wednesday, March 6th and Thursday, March 7th
at 6:30 p.m. at Hollis Brookline High School**
- ◆ Brookline Town Meeting: **Wednesday, March 13th 7:00 p.m. at CSDA**

A 4th day (**Tuesday, March 12, at CSDA**) is Election Day, when residents go to the polls to elect town/school officials as well as to vote on any other issues that require “ballot” voting. Brookline’s polls are open from 7:00 a.m. to 7:30 p.m.

Brookline’s School District Meeting and Town Meeting have different formats

New Hampshire law gives the voters the choice of two formats by which the annual meeting of their school board or town can be conducted.

The Brookline Town Meeting (and the Coop) are conducted in the traditional town meeting format. The respective board publicly posts a list of subjects to be considered (“warrant”). At the meeting the individual subject matters noticed in the warrant (“articles”) are read. Motions are made under each article. There is discussion, potential amendment of the motion, and a vote when discussions have ended. In that manner, the voters make their decisions.

The other meeting format under which a governing body can operate is referred to as the “Official Ballot Referenda” (RSA 40:13, also known as “SB 2”). The Brookline School District Meeting is conducted under this alternative format. The School Board posts a warrant with the several subject matter articles. At the “deliberative meeting,” the articles are individually raised, discussed and subject to amendment. However, the articles are not voted upon at the meeting. Instead, all warrant articles are thereafter placed on the official ballot for voting on election day at the polls. The School District’s SB2 format also includes a “default budget”

which becomes effective if the School District's proposed budget is defeated on election day. The "default budget" is the prior year's budget plus some non-discretionary expenses.

In both meetings, basic parliamentary procedures tend to be followed, but they are not mandatory. If you wish to speak, feel free to explain your intent at the microphone, and the Moderator will try to help. The Moderator conducts the meetings, but it is the voters' meeting. The voters can overrule any decision the Moderator makes or any rule the Moderator establishes. The Moderator does have the right to have a disorderly person removed by a police officer (RSA 40:8).

In both meeting formats, the Moderator will take up one article at a time in the order in which they appear on the warrant. The voters can vote to change the order. The Moderator will announce the article number and read the article aloud.

At Town Meeting, the Moderator will ask for a motion under the article. The article itself is not a motion. The article serves only to give public notice of a matter to be discussed at the meeting. The motion under that article, which must be germane to the article, is what is to be discussed and decided. That is why, for example, the dollar amount in the article may be different from the amount in the motion made and to be considered under the article. After a motion is made, the Moderator will ask for a second. If seconded, the motion is open for discussion. Discussion can include motions to amend the original motion. Such a motion needs a second. After discussion, the voters vote on the motion as it exists.

At the School District Meeting, the articles are presented, explained, and discussed one at a time per the School Board's warrant. The discussion can include amending the article as presented. One SB2 caveat is that no warrant article shall be amended to eliminate the subject matter of the article. RSA 40:13, IV (c). After discussion, there is no vote. Instead, the article (in original or, if amended, in amended form) is thereafter placed on the ballot for election day.

In both meetings, the Moderator will begin discussion by asking a proponent of the motion or article to address it. The Moderator will seek input from the Finance Committee on budgetary issues. Voters wishing to speak to the motion/article must do so at the microphone. They must be

recognized by the Moderator and address their comments to the Moderator. Each time they speak, speakers must clearly state their name and address. Discussion must be limited to the motion/article under consideration. Lack of civility or personalizing the discussion will be deemed out of order. Although the Moderator's rules don't include a specific maximum time per speaker, undue repetition and unreasonably monopolizing the microphone will be deemed out of order. Discussion ceases when no one wishes to speak, or when a "motion to move the question" is made, seconded and supported by a 2/3 majority.

Some annual meeting incidentals:

- **Warrant:** This is the public notice of the meeting's subject matter agenda. It is set by the Selectboard/School Board and must be publicly posted before the meeting. It identifies the subjects that can be addressed. All of those subjects and only those subjects are open for discussion.
- **Articles:** These are the individual subject matters listed on the warrant. The articles are ordinarily chosen by the Selectboard/School Board, but an article supported by the written petition of 25 registered voters in the requisite time must also appear in the warrant. The articles are taken up one at a time in the order in which they appear on the warrant, unless it is voted to change that order. A "special warrant article" is a separate article that proposes an appropriation for a specific limited purpose.
- **Line Item Budget Amendments:** The voters do not have the power to make binding amendments to specific line items in the town's/district's budget - RSA 32:3, V and RSA 32:10, I (e). While the voters have the right to reduce the overall operating budget, the Selectboard and School Board retain discretionary authority to move spending within their budgets - RSA 32:10. An exception to that rule is an appropriation under a "special warrant article" which can only be used for that express purpose - RSA 32:10, I (d).
- **Cost Items:** "Cost items" are benefits acquired through collective bargaining - RSA 273-A:1, IV. The NH Supreme Court has ruled that the future cost items of a multi-year collective bargaining agreement are binding in those future years if the future financial

impact was disclosed and approved in the first year. Sanborn, 133 NH 513 (1990). Such cost items, therefore, are not subject to amendment or disapproval.

- **Non-Lapsing Appropriation:** This is an appropriation which creates an exception to the normal rule that an approved annual meeting appropriation expires after one fiscal year. By special warrant article, the voters can grant a governing body the authority to carry over an approved appropriation for up to 5 years - RSA 32:7.
- **Capital Reserve Fund:** A fund created for receipt and retention of non-lapsing appropriations for certain identified purposes including capital construction, maintenance, improvements or acquisition, and special education expenses. Unless an “agent” is appointed under the article, payments out from the fund require town vote - RSA 35.
- **Motion to Move the Question:** This is a motion to end the discussion on a pending motion/article. This motion must be seconded, is non-debatable, and requires a 2/3 majority. It is improper for a speaker to express an opinion and then to move to close discussion. If a motion to move the question is approved, discussion on the motion/article ceases; however, the practice has been that the voters in line at the microphone at that time will be heard, but will not be permitted to make any further motion.
- **Vote:** In Town meeting, when discussion is ended, the vote on a pending motion will usually require a simple majority vote to pass (with several exceptions such as a motion for a bond exceeding \$100,000, which by law requires a 2/3 majority and a ballot vote - RSA 33:8-a). Initially, the Moderator will usually ask for a “show of hands” vote. Those supporting the motion will raise their index cards signifying their vote. Then those opposing the motion will raise their cards to signify their vote. If the Moderator deems the “show of hands” vote too close to call, a hand count will be conducted. The voters will be asked to raise their index cards again, and each vote will be counted by designated counters. After the vote, the Moderator will move on to the next article.

- **Written Ballot:** The Moderator must conduct a vote by written ballot if five identifiable voters, recognized at the meeting, provide the Moderator with a written request to do so before the vote - RSA 40:4-a, I, (a). If the result of a non-ballot vote is questioned immediately and before other business is begun, upon request of seven or more voters, the Moderator must retake the vote by written ballot - RSA 40:4-b. If the vote margin is less than 10%, upon the request of 5 voters, the Moderator must conduct a recount of a written ballot vote - RSA 40:4-a, I, (b).
- **Motion to Pass Over:** This motion has in practice been a proposal to take no action on a specific article and to simply proceed to the next article. The motion requires a second, is non-debatable, and requires a 2/3 majority.
- **Motion for Reconsideration:** This motion asks voters to reconsider any vote previously made at the meeting. This motion can only be made by a voter who had voted on the prevailing side of the previous vote, so as not serve as a simple “do over.” If such a motion is made and seconded, the discussion on this motion is limited to the reasons why the voters should reconsider the earlier vote. The approval of a motion for reconsideration requires the same majority as the original motion required. If passed, the prior vote is vacated and the original motion is again before the voters.
- **Motion to Restrict Reconsideration:** To discourage strategic late-night motions to reconsider, state statute created a motion to restrict reconsideration - RSA 40:10. This motion can be made at any time during the meeting relative to any previous vote at the meeting. This motion needs a second, is debatable, and requires a simple majority. After such a motion is approved, if a motion for reconsideration of the subject original main motion is later approved, the reconsideration can only take place at a future, publicized reconvening of the meeting not sooner than seven days later. At our School District’s SB2 meeting, a passed motion to restrict reconsideration means that there can be no reconsideration.
- **Motion to Appeal:** This is a motion by which a voter can appeal a rule or decision of the Moderator. It is a motion which can be made by anyone at any time by announcing a “point of order.” The

motion requires a second, is debatable, and needs a simple majority.

- **Point of Order:** A voter may also rise and assert a “point of order” when the voter believes that a fundamental procedural error has occurred. Asserting a point of order is not to be misused as license to make whatever statement the speaker wishes to interject.
- **Motion to Adjourn:** This motion must be seconded, is not debatable and requires a simple majority. Although “adjourned” might suggest a future continuation, in practice it means to end the meeting. If at 11:00 pm it appears that all matters can be disposed of by midnight, the meeting will continue. If not, a motion to adjourn to an announced time and date will be entertained.

Town Officers

Town Clerk/Tax Collector

(By Ballot - 3 Year Term)

Patricia A Howard-Barnett

Term Expires 2020

Selectboard

(By Ballot - 3 Year Term)

Brendan Denehy

Term Expires 2019

Thomas Humphreys

Term Expires 2019

Valerie Ogden

Term Expires 2020

Eddie Arnold

Term Expires 2020

Ron Olsen

Term Expires 2021

Tad Putney, Town Administrator

Sharon Sturtevant, Administrative Assistant/Bookkeeper

Board of Assessors

(By Ballot - 3 Year Term)

Peter A Cook

Term Expires 2019

Kevin Visnaskas

Term Expires 2020

Brett Hall

Term Expires 2021

Kristen Austin, Secretary

Town Treasurer

(By Ballot - 1 Year Term)

Eric Bernstein
2019

Term Expires

Moderator

(By Ballot - 2 Year Term)

Peter G Webb

Term Expires 2020

Fire Wards
(By Ballot - 3 Year Term)

David Flannery	Term Expires 2019
David Joki	Term Expires 2020
David Santuccio	Term Expires 2021

Recreation Commission
(Appointed by Selectboard - 3 Year Term)

Yvonne Gutierrez	Term Expires 2019
Jaye Duncan	Term Expires 2020
Richard Vertullo	Term Expires 2021
Tom LaRochelle	Term Expires 2021
<i>open seat</i>	

Finance Committee
(By Ballot - 3 Year Term)

Brian Rater	Term Expires 2019
Linda Chomiak	Term Expires 2020
Steve Russo	Term Expires 2021

Library Trustees
(By Ballot - 3 Year Term)

Edward Cook	Term Expires 2019
Karen Jew	Term Expires 2019
Danielle Molinari (Alternate)	Term Expires 2019
David Partridge	Term Expires 2020
Stephen Russo	Term Expires 2020
Shannon T. Guay	Term Expires 2021

Supervisors of Checklist
(By Ballot - 6 Year Term)

Ruth Bobich (appointed)	Term Expires 2019
Karen Roberts	Term Expires 2022
Linda Saari	Term Expires 2024

Town Trustees
(By Ballot - 3 Year Term)

Rodney Lockwood	Term Expires 2019
Clarence Farwell	Term Expires 2019
Melanie Levesque	Term Expires 2020

Cemetery Trustees
(By Ballot - 3 Year Term)

Ann Somers	Term Expires 2019
Brian Rater	Term Expires 2020
Keith Thompson	Term Expires 2021

Chief of Police
(Appointed by Selectboard)

William H. Quigley III
Donna Matheson, Administrative Assistant

Ambulance Director
(Appointed by Selectboard)

Shawn Jackson

Emergency Management Director
(Appointed by Selectboard)

David Coffey

Fire Chief
(Appointed by Fire Wards)

Charles Corey Sr.

Overseer of Public Welfare
(Appointed by Selectboard - 1 Year Term)

Rebecca Purdin	Term Expires 2019
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Planning Board
(Appointed by Selectboard - 3 Year Term)

Ronald Pelletier	Term Expires 2019
Eric Bernstein (Co-Chair)	Term Expires 2019
Tom Humphreys (Selectboard Representative)	Term Expires 2019
Alan Rosenberg (Co-Chair)	Term Expires 2021
Jill Adams (Alternate)	Term Expires 2021
Valerie Rearick, Planner	
Kristen Austin, Recording Secretary	

Building Inspector
(Appointed by Selectboard)

Romeo Dubreuil

Souhegan Regional Landfill District
(Appointed by Selectboard)

Gerald Farwell

Term Expires Oct. 2021

Eddie Arnold

Term Expires March 2021

Commissioners, NRPC
(Appointed by Selectboard)

Jill Adams

Term Expires Nov. 2019

Tamara Sorrell

Term Expires Nov. 2021

Board of Adjustment
(Appointed by Selectboard - 3 Year Term)

Marcia Farwell

Term Expires 2019

George Foley (Chairman)

Term Expires 2020

Charlotte Pogue (Alternate)

Term Expires 2020

Kevin Visnaskas

Term Expires 2021

Peter Cook (Vice Chairman)

Term Expires 2021

Webb Scales (Clerk)

Term Expires 2021

Jill Adams (Alternate)

Term Expires 2021

Kristen Austin, Secretary

Conservation Commission
(Appointed by Selectboard - 3 Year Term)

Jay Chrystal

Term Expires 2019

Ron Olsen (Selectboard Representative)

Term Expires 2019

Thomas Rogers

Term Expires 2019

Jordan Bailey

Term Expires 2020

Jerry Jaworski (Alternate)

Term Expires 2020

Eric Divirgilio (Alternate)

Term Expires 2020

Francis Dougherty (Chairman)

Term Expires 2021

Drew Kellner (Alternate)

Term Expires 2021

Kristen Austin, Secretary

Surveyor of Wood and Lumber

(At Meeting - 1 Year Term)

Gerald Farwell

Term Expires 2019

Melendy Pond Authority

(At Meeting - 6 Year Term)

Peter Webb

Term Expires 2020

Francis Lafreniere

Term Expires 2021

Randolph Haight

Term Expires 2023

Russell Haight

Term Expires 2023

Peter Cook

Term Expires 2024

Sexton

(At Meeting - 1 Year Term)

Gerald Farwell

Term Expires 2019

Forest Fire Warden

(Appointed by State)

Charles E. Corey

Health Officer

(Appointed by State)

Abigail Reville

Term Expires Nov. 16, 2021

Tree Warden

(Appointed by State)

Gerald Farwell

Federal Officials

Congressional Delegation:

Margaret Wood Hassan, 142 Main Street, Suite 520, Nashua, NH
03060, 880-3314

Senator Jeanne Shaheen, 2 Wall Street, Suite 220, Manchester, NH
03101, 647-7500

Representative Second District:

Ann McLane Kuster, 184 Main Street, Suite 222, Nashua, NH
03060, 595-2006, Fax 595-2016

State Officials

Governor:

Christopher T. Sununu, State House, 107 N Main Street, Concord
03301, 271-2121, Fax 271-7680 / Constituent Services (800)852-
3456, Fax 271-7640

State Senator: (District 12)

Melanie Levesque

Senate Office: Statehouse, 107 N Main St, Rm 105A, Concord
03301, 271-4151

email: melanie.levesque@leg.state.nh.us

Executive Council: (District 5)

Debora B. Pignatelli, 22 Appletree Green, Nashua 03062

Executive Council Office 271-3632

email: debora.pignatelli@nh.gov

Representatives to the General Court: (District 26)

Jack B. Flanagan, PO Box 201, Brookline 03033-0201, 672-7175

email: jack.flanagan@leg.state.nh.us

Brett R. Hall, 17 Captain Seaver Road, Brookline 03033, 624-9076

email: brett.hall@leg.state.nh.us

**TOWN WARRANT
THE STATE OF NEW HAMPSHIRE**

**The Polls will be open from 7:00 am to 7:30 pm
Tuesday, March 12, 2019**

**Business meeting starts at 7:00 pm on
Wednesday, March 13, 2019
(Snow Date: Thursday, March 14, 2019)**

**At Captain Samuel Douglass Academy
24 Townsend Hill Road**

To the inhabitants of the Town of Brookline in the County of Hillsborough in said State, qualified to vote in Town Affairs:

You are hereby notified to meet at the Captain Samuel Douglass Academy in said Brookline on Tuesday, the twelfth (12th) day of March at 7:00 am to act upon the following subjects:

- 1.) To choose all necessary Town Officers for the ensuing year.
- 2.) **(By Ballot)** Are you in favor of the adoption of the following amendments as proposed by the Planning Board for the Town of Brookline Zoning Ordinance as follows:

Amendment No. 1

1100.00 Wetland Conservation District

The entire ordinance is being revised mainly to reorganize its sections to make the ordinance clearer.

No major changes are being proposed. *(See full text of the proposed ordinance on page 20 of the town report).*

Amendment No. 2 (By Petition)

500.00 Industrial-Commercial District

Shall the town approve an amendment to the zoning ordinance to include Town of Brookline lot K-26 (Brookline Animal Hospital) in

the town's commercial/industrial zone, which already abuts the town's commercial/industrial district along Route 13.

- 3.) To hear all reports of the Selectboard and other Town Officers and Committees.
- 4.) To see if the Town will vote to raise and appropriate the sum of **\$4,880,995** to defray town charges for the ensuing year and make appropriation of the same. ***(Recommended by the Selectboard 5-0; Recommended by the Finance Committee 3-0).***
- 5.) To see if the Town will vote to establish a Fire Truck Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of purchasing a fire truck, to appoint the Selectboard as agents to expend from said fund and to raise and appropriate the sum of **\$185,000** to be placed in this fund. This sum to come from the unassigned fund balance and no amount to be raised from taxation. (This warrant article is contingent upon the receipt of an Assistance to Firefighters Program grant. If the grant is received, this article will be null and void). ***(Recommended by the Selectboard 5-0; Recommended by the Finance Committee 3-0).***
- 6.) To see if the Town will vote to raise and appropriate **\$121,256** to add to the previously established Bond Street Bridge Engineering and Reconstruction Capital Reserve Fund. Said funds are to come from the unassigned fund balance and not through taxation. These funds represent the unexpended SB 38 funds received in 2017. ***(Recommended by the Selectboard 5-0; Recommended by the Finance Committee 3-0).***
- 7.) To see if the Town will vote to raise and appropriate **\$100,000** to be deposited into the Public Works Equipment Capital Reserve Fund for the purchase of public works equipment, or take any action relative thereto. ***(Recommended by the Selectboard 5-0; Recommended by the Finance Committee 3-0).***
- 8.) To see if the Town will vote to raise and appropriate the sum of **\$270,000** to purchase a new Type I ambulance. Said appropriation is contingent upon and will be offset by an Assistance to Firefighters Program grant in the amount of \$256,500 and **\$13,500** from general taxation. This will be a non-lapsing appropriation per RSA 32:7, VI.

(Recommended by the Selectboard 5-0; Recommended by the Finance Committee 3-0).

- 9.) To see if the Town will vote to authorize the Selectboard to enter into a 5-year lease/purchase agreement for a total of \$273,476 (including interest) for the purpose of leasing and purchasing a new Type I ambulance and to raise and appropriate **\$54,695** (including interest) for the first year's payment. Such lease agreement contains a fiscal funding clause which permits the termination of the lease on an annual basis should the funds necessary to make the required payments not be appropriated by town meeting. If the grant is received in Article 8, this article will be passed over. ***(Recommended by the Selectboard 3-2; Recommended by the Finance Committee 2-1).***
- 10.) To see if the Town will vote to establish a revolving fund pursuant to RSA 31:95-h, for the purpose of purchasing or leasing new ambulances and any associated equipment. Any revenues received from providing ambulance services will be deposited into the fund, and the money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the town's general fund balance. And, further to raise and appropriate the sum of **\$23,600**, which represents Mason's payment for ambulance services in 2018, to be added to the Ambulance Revolving Fund. The town treasurer shall have custody of all moneys in the fund, and shall pay out the same only upon order of the governing body and no further approval is required by the legislative body to expend. Such funds may be expended only for the purpose for which the fund was created. ***(Recommended by the Selectboard 5-0; Recommended by the Finance Committee 3-0).***
- 11.) To see if the town will vote to discontinue the Ambulance Capital Reserve Fund created in 2018, but not funded. ***(Recommended by the Selectboard 5-0; Recommended by the Finance Committee 3-0).***
- 12.) To see if the Town will vote to bill patients, insurance companies and/or government programs for ambulance services rendered with the billing process to be performed by a contracted service company. ***(Not recommended by the Selectboard 4-0, with one abstention; Not recommended by Finance Committee 2-1).***

- 13.) To see if the Town will vote to raise and appropriate the sum of **\$10,000** to be deposited into the Town Facilities Capital Reserve Fund to defray the costs of repairs to town buildings, or take any action relative thereto. ***(Recommended by the Selectboard 5-0; Recommended by the Finance Committee 3-0).***
- 14.) To see if the Town will vote to raise and appropriate the sum of **\$5,000** for the purpose of funding an update to Brookline's town history (from 1914 to the present), which will be completed during 2019. This will be a non-lapsing appropriation per RSA 32:7, VI and not lapse until December 31, 2020. ***(Recommended by the Selectboard 4-1; Recommended by the Finance Committee 2-1).***
- 15.) To see if the Town will vote to raise and appropriate the sum of **\$3,715** to be deposited into the Ambulance Service Expendable Trust Fund with said funds to come from the unassigned fund balance. The Selectboard and Ambulance Chief have already been voted agents to expend from this fund (1998 - Warrant Article #6). ***(Recommended by the Selectboard 5-0; Recommended by the Finance Committee 3-0).***
- 16.) To see if the Town will authorize the Selectboard to convey a conservation easement relative to the below listed properties, already owned by the Town, to a "qualified organization" as defined in section 170(h) (3) of the Internal Revenue Code of 1986 (the organizational purpose of which is to hold and manage the type of preservation interests in land defined in RSA 477:45), said easement to be given to carry out the purposes of RSA 36-A. The terms and conditions of the conservation easement, including duration, shall be determined by the Selectboard with review and recommendation of the Conservation Commission. ***(Recommended by the Selectboard 5-0).***

Tract (Map "F")	Acreage	Tract (Map "H")	Acreage
Lot F-63	64.0	Lot H-49	44.9
Lot F-106	32.0	Lot H-67	98.7
Lot F-107	10.5	Lot H-68	8.0
Lot F-109	18.3	Lot H-69	20.6
Lot F-110	6.3	Lot H-70	7.1
Lot F-111	8.8	Lot H-71	4.0
Lot F-118	0.6	Lot H-126-1	2.2
Lot F-158	15.0	Lot H-130-1	20.5

		Lot H-132	11.5
		Lot H-138	11.0
		Lot H-144	13.0
		Lot H-145	31.5
		Lot H-149	10.0

- 17.) To see if the Town will vote to reverse the March 13, 2002 vote that prohibited any future leases, subleases or options to renew on properties managed by the Town through the Melendy Pond Authority (Lot B-55) beyond December 31, 2020, contingent upon replacement of existing leases with new agreements, in accordance with RSA 41:11-a, II, for the occupancy of the property to commence on January 1, 2020 and extend no further than December 31, 2032. Any such agreements must: restrict use of the property to seasonal, recreational use; prohibit use of the property for establishing Brookline, NH as one's domicile; require verified evidence of domicile elsewhere; in exchange for consideration at least sufficient for annual maintenance costs and removal of abandoned structures and improvements. ***(Recommended by the Selectboard 4-0, with one abstention).***
- 18.) To see if the Town will inclusively: vote to dissolve the Melendy Pond Authority and authorize the Selectboard to serve as the town's agents to manage the property, current leases and any future agreements on Lot B-55. ***(Recommended by the Selectboard 3-1, with one abstention).***
- 19.) To see if the Town will vote to establish a revolving fund pursuant to RSA 31:95-h, for the purpose of funding ongoing maintenance of Lot B-55 and future demolition of structures. All revenues received from Lot B-55, excluding property taxes collected, will be deposited into the fund, and the money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the town's general fund balance. The town treasurer shall have custody of all moneys in the fund, and shall pay out the same only upon order of the governing body and no further approval is required from the legislative body to expend. Such funds may be expended only for the purpose for which the fund was created. Any funds remaining after all agreements have expired or terminated, and all structures have been demolished, shall go to the Town's general fund following a subsequent town meeting vote to do so. ***(Recommended by the Selectboard 5-0).***

- 20.) Shall we modify the elderly exemptions from property tax in the Town of Brookline, NH based on assessed value, for qualified taxpayers, to be as follows: for a person 65 years of age up to 75 years, \$80,000; for a person 75 years of age up to 80 years, \$120,000; for a person 80 years of age or older \$160,000. To qualify, the person must have been a New Hampshire resident for at least 5 years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married for at least 5 years. In addition, the taxpayer must have a net income of not more than \$30,000 or, if married, a combined net income of less than \$40,000; and own net assets not in excess of \$200,000, excluding the value of the person's residence. (RSA 72:39-b) ***(Recommended by the Selectboard 4-0, with one abstention; Recommended by the Finance Committee 3-0).***
- 21.) Shall the town modify the provisions of RSA 72:37-b, Exemption for the Disabled from property tax, based on assessed value for qualified taxpayers to be \$80,000. To qualify the person must have been a New Hampshire resident for at least 5 years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married for at least 5 consecutive years. In addition the taxpayer must have a net income of not more than \$30,000 or, if married, a combined net income of less than \$40,000; and own net assets not in excess of \$75,000, excluding the value of the person's residence. ***(Recommended by the Selectboard 5-0; Recommended by the Finance Committee 3-0).***
- 22.) Shall the town modify the provisions of RSA 72:37, Exemption for the Blind, to allow an inhabitant who is legally blind as determined by the blind services program, to be exempt each year on the assessed value, for property tax purposes, of his or her residential real estate to the value of \$20,000. ***(Recommended by the Selectboard 5-0; Recommended by the Finance Committee 3-0).***
- 23.) To see if the Town will vote to accept the following legacies:
- The sum of \$300 for the general maintenance of the Scott Gryzb Lot #356C in Pine Grove Cemetery;

- The sum of \$900 for the general maintenance of the Shawn Ricard Lot #359A in Pine Grove Cemetery.

24.) **(By petition)** Shall we adopt the provisions of RSA 32:5-b, and implement a tax cap whereby the governing body (or budget committee) shall not submit a recommended budget that increases the amount to be raised by local taxes, based on the prior fiscal year's actual amount of local taxes raised, by more than 2%? *This will be voted using a secret ballot and requires a 3/5 majority approval.*

25.) **(By petition)** Shall we allow the operation of keno games within the town?

26.) To transact any other business that may legally come before said meeting.

Given under our hands and seal this eleventh (11th) day of February, 2019.

Brendan Denehy

Eddie Arnold

Tom Humphreys

Valerie Ogden

Ron Olsen

Selectboard of Brookline

A True Copy of Warrant, attest:

Brendan Denehy

Eddie Arnold

Tom Humphreys

Valerie Ogden

Ron Olsen

Selectboard of Brookline

It is our practice to recess at 11:00pm; however, we will continue if it appears that the meeting will not extend beyond 12:00.

1100.00 WETLANDS CONSERVATION DISTRICT

1101.00 Purpose and Intent

The purpose of the Wetlands Conservation District is to protect the public health, safety and general welfare by controlling and guiding the use of land areas which have been found to be subject to high water tables for extended periods of time. It is intended that this Ordinance shall:

- a. Prevent the destruction of, or significant changes to, natural wetlands which provide flood protection, discharge and recharge of groundwater supplies, and continuing existence of important wildlife areas;
- b. Prevent the development of structures and land uses on naturally occurring wetlands, which would contribute to pollution of surface and groundwater by sewage or toxic substances;
- c. Protect sensitive, unique and unusual natural areas;
- d. Protect the quality and quantity of existing and potential water supplies, aquifers and aquifer recharge areas;
- e. Encourage those uses that can be appropriately and safely located in wetland areas.

1102.00 Definitions

For the purposes of the Wetlands Conservation District the following definitions apply:

1102.01 Accessory Structure: For purposes of this Ordinance an accessory structure shall be considered any structure that serves and is in addition to a primary structure. Examples of an accessory structure include, but are not limited to sheds, gazebos and detached garages.

1102.02 Best Management Practices: When referring to forestry *Best Management Practices* are defined in a publication entitled "Best Management Practices for Erosion Control on Timber Harvesting Operations in New Hampshire" prepared by the New Hampshire Department of Resources and Economic Development, and Wt. 304.05 Logging Operations, Rules Governing Wetlands, April 21, 1997, as amended. When referring to stormwater management and erosion and sediment control, technical standards are contained in "Stormwater Management and Erosion and Sediment Control for Urban and Developing Areas in New Hampshire", DES, RCCD, 1992 and "Manual

of Best Management Practices to Control Non-point Source Pollution: A Guide for Citizens and Town Officials,” DES, November, 1997. When referring to agriculture, Best Management Practices are defined in the publications entitled "Manual of Best Management Practices for Agriculture in New Hampshire", Department of Agriculture, Markets & Food, June 1995, and "Best Management Wetlands Practices For Agriculture" July 1993, as amended.

- 1102.03 Bog: A wetland area distinguished by stunted evergreen trees and shrubs, peat deposits, poor drainage and/or highly acidic soil and/or water conditions.
- 1102.04 Buffer Zone: An upland area adjacent to a wetland or surface water where construction is not permitted.
- 1102.05 Certified Soil Scientist: A person qualified in soil classification and mapping who is certified by the State of New Hampshire Board of Natural Scientists, as defined by RSA 310-A:76, II.
- 1102.06 Certified Wetland Scientist: A person qualified to delineate wetland boundaries and prepare wetland maps who is certified by the State of New Hampshire Board of Natural Scientists, as defined by RSA 310-A:76, II-a.
- 1102.07 Erosion Control Measures: For purposes of this district, all construction and/or development shall incorporate design standards for erosion and sedimentation control which at a minimum reflect the standards set forth in the document, "Stormwater Management & Erosion & Sediment Control for Urban & Developing Areas in New Hampshire", DES, RCCD, 1992, and Chapter Env-Ws 415 of the NH Code of Administrative Rules.
- 1102.08 Hydric Soils: Soils that are saturated or flooded during a sufficient portion of the growing season to develop anaerobic conditions in the upper soil layers.
- 1102.09 Natural Vegetative Buffer: For purposes of this district shall mean, where existing, a natural woodland buffer shall be maintained within the Wetland Conservation District.
- 1102.10 Prime Wetland: Under the New Hampshire statute (RSA 482-A) for protecting wetlands from "despoliation and unregulated alteration", municipalities are able to designate some of their high value wetlands as "Prime Wetlands" (RSA 482-A:15). These designated wetlands are given special consideration by the Wetlands Board in permit application reviews within the scope of RSA 483-A and NH Code of Administrative Rules WT 700.

- 1102.11 Primary Structure: For purposes of this Ordinance a primary structure shall be considered the main structure on a lot that serves as a residence or a place of business.
- 1102.12 Site Specific Soils Map: A map developed from information prepared in accordance with “Site Specific Soils Mapping Standards for New Hampshire and Vermont,” Society of Soil Scientists of Northern New England Publication No. 3, 1997, as amended.
- 1102.13 Special Exception: A use of land or buildings that may be permitted, subject to specific conditions that are set forth in the Ordinance. RSA 674:33 gives the local zoning board the power to grant those exceptions, which are clearly specified in the Ordinance.
- 1102.14 Surface Waters: Those waters, as defined by RSA 484-A:4, which have standing or flowing water at or on the surface of the ground. This includes but is not limited to rivers, streams, lakes, and ponds.
- 1102.15 Wetland: An area that is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal conditions, does support a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include, but are not limited to, swamps, marshes, bogs, vernal pools and similar areas. For the purpose of determining buffer zones for site plan and subdivision review wetland boundaries shall be delineated on the basis of hydrophytic vegetation, hydric soils, and wetlands, by either a certified soil scientist or a certified wetland scientist according to the Corps of Engineers Wetlands Delineation Manual, 1987, and the Regional Field Indicators for Identifying Hydric Soils in New England, 1998.
- 1102.16 Wetlands Conservation District: The Town of Brookline Wetlands Conservation District is defined as all wetland areas, surface water bodies, and the associated buffers as defined in Section 1102.04 *Buffer Zone*. The limits of the Wetlands Conservation District are determined to include designated Prime Wetlands, as described in the Brookline Prime Wetlands Report dated January 1992.
- 1102.17 Wet Meadow: An area typically dominated by herbaceous non-woody vegetation less than three feet in height, saturated for long periods during the growing season, but seldom flooded. Wet meadows develop on predominantly poorly drained soil conditions as defined by “Site Specific Soils Mapping Standards for New Hampshire and Vermont,” Society of Northern New England Publication No. 3, 1997, as amended.

- 1102.18 Vernal Pool: A confined basin depression which, at least in most years, holds water for a minimum of two continuous months during the spring and/or summer, provides essential breeding habitat for certain amphibians and invertebrates and is free of adult fish populations.
- 1103.00 Jurisdiction**
- 1103.01 Relation to Other Districts. In all cases where the Wetlands Conservation District is superimposed over another zoning district in the Town of Brookline, that district whose regulations are more restrictive shall apply.
- 1103.02 State and Federal Regulations. The Town of Brookline Wetlands Conservation District Ordinance is in addition to state and federal regulations governing wetlands and surface waters, including any permitting process.
- 1103.03 Existing Unimproved Lots. This Ordinance shall not prohibit the construction of, or additions to, principal and accessory structures within the buffer zone on unimproved lots that were approved for subdivision by the Planning Board or which otherwise legally existed on or before March 9, 1999. Unimproved lots that have been approved for subdivision or which otherwise legally existed on or before March 10, 2004 may use wetlands to satisfy up to 25% of the minimum lot area requirements. New construction on a legal previously approved vacant lot will only be permitted upon determination by the Planning Board that it is not reasonably feasible to locate the structure outside of the buffer zone, prior to the issuance of a building permit. Any construction permitted within the buffer zone shall minimize harm to the wetland or surface water. The Planning Board may seek input from the Conservation Commission during the review process. (March 10, 2004)
- 1103.04 Existing Improved Lots. For lots with improvements legally existing on or before March 9, 1999, all additions to principal and accessory structures, and the erection of new accessory structures within the Wetland Conservation District require a wetland special exception prior to the issuance of a building Permit.
- 1103.06 Preexisting Uses. This Ordinance shall not prohibit the continuation of a legally preexisting use in the Wetland Conservation District, however, the use may not be expanded without a special exception granted by the ZBA.
- 1103.07 Prime Wetlands. These wetlands are described in the Brookline Prime Wetlands Report dated January 1992, and are as follows:

*Wetland
Number
Tax Map Sheet*

Location

2	W. of Route 13 near Milford	B
3	Scabbard Mill Brook N.	B
5	Palmer land w. of Route 13	B
6	Scabbard Mill Brook S.	B, D
9	Spaulding Brook	A, C
10	North Stream	C, E
12	Lake Potanipo	E, L
15	Talbot-Taylor area	G
16	Pout Pond	H
18	Wallace Brook	J
20	Nissitissit River/Campbell's Meadow	K

1103.08 *Prime Wetland Designation.* The designation of each prime wetland is included on separate maps correlated to the report. Both the aforementioned maps and report are incorporated in this Ordinance by reference and are on file at Town Hall. Designated prime wetland boundaries shall be delineated by either a certified soil scientist or a certified wetland scientist according to the Corps of Engineers Wetlands Delineation Manual, 1987, and the Regional Field Indicators for Identifying Hydric Soils in New England, 1998.

1103.09 *Wetlands Incorrectly Delineated.* In the event that an area has been incorrectly delineated as part of the Wetland Conservation District or as a Prime Wetland, and evidence to that effect is presented to the satisfaction of the Planning Board or their representative in site plan reviews or subdivision, or to the satisfaction of the Selectboard or their representative in other cases, or the Conservation Commission, the restrictions contained in this Ordinance shall not apply. Wetland boundaries shall be delineated by either a certified soil scientist or a certified wetland scientist according to the Corps of Engineers Wetlands Delineation Manual, 1987, and the Regional Field Indicators for Identifying Hydric Soils in New England, 1998.

1103.10 *Wetlands Exempt.* The regulations and restrictions set forth in this District shall not apply to the following wetland areas or their buffer zones:

- a. manmade ditches and swales

- b. sedimentation/detention basins or ponds
- c. manmade agricultural/irrigation ponds and swales
- d. fire ponds, drafting basins and cisterns
- e. a septage or manure lagoon
- f. silage pits
- g. an isolated wetland or surface water of 3000 s.f. or less which does not meet the definition of a bog, vernal pool, or wet meadow

1104.00 Wetlands Conservation District Permitted Uses

1104.01 Permitted uses are those that do not result in the erection of any structure or alter the surface configuration by the addition of fill, and that are otherwise permitted by the Brookline Zoning Ordinance. Such uses include the following:

- a. Forestry and tree farming, using the best management practices, as defined in Section 1102.02, to protect streams from damage and to prevent sedimentation;
- b. Cultivation and harvesting of crops according to recognized soil conservation practices, *as defined in "Best Management Practices for Agriculture in New Hampshire", Department of Agriculture, Markets and Food, June, 1995*, including the protection of wetlands from pollution caused by fertilizers, pesticides and herbicides used in such cultivation;
- c. State-approved water impoundments;
- d. Construction of wells and water feed lines for water supply;
- e. Maintenance of existing drainage ways, such as streams, creeks or other paths of normal runoff water;
- f. Conservation areas, nature trails, parks and recreation uses consistent with the purpose and intent of this Ordinance;
- g. Dry hydrants, drafting basins and fire protection ponds.

1104.02 The following uses shall be permitted in the Wetland Conservation District, provided applicable erosion control measures are in place, there is repair and restoration of any disturbed areas and all available mitigation measures to address changes in water quality and quantity as required by Town Staff and recommended by the Conservation Commission are

employed. However, all projects listed below together with any disturbance of the buffer zones involved therein shall be presented to the Conservation Commission, with a request for review in writing, as required by the New Hampshire Wetlands Bureau, for its intervention, opinion, recommendations and/or approval.

- a. Streets, roads, driveways and other access ways and utility right of way easements, including power lines and pipe lines, if essential to the productive use of land not so zoned and if so located and constructed as to minimize any detrimental impact of such uses upon the Wetlands Conservation District;
- b. Drainageways, swales, culverts, and other devices to control the volume and timing of stormwater runoff.
- c. Stormwater detention basins, settling basins and other methods of improving the quality of stormwater runoff.
- d. Regrading of the ground surface within the buffer zone of the Wetland Conservation District but not inside the wetland boundaries.

1105.00 *Prohibited Uses in the Wetland Conservation District*

Land uses that pose a particular threat to wetlands and surface waters shall be prohibited within the Wetland Conservation District:

- a. Salt storage sheds
- b. Automobile junk yards
- c. Solid or hazardous waste facilities
- d. Use of fertilizer, except lime and/or wood ash
- e. Bulk storage of chemicals, petroleum products or hazardous materials
- f. Sand and gravel excavations as defined in RSA 155-E
- g. Processing of excavated materials

- h. Dumping or disposal of snow collected from roadways or parking areas

1106.00 General Requirements

- a. The buffer zone shall include an area of fifty (50) feet, measured on a horizontal plane from the delineated edge of a wetland or the mean high water mark of a surface water, as appropriate.
- b. Appropriate erosion control measures must be in place prior to construction, properly inspected and maintained through stabilization, and removed with appropriate disposal of silt, debris and erosion control materials.
- c. Any disturbance to the surrounding buffer zone due to construction must be repaired upon completion of the project.
- d. Provision must be made for wildlife access corridors to promote the free migration of wildlife along the length of the Wetland Conservation District.
- e. Construction or enlargement of septic tank or leach field shall follow New Hampshire State regulations regarding setbacks from wetland areas (50'), except in those locations where the soil type is coarse textured with rapid to very rapid permeability, as referenced in the Soil Survey for Hillsborough County, where a 125' setback shall be required from the edge of any wetland that shall be protected by the Wetland Conservation District.
- f. Construction involving the erection of any structure and alteration of the ground surface configuration, which requires a building permit, shall not occur within any portion of the Wetland Conservation District, without required approvals. The applicant must provide written documentation in compliance with Section 1102.15 to the Building Inspector, prior to the issuance of a building permit, verifying that the proposed construction is in compliance with the buffer zone requirements of this Ordinance.
- g. There shall be no net increase in peak flow or overall volume of stormwater runoff in the Wetland Conservation District as a result of any development, in accordance with "Stormwater Management and Erosion and Sediment Control for Urban and Developing Areas in New Hampshire", DES, RCCD, 1992, and Chapter ENV-Ws 415 of the "NH Code of Administrative Rules. Calculations shall be based on 2 and 10 year storm events.

- h. The Brookline Conservation Commission may require design construction and maintenance methods be prepared by a professional engineer (PE) and shall include restoration of the site, as nearly as possible to its original grade and condition. In the case of a development which involves only a single-family or a two-family dwelling unit or the carving out of a single lot designated for construction of only a single-family or two-family dwelling unit, this requirement may be waived by the BCC, with a written request by the applicant.
- i. Construction shall not proceed until all applicable state and federal permits have been issued.

1107.00 *Special Exceptions*

1107.01 *Procedure*

- a. The application for Special Exception must be submitted to the Conservation Commission for review. The Conservation Commission may require review by the Natural Resources Conservation Service, upon submission of applicable fees by the applicant for this service. The Conservation Commission shall make findings of fact regarding the quality of the affected wetlands and the suitability of the proposal.
- b. Evidence to support the application shall be submitted in writing to the Zoning Board of Adjustment, with fees for proper notification, accompanied by written findings of fact from the Conservation Commission.

1107.02 *Additions to existing structures within the buffer zone*

a. Requirements

- i. Structures within the buffer zone are permitted to expand within the buffer zone up to 600 square feet beyond the footprint that existed on March 9, 1999.
- ii. Expansion may only be permitted to occur away from the edge of the wetland or high water mark, **unless** a finding made in accordance with Section **1107.04** determines that there will be no negative impact on the wetland and a previous disturbance prior to the adoption of this Ordinance is documented, **in which case** the expansion may **extend to encompass the previous disturbance, but in no case should the buffer be reduced to less than** 25 feet.

iii. Expansion outside the buffer zone is not limited by this Section of the Ordinance.

b. Criteria

The Zoning Board of Adjustment shall grant a special exception permitting the expansion of an existing structure within the buffer zone upon determining that, in light of findings of fact from the Brookline Conservation Commission, the proposed expansion does not conflict with the purpose of the Wetland Conservation District and is otherwise permitted by the Zoning Ordinance.

1107.03 Accessory structures within the buffer zone

a. Requirements

- i. The accessory structure shall not exceed twenty feet in height.
- ii. The accessory structure must have a total building footprint no larger than two hundred fifty (250) square feet.
- iii. The accessory structure and associated limits of construction must be set back at least 25 feet from the delineated edge of the wetland or surface.
- iv. The land on which the accessory structure is to be built must have a slope no greater than 25%.

b. Criteria

The Zoning Board of Adjustment shall grant a special exception permitting an accessory structure within the buffer zone upon determining that, in light of findings of fact from the Brookline Conservation Commission, the accessory structure does not conflict with the purpose of the Wetland Conservation District and there is no land outside the buffer zone where the accessory structure could reasonably be placed.

1107.04 Reduction of the Wetland Conservation District Buffer Zone

a. Requirements

- i. A Wetland Functions and Values Assessment (using the New Hampshire Method for the Evaluation of Wetlands) shall be

performed by a Certified Soil Scientist or Certified Wetland Scientist, at the applicant's expense.

ii. Under no circumstances shall a reduction be permitted to the buffer surrounding any designated Prime Wetland.

b. Criteria

The Zoning Board of Adjustment shall grant a special exception permitting a reduction of the buffer zone upon determining that, in light of findings of fact from the Brookline Conservation Commission, the results of the Wetland Functions and Values Assessment indicate that the wetland is of such value that the proposed use will not conflict with the purpose of this Ordinance.

1107.05 Use of wetlands to satisfy minimum lot size requirements

a. Requirements

i. The lot must be unimproved.

ii. The lot must have been approved for subdivision or must otherwise have legally existed on or before March 10, 2004.

b. Criteria

The Zoning Board of Adjustment shall grant a special exception permitting the use of wetlands to satisfy up to 25% of the minimum lot size requirements upon determining that, in light of findings of fact from the Brookline Conservation Commission, the proposed use will not conflict with the purpose of this Ordinance.

1108.00 Severability

If any section, provision, portion, clause or phrase of this Ordinance shall be held to be invalid or unconstitutional by any court or competent authority, such holding shall not affect, impair, or invalidate any other section, provision, portion, clause or phrase of this Ordinance.

Estimate of Tax Impact - 2019 Warrant Articles

Warrant Article	Amount	Estimated Tax Impact Per \$1,000 Value*	Est. Tax Impact for	
			Assessed Home Value of:	
			\$250,000	\$400,000
Oper. Budget (net increase from 2018)	\$50,819	\$0.08	\$19	\$31
Public Works Equip. Cap. Res. Fund	\$100,000	\$0.15	\$38	\$61
Ambulance (with grant)	\$13,500	\$0.02	\$5	\$8
Ambulance (without grant)	\$54,695	\$0.08	\$21	\$34
Ambulance revolving fund	\$23,600	\$0.04	\$9	\$14
Town Facilities Cap. Res. Fund	\$10,000	\$0.02	\$4	\$6
Town History	\$5,000	\$0.01	\$2	\$3
Total with Ambulance Grant:		\$0.31	\$78	\$124
Total without Ambulance Grant:		\$0.37	\$93	\$150

* Assumes revenue flat and total valuation of \$653,066,318.

Comparison of Actual 2018 and Proposed 2019 Spending

Year	Operating Budget	Warrant Articles Raising Money		Total Spending	% Change
		From Taxation			
Actual 2018	\$4,830,176	\$385,000		\$5,215,176	---
Proposed 2019 - <u>no</u> ambulance grant	\$4,880,995	\$193,295		\$5,074,290	-2.7%
Proposed 2019 - <u>with</u> ambulance grant	\$4,880,995	\$152,100		\$5,033,095	-3.5%

Summary of Proposed 2019 Town Operating Budget

	2018			Proposed for 2019	% Change
	Appropriation	Actually Expended	% Expended		
General Government					
Executive	\$220,176.00	\$227,067.87	103%	\$226,206.00	2.7%
Election & Registration	\$6,600.00	\$6,562.04	99%	\$3,700.00	-43.9%
Financial Administration	\$182,487.00	\$177,944.45	98%	\$210,568.00	15.4%
Revaluation of Property	\$45,062.00	\$123,600.51	274%	\$31,932.00	-29.1%
Legal Expenses	\$35,000.00	\$21,616.72	62%	\$35,000.00	0.0%
Personnel Administration	\$552,123.00	\$564,485.71	102%	\$558,926.00	1.2%
Planning & Zoning	\$60,606.00	\$59,323.98	98%	\$64,557.00	6.5%
General Government Building	\$190,180.00	\$183,237.06	96%	\$216,285.00	13.7%
Cemeteries	\$16,000.00	\$16,000.00	100%	\$22,000.00	37.5%
Insurance	\$82,754.00	\$82,462.67	100%	\$68,622.00	-17.1%
Regional Association	\$4,005.00	\$4,005.00	100%	\$3,949.00	-1.4%
Cable Access Fund	\$17,795.00	\$10,612.00	60%	\$17,795.00	0.0%
Public Safety					
Police Department	\$826,121.00	\$822,039.36	100%	\$841,841.00	1.9%
Ambulance Service	\$190,451.00	\$190,368.54	100%	\$251,809.00	32.2%
Fire Department	\$475,008.00	\$475,006.35	100%	\$376,716.00	-20.7%
Building Inspection	\$34,051.00	\$35,009.10	103%	\$35,000.00	2.8%
Emergency Management	\$24,333.00	\$20,100.83	83%	\$21,550.00	-11.4%
Communications	\$118,866.00	\$116,162.79	98%	\$118,997.00	0.1%
Highways & Streets					
Highways & Streets (w/ lights)	\$752,001.00	\$692,348.55	92%	\$755,601.00	0.5%
Sanitation					
Solid Waste Disposal	\$300,594.00	\$297,032.81	99%	\$322,208.00	7.2%
Health					
Pest Control	\$200.00	\$0.00	0%	\$200.00	0.0%
Health Agencies	\$23,710.00	\$23,710.00	100%	\$25,265.00	6.6%
Welfare					
Direct Assistance	\$15,000.00	\$8,004.18	53%	\$15,000.00	0.0%
Culture & Recreation					
Parks & Recreation	\$42,575.00	\$34,255.62	80%	\$44,540.00	4.6%
Library	\$259,641.00	\$259,641.00	100%	\$257,567.00	-0.8%
Patriotic Purposes	\$8,750.00	\$8,955.00	102%	\$8,750.00	0.0%
Conservation and Development					
Conservation	\$39,323.00	\$31,614.00	80%	\$44,323.00	12.7%
Economic Development	\$3,550.00	\$2,066.54	58%	\$7,350.00	107.0%
Debt Service					
Principal - Long-term Bonds	\$199,600.00	\$199,600.00	100%	\$205,000.00	2.7%
Interest - Long-term Bonds	\$103,614.00	\$103,613.08	100%	\$89,738.00	-13.4%
Total Operating Budget:	\$4,830,176.00	\$4,796,445.76	99%	\$4,880,995.00	1.1%
Total Appropriation Increase:				\$50,819.00	

Annual Revenue

Estimated and Actual for 2018 and Estimated for 2019

	Estimated Revenue 2018	Actual Revenue 2018	Estimated Revenue 2019
Sources of Revenue			
Yield/Timber Taxes	\$5,000.00	\$13,912.17	\$10,000.00
Gravel Tax	0.00	111.92	0.00
Interest & Penalties on Delinquent Taxes	35,000.00	36,757.41	35,000.00
Licenses, Permits & Fees			
Motor Vehicle Permit Fees	1,100,000.00	1,138,791.79	1,160,930.00
From State			
Meals & Rooms Tax	270,000.00	270,291.95	270,000.00
Highway Block Grant	141,000.00	144,948.18	142,000.00
Milfoil Reimbursement	Moved to conservation commission budget		
2015 TAP-1 Project		28,276.49	0.00
2017 TAP-2 Project		25,767.94	63,704.06
Income from Departments	255,014.00	277,077.12	341,805.51
Miscellaneous Revenues			
Interest on Investments	2,000.00	1,776.67	2,000.00
Cable Fees	43,000.00	45,655.18	46,000.00
Sale of Police Car		4,207.00	0.00
Donations		11,250.00	0.00
Miscellaneous		556.82	0.00
Interfund Operating Transfers			
Unreserved Fund Balance, Amb. Expen.	3,960.00	3,960.00	3,715.00
Total Revenues and Credits	\$1,854,974.00	\$2,003,340.64	\$2,075,154.57

Budget for the Town of Brookline
2018 Appropriations, Actual 2018 Expenditures
and Proposed Expenses for 2019

	2018 Appropriation/ Revenue	2018 Actual Expenditure/ Revenue	Proposed for 2019
EXECUTIVE			
Revenue:			
Administration	\$100.00	\$579.22	\$100.00
Total Revenue:	100.00	579.22	100.00
Expenses:			
Chairman of Selectboard	2,200.00	2,200.00	2,200.00
Selectboard Members(4)	7,000.00	7,000.00	7,000.00
Overseer of Welfare	5,000.00	5,000.02	6,000.00
Food Pantry Coordinator	1,000.00	1,000.44	0.00
Fire Wards (3)	3,000.00	3,000.00	3,000.00
Moderator	100.00	100.00	100.00
Health Officer	1,100.00	852.91	1,100.00
Dues	4,700.00	4,762.00	4,800.00
Conventions, Meetings & Training	250.00	175.00	250.00
Notices	725.00	901.00	900.00
Contracted Services:			
Tax Maps	1,250.00	0.00	1,250.00
Town Report	1,500.00	1,574.06	1,700.00
Payroll Service	6,500.00	6,566.50	7,000.00
Travel	200.00	135.38	200.00
Office Salaries	169,501.00	175,670.84	174,606.00
Office Equipment	500.00	496.95	500.00
Miscellaneous	500.00	2,772.77	500.00
Auditors	15,000.00	14,750.00	15,000.00
Health Officer Expenses	150.00	110.00	100.00
Total Expenses:	220,176.00	227,067.87	226,206.00
Net Tax Appropriation:	220,076.00	226,488.65	226,106.00

Budget for the Town of Brookline
2018 Appropriations, Actual 2018 Expenditures
and Proposed Expenses for 2019

	2018 Appropriation/ Revenue	2018 Actual Expenditure/ Revenue	Proposed for 2019
ELECTION & REGISTRATION			
Revenue:			
Administrative	\$0.00	\$362.00	\$0.00
Total Revenue:	0.00	362.00	0.00
Expenses:			
Supervisors of Checklist (3)	1,350.00	1,350.00	450.00
Ballots	900.00	643.16	900.00
Salaries - Clerks and Counters	900.00	875.00	300.00
Supplies & Postage	500.00	513.38	350.00
Notices	200.00	64.40	100.00
Software Support	2,750.00	3,116.10	1,600.00
Total Expenses:	6,600.00	6,562.04	3,700.00
Net Tax Appropriation:	6,600.00	6,200.04	3,700.00
FINANCIAL ADMINISTRATION			
Revenue:			
Administrative	37,000.00	38,220.00	39,400.00
Total Revenue:	37,000.00	38,220.00	39,400.00
Expenses:			
Chairman of Assessors	1,200.00	1,200.00	1,200.00
Assessors (2)	2,000.00	2,000.00	2,000.00
Treasurer	4,500.00	4,500.00	4,500.00
Office Equipment Maintenance	4,000.00	4,291.80	4,500.00
Office Supplies	4,000.00	2,527.50	4,000.00
Postage	3,000.00	5,055.23	1,600.00
Recording Fees	300.00	32.00	200.00
Communications	3,300.00	3,510.26	3,400.00
Internet Access	3,800.00	3,844.40	3,800.00
T. Clerk/T. Collector's Office - Salaries	90,845.00	90,796.22	92,600.00
T. Clerk/T. Collector's Office - Expenses	20,283.00	14,442.54	20,979.00
Preservation of Town Records	2,409.00	0.00	2,409.00
IT Support	42,850.00	45,744.50	69,380.00
Total Expenses:	182,487.00	177,944.45	210,568.00
Net Tax Appropriation	145,487.00	139,724.45	171,168.00

Budget for the Town of Brookline
2018 Appropriations, Actual 2018 Expenditures
and Proposed Expenses for 2019

	2018 Appropriation/ Revenue	2018 Actual Expenditure/ Revenue	Proposed for 2019
REVALUATION OF PROPERTY			
Revenue:			
Administrative	\$0.00	\$16.47	0.00
Total Revenue:	0.00	16.47	0.00
Expenses:			
Vouchered Expenses	20.00	20.00	\$20.00
Updates/BTLA Expenses	10,750.00	13,572.99	0.00
Equipment & Software	2,690.00	3,155.60	3,156.00
Data Verification	29,400.00	31,850.00	0.00
Contract Assessing; Cyclical Inspections	0.00	0.00	26,504.00
Online Assessing Data	2,202.00	2,202.00	2,252.00
Revaluation (next in 2023)	0.00	72,799.92	0.00
Total Expenses:	45,062.00	123,600.51	31,932.00
Net Tax Appropriation:	45,062.00	123,584.04	31,932.00
LEGAL			
Total Expenses:	35,000.00	21,616.72	35,000.00
Net Tax Appropriation:	35,000.00	21,616.72	35,000.00
PERSONNEL ADMINISTRATION			
Revenue:			
NH Retirement Refund	0.00	1,707.00	0.00
Total Revenue:	0.00	1,707.00	0.00
Expenses:			
Health Insurance	220,074.00	231,445.83	222,500.00
NH Retirement	277,500.00	275,680.38	276,000.00
FICA/Medicare	33,725.00	37,853.67	40,000.00
Dental	9,573.00	9,119.59	9,725.00
Long Term Disability	4,200.00	3,801.05	4,000.00
Short Term Disability	4,750.00	4,545.19	4,600.00
Life Insurance	2,300.00	2,040.00	2,100.00
Unemployment Benefits	1.00	0.00	1.00
Total Expenses:	552,123.00	564,485.71	558,926.00
Net Tax Appropriation	552,123.00	562,778.71	558,926.00

Budget for the Town of Brookline
2018 Appropriations, Actual 2018 Expenditures
and Proposed Expenses for 2019

	2018 Appropriation/ Revenue	2018 Actual Expenditure/ Revenue	Proposed for 2019
PLANNING & ZONING			
Revenue:			
Administrative - Planning Board	\$5,000.00	\$13,809.74	\$8,000.00
Administrative - Zoning Board	1,500.00	712.12	700.00
Total Revenue	6,500.00	14,521.86	8,700.00
Expenses:			
Consulting Services (NRPC)	1.00	0.00	1.00
Town Planner	53,353.00	48,572.41	54,954.00
Legal Expenses	1,500.00	0.00	1,000.00
Outside Consulting Services	5,000.00	10,330.00	8,000.00
Training & Education	100.00	72.25	50.00
Recording Fees	250.00	303.32	250.00
Office Supplies & Equipment	1.00	0.00	1.00
Notices	400.00	46.00	300.00
CIP & Master Plan Update	1.00	0.00	1.00
Total Expenses:	60,606.00	59,323.98	64,557.00
Net Tax Appropriation	54,106.00	44,802.12	55,857.00

Budget for the Town of Brookline
2018 Appropriations, Actual 2018 Expenditures
and Proposed Expenses for 2019

	2018 Appropriation/ Revenue	2018 Actual Expenditure/ Revenue	Proposed for 2019
GENERAL GOVERNMENT BUILDINGS			
Revenue:	\$7,000.00	\$7,890.00	\$7,000.00
Expenses			
Outside Services/Facility Evaluation	1.00	0.00	20,000.00
Removal of Melendy Pond structure	0.00	0.00	7,000.00
Town Hall:			
Propane for Generator	100.00	336.25	100.00
Fuel Oil	3,000.00	4,365.57	4,100.00
Electricity	5,025.00	5,694.02	5,700.00
Custodial	5,765.00	5,658.34	6,000.00
Maint. & Improvements	7,220.00	9,047.77	14,100.00
Equipment	1.00	0.00	1.00
Elevator	1,500.00	239.00	1,500.00
Annex:			
Electricity	250.00	250.78	250.00
Maintenance & Improvements	200.00	2,159.52	200.00
Safety Complex:			
Propane	6,400.00	5,727.59	6,800.00
Electricity	11,000.00	12,472.94	12,000.00
Cleaning Supplies	900.00	736.43	900.00
Maintenance & Improvements	39,685.00	28,868.37	28,700.00
Custodial	6,360.00	3,316.22	4,000.00
Library:			
Propane	2,720.00	2,990.56	3,500.00
Electricity	3,700.00	4,049.76	4,000.00
Custodial	5,075.00	4,382.43	4,600.00
Maintenance & Improvements	5,710.00	7,471.65	6,160.00
Equipment	1.00	0.00	0.00
Elevator	1,500.00	239.00	1,500.00
Lease on Land	8,500.00	8,500.00	8,500.00
Fire Station:			
Fuel Oil/Propane	6,120.00	7,269.21	8,000.00
Electricity	4,850.00	5,736.78	6,000.00
Maintenance & Improvements	57,837.00	55,800.88	50,704.00
Brookline Chapel			
Fuel Oil	1,000.00	1,112.86	1,600.00
Electricity	400.00	400.14	400.00
Maintenance & Improvements	1,300.00	2,340.58	5,075.00
Brusch Hall			
Fuel Oil	335.00	283.16	675.00
Electricity	1,050.00	1,015.57	1,050.00
Communications	450.00	407.70	400.00
Maintenance & Improvements	625.00	607.57	620.00
Custodial	1,600.00	1,756.41	2,150.00
Total Expenses:	190,180.00	183,237.06	216,285.00
Net Tax Appropriation:	183,180.00	175,347.06	209,285.00

Budget for the Town of Brookline
2018 Appropriations, Actual 2018 Expenditures
and Proposed Expenses for 2019

	2018 Appropriation/ Revenue	2018 Actual Expenditure/ Revenue	Proposed for 2019
CEMETERIES	\$16,000.00	\$16,000.00	\$22,000.00
INSURANCE			
Total Revenue	0.00	0.00	0.00
Expenses:			
Worker's Compensation	36,518.00	36,518.00	23,080.00
Accident & Health	450.00	408.67	450.00
Property/Liability/Auto	45,536.00	45,536.00	45,091.00
Flexible Benefit Plan	250.00	0.00	1.00
Total Expenses:	82,754.00	82,462.67	68,622.00
Net Tax Appropriation:	82,754.00	82,462.67	68,622.00
REGIONAL ASSOCIATION	4,005.00	4,005.00	3,949.00
CABLE ACCESS			
Revenue:	17,795.00	10,612.00	17,795.00
Expenses:			
Equipment	5,000.00	0.00	5,000.00
Supplies	100.00	0.00	50.00
Stipends	1,700.00	1,500.00	1,950.00
Town Website/Streaming of Public Meetings	4,995.00	5,795.00	5,795.00
Content Editing and Production (Pepperell TV)	6,000.00	3,317.00	5,000.00
Total Expenses:	17,795.00	10,612.00	17,795.00
Net Tax Appropriation:	0.00	0.00	0.00

Budget for the Town of Brookline
2018 Appropriations, Actual 2018 Expenditures
and Proposed Expenses for 2019

	2018 Appropriation/ Revenue	2018 Actual Expenditure/ Revenue	Proposed for 2019
POLICE DEPARTMENT			
Total Revenues:	\$1,700.00	\$2,395.00	\$1,700.00
Expenses:			
Salaries	679,318.00	663,307.45	689,138.00
Salaries - Overtime	35,000.00	34,176.35	45,000.00
Gas	14,000.00	19,871.43	19,000.00
Vehicle Operations	7,500.00	7,682.70	7,500.00
Administration	19,000.00	23,638.62	19,000.00
Ammunition/Firearms Training	4,000.00	3,599.50	5,000.00
Communications	11,000.00	15,808.38	14,000.00
Uniforms	8,400.00	6,248.11	8,400.00
New Equipment	900.00	853.00	900.00
Equipment Repair	1,500.00	2,166.24	2,000.00
Medical	600.00	385.97	600.00
DARE Program	1.00	0.00	1.00
Grant Funded Programs	1.00	0.00	1.00
School Crossing Guard	1.00	0.00	1.00
Tuition Reimbursement	2,000.00	2,000.00	2,000.00
New Cruisers - Lease Program	42,900.00	42,301.61	29,300.00
Total Expenses:	826,121.00	822,039.36	841,841.00
Net Tax Appropriation:	824,421.00	819,644.36	840,141.00

Budget for the Town of Brookline
2018 Appropriations, Actual 2018 Expenditures
and Proposed Expenses for 2019

	2018 Appropriation/ Revenue	2018 Actual Expenditure/ Revenue	Proposed for 2019
AMBULANCE:			
Revenue:			
Town of Mason	\$23,600.00	\$23,600.00	\$75,251.00
Grant	6,000.00	6,000.00	0.00
Gas Tax Reimbursement & Misc.	100.00	100.00	100.00
Total Revenues:	29,700.00	29,700.00	75,351.00
Expenses:			
Volunteers:			
Medical Supplies	7,000.00	7,024.92	7,000.00
Office Supplies	1,500.00	1,758.80	1,500.00
Training	11,700.00	12,761.65	11,700.00
New Equipment	12,500.00	17,337.13	6,500.00
Medical	2,300.00	989.70	2,300.00
Insurance	3,250.00	3,248.00	3,250.00
Ambulance:			
Gas & Diesel	3,900.00	3,134.92	3,900.00
Oil & Maintenance	7,500.00	3,690.63	10,053.00
Equipment Maintenance	5,000.00	4,777.86	5,000.00
Oxygen	800.00	553.85	800.00
New Equipment	5,000.00	9,965.34	5,000.00
Communications	4,700.00	3,759.39	5,120.00
Paid Attendants:			
Salaries	120,700.00	117,116.04	185,085.00
Uniforms	1,400.00	1,628.06	1,400.00
Training	2,200.00	1,302.56	2,200.00
Medical	1.00	0.00	1.00
Miscellaneous	1,000.00	1,319.69	1,000.00
Total Expenses:	190,451.00	190,368.54	251,809.00
Net Tax Appropriation:	160,751.00	160,668.54	176,458.00

Budget for the Town of Brookline
2018 Appropriations, Actual 2018 Expenditures
and Proposed Expenses for 2019

	2018 Appropriation/ Revenue	2018 Actual Expenditure/ Revenue	Proposed for 2019
FIRE DEPARTMENT			
Revenue:			
Grants	\$1,869.00	\$1,869.82	\$1,974.51
Permits and Misc.	5,000.00	5,151.00	5,000.00
Total Revenues:	6,869.00	7,020.82	6,974.51
Expenses:			
Gas & Diesel	4,206.00	4,225.96	4,837.00
Oil & Maintenance	30,000.00	29,710.99	16,000.00
Salaries - Firefighters	28,088.00	24,182.24	28,931.00
Salaries - Full Time & Clerical	165,110.00	160,331.03	170,063.00
Salaries - Custodial	6,046.00	5,785.13	6,228.00
Training	5,360.00	4,912.74	5,360.00
Oxygen & Chemicals	8,175.00	8,680.84	8,675.00
Equipment Maintenance	2,000.00	1,150.04	2,000.00
New Equipment	62,107.00	71,665.06	64,140.00
Administrative	15,143.00	18,494.35	19,610.00
Fire Pond Maintenance	10,372.00	8,733.16	12,372.00
Forest Fires	4,085.00	4,219.27	4,085.00
Medical	9,860.00	6,818.98	9,860.00
Communications	3,840.00	4,767.11	4,650.00
Command Car, 2nd Lease Payment of 3 in 2019	19,298.00	19,905.00	19,905.00
Fire Radios, 3rd Lease Payment of 3 in 2018	101,318.00	101,424.45	0.00
Total Expenses:	475,008.00	475,006.35	376,716.00
Net Tax Appropriation:	468,139.00	467,985.53	369,741.49
COMMUNICATION CENTER			
Hollis	111,016.00	111,016.00	114,347.00
Communications	2,650.00	2,789.52	2,800.00
Electricity	550.00	637.42	650.00
Equipment repair	1,650.00	1,064.93	1,000.00
Ball Hill shed upgrades	3,000.00	654.92	200.00
Total Expenses:	118,866.00	116,162.79	118,997.00

Budget for the Town of Brookline
2018 Appropriations, Actual 2018 Expenditures
and Proposed Expenses for 2019

	2018 Appropriation/ Revenue	2018 Actual Expenditure/ Revenue	Proposed for 2019
BUILDING INSPECTION			
Revenue:			
Building Permit Fees & gas reimb.	\$27,000.00	\$29,063.52	\$28,000.00
Total Revenues:	27,000.00	29,063.52	28,000.00
Expenses:			
Salary - Building Inspector	32,700.00	33,676.11	33,700.00
Office Supplies	100.00	169.00	150.00
Memberships & Conferences	250.00	75.00	100.00
Books & Training Material	100.00	422.94	150.00
Gas	300.00	487.55	400.00
Oil & Maintenance	400.00	178.50	400.00
Certification Courses	100.00	0.00	100.00
Miscellaneous	1.00	0.00	0.00
Equipment	100.00	0.00	0.00
Total Expenses:	34,051.00	35,009.10	35,000.00
Net Tax Appropriation:	7,051.00	5,945.58	7,000.00
EMERGENCY MANAGEMENT			
Revenue:			
Grant	4,000.00	0.00	4,000.00
Expenses:			
Clerical	10,941.00	10,942.92	0.00
Stipend - EMD	0.00	1,442.25	7,500.00
Office Supplies	200.00	66.84	400.00
Books & Training Materials	250.00	0.00	500.00
Gas & Vehicle Maintenance	650.00	348.30	650.00
Conferences & Training	100.00	0.00	300.00
Equipment & Maintenance	6,004.00	1,886.52	6,000.00
Communications	6,188.00	5,414.00	6,200.00
Total Expenses:	24,333.00	20,100.83	21,550.00
Net Tax Appropriation:	20,333.00	20,100.83	17,550.00

Budget for the Town of Brookline
2018 Appropriations, Actual 2018 Expenditures
and Proposed Expenses for 2019

	2018 Appropriation/ Revenue	2018 Actual Expenditure/ Revenue	Proposed for 2019
HIGHWAYS, STREETS & BRIDGES			
Revenue:			
Miscellaneous	\$0.00	\$220.00	\$0.00
Total Revenues:	0.00	220.00	0.00
Expenses:			
Salaries	50,000.00	28,031.25	68,300.00
General Maintenance	70,000.00	64,157.26	
General Maintenance - Patching	2,500.00	4,965.65	
General Maintenance - Drainage	40,000.00	39,915.66	
General Maintenance - Gravel & Grading	30,000.00	35,103.60	
General Maintenance - Sweeping	5,000.00	5,600.00	
General Maintenance - Paving	5,000.00	1,743.75	
Snow Plowing	189,500.00	192,621.10	
Sanding/Salting	117,500.00	148,990.12	
Brush Cutting	15,000.00	17,945.00	
Street Lighting	12,000.00	11,436.54	12,000.00
Street Light Conversion Project			19,000.00
General Highway Expenses	500.00	410.94	
Tree Warden	5,000.00	2,806.00	5,000.00
Sidewalks	1.00	0.00	20,000.00
Dust Control	10,000.00	3,212.50	10,000.00
Resurfacing Town Roads	200,000.00	135,409.18	
Drainage Improvements			30,000.00
Drainage Maintenance			8,000.00
Equipment Maintenance			2,000.00
Facility Maintenance & Supplies			1.00
Fuel/Oil/Fluids/Parts			6,000.00
Gravel & Grading			30,000.00
Grounds Maintenance			8,000.00
New Equipment			15,000.00
Office Supplies			300.00
Resurfacing/Overlays			200,000.00
Road Maintenance			45,000.00
Roadside & Brush Cutting			15,000.00
Snow & Ice Management			260,000.00
Training & Uniforms			2,000.00
Total Expenses:	752,001.00	692,348.55	755,601.00
Net Tax Appropriation:	752,001.00	692,128.55	755,601.00

Budget for the Town of Brookline
2018 Appropriations, Actual 2018 Expenditures
and Proposed Expenses for 2019

	2018 Appropriation/ Revenue	2018 Actual Expenditure/ Revenue	Proposed for 2019
SANITATION			
Revenue:			
Construction debris	\$9,500.00	\$10,931.00	\$13,000.00
Misc., sofas, mattresses, tires, etc.	10,000.00	10,153.00	10,000.00
Metal	3,500.00	10,246.60	10,000.00
Electronics	2,000.00	7,138.00	7,000.00
Total Revenues:	25,000.00	38,468.60	40,000.00
Expenses:			
Attendant Salaries	76,035.00	71,402.35	75,800.00
Contracted Services	17,000.00	20,453.07	6,000.00
Construction Debris	20,000.00	23,725.10	23,000.00
Electricity	2,205.00	2,324.87	2,300.00
Communications	515.00	461.70	450.00
Souhegan Regional Landfill	163,015.00	163,014.96	179,463.00
Solid Waste Management	4,774.00	4,903.19	5,394.00
Groundwater Monitoring	1,800.00	1,653.90	1,750.00
Medical	250.00	9.92	250.00
Costs for compactors	15,000.00	9,083.75	1.00
Portable			1,050.00
Freon Disposal			1,400.00
Metal Disposal			3,150.00
Used Roll-Off for Precious Metal			2,000.00
Electronics Disposal			6,000.00
Tire Disposal			300.00
Propane Tank Disposal			250.00
Bulb Disposal			100.00
Used Oil Disposal			300.00
"Other" Disposal			250.00
Training/Certifications			500.00
Equipment/Repair/Signs			2,000.00
New Stairs			10,000.00
Uniforms			500.00
Total Expenses:	300,594.00	297,032.81	322,208.00
Net Tax Appropriation:	275,594.00	258,564.21	282,208.00

Budget for the Town of Brookline
2018 Appropriations, Actual 2018 Expenditures
and Proposed Expenses for 2019

	2018 Appropriation/ Revenue	2018 Actual Expenditure/ Revenue	Proposed for 2019
PEST CONTROL			
Revenue:			
Fines	\$0.00	\$0.00	\$0.00
Total Revenues:	0.00	0.00	0.00
Expenses:			
Boarding	200.00	0.00	200.00
Total Expenses:	200.00	0.00	200.00
Net Tax Appropriation:	200.00	0.00	200.00
HEALTH AGENCIES			
Revenue:	0.00	0.00	0.00
Expenses:			
Home Health & Hospice Care	10,000.00	10,000.00	10,000.00
Greater Nashua Mental Health/Comm. Council	3,500.00	3,500.00	3,500.00
St. Joseph Community Service	960.00	960.00	765.00
Milford Regional Counseling	500.00	500.00	750.00
Bridges	500.00	500.00	500.00
Lamprey Health Center	1,100.00	1,100.00	1,100.00
SHARE	1,500.00	1,500.00	1,500.00
Big Brothers Big Sisters	250.00	250.00	250.00
Souhegan Valley Transp. Collaborative	2,000.00	2,000.00	3,500.00
Child Advocacy Center	250.00	250.00	250.00
CASA of NH	150.00	150.00	150.00
Harbor Homes	3,000.00	3,000.00	2,000.00
Keystone Hall	0.00	0.00	1,000.00
Total Expenses:	23,710.00	23,710.00	25,265.00
Net Tax Appropriation:	23,710.00	23,710.00	25,265.00
PUBLIC WELFARE			
Total Revenues:	0.00	1,838.67	0.00
General Assistance	15,000.00	8,004.18	15,000.00
Total Expenses:	15,000.00	8,004.18	15,000.00
Net Tax Appropriation:	15,000.00	6,165.51	15,000.00

Budget for the Town of Brookline
2018 Appropriations, Actual 2018 Expenditures
and Proposed Expenses for 2019

	2018 Appropriation/ Revenue	2018 Actual Expenditure/ Revenue	Proposed for 2019
RECREATION			
Total Revenues:	\$9,000.00	\$10,360.00	\$11,800.00
Expenses:			
Ball Park Maintenance	31,250.00	28,839.72	34,690.00
Park Improvements	10,000.00	4,790.00	8,500.00
Concession Stand	1,325.00	625.90	1,350.00
Total Expenses	42,575.00	34,255.62	44,540.00
Net Tax Appropriation:	33,575.00	23,895.62	32,740.00
LIBRARY			
Total Revenues:	4,901.00	0.00	15,460.00
Expenses:			
Communications	3,120.00	3,419.98	3,120.00
Postage	275.00	144.00	275.00
Office Supplies	3,800.00	4,428.39	3,800.00
Equipment	600.00	1,520.43	600.00
Equipment Maintenance & Repair	400.00	276.96	400.00
Professional Dues, etc.	600.00	410.00	600.00
Mileage	900.00	313.41	900.00
Media: Books, Magazines, Audio, Visual	29,000.00	33,813.69	29,000.00
Education	800.00	186.00	800.00
Programs	4,000.00	5,659.56	4,000.00
Salaries	189,180.00	190,651.38	186,332.00
NH Retirement	9,921.00	9,947.67	9,365.00
Automation	2,200.00	1,107.00	2,200.00
Grants	1.00	0.00	1.00
Health and Dental Insurance	13,304.00	2,744.45	14,634.00
Criminal Background Check	110.00	175.00	110.00
Payroll Expenses	1,430.00	845.00	1,430.00
Portion of Budget Unspent		3,998.08	
Total Expenses:	259,641.00	259,641.00	257,567.00
Net Tax Appropriations:	254,740.00	259,641.00	242,107.00

Budget for the Town of Brookline
2018 Appropriations, Actual 2018 Expenditures
and Proposed Expenses for 2019

	2018 Appropriation/ Revenue	2018 Actual Expenditure/ Revenue	Proposed for 2019
PATRIOTIC PURPOSES			
Revenue:			
Donations	\$0.00	\$331.29	\$0.00
Total Revenues:	0.00	331.29	0.00
Expenses:			
Flags, flowers, etc	0.00	205.00	0.00
Fireworks	8,750.00	8,750.00	8,750.00
Total Expenses:	8,750.00	8,955.00	8,750.00
Net Tax Appropriation:	8,750.00	8,623.71	8,750.00
CONSERVATION COMMISSION			
Total Revenues:			
Milfoil Reimbursement	0.00	4,324.00	11,000.00
Total Revenues:	0.00	4,324.00	11,000.00
Expenses:			
Maintenance of Conservation Lands	3,000.00	1,622.50	3,000.00
Conferences	170.00	60.00	170.00
Memberships	733.00	725.00	733.00
Postage & Public Information	220.00	56.30	220.00
Outside Consulting	300.00	0.00	300.00
Water Sampling	2,000.00	1,670.00	2,000.00
Invasive Species Control - Lake Host Program	7,500.00	7,080.00	7,500.00
Taylor Dam Yearly Fee	400.00	400.00	400.00
Milfoil Treatment	25,000.00	17,291.00	30,000.00
Balance to Land Acquisition Acct. (ex. milfoil)		2,709.20	
Total Expenses:	39,323.00	31,614.00	44,323.00
Net Tax Appropriation:	39,323.00	27,290.00	33,323.00
ECONOMIC DEVELOPMENT			
Total Revenues:	1,000.00	1,485.00	1,500.00
Expenses:			
Newsletter/Mailings	1,350.00	1,333.69	1,350.00
Events	1,000.00	732.85	1,000.00
Welcome Sign	1,200.00	0.00	5,000.00
Total Expenses:	3,550.00	2,066.54	7,350.00
Net Tax Appropriation:	2,550.00	581.54	5,850.00

Budget for the Town of Brookline
2018 Appropriations, Actual 2018 Expenditures
and Proposed Expenses for 2019

	2018 Appropriation/ Revenue	2018 Actual Expenditure/ Revenue	Proposed for 2019
DEBT SERVICE			
Revenue:			
Impact Fees	\$3,500.00	\$4,029.14	\$3,500.00
Austin/Martin Bond \$ from Land Acq. Fund	73,949.00	73,948.56	69,525.00
Total Revenues:	77,449.00	77,977.70	73,025.00
Expenses:			
Principal-First Safety Complex -16 of 20 yrs	65,000.00	65,000.00	65,000.00
Interest-First Safety Complex	14,735.00	14,734.50	11,595.00
Principal-CC Bond - (Bross) - 13 of 20 yrs	25,000.00	25,000.00	25,000.00
Interest-Cons. Bond (Bross)	9,044.00	9,043.76	6,869.00
Principal-CC Bond - (Cohen, Olson) 12 of 20 yrs	15,000.00	15,000.00	15,000.00
Interest-CC Bond - (Cohen; Olson)	5,706.00	5,706.26	4,169.00
Principal-2nd Safety Complex - 7 of 20 yrs	55,000.00	55,000.00	60,000.00
Interest-2nd Safety Complex	39,780.00	39,780.00	37,580.00
Principal-CC Bond - (Martin/Austin) - 2 of 20 yrs	39,600.00	39,600.00	40,000.00
Interest-CC Bond - (Martin/Austin)	34,349.00	34,348.56	29,525.00
Total Expenses:	303,214.00	303,213.08	294,738.00
Net Tax Appropriation:	225,765.00	225,235.38	221,713.00
Total Department Revenue:	255,014.00	277,093.15	341,805.51
TOTALS, EXCLUDING WARRANT ARTICLES	\$4,830,176.00	\$4,796,445.76	\$4,880,995.00

Budget for the Town of Brookline
2018 Appropriations, Actual 2018 Expenditures
and Proposed Expenses for 2019

	2018 Appropriation/ Revenue	2018 Actual Expenditure/ Revenue	Proposed for 2019
CAPITAL OUTLAYS			
2018 Approved Warrant Articles:			
New Fire Truck, Article 6	\$185,000.00	\$0.00	
Public Works Director, Article 7	In Budget Above	---	
Public Works Equip. Cap. Res. Fund, Article 9	100,000.00	100,000.00	
Hood Road Improvements, Article 10	60,000.00	0.00	
250th Celebration, Article 11	25,000.00	25,000.00	
Town Facilities Capital Reserve Fund, Article 12	10,000.00	10,000.00	
Police Union Contract, Article 13	In Budget Above	---	
Town History, Article 14	5,000.00	0.00	
Ambulance Expendable Trust Fund, Article 15	3,960.00	3,960.00	
2019 Warrant Articles:			
Public Works Capital Reserve Fund, Art. 7			100,000.00
New Ambulance (assumes no grant), Art. 9			54,695.00
Ambulance Revolving Fund, Art. 10			23,600.00
Town Facilities Capital Reserve Fund, Art. 13			10,000.00
Town History, Art. 14			5,000.00
Ambulance Expendable Trust Fund, Art. 15			3,715.00
TOTALS, WITH WARRANT ARTICLES	\$5,219,136.00	\$4,935,405.76	\$5,078,005.00

Operating Transfers Out:

Rebates & Refunds		\$35,824	
Land Use Money to Conservation Fund		\$145,710	
Off Site Improvement Funds Used		\$5,611	
Taxes Bought by Town		\$254,052	
2015 - Update Town History - Art. 11 (2020)	\$10,000	\$9,724	\$276
2016 - Update Town History - Art. 13 (2020)	\$10,000	\$0	\$10,000
2017 - Update Town History - Art. 14 (2020)	\$5,000	\$0	\$5,000
2017 - TAP-2 Sidewalk/Bridge - Art. 7 (2022)	\$713,369	\$32,210	\$681,159
2017 - Melendy Pond Eval - Art. 11 (2018)	\$7,475	\$7,475	\$0
2017 - Regulatory Audit - Art. 13 (2021)	\$1,313	\$1,313	\$0
Less: Miscellaneous Liability		-\$6,063	
Payments to Other Governments			
Taxes Paid to County		\$699,943	
H/B COOP 2017-2018		\$2,575,496	
H/B COOP 2018-2019		\$4,650,000	
Brookline School District 2017-2018		\$1,784,019	
Brookline School District 2018-2019		\$4,650,000	
TOTAL PAYMENTS FOR ALL PURPOSES:		\$19,780,719	



PLODZIK & SANDERSON

Professional Association/Accountants & Auditors

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INDEPENDENT AUDITOR'S REPORT

To the Members of the Select Board
Town of Brookline
Brookline, New Hampshire

We have audited the accompanying financial statements of the governmental activities, each major fund, and aggregate remaining fund information of the Town of Brookline as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and aggregate remaining fund information of the Town of Brookline, as of December 31, 2017, and the respective changes in financial position and, the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Management Discussion and Analysis – Management has omitted a Management's Discussion and Analysis that accounting principles generally accepted in the United States of America requires to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by the missing information.

***Town of Brookline
Independent Auditor's Report***

Required Supplementary Information – Accounting principles generally accepted in the United States of America require that the Schedule of the Town's Proportionate Share of Net Pension Liability (page 30) and the Schedule of Town Contributions (page 31) be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers them to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance.

Other Information – Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Brookline's basic financial statements. The combining and individual fund schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

August 20, 2018

*Plodzik & Sanderson
Professional Association*

**Combined Balance Sheet
Governmental Funds
December 31, 2017 (Audited)**

	General	Conservation Commission	Other Governmental Funds	Total Governmental Funds
ASSETS				
Cash & cash equivalents	\$5,099,088	\$281,263	\$152,649	\$5,533,000
Investments			\$203,590	\$203,590
Taxes receivable	\$688,754			\$688,754
Accounts receivable	\$45,655			\$45,655
Intergovernmental receivable	\$44,918			\$44,918
Interfund receivable	\$3,336		\$10,747	\$14,083
Restricted assets:				
Cash and cash equivalents	\$289,662			\$289,662
Investments	\$1,621			\$1,621
TOTAL ASSETS	<u>\$6,173,034</u>	<u>\$281,263</u>	<u>\$366,986</u>	<u>\$6,821,283</u>
LIABILITIES				
Accounts payable	\$20,579			\$20,579
Accrued salaries & benefits	\$1,192			\$1,192
Intergovernmental payable	\$4,359,515			\$4,359,515
Interfund payable	\$10,747		\$3,336	\$14,083
TOTAL LIABILITIES	<u>\$4,392,033</u>		<u>\$3,336</u>	<u>\$4,395,369</u>
DEFERRED INFLOWS OF RESOURCES				
Unavailable revenue - Property taxes	\$238,286			\$238,286
Unavailable revenue - Additional Hwy Block Grai	\$121,256			\$121,256
Unavailable revenue - Off-site improvements	\$28,989			\$28,989
Total deferred inflows of resources	<u>\$388,531</u>			<u>\$388,531</u>
FUND BALANCES				
Nonspendable			\$127,574	\$127,574
Restricted	\$96,605		\$116,193	\$212,798
Committed	\$934,455	\$281,263	\$119,883	\$1,335,601
Assigned	\$51,412			\$51,412
Unassigned	\$309,998			\$309,998
Total Fund Balances	<u>\$1,392,470</u>	<u>\$281,263</u>	<u>\$363,650</u>	<u>\$2,037,383</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$6,173,034</u>	<u>\$281,263</u>	<u>\$366,986</u>	<u>\$6,821,283</u>

Comparative Statement of Appropriations
Fiscal Year Ending December 31, 2018

Title of Appropriation	2018 Appropriated	Receipts & Reimb	Total Amount Available	Expenditures	Unexpen Bal or Overdraft
Executive	220,176.00	579.22	220,755.22	227,067.87	-6,312.65
Election, Registration & Vital Statistics	6,600.00	362.00	6,962.00	6,562.04	399.96
Financial Administration	182,487.00	38,220.00	220,707.00	177,944.45	42,762.55
Revaluation of Property	45,062.00	16.47	45,078.47	123,600.51	-78,522.04
Legal Expense	35,000.00	0.00	35,000.00	21,616.72	13,383.28
Personnel Administration	552,123.00	1,707.00	553,830.00	564,485.71	-10,655.71
Planning & Zoning	60,606.00	14,521.86	75,127.86	59,323.98	15,803.88
General Government Buildings	190,180.00	7,890.00	198,070.00	183,237.06	14,832.94
Cemeteries	16,000.00	0.00	16,000.00	16,000.00	0.00
Insurance	82,754.00	0.00	82,754.00	82,462.67	291.33
Advertising & Regional Association	4,005.00	0.00	4,005.00	4,005.00	0.00
Cable Access	17,795.00	10,612.00	28,407.00	10,612.00	17,795.00
Police Department	826,121.00	2,395.00	828,516.00	822,039.36	6,476.64
Ambulance Service	190,451.00	29,700.00	220,151.00	190,368.54	29,782.46
Fire Department	475,008.00	7,020.82	482,028.82	475,006.35	7,022.47
Building Inspection	34,051.00	29,063.52	63,114.52	35,009.10	28,105.42
Emergency Management	24,333.00	0.00	24,333.00	20,100.83	4,232.17
Communication Center	118,866.00	0.00	118,866.00	116,162.79	2,703.21
Highways, Streets & Bridges	752,001.00	220.00	752,221.00	692,348.55	59,872.45
Solid Waste Disposal	300,594.00	38,468.60	339,062.60	297,032.81	42,029.79
Pest Control	200.00	0.00	200.00	0.00	200.00
Health Agencies	23,710.00	0.00	23,710.00	23,710.00	0.00
Direct Assistance	15,000.00	1,838.67	16,838.67	8,004.18	8,834.49
Parks & Recreation	42,575.00	10,360.00	52,935.00	34,255.62	18,679.38
Library	259,641.00	0.00	259,641.00	259,641.00	0.00
Patriotic Purposes	8,750.00	331.29	9,081.29	8,955.00	126.29
Conservation Commission	39,323.00	4,324.00	43,647.00	31,614.00	12,033.00
Economic Development	3,550.00	1,485.00	5,035.00	2,066.54	2,968.46
Principal - Long Term Bonds	199,600.00	43,629.14	243,229.14	199,600.00	43,629.14
Interest - Long Term Bonds	103,614.00	34,348.56	137,962.56	103,613.08	34,349.48
Total Operating Budget:	4,830,176.00	277,093.15	5,107,269.15	4,796,445.76	310,823.39

**Comparative Statement of Appropriations
Fiscal Year Ending December 31, 2018**

Title of Appropriation	2018 Appropriated	Receipts & Reimb	Total Amount Available	Expenditures	Unexpen Bal or Overdraft
2018 Approved Warrant Articles					
Art 6 New Fire Truck (2019)	185,000.00	0.00	185,000.00	0.00	185,000.00
Art 7 Public Works Director	In Budget Above	0.00	0.00	0.00	0.00
Art 9 Public Works Equip Cap Res Fund	100,000.00	0.00	100,000.00	100,000.00	0.00
Art 10 Hood Road Improvements (2023)	60,000.00	0.00	60,000.00	0.00	60,000.00
Art 11 250th Celebration (2020)	25,000.00	0.00	25,000.00	25,000.00	0.00
Art 12 Town Facilities Cap Res Fund	10,000.00	0.00	10,000.00	10,000.00	0.00
Art 13 Police Union Contract	In Budget Above	0.00	0.00	0.00	0.00
Art 14 Update Town History (2020)	5,000.00	0.00	5,000.00	0.00	5,000.00
Art 15 Ambulance Expendable Trust Fur	3,960.00	0.00	3,960.00	3,960.00	0.00
Totals Including Warrant Articles	5,221,154.00	277,093.15	5,496,229.15	4,935,405.76	560,823.39

**SCHEDULE OF TOWN PROPERTY
AS OF DECEMBER 31, 2018**

DESCRIPTION	VALUE
Town Hall, Lands and Buildings (H-31)	\$995,700
Est. Furniture & Equipment	\$150,000
Fire Station, Bldg Only (H-31)	\$534,500
Est. Furniture & Equipment (excludes vehicles)	\$350,000
Library, Land and Building (H-59)	\$543,700
Est. Furniture & Equipment	\$350,000
Safety Complex (F-155)	\$1,312,300
Est. Furniture & Equipment (excludes vehicles)	\$350,000
Annex, Land & Building (F-116)	\$234,300
Parks & Playgrounds (F-132)	\$270,500
Parks & Playgrounds (L-35)	\$439,300
Richard Maghakian Memorial School (F-80)	\$3,642,000
Capt. Samuel Douglass Academy (K-84)	\$5,560,800
Total:	\$14,733,100

All Lands & Buildings acquired through
Tax Collector's Deeds

B-37	\$32,100
B-49	\$1,800
B-69	\$12,200
B-97	\$78,900
C-3	\$19,400
D-31	\$17,700
D-37	\$3,300
D-96	\$90,300
F-17	\$89,400
G-65	\$300
H-43	\$7,000
H-70	\$20,200
H-71	\$11,400
J-2	\$110,700
J-35	\$184,400
J-54	\$111,300
J-58	\$181
M-12	\$42,200
Total:	\$832,781

All Other Property and Equipment

Cemeteries (D-39)	\$33,400
Cemeteries (H-108)	\$155,600
Cemeteries (L-13)	\$98,000
Conservation Commission (K-58)	\$13,700
B-6	\$74,000
B-7	\$65,100
B-11	\$2,500
B-11-1	\$2,500
B-12	\$47,100
B-14	\$4,200
B-22	\$9,200

**SCHEDULE OF TOWN PROPERTY
AS OF DECEMBER 31, 2018**

DESCRIPTION	VALUE
B-25	\$6,800
B-27	\$15,300
B-34	\$274,800
B-35	\$53,400
B-36	\$141,800
B-54	\$9,700
B-55 - Melendy Pond Authority	\$3,797,900
B-65-10	\$75,900
B-65-11 - Palmer Land	\$246,600
B-68	\$147,200
B-70	\$37,800
B-71	\$114,300
B-73	\$29,100
B-74	\$162,000
B-75	\$87,600
B-94 - Morrill Land	\$204,900
B-95	\$70,300
B-96	\$8,400
B-98	\$25,900
B-101	\$8,800
C-11	\$13,500
C-12 - Transfer Station	\$494,900
C-13	\$356,600
C-25	\$280,600
C-26	\$76,000
C-30	\$247,300
C-45	\$30,300
C-46-3	\$0
C-48	\$18,400
C-49	\$218,200
D-1	\$0
D-4	\$156,100
D-18-5	\$118,400
D-18-25 - Fire Pond	\$9,100
D-21	\$32,600
D-22	\$42,900
D-25	\$123,400
D-25-4	\$96,000
D-26-21	\$0
D-52-53	\$50,800
D-55-22	\$0
D-57-7	\$138,100
D-91	\$200
D-93 - Fire Pond	\$4,000
E-9-23	\$105,600
F-16	\$0
F-63	\$246,200
F-104	\$0
F-106	\$0

**SCHEDULE OF TOWN PROPERTY
AS OF DECEMBER 31, 2018**

DESCRIPTION	VALUE
F-107	\$29,900
F-109	\$53,300
F-110	\$18,900
F-111	\$25,100
F-118	\$1,700
F-141	\$109,600
F-144 - Historical Society	\$217,900
F-158	\$44,100
G-6	\$143,100
G-20	\$203,200
G-45	\$141,200
G-61-30	\$99,400
H-39 (across from Chapel)	\$63,800
H-49	\$195,300
H-67	\$199,200
H-68	\$22,800
H-69	\$33,400
H-84 (Brookline Chapel & Bruschi Hall)	\$572,800
H-101	\$9,500
H-102 (Conservation)	\$26,600
H-126-1	\$98,800
H-127	\$83,300
H-130-1	\$0
H-132	\$32,600
H-138	\$0
H-144	\$27,500
H-145	\$59,300
H-149	\$24,300
J-30-2-5	\$13,100
J-33-11	\$108,500
J-39 (Fire Pond)	\$0
J-39-45	\$0
J-39-46	\$67,500
J-51	\$40,900
K-28	\$0
K-28-1	\$109,300
K-28-13	\$46,300
K-33 (Conservation)	\$7,200
K-34 (Conservation)	\$11,200
K-62	\$26,200
K-62-1	\$24,200
K-66-18	\$49,000
K-66-20	\$0
K-69 - donated	\$144,300
K-80	\$0
K-101	\$156,100
K-101-5	\$10,000
K-101-16	\$5,400

**SCHEDULE OF TOWN PROPERTY
AS OF DECEMBER 31, 2018**

DESCRIPTION	VALUE
K-102	\$75,700
M-18 - Melendy Pond	\$202,200
M-19 - Melendy Pond	\$228,000
Total:	\$12,744,700
 TOTAL:	 \$28,310,581

STATEMENT OF APPROPRIATIONS - 2018

Executive.....	220,176.00
Election, Registration & Vital Statistics.....	6,600.00
Financial Administration.....	182,487.00
Revaluation of Property.....	45,062.00
Legal Expenses.....	35,000.00
Personnel Administration,	552,123.00
Planning and Zoning.....	60,606.00
General Government Buildings	190,180.00
Update Town History, Art. 14.....	5,000.00
Cemeteries.....	16,000.00
Insurance.....	82,754.00
Advertising & Regional Association.....	4,005.00
Cable Access.....	17,795.00
Police Department	826,121.00
Ambulance Service.....	190,451.00
Ambulance Expendable Trust Fund, Art.15.....	3,960.00
Fire Department.....	475,008.00
Fire Truck, Art 6.....	185,000.00
Building Inspection.....	34,051.00
Emergency Management.....	24,333.00
Communications.....	118,866.00
Highways, Streets & Bridges (includes street lighting).....	752,001.00
DPW Equipment Capital Reserve Fund, Art 9.....	100,000.00
Hood Road Improvements Art 10.....	60,000.00
Town Facilities Capital Reserve Fund, Art 12.....	10,000.00
Solid Waste Disposal.....	300,594.00
Pest Control.....	200.00
Health Agencies.....	23,710.00
Direct Assistance.....	15,000.00
Parks and Recreation.....	42,575.00
Library.....	259,641.00
Patriotic Purposes.....	8,750.00
250th Anniversary Celebration, Art 11.....	25,000.00
Conservation Commission.....	39,323.00
Economic Development.....	3,550.00
Debt Service, Principal.....	199,600.00
Debt Service, Interest.....	103,614.00
 Total Appropriations.....	 5,219,136.00
 Less: <u>Estimated</u> Revenue and Credits (from MS-434):	
Source of Revenue:	
Yield/Timber Tax.....	12,000.00
Gravel Tax.....	0.00
Interest on Delinquent Taxes.....	40,000.00
Motor Vehicle Permit Fees.....	1,092,000.00
From State:	

From State:	
Meals & Rooms.....	270,291.95
Highway Block Grant.....	145,030.00
Other.....	5,000.00
Income from Departments.....	242,298.00
Sale of Municipal Property.....	4,207.00
Interest on Deposits.....	4,000.00
Other (Cable Franchise Payment).....	45,655.18
Net Revenues (Not Including Fund Balance).....	-1,860,482.13
Fund Balance Voted Surplus, Art. 15.....	-3,960.00
Fund Balance to Reduce Taxes.....	0.00
Total Revenues and Credits:.....	-1,864,442.13
Appropriations.....	5,219,136.00
Less: Revenues.....	-1,864,442.13
Add: Overlay.....	29,060.00
Add: War Service Credits.....	93,500.00
Net Town Appropriations:.....	3,477,253.87
Net Local School Appropriations.....	8,794,772.00
Net Cooperative School Appropriations.....	9,743,572.00
Net Education Grant.....	-3,731,108.00
Locally Retained State Education Tax.....	-1,267,926.00
Net Required Local Education Tax Effort.....	13,539,310.00
State Education Tax.....	1,267,926.00
Total Assessment Valuation with Utilities.....	653,066,318.00
Total Assessment Valuation without Utilities.....	642,808,718.00

**2018 Tax Rate: \$29.56 per thousand
(Revaluation Year)**

Breakdown of 2018 Tax Rate:

Town	\$ 5.79
County	\$ 1.07
School	\$20.73
State	\$ 1.97
Total:	\$29.56

Statement of Bonded Debt Land Acquisition

Original Amount Bonded: Cohen/Olson Lots C-13, D-21, D-22	\$291,900
Twenty (20) Year Bond @ 4.05%	\$133,694
Less: Interest Paid in 2007	\$7,481
Less: Principal Due in 2008	\$11,900
Less: Interest Due in 2008	\$12,904
Less: Principal Due in 2009	\$15,000
Less: Interest Due in 2009	\$12,287
Less: Principal Due in 2010	\$15,000
Less: Interest Due in 2010	\$11,593
Less: Principal Due in 2011	\$15,000
Less: Interest Due in 2011	\$10,881
Less: Principal Due in 2012	\$15,000
Less: Interest Due in 2012	\$10,169
Less: Principal Due in 2013	\$15,000
Less: Interest Due in 2013	\$9,419
Less: Principal Due in 2014	\$15,000
Less: Interest Due in 2014	\$8,669
Less: Principal Due in 2015	\$15,000
Less: Interest Due in 2015	\$7,919

Less: Principal Due in 2016	\$15,000
Less: Interest Due in 2016	\$7,169
Less: Principal Due in 2017	\$15,000
Less: Interest Due in 2017	\$6,419
Less: Principal Due in 2018	\$15,000
Less: Interest Due in 2018	\$5,706
Less: Principal Due in 2019	\$15,000
Less: Interest Due in 2019	\$4,169
Less: Principal Due in 2020	\$15,000
Less: Interest Due in 2020	\$3,531
Less: Principal Due in 2021	\$15,000
Less: Interest Due in 2021	\$2,894
Less: Principal Due in 2022	\$15,000
Less: Interest Due in 2022	\$2,256
Less: Principal Due in 2023	\$15,000
Less: Interest Due in 2023	\$1,619
Less: Principal Due in 2024	\$15,000
Less: Interest Due in 2024	\$1,009
Less: Principal Due in 2025	\$15,000
Less: Interest Due in 2025	\$700
Less: Principal Due in 2026	\$15,000
Less: Interest Due in 2026	\$542
Less: Principal Due in 2027	\$10,000
Less: Interest Due in 2027	\$42
Balance 12/31/2027	\$0

**Statement of Bonded Debt
Land Acquisition**

Original Amount Bonded: K-33&34	\$714,600
Twenty (20) Year Bond @ 2.6685%	\$297,264
Less: Principal Paid in 2018	\$39,600
Less: Interest Paid in 2018	\$34,349
Less: Principal Due in 2019	\$40,000
Less: Interest Due in 2019	\$29,525
Less: Principal Due in 2020	\$40,000
Less: Interest Due in 2020	\$27,485
Less: Principal Due in 2021	\$35,000
Less: Interest Due in 2021	\$25,445
Less: Principal Due in 2022	\$35,000
Less: Interest Due in 2022	\$23,660
Less: Principal Due in 2023	\$35,000
Less: Interest Due in 2023	\$21,875
Less: Principal Due in 2024	\$35,000
Less: Interest Due in 2024	\$20,090
Less: Principal Due in 2025	\$35,000
Less: Interest Due in 2025	\$18,305
Less: Principal Due in 2026	\$35,000
Less: Interest Due in 2026	\$16,520

Less: Principal Due in 2027	\$35,000
Less: Interest Due in 2027	\$14,735
Less: Principal Due in 2028	\$35,000
Less: Interest Due in 2028	\$12,950
Less: Principal Due in 2029	\$35,000
Less: Interest Due in 2029	\$11,165
Less: Principal Due in 2030	\$35,000
Less: Interest Due in 2030	\$9,730
Less: Principal Due in 2031	\$35,000
Less: Interest Due in 2031	\$8,295
Less: Principal Due in 2032	\$35,000
Less: Interest Due in 2032	\$6,860
Less: Principal Due in 2033	\$35,000
Less: Interest Due in 2033	\$5,425
Less: Principal Due in 2034	\$35,000
Less: Interest Due in 2034	\$4,340
Less: Principal Due in 2035	\$35,000
Less: Interest Due in 2035	\$3,255
Less: Principal Due in 2036	\$35,000
Less: Interest Due in 2036	\$2,170
Less: Principal Due in 2037	\$35,000
Less: Interest Due in 2037	\$1,085
Balance 12/31/2037	\$0

**Statement of Bonded Debt
Police Addition - Safety Complex**

Original Amount Bonded: F-155	\$1,362,400
Twenty (20) Year Bond @ 3.2977%	\$562,319
Less: Principal Paid in 2013	\$47,400
Less: Interest Paid in 2013	\$50,884
Less: Principal Due in 2014	\$50,000
Less: Interest Due in 2014	\$46,030
Less: Principal Due in 2015	\$50,000
Less: Interest Due in 2015	\$44,030
Less: Principal Due in 2016	\$55,000
Less: Interest Due in 2016	\$42,530
Less: Principal Due in 2017	\$55,000
Less: Interest Due in 2017	\$40,880
Less: Principal Due in 2018	\$55,000
Less: Interest Due in 2018	\$39,780
Less: Principal Due in 2019	\$60,000
Less: Interest Due in 2019	\$37,580
Less: Principal Due in 2020	\$60,000
Less: Interest Due in 2020	\$35,930
Less: Principal Due in 2021	\$60,000
Less: Interest Due in 2021	\$33,530

Less: Principal Due in 2022	\$65,000
Less: Interest Due in 2022	\$31,130
Less: Principal Due in 2023	\$70,000
Less: Interest Due in 2023	\$28,530
Less: Principal Due in 2024	\$70,000
Less: Interest Due in 2024	\$25,730
Less: Principal Due in 2025	\$75,000
Less: Interest Due in 2025	\$22,930
Less: Principal Due in 2026	\$75,000
Less: Interest Due in 2026	\$20,680
Less: Principal Due in 2027	\$80,000
Less: Interest Due in 2027	\$16,930
Less: Principal Due in 2028	\$80,000
Less: Interest Due in 2028	\$14,430
Less: Principal Due in 2029	\$85,000
Less: Interest Due in 2029	\$11,930
Less: Principal Due in 2030	\$85,000
Less: Interest Due in 2030	\$9,168
Less: Principal Due in 2031	\$90,000
Less: Interest Due in 2031	\$6,363
Less: Principal Due in 2032	\$95,000
Less: Interest Due in 2032	\$3,324
Balance 12/31/2032	\$0

**Statement of Bonded Debt
Ambulance Facility - Safety Complex**

Original Amount Bonded: F-155	\$1,285,000
Twenty (20) Year Bond @ 3.2887%	\$588,787
Less: Principal Paid in 2004	\$65,000
Less: Interest Paid in 2004	\$63,764
Less: Principal Due in 2005	\$65,000
Less: Interest Due in 2005	\$55,263
Less: Principal Due in 2006	\$65,000
Less: Interest Due in 2006	\$52,662
Less: Principal Due in 2007	\$65,000
Less: Interest Due in 2007	\$50,063
Less: Principal Due in 2008	\$65,000
Less: Interest Due in 2008	\$47,463
Less: Principal Due in 2009	\$65,000
Less: Interest Due in 2009	\$44,862
Less: Principal Due in 2010	\$65,000
Less: Interest Due in 2010	\$41,613
Less: Principal Due in 2011	\$65,000
Less: Interest Due in 2011	\$36,711
Less: Principal Due in 2012	\$65,000
Less: Interest Due in 2012	\$33,462

Less: Principal Due in 2013	\$65,000
Less: Interest Due in 2013	\$30,212
Less: Principal Due in 2014	\$65,000
Less: Interest Due in 2014	\$25,462
Less: Principal Due in 2015	\$65,000
Less: Interest Due in 2015	\$23,513
Less: Principal Due in 2016	\$65,000
Less: Interest Due in 2016	\$20,263
Less: Principal Due in 2017	\$65,000
Less: Interest Due in 2017	\$18,512
Less: Principal Due in 2018	\$65,000
Less: Interest Due in 2018	\$14,735
Less: Principal Due in 2019	\$65,000
Less: Interest Due in 2019	\$11,595
Less: Principal Due in 2020	\$65,000
Less: Interest Due in 2020	\$8,508
Less: Principal Due in 2021	\$60,000
Less: Interest Due in 2021	\$5,406
Less: Principal Due in 2022	\$60,000
Less: Interest Due in 2022	\$3,300
Less: Principal Due in 2023	\$60,000
Less: Interest Due in 2023	\$1,418
Balance 12/31/2023	\$0

**Statement of Bonded Debt
Land Acquisition**

Original Amount Bonded: Bross - C-30	\$492,842
Twenty (20) Year Bond @ 4.74%	\$241,407
Less: Principal Paid in 2007	\$27,842
Less: Interest Paid in 2007	\$25,063
Less: Principal Due in 2008	\$25,000
Less: Interest Due in 2008	\$22,044
Less: Principal Due in 2009	\$25,000
Less: Interest Due in 2009	\$20,793
Less: Principal Due in 2010	\$25,000
Less: Interest Due in 2010	\$19,543
Less: Principal Due in 2011	\$25,000
Less: Interest Due in 2011	\$18,544
Less: Principal Due in 2012	\$25,000
Less: Interest Due in 2012	\$17,544
Less: Principal Due in 2013	\$25,000
Less: Interest Due in 2013	\$16,294
Less: Principal Due in 2014	\$25,000
Less: Interest Due in 2014	\$15,044
Less: Principal Due in 2015	\$25,000
Less: Interest Due in 2015	\$13,794
Less: Principal Due in 2016	\$25,000
Less: Interest Due in 2016	\$12,544
Less: Principal Due in 2017	\$25,000
Less: Interest Due in 2017	\$10,137
Less: Principal Due in 2018	\$25,000
Less: Interest Due in 2018	\$9,044

Less: Principal Due in 2019	\$25,000
Less: Interest Due in 2019	\$6,869
Less: Principal Due in 2020	\$25,000
Less: Interest Due in 2020	\$5,463
Less: Principal Due in 2021	\$25,000
Less: Interest Due in 2021	\$4,306
Less: Principal Due in 2022	\$25,000
Less: Interest Due in 2022	\$3,419
Less: Principal Due in 2023	\$25,000
Less: Interest Due in 2023	\$3,231
Less: Principal Due in 2024	\$25,000
Less: Interest Due in 2024	\$2,075
Less: Principal Due in 2025	\$20,000
Less: Interest Due in 2025	\$1,000
Less: Principal Due in 2026	\$20,000
Less: Interest Due in 2026	\$500
Balance 12/31/2026	\$0

SUMMARY INVENTORY OF VALUATION (MS-1) 2018

Value of Land Only

Current Use (at current use values)	\$508,844
Conservation Restriction Assessment	\$1,095
Discretionary Easement (at current use value)	\$1,481
Residential	\$222,203,900
Commercial/Industrial	\$11,833,300

Total of Taxable Land	\$234,548,620
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Tax Exempt & Non-Taxable Land	\$15,878,800
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Value of Buildings Only

Residential	\$393,176,398
Manufactured Housing	\$771,500
Commercial/Industrial	\$19,066,700

Total of Taxable Buildings	\$413,014,598
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Tax Exempt & Non-Taxable Buildings	\$20,301,902
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Public Utilities	\$10,257,600
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Valuation Before Exemptions	\$657,820,818
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Blind Exemptions (2)	\$30,000
Elderly Exemption (34)	\$3,862,200
Disabled Exemption (4)	\$280,000
Solar Energy Systems Exemption (34)	\$582,300

Total Dollar Amount of Exemptions:	\$4,754,500
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Net Valuations on Which Tax Rate for Municipal, County & Local Education Tax is Computed	\$653,066,318
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Less Public Utilities	\$10,257,600
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Net Valuation without utilities on which tax rate for state education is computed	\$642,808,718
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Total Number of Acres Receiving Current Use	4,314.54
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Number of Individuals Granted Elderly Exemptions in 2018:	34
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7 age 65-74: total exemption granted: \$490,000
8 age 75-79: total exemption granted: \$840,000
19 age 80+: total exemption granted: \$2,532,200

TOWN MEETING MINUTES

March 13 & 14, 2018

The meeting was opened at 7am, on Tuesday, March 13th by Moderator Peter Webb.

Inspectors of Election/Ballot Clerks were sworn in. The ballot box was verified to be empty, the ballots were distributed and the polls were opened under Article 1. Ballot Clerks were as follows: Terry Klug, Elizabeth Solon & Kathleen Trasatti.

Polls closed at 7:30pm

Total names on the checklist 3880

Total Ballots cast-780

Absentee voters- 19

Total votes 799

The business meeting was called to order at 7:00pm, on March 14th by Moderator Peter Webb. There were 204 voters in attendance.

Peter Webb led the Pledge of Allegiance. He introduced the Selectboard and Town Administrator. Peter Webb stated that there is a lot of opportunity for community service to help this town to stay the wonderful town it is so don't hesitate if there's an open position that might interest you. A round of applause was given to the people who served in the military and a moment of silence for the residents that passed away in 2017.

Peter Webb welcomed Brookline residents to the 249th annual meeting.

Tom Humphreys read a resolution for John Carr.

RESOLUTION

Be it resolved that: In acknowledgement of and with great appreciation for his service to the Town of Brookline as a Selectboard member for six years, including his service as the Town's Health Officer for the past eight years, as well as his current role as one of Brookline's state

representatives, the Town of Brookline, through its Selectboard, gives thanks to and recognizes:

John J. Carr

You have consistently demonstrated dedicated service to the Town of Brookline for which we are all very grateful.

Presented, this 14th day of March 2018

By the Selectboard

Brendan Denehy, Tom Humphreys, Valerie Ogden, Eddie Arnold

Brendan Denehy Read a Resolution for Jerry Farwell.

RESOLUTION

Be it resolved that: In acknowledgement of and with great appreciation for his service to the Town of Brookline as its Road Agent for 17 years, including the monitoring and maintaining of our roads at any and all hours, as well as a proven ability to deliver his services – over the course of many years - in the best interest of the Town's taxpayers, the residents of Brookline, through its Selectboard, gives thanks to and recognizes:

Jerry Farwell

You have consistently demonstrated excellence and dedicated service to the Town of Brookline for which we are all very grateful. Thank you!

Presented, this 14th day of March 2018

By the Selectboard

John Carr, Brendan Denehy, Tom Humphreys, Valerie Ogden, Eddie Arnold

Brendan Denehy also acknowledged Myra Emmons, the Town Librarian who recently retired. He stated that she was presented with a retirement gift at her retirement party and wished her the best.

To the inhabitants of the Town of Brookline in the County of Hillsborough in said State, qualified to vote in Town Affairs:

You are hereby notified to meet at the Captain Samuel Douglass Academy in said Brookline on Tuesday, the thirteenth (13th) day of March at 7:00 a.m. to act upon the following subjects:

1.) To choose all necessary Town Officers for the ensuing year.

Selectboard Member	3 years	Ronald Olsen	368
Town Moderator	2 years	Peter Webb	707
Road Agent	1 year	Gerald G. Farwell (write-in)	50
Town Treasurer	1 year	Eric Bernstein	618
Board of Assessors	3 year	Brett Hall (write-in)	14
Fire Ward	3 year	F. David Santuccio	607
Finance Committee	3 year	Stephen Russo	610
Library Trustee	3 year	Shannon Guay	625
Town Trustee	1 year	Rodney Lockwood	609
Cemetery Trustee	1 year	Ann C. Sommers	643
Cemetery Trustee	3 years	Keith F Thompson	626
Supervisor of the Checklist	6 years	Linda Saari	644

Brookline School District Ballot

School District Treasurer 1 year	Robert L Rochford	652
School District Moderator 1 year	Peter Webb (write-in)	47
School District Clerk 1 year	Karla Landry (write-in)	17
School Board Members 3 years	Lauren F. Digennaro- Kenneth D. Haag-	603 555

Article 2- To see if the Brookline School District will vote to approve the cost of items for the first of a two-year collective bargaining agreement reached between the Brookline School Board and the Brookline Teachers Association for the 2018-2019 and 2019-2020 school years, which calls for the following increase in professional staff salaries and benefits at the current staffing levels:

Fiscal Year Estimated Increase 2018-19 \$154,095

and further to raise and appropriate a sum of \$154,095 for the first fiscal year (2018-2019 school year), such sum representing the additional costs attributable to the increase in professional staff salaries and benefits required by the new agreement over those that would be paid at current staffing levels. This is the first fiscal year of a two-year agreement. Negotiated cost item increases for the second year of the contract (fiscal year 2019-2020) will require approval of a specific warrant article on the 2019 ballot. The School Board recommends this article 4-0-0. The Finance Committee recommends this article 2-0-0.

YES- 510 NO- 250

Article 3- To see if the Brookline School District will vote to approve the cost of items included in a four-year collective bargaining agreement reached between the Brookline School Board and the Brookline Education Support Staff Association for the 2018-2019 through 2021-2022 school years, which calls for the following increase in support staff salaries and benefits at the current staffing levels:

Fiscal Year Estimated Increase

2018-2019 \$40,467

2019-2020 \$32,542

2020-2021 \$35,544

2021-2022 \$31,754

and further to raise and appropriate a sum of \$40,467 for the first fiscal year (2018-2019 school year), such sum representing the additional costs attributable to the increase in support staff salaries and benefits required by the new agreement over those that would be paid at current staffing levels. The School Board recommends this article 4-0-0. The Finance Committee recommends this article 2-0-0.

YES- 538 NO- 238

Article 4- To see if the Brookline School District will vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$9,080,562. Should this article be defeated, the default budget shall be \$8,939,050, which is the same as last year, with certain adjustments required by previous action of the school district or by law or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Majority vote required to pass. The School Board recommends this article 4-0-0. The Finance Committee recommends this article 2-0-0.

YES- 488 NO-287

Article 5- To see if the school district will vote to establish a contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate a sum of up to \$50,000 to go into the fund. This sum to come from the unassigned fund balance (surplus) available for transfer on July 1, 2018. The School Board recommends this article 4-0-0. The Finance Committee recommends this article 2-0-0.

YES-508 NO- 261

Article 6- To see if the school district will vote to raise and appropriate a sum of up to \$50,000 from the June 30 unassigned fund balance (surplus) available for transfer on July 1, 2018 to be added to the previously established SCHOOL FACILITIES MAINTENANCE FUND. The School Board recommends this article 4-0-0. The Finance Committee recommends this article 2-0-0.

YES- 549 NO-223

Article 7- To see if the school district will vote to raise and appropriate a sum of up to \$25,000 from the June 30 unassigned fund balance (surplus) available for transfer on July 1, 2018 to be added to the previously established SPECIAL EDUCATION EXPENDABLE TRUST FUND. No amount to be raised from taxation. The School Board recommends this article 4-0-0. The Finance Committee recommends this article 2-0-0.

YES- 560 NO-212

Article 8- Shall the voters of the Brookline School District adopt a school administrative unit budget of \$1,577,723 for the forthcoming fiscal year in which \$279,152 is assigned to the school budget of this school district? This year’s adjusted budget of \$1,543,057 with \$274,158 assigned to the school budget of this school district will be adopted if the article does not receive a majority vote of all the school district voters voting in this school administrative unit. The School Board recommends this article 4-0-0. The Finance Committee recommends this article 2-0-0.

YES- 501 NO-264

Article 9- To see if the school district voters will authorize the Brookline School District to access future year state and federal special education aid funds in the event that special education costs exceed budget limitations.

YES- 607 NO-166

Hollis Brookline Cooperative School District Ballot

School Board 1 year	John Cross	625
School Board 3 years	Tom Solon	612
Budget Committee 3 years	Brian Rater	644

Article by Petition- Shall the school district adopt the provisions of RSA 40:13 (known as SB2) to allow official ballot voting on all issues before the Hollis/Brookline Cooperative School District on the second Tuesday in March? Brookline YES-451 NO- 317

Hollis YES-328 NO- 471

Total Brookline & Hollis- YES-779 **NO- 788**

ARTICLE FAILED

Surveyor of Wood and Lumber : On a motion by George Foley, 2nd Ann Webb, we elected Jerry Farwell as Surveyor of Wood and Lumber.

Melendy Pond Authority: On a motion by George Foley, 2nd Rena Duncklee, we elected Russell Haight to the Melendy Pond Authority.

Melendy Pond Authority: One a motion by Ann Webb, 2nd Judy Cook, we elected Peter Cook to the Melendy Pond Authority.

Sexton: On a motion by Cindy Gorgoglione, 2nd Nancy Reinbold, we elected Jerry Farwell as Sexton.

2.) (By Ballot) Are you in favor of the adoption of the following amendments as proposed by the Planning Board for the Town of Brookline Zoning Ordinances as follows?

~~Proposed deleted items~~ **Proposed new items**

Amendment No.1

1506.00 OPEN SPACE DEVELOPMENT

1506.01 - The open space shall be conveyed to a homeowners association, whose membership includes all the owners of lots or units contained in the tract. Where the Planning Board feels that it is in the best interest of the Town, this land may be conveyed to the Town (~~subject to the approval of voters at Town Meeting~~), or shall be permanently protected in other suitable ways which would ensure the continued use of the land for intended purposes and proper maintenance of the land.

(Explanation: RSA 35-A:4 – Conservation Commissions, Powers – requires approval of the local governing body; does not refer to Town Meeting. Removing the need of approval at Town Meeting would simplify the process of the recording of the Conservation easement deed once an open space subdivision is finalized and road system accepted by the Town).

YES-521 NO- 238

Amendment No. 2

2000.00 ACCESSORY DWELLING UNITS

2002.02 - One of the two dwelling units shall be the primary residence **and legal domicile** of the property owner.

YES-583 NO-164

3.) (By Ballot *via petition*) Shall we adopt the provisions of RSA 40:13 (known as SB 2) to allow official ballot voting on all issues before the town Brookline on the second Tuesday of March.

YES-362 NO-329

4.) To hear reports of the Selectboard and other Town Officers and Committees.

Eric Pauer made a motion, 2nd Jack Flanagan

Hand vote YES

5.) To see if the Town will vote to raise and appropriate the sum of \$4,700,294 to defray town charges for the ensuing year and make appropriation of the same.

Brendan Denehy made a motion to raise the budget from \$4,700,294 to **\$4,755,294**, 2nd Rena Duncklee. Brendan stated the increase was \$50,000 for plowing and sanding and \$5,000 for milfoil. Brian Rater spoke on behalf of the Finance Committee. Cindy Gorgoglione moved the question, 2nd Eric Pauer

Hand vote YES

6.) To see if the Town will vote to raise and appropriate the sum of \$485,000 to purchase a new fire (pumper) truck. Said appropriation is contingent upon and will be offset by an Assistance to Firefighters Program grant in the amount of \$300,000 and **\$185,000** from general taxation. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until December 31, 2019. Charlie Corey made a motion, 2nd Richard Gribble. Charlie Corey spoke to the Article. He stated if the grant is not approved, the \$185,000 would go back into the general fund. He also said the life of a fire truck is 20-25 years. The truck that needs to be replaced is 33 years old. Ann Webb moved the question, 2nd Rena Duncklee

Hand vote YES

7.) To see if the Town will vote to raise and appropriate the sum of **\$68,522** for the purpose of hiring a full-time Public Works Director for the Town of Brookline, or take any action relative thereto. Said sum includes \$50,000 in salary and \$18,522 in benefits for eight (8) months of 2018 (the 12-month total annualized cost is \$102,782).

Eric Pauer moved as written, 2nd Ryan Pauer. Eric Pauer spoke to the Article. John Liska moved the question, 2nd Cindy Gorgoglione
Hand vote YES

8.) To see if the Town will vote to discontinue the Road Agent as an elected position and, further, authorize the Selectboard to appoint an expert agent under the provisions of RSA 231:64 to serve as interim Public Works Director until the full-time position is filled.

Tad Putney made a motion, 2nd Judy Cook. Tad Putney spoke to the Article.

Hand vote YES

9.) To see if the Town will vote to establish a Capital Reserve Fund (CRF) pursuant to the provisions of RSA 35:1, which shall be known as the Public Works Equipment Capital Reserve Fund, the purpose of which shall be to defray costs of purchasing or leasing equipment for the Public Works Department and, pursuant to RSA 35:15, to name the Selectboard as agents to enter into lease agreements and to expend from said fund; and, further, to raise and appropriate the sum of **\$100,000** to be placed in said fund. Eric Pauer made a motion, 2nd Rena Duncklee. Eric Pauer spoke to the Article. Cindy Gorgoglione moved the question, 2nd Ann Somers

Hand vote YES

Webb Scales asked to move Article #23 after Article #9, 2nd David Partridge. **Hand vote YES**

23.) (By petition) Raise and appropriate up to \$25,000 for design engineering, drawings, surveys, inspections, permits and bid process submission for proposed improvements to the transfer station. The improvements proposed require a building and equipment to support baling recyclable material.

Amended –Jerry Farwell made a Motion to amend the article to read as follows: To instruct the Selectboard to create a Study Committee by May 1st on how we can best handle our town's trash and recyclables.

Hand Vote YES on Amended Article.

10.) To see if the Town will vote to raise and appropriate the sum of **\$60,000** for the purpose of road improvements for Hood Road, or take

any action relative thereto. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until December 31, 2023.

Jerry Farwell made the motion, 2nd Judy Cook. Jerry Farwell spoke to the Article. Cindy Gorgoglione moved the question, 2nd Rena Duncklee

Hand vote YES

11.) To see if the Town will vote to raise and appropriate the sum of **\$25,000** for the purpose of defraying the costs of the 250th celebration of the Town of Brookline, or take any action relative thereto. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until December 31, 2020.

Sheryl Corey made a motion, 2nd Nancy Reinbold. Sheryl Corey spoke to the Article. She stated that they are planning a fundraiser for New Year's Eve at the Brookline Event Center. Rebecca Keller moved the question, 2nd Rena Duncklee

Hand vote YES

12.) To see if the Town will vote to establish a Capital Reserve Fund (CRF) pursuant to the provisions of RSA 35:1, which shall be known as the Town Facilities Capital Reserve Fund, the purpose of which shall be to defray costs of repairs to town buildings and, further, pursuant to RSA 35:15, to name the Selectboard as agents to expend from said fund; also to raise and appropriate the sum of **\$10,000** to be placed in said fund. Tad Putney made a motion, 2nd Rena Duncklee. Tad Putney spoke to the Article.

Hand vote YES

13.) To see if the Town will vote to approve the cost items included in the collective bargaining agreement reached between the Brookline Selectboard and Local 3657 of the American Federation of State, County, and the Municipal Employees, AFL-CIO Brookline Police Officer's Union which calls for the following increases in costs at current staffing levels:

Year	Cost Increase
2018	\$6,360
2019	\$13,530
2020	\$21,400
2021	\$6,394

and, further, to raise and appropriate the sum of **\$6,360** for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those to be paid at current staffing levels in accordance with the most recent collective bargaining agreement. Tom Humphreys made a motion, 2nd Rebecca Keller. Tom Humphreys spoke to the article. Cindy Gorgoglione moved the question, 2nd Rena Duncklee

Hand vote YES

14.) To see if the Town will vote to raise and appropriate the sum of **\$5,000** for the purpose of funding an update to Brookline's town history (from 1914 to the present), which will be completed in time for the town's 250th anniversary in 2019. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until December 31, 2020. Brendan Denehy made a motion, 2nd Sharon Sturtevant. Brendan Denehy spoke to the Article.

Hand vote YES

15.) To see if the Town will vote to raise and appropriate the sum of **\$3,960** to be deposited into the Ambulance Service Expendable Trust Fund with said funds to come from the unassigned fund balance. The Selectboard and Ambulance Director have already been voted agents to expend from this fund (1998 –warrant article #6) Eddie Arnold made a motion, 2nd Rebecca Keller.

Hand vote YES

16.) To see if the Town will vote to establish a Capital Reserve Fund (CRF) pursuant to the provisions of RSA 35:1, which shall be known as the Ambulance Capital Reserve Fund, the purpose of which shall be to defray costs of purchasing or leasing new ambulances and, further, to direct revenue received from the delivery of ambulance services into said fund and pursuant to RSA 35:15, to name the Selectboard as agents to expend from said fund. Eddie Arnold made a motion, 2nd Tom LaRochelle. Eddie Arnold spoke to the Article Webb Scales made a motion to amend the article to replace “direct revenue received from the delivery of ambulance services” with “raise and appropriate **\$20,000** and to deposit”, 2nd Drew Kellner.

Hand vote YES on Amended Article.

17.) To see if the Town will vote to adopt the provisions of RSA 72:80 through 72:83, Commercial and Industrial Construction Exemption, to allow a new construction property tax exemption for commercial uses as that term is defined in RSA 72:80. The exemption shall apply only to municipal and local school property taxes assessed by the municipality and shall exclude state education property taxes and county taxes. The exemption shall be as follows: 50% for the first year, 40% for the second year, 30% for the third year, 20% for the fourth year and 10% for the fifth year. Subsequent years will be assessed at the full rate. This schedule will be applied to all projects submitting a proper application during the exemption period and will remain in effect for a period of five years from adoption. Eddie Arnold made a motion, 2nd Rena Duncklee. Eddie Arnold spoke to the Article.

Hand vote YES

18.) To see if the Town will vote to allow the operation of KENO within the town pursuant to the provisions of RSA 284:41 through 51. Tom Humphreys made a motion, 2nd Judy Cook. Tom Humphreys spoke to the Article. Motion FAILED by Hand vote.

19.) To see if the Town will accept the locally-developed River Stewardship Plan drafted by the Nashua River Wild and Scenic River Study Committee and its recommendation that the portion of the Nissitissit River flowing through Brookline be designated a Wild and Scenic River with the understanding it would not involve Federal acquisition or management of lands. Tad Putney made a motion, 2nd Rebecca Keller. Drew Kellner played a brief video and spoke to that article. Jamie Fosburgh from the National Park Service spoke to the Article and said that it's a way to get communities to work together toward a common set of goals.

Hand vote YES

20.) To see if the Town, pursuant to the authority contained in Section 1506.01 of the Town of Brookline Zoning Ordinance, will approve the decision of the planning board recommending such acquisition, thereby authorizing the Town of Brookline to acquire and own the following property designated as "Open Space" in the approved subdivision: Canney Hill Woods (Wildwood Drive), Map/lots # J-24-32, J-24-33 and J-24-34. The subdivision was approved in 2007.

Motion Tad Putney, 2nd Judy Cook. Brendan Denehy spoke to the Article. Stephanie Scales moved as written, 2nd by Rena Duncklee.
Hand vote YES

*Betsy Solon made a motion to restrict reconsideration on all articles.
2nd Rena Duncklee.
Hand vote YES

21.) To see if the Town will authorize the Selectboard to convey certain easements received by the Town as a condition of an earlier subdivision approval, which easements were received in a deed recorded at Volume 5967, Page 1577, said easements to be conveyed to the current owner of Lot F-71-1 in order that the Town can implement drainage modifications to the approved plan. Eddie Arnold made a motion, 2nd Rena Duncklee. Eddie Arnold spoke to the Article.
Hand Vote YES

22.) To see if the Town will vote to accept the following legacies:
Sum of \$300 for general maintenance of the T. Murphy Lot #355B in Pine Grove Cemetery
Sum of \$600 for general maintenance of K. Connors Lots #356B&C in Pine Grove Cemetery
Sum of \$300 for general maintenance of the J. Bazemore Lot #357B in Pine Grove Cemetery
Sum of \$600 for general maintenance of the K. Gorgoglione Lots #354A&B in Pine Grove Cemetery
Hand vote YES

24.) To transact any other business that may legally come before said meeting.

Jodi Tochko made a motion to adjourn, Rebecca Keller 2nd
The meeting adjourned at 11:08pm
Monies raised and appropriated- **\$5,539,136**
Respectfully submitted,

Patricia Howard-Barnett
Brookline Town Clerk

250th Anniversary Committee Report

The Brookline 250th Committee has had a very busy year as we held meetings with many town organizations and schools to plan events throughout the celebratory year of 2019. This year looks to be a very busy and fun-filled year of events. The 250th Committee kicked off the year with a great New Year's Eve Gala where fun was had by all who attended. You will be able to follow the year's events on our web page and our facebook page through social media. If your committee or group has not been contacted and would like to take part in an event or would like to volunteer to help the 250th committee, please contact us.

The 250th committee has also been busy securing sponsorships from local businesses for the 250th parade this year, which will be held on September 21st. If you are planning a vacation, we highly recommend you do NOT take your vacation on the weekend of September 21st. The parade will be the biggest, best parade the town of Brookline has ever seen with a great fireworks display over Lake Potanipo that evening.

We ask you all to please support the businesses in our town and surrounding towns who have been extremely supportive of our celebration. Because of their support and generosity, we have a new title for our flyers, announcements, etc.: **Small Town, Big Heart, Huge Parade**, we think this fits our town to a "T".

We have many collectible items available for sale, such as: wine glasses, coffee mugs, ornaments, T-shirts. All of these items may be bought at Bingham Lumber or Absolute Mechanical and all sales help to defray the costs of the events throughout the year. This year you also have the opportunity to purchase a celebratory license plate that you

can place on the front of your vehicle for 2019. These may be purchased at the Town Clerk/Tax Collector's office, Bingham Lumber, and Absolute Mechanical. There would be nothing better than to see these plates on all of our vehicle's as we drive around town this year.

The 250th parade will require many, many volunteers to make this a smooth event. If you or your organization would like to help out, it would be greatly welcomed. You can reach out to any member of the committee. You can also come to any of our meetings which are held on the third Wednesday of the month at the Fire Station at 7pm.

We hope to see many residents of town partake in the 250th events and we surely welcome those who have moved from town to come back and help us celebrate the 250 years of what has made this **Small Town with a Big Heart enjoy a Huge Parade.**

Brookline 250th Committee

Sheryl Corey
Kathy Pelletier
Carol Anderson-Farwell
Vicki Pope
Cindy Gorgoglione
Diane Grzyb
Brendan Denehy
Marcia Farwell
Brian Rater
Clarence Farwell

Ambulance Billing Committee Report

Executive Summary

The Town of Brookline currently does not charge for ambulance services. While not unusual in years past, Brookline is now one of very few New Hampshire towns to not charge.

In 2018 the Selectboard chartered a committee to evaluate if the town should start billing for ambulance services.

The seven-member committee:

- Refined a model that had been created by members of the Ambulance Service to estimate potential costs and revenues from billing
- Conducted research with three ambulance billing firms
- Reviewed multiple future staffing models for the Ambulance Service
- Met with Ambulance Service personnel to gain their input on potential billing
- Held a Public Hearing to collect input from residents
- Met with Hollis Fire Chief Rick Towne to discuss his department's transition to billing for ambulance services
- Prepared this report

As a result of its work, the Committee unanimously recommends:

- **A March 2019 warrant article seeking a vote on whether residents want to bill for ambulance services, given it has been 18 years since the last vote, and including stipulations in the article that:**
 - **Billing would be done by a third party**
 - **All billing revenues would be placed in a separate fund for the sole future use of Ambulance Service purchases**
- If approved, the Ambulance Service will require an additional part-time position (up to 20 hours a week) to assist in administering billing
- If approved, the balance of 2019 would be used to develop an implementation plan for billing to start effective January 1, 2020
- If the warrant article is not passed, the Town should revisit the billing topic, if deemed appropriate, in five years.

Following the completion of its research, analysis and meetings/public hearing, the committee voted 4-2 against billing at this time.

Background

On September 10, 2018 the Brookline Selectboard chartered the Ambulance Billing Evaluation Committee to evaluate the potential costs and benefits of billing for ambulance services. Specifically, the committee was charged with:

- Modeling the potential costs and benefits of billing as of January 1, 2020
- Discussing and validating assumptions with third-party billing services
- Recommending to the Selectboard if a warrant article should be put before voters in March 2019 that reverses the 1991 warrant article eliminating “all charges to users of the Brookline Ambulance Service”

The committee was comprised of seven members:

- Brendan Denehy (Chair) – Selectboard representative
- Shawn Jackson (Vice Chair) – Chief, Ambulance Service
- Tad Putney (Secretary) – Town Administrator
- Brian Rater – Finance committee representative
- Jim Deffely – Ambulance Service representative
- Tim McGettigan – Ambulance service representative
- Todd Christensen – “At large” resident

The committee held a total of five meetings:

- October 10, 2018
- October 30, 2018
- November 14, 2018 (with Ambulance Service personnel)
- November 26, 2018 (Public Hearing)
- December 4, 2018

The meeting agendas and minutes can be found on the town website at:

<http://www.brookline.nh.us/ambulance-billing-evaluation-committee>

The committee presented this report to the Selectboard on December 17, 2018, which concludes the committee’s work.

History of Ambulance Billing in Brookline

At the **March 1987 town meeting** the issue of billing for ambulance services was raised in conjunction with the first hiring of paid attendants. Soon thereafter a six-member committee was formed to evaluate options. The committee recommended the town:

- Hire someone to administer the Ambulance Service (and fill other town duties)
- Hire a second person to serve as the primary attendant (and fill other town duties)
- Pay all ambulance volunteers a stipend of \$8.00 per call
- Bill users of the ambulance a set fee (\$60 per call and \$1.00 per mile for transports)

Based on 80 calls per year, it was estimated billing, after an allowance for uncollectibles, would yield approximately \$1,584 per year, according to the committee's report.

At the **March 1991 town meeting** a warrant article "to eliminate all charges to users of the Brookline Ambulance Service" was approved by a vote of 53 to 14.

At the **March 1999 town meeting** a warrant article was approved to form an Ambulance Charge Study Committee. The 10-member committee met a total of seven times and compiled a list of pros and cons for ambulance billing. The committee ended in a split vote of 6 to 3 opposing billing. The committee recommended that a warrant article be presented for residents to decide the question of ambulance billing.

At the **March 2000 town meeting** the following warrant article was considered:

"To see if the Town will vote to bill patients and insurance companies for Ambulance Service according to current Federal guidelines with the billing process to be provided by a contracted service company, and to establish an Ambulance Purchase Expendable Trust Fund for purchasing and equipping a new ambulance or to spend as needed for the Ambulance Service, and to appoint the Board of Selectmen and Ambulance Director as agents to expend from the fund, or take action relative thereto. (Not recommended by the selectmen and finance committee 5-0)."

The warrant article failed by a vote of 176 to 43.

No warrant articles have been put forth regarding ambulance billing since 2000.

The Brookline Ambulance Service currently responds to an average of about 400 calls per year for the past five years, resulting in an average of 300 transports annually.

Billing Model – Two Scenarios

The committee refined a financial model for billing that had been created by members of the Ambulance Service (particular thanks is due to Francis Gavin).

Two different versions of the model are presented. Both include the estimated cost of a part-time administrative assistance (at 20 hours a week) to assist with billing:

- Model #1:** uses assumptions that were vetted with three ambulance billing companies (ComStar, QuickMed Claims, and EMAX Medical Billing):
 - \$600 charge for a “Basic Life Support” and \$1,000 for “Advanced Life Support” transports. Only bill for transports.
 - Actual reimbursement rates for Medicare and Medicaid, which are lower than the above rates (BLS: \$364.98, ALS-1: \$433.41, ALS-2: \$627.30) and represent about 50% of transports
 - Fee paid to the billing company of 7% of revenues
 - 40% in uncollectibles
- Model #1** projects annual income of about \$80,000 based on 2017 call data:

					Estimated Revenue	
					Medicare/ Medicaid	Private ins./ Others
STANDARD RATES	Number	Price	Total	Potential Billable		
Income (2017 Data)						
Mason BLS calls	19	\$600	\$ 11,400.00		\$ 3,467.31	\$ 4,674.00
Mason ALS Calls	38	\$1,000	\$ 38,000.00		\$ 8,234.79	\$ 15,580.00
Mason Loaded Miles	1168.5	\$10	\$ 11,685.00		\$ 4,154.02	\$ 5,842.50
Mason Service Fee			\$ 21,870.00			\$ 21,870.00
Total Revenue Mason (w/o service fee)				\$ 61,085.00		\$ 41,952.62
Mutual Aid BLS Calls	8	\$600	\$ 4,800.00		\$ 1,459.92	\$ 1,968.00
Mutual Aid ALS Calls	3	\$1,000	\$ 3,000.00		\$ 650.12	\$ 1,230.00
Mutual Aid Loaded Miles	143	\$10	\$ 1,430.00		\$ 508.37	\$ 586.30
Total Revenue Mutual Aid				\$ 9,230.00		\$ 6,402.70
Brookline BLS Calls	66	\$600	\$ 39,600.00		\$ 12,044.34	\$ 16,236.00
Brookline ALS Calls	133	\$1,000	\$133,000.00		\$ 28,821.77	\$ 54,530.00
Brookline Loaded Miles	2985	\$10	\$ 29,850.00		\$ 10,611.68	\$ 12,238.50
Total Revenue Brookline				\$ 202,450.00		\$ 134,482.28
Total Ambulance Revenue				\$ 272,765.00		\$ 182,837.60
Expenses	Not already in budget					
Wages						
Billing Assistant	20	\$15	\$ 300.00			
Wages per week			\$ 300.00			
52 weeks /year	52	\$300		\$ 15,600.00		\$ 15,600.00
Social Security Employer	6.20%			\$ 967.20		\$ 967.20
Medicare Employer	1.45%			\$ 226.20		\$ 226.20
NH Employment Security	1.70%			\$ 265.20		\$ 265.20
Workers Compensation						
Billing Company Fee % of Revenue	7%			\$ 19,093.55		\$ 12,798.63
Uncollectable percentage of Revenue	40%			\$ 109,106.00		\$ 73,135.04
Insurance company discount	18%					
Total Expenses				\$ 145,258.15		\$ 102,992.27
Ambulance Net Income				\$127,506.85		\$ 79,845.33

- **Model #2** follows the approach used by Hollis, whereby the town contracts with insurance companies (“accepts assignment”) for payment at the Medicare rates and, in return, has a much lower rate of uncollectibles (14% in the case of Hollis)
- **Model #2** projects annual income of about \$93,500 based on 2017 call data:

					Estimated Revenue		
MEDICARE RATES	Number	Price	Total	Potential Billable	Medicare/Medicaid	Private ins./Others	
Income (2017 Data)							
Mason BLS calls	19	\$365	\$ 6,934.62		\$ 3,467.31	\$ 3,467.31	
Mason ALS Calls	38	\$433	\$ 16,469.58		\$ 8,234.79	\$ 8,234.79	
Mason Loaded Miles	1168.5	\$7	\$ 8,308.04		\$ 4,154.02	\$ 4,154.02	
Mason Service Fee			\$ 21,870.00			\$ 21,870.00	
Total Revenue Mason (w/o service fee)				\$ 31,712.24			\$ 31,712.24
Mutual Aid BLS Calls	8	\$365	\$ 2,919.84		\$ 1,459.92	\$ 1,459.92	
Mutual Aid ALS Calls	3	\$433	\$ 1,300.23		\$ 650.12	\$ 650.12	
Mutual Aid Loaded Miles	143	\$7	\$ 1,016.73		\$ 508.37	\$ 508.37	
Total Revenue Mutual Aid				\$ 5,236.80			\$ 5,236.80
Brookline BLS Calls	66	\$365	\$ 24,088.68		\$ 12,044.34	\$ 12,044.34	
Brookline ALS Calls	133	\$433	\$ 57,643.53		\$ 28,821.77	\$ 28,821.77	
Brookline Loaded Miles	2985	\$7	\$ 21,223.35		\$ 10,611.68	\$ 10,611.68	
Total Revenue Brookline				\$ 102,955.56			\$ 102,955.56
Total Ambulance Revenue				\$ 139,904.60			\$ 139,904.60
Expenses							
	Not already in budget						
Wages							
Billing Assistant	20	\$15	\$ 300.00				
Wages per week			\$ 300.00				
52 weeks /year	52	\$300		\$ 15,600.00			\$ 15,600.00
							\$ -
Social Security Employer	6.20%			\$ 967.20			\$ 967.20
Medicare Employer	1.45%			\$ 226.20			\$ 226.20
NH Employment Security	1.70%			\$ 265.20			\$ 265.20
Workers Compensation							
Billing Company Fee % of Revenue	7%			\$ 9,793.32			\$ 9,793.32
Uncollectable percentage of Revenue	14%			\$ 19,586.64			\$ 19,586.64
Insurance company discount	0%						
Total Expenses				\$ 46,438.56			\$ 46,438.56
Ambulance Net Income				\$ 93,466.03			\$ 93,466.03

Ambulance Personnel Perspective on Billing

In 2018 two surveys were conducted of ambulance personnel regarding potential billing: one in February and one in the fall:

Question #1: Should Brookline bill for ambulance services?

Answer	February 2018	Fall 2018
“Yes”	15%	18%
“Probably”	20%	23%
“Not Sure/Insufficient Info”	25%	0%
“Probably Not”	15%	18%
“No”	25%	41%

Question #2: If Brookline DOES charge for services:

Answer	February 2018	Fall 2018
“I will likely resign within the next year”	5%	6%
“I will continue to volunteer”	5%	19%
“I would prefer to be paid”	58%	37.5%
“I will continue to volunteer, but prefer to be paid”	32%	37.5%

The committee met on November 14th with seven members of the Ambulance Service to review the billing model, answer questions, and understand their views on potential billing. Consistent with the recent survey, opinions were split about billing. Some expressed an interest in pursuing billing given the potential revenue while others expressed concern that the added demands of billing could risk departures of attendants. One attendant who works for another ambulance service that bills said billing, through a third party, does not materially impact the time he spends on a call. It was also suggested that if we start billing, a fund should be established to dedicate all or some of the revenue for new ambulances and equipment.

Public Hearing

On November 26th a Public Hearing was held to gain input on ambulance billing. Eight residents attended. The billing model was reviewed with attendees. The following opinions were voiced:

- Brookline seniors (over age 65) represent about 9% of the town population, but make up 38% of the Ambulance Service's requests for service so billing would disproportionately impact the town's seniors
- Ambulance Service is the smallest of the three emergency services departments and should not be asked to be the only one to charge for services; it would particularly hurt our seniors who already get limited services for their taxes
- If billing would have an annual tax savings of about \$44 for an average home, billing is not worth the added reporting, etc.
- Additional stress for seniors as a result of billing is not desired, but can't such bills be forgiven according to information provided by one of the billing companies
- If there are downsides to billing, why do almost all other NH towns do it

Guidance from Hollis Fire Chief

On December 4th, Hollis Fire Chief Rick Towne met with the committee to provide background on Hollis's experience transitioning to billing for ambulance services. Highlights included:

- Hollis began billing in 1999
- There was initial resistance to the transition, especially from attendants, but concerns (e.g., departure of volunteers, decline in donations or residents not calling for ambulance) were not realized
- Hollis made the decision to not be aggressive in billing; do not use collections agency
- Always have used a third-party billing service (Comstar)
- All revenues are dedicated to a separate fund for new ambulances and related equipment
 - It took about six years of annual revenues for the department to become financially self-sufficient with the exception of some salaries
- It took about a year for attendants to get used to billing
- In the case of a patient's difficulty paying, they contact Chief Towne and he decides whether to waive the bill
- In 2017, Hollis did 337 billable transports (compared to 300 for Brookline/Mason)
- Hollis has contracted ambulance payment amounts ("accepted assignment") with all insurance companies except Blue Cross/Blue Shield

Guidance from Billing Companies

Guidance was provided by EMAX, Comstar, and QuickMed Claims should the town pursue billing:

- Have a Collections Policy that reports to the credit bureaus
- Be cautious about a generous Exception Policy. If the town only collects 50% of bills, then the insurance companies may only pay based on the 50% the town typically collects
- Must “balance bill”; bill every patient for what is not paid for by commercial insurance
- Have a town committee to review “hardship” requests; requires a Financial Hardship Policy and financial disclosure forms from the patient and a pre-set formula to be used for evaluating all requests
- Ambulance personnel must:
 - Document why it is a medical necessity for the patient to be transported by ambulance; if deemed not a necessity, we must still bill the patient, but it will not be paid by insurance
 - Patient signatures are required on three different documents (Consent to Treat, Authority to Bill for Services, HIPPA Privacy Notice)
 - Provide specific wording in reports, which demonstrate treatment is “medically necessary”; documentation training for ambulance personnel required

The committee noted some of the above guidance ran counter to information provide by Chief Towne in Hollis; demonstrated the flexibility individual towns can have in their approach to billing

Findings

The committee’s findings include the following:

- The town could expect to receive annual income of about \$80,000-\$95,000 from billing
- There are additional *financial* and *non-financial* costs that could include:
 - One-time costs for documentation training of all attendants:
 - CADS certification (Certified Ambulance Documentation Specialist) is a five-hour class paid to attendants at prevailing wage (about \$100 per attendant) plus a \$7,000 fee for the faculty (NOT inclusive of required travel costs for two instructors). **Total cost of about \$9,000 plus travel**
 - OR Webinar which does NOT provide the certification at \$129 per attendant plus prevailing wage for 2 hours (about \$40 per attendant). **Total cost of \$3,380**
 - One-time costs for HIPAA training for all attendants:
 - "HIPAA Complete" Compliance Package (\$500) plus four-hour class paid to attendants at prevailing wage (about \$80 per attendant). **Total cost of \$2,100**
 - One-time costs for specialized training for Chief and/or Full-time Paramedic:

- CAPO (Certified Ambulance Privacy Officer) **\$1,200** each plus travel, lodging, and overtime/backfill costs
- CACO (Certified Ambulance Compliance Officer) **\$1,200** each plus travel, lodging, and overtime/backfill costs
- Additional time for attendants to document transports and obtain necessary signatures from patients (estimated at 15 minutes per transport); at \$20/hour **adds \$4,500 in estimated costs per year** (3 attendants per transport)
- Potential loss of ambulance attendants who do not want to work in billing environment; if five (5) leave, staffing ambulance could become an issue and costs would rise to ensure needed staffing; erode projected revenue
- Additional QA/QC time of roughly 30 minutes per transport report to ensure proper documentation prior to submitting bills
- Time spent by a committee to review hardship applications; time to create committee policies and forms (if a committee is used)
- Instituting billing may result in some residents either not calling for assistance, that they otherwise would, or driving themselves to the hospital in a potentially compromised condition
- “Balance billing” requires everyone receive a bill for what is not covered by an insurance company or Medicare
- The projected annual tax savings as a result of billing, under the two different models, is estimated at:

Assessed Home Value	Model #1	Model #2
\$300,000	\$37	\$43
\$450,000	\$56	\$65

Recommendations

As a result of its work, the Committee unanimously recommends:

- **A March 2019 warrant article seeking a vote on whether residents want to bill for ambulance services, given it has been 18 years since the last vote, and including stipulations in the article that:**
 - **Billing would be done by a third party**
 - **All billing revenues would be placed in a separate fund for the sole future use of Ambulance Service purchases**
- If approved, the Ambulance Service will require an additional part-time position (up to 20 hours a week) to assist in administering billing
- If approved, the balance of 2019 would be used to develop an implementation plan for billing to start effective January 1, 2020
- If the warrant article is not passed, the Town should revisit the billing topic, if deemed appropriate, in five years.

Following the completion of its research, analysis and meetings/public hearing, the committee voted 4-2 against billing at this time.

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- o Hollis made the decision to not be aggressive in billing; do not use collections agency
- o Always have used a third-party billing service (Comstar)
- o All revenues are dedicated to a separate fund for new ambulances and related equipment

- o It took about six years of annual revenues for the department to become financially self-sufficient with the exception of some salaries
- o It took about a year for attendants to get used to billing
- o In the case of a patient's difficulty paying, they contact Chief Towne and he decides whether to waive the bill
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- Must “balance bill”; bill every patient for what is not paid for by commercial insurance
- Have a town committee to review “hardship” requests; requires a Financial Hardship Policy and financial disclosure forms from the patient and a pre-set formula to be used for evaluating all requests
- Ambulance personnel must:
 - Document why it is a medical necessity for the patient to be transported by ambulance; if deemed not a necessity, we must still bill the patient, but it will not be paid by insurance
 - Patient signatures are required on three different documents (Consent to Treat, Authority to Bill for Services, HIPPA Privacy Notice)
 - Provide specific wording in reports, which demonstrate treatment is “medically necessary”; documentation training for ambulance personnel required

The committee noted some of the above guidance ran counter to information provide by Chief Towne in Hollis; demonstrated the flexibility individual towns can have in their approach to billing

Findings

The committee’s findings include the following:

- The town could expect to receive annual income of about \$80,000-\$95,000 from billing

- There are additional *financial* and *non-financial* costs that could include:
 - One-time costs for documentation training of all attendants:
 - CADS certification (Certified Ambulance Documentation Specialist) is a five-hour class paid to attendants at prevailing wage (about \$100 per attendant) plus a \$7,000 fee for the faculty (NOT inclusive of required travel costs for two instructors). **Total cost of about \$9,000 plus travel**
 - OR Webinar which does NOT provide the certification at \$129 per attendant plus prevailing wage for 2 hours (about \$40 per attendant). **Total cost of \$3,380**
 - One-time costs for HIPAA training for all attendants:
 - "HIPAA Complete" Compliance Package (\$500) plus four-hour class paid to attendants at prevailing wage (about \$80 per attendant). **Total cost of \$2,100**
 - One-time costs for specialized training for Chief and/or Full-time Paramedic:
 - CAPO (Certified Ambulance Privacy Officer) **\$1,200** each plus travel, lodging, and overtime/backfill costs
 - CACO (Certified Ambulance Compliance Officer) **\$1,200** each plus travel, lodging, and overtime/backfill costs
 - Additional time for attendants to document transports and obtain necessary signatures from patients (estimated at 15 minutes per transport); at \$20/hour **adds \$4,500 in estimated costs per year** (3 attendants per transport)
 - Potential loss of ambulance attendants who do not want to work in billing environment; if five (5) leave, staffing ambulance could become an issue and costs would rise to ensure needed staffing; erode projected revenue

- Additional QA/QC time of roughly 30 minutes per transport report to ensure proper documentation prior to submitting bills
- Time spent by a committee to review hardship applications; time to create committee policies and forms (if a committee is used)
- Instituting billing may result in some residents either not calling for assistance, that they otherwise would, or driving themselves to the hospital in a potentially compromised condition
- “Balance billing” requires everyone receive a bill for what is not covered by an insurance company or Medicare
- The projected annual tax savings as a result of billing, under the two different models, is estimated at:

Assessed Home Value	Model #1	Model #2
\$300,000	\$37	\$43
\$450,000	\$56	\$65

Recommendations

As a result of its work, the Committee unanimously recommends:

- **A March 2019 warrant article seeking a vote on whether residents want to bill for ambulance services, given it has been 18 years since the last vote, and including stipulations in the article that:**
 - **Billing would be done by a third party**
 - **All billing revenues would be placed in a separate fund for the sole future use of Ambulance Service purchases**
- If approved, the Ambulance Service will require an additional part-time position (up to 20 hours a week) to assist in administering billing
- If approved, the balance of 2019 would be used to develop an implementation plan for billing to start effective January 1, 2020
- If the warrant article is not passed, the Town should revisit the billing topic, if deemed appropriate, in five years.

Following the completion of its research, analysis and meetings/public hearing, the committee voted 4-2 against billing at this time.

BROOKLINE AMBULANCE SERVICE

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MVC / Transportation Incident	77
Falls	40
Breathing Problems	33
Psychiatric / Behavioral /Suicide Attempt	33
Standby	22
Chest Pain (Non-Traumatic)	21
Abdominal Pain/Problems	17
Medical Alarm	13
Stroke / CVA / TIA	12
Sick Person	12
Back Pain (Non-Traumatic)	12
No Other Appropriate Choice	10
Unconscious / Syncope	9
Lift / Invalid Assist	9
Hemorrhage / Laceration / Bleeding	8
Nausea / Vomiting	7
Pain	7
Traumatic Injury	6
Altered Mental Status	6
Heat / Cold Exposure	6
Cardiac Arrest / Death	6

Allergic Reaction / Stings / Bites	6
Unknown Problem / Person Down	5
Seizure	5
Overdose / Misuse of Meds /Poisoning	4
Alcohol intoxication	4
Well Person Check	4
Assault	4
Automated Crash Notification	3
Fever	3
Dizziness	3
Head Injury	3
Animal Bite / Attacks	2
Inaccessible Incident/ Entrapments (Non-Vehicle)	2
Fracture	2
Dehydration	1
Auto vs. Pedestrian	1
Diabetic Problem	1
Search and Rescue	1
Carbon Monoxide /Hazmat /Inhalation /CBRN	1
Choking	1

TOTAL CALLS: 384

DAYS:	135 (35.2%)
NIGHTS:	133 (34.6%)
WEEKENDS:	116 (30.2%)
1st AMBULANCE (A1):	357 (93%)
2nd AMBULANCE (A2):	27 (7%)
2005 AMBULANCE:	157 (40.9%)
2009 AMBULANCE	227 (59.1%)

TOTAL PATIENT CONTACTS: 422 (eg.: MULTIPLE PATIENTS PER CALL)

A1 PATIENT CONTACTS:	390
A2 PATIENT CONTACTS:	31
2005 AMBULANCE CONTACTS:	184
2009 AMBULANCE CONTACTS:	236
SEMS1/POV CONTACTS:	2

TOTAL CALLS OUT OF TOWN: 91 **(23.7%)**

MASON:	77 (20%)
MUTUAL AID GIVEN:	9 (2.3%)
MUTUAL AID RECEIVED:	5 (1.3%)

TOTAL TRANSPORTS: 233

ALS TRANSPORTS:	148
BLS TRANSPORTS:	85
ALS INTERCEPTS:	3
NON-TRANSPORTS	186

DESTINATIONS

ST. JOSEPH:	113
SNHMC:	104
CMC:	5
ELLIOT:	5
LEOMINSTER:	2
MONADNOCK:	2
NASHOBA:	2

BROOKLINE AMBULANCE SERVICE 2018 ANNUAL REPORT

Brookline Ambulance Service stands ready to respond to calls for assistance 24 hours per day, seven days per week, 365 days per year. We serve the needs of the citizens and visitors of the town of Brookline and are contracted to provide those same services to the town of Mason. We also provide occasional mutual aid backup to surrounding towns when their call volume overwhelms their resources.

The Brookline Ambulance Service (BAS) is comprised of one Full-time Chief/Paramedic, one Full-time Paramedic, and a robust cadre of volunteer members who are all licensed by the State of NH at the EMT, Advanced EMT, and Paramedic level. The volunteer membership currently has 3 Paramedics, 6 Advanced EMTs, and 9 EMTs as well as 3 prospective members who are in the process of taking their EMT training. We currently also have two licensed Apprentices, under the age of 18, who observe and learn the craft of Emergency Medical Services in preparation for possibly becoming EMTs. All members of the Ambulance Service, Full-time and volunteer, must meet the same national educational, testing, and certification standards, and state licensing requirements as every other EMS Provider in the State of NH. The care that you receive from Brookline Ambulance Service meets the same high standards as every EMS service in the state and is overseen locally by our Medical Resource Hospital, St. Joseph Hospital in Nashua.

The Full-time staff cover the ambulance and office duties weekdays from 8am until 4pm, with frequent assistance from the volunteer members. Nights, weekends, and holidays are all covered by our volunteer members, with a total of over 12,200 hours covered by our volunteers in 2018. The backbone of the Brookline Ambulance Service continues to be this amazing team of devoted and enthusiastic volunteers who are serving on the front lines to provide prompt, professional, and compassionate care to our patients without compensation for the time and service they provide to the community. Our sincere thanks go out to this amazing team and their families who support their volunteer efforts for the betterment of the entire town.

With the support of this corps of volunteers, full-time Paramedic Jan Watt commendably served as Acting Ambulance Director and oversaw Emergency Management functions for the first half of 2018. In June, Emergency Management was split off from the Ambulance Director's job responsibilities. Paramedic and Instructor/Coordinator Shawn Jackson was hired as the Ambulance Chief in June. Shawn has transitioned well into the position with the help and constant support of Jan and the volunteer membership. Chief Jackson brings with him 25 years of EMS experience in urban, suburban and rural areas of New England and most recently served as a Captain at the NH Fire Academy & EMS and as a Paramedic Educator for the New England EMS Institute.

In 2018, EMT Bobbie Canada celebrated 40 years with Brookline Ambulance Service. Bobbie was recognized at the New Hampshire Fire Service & Emergency Medical Services Committee of Merit Awards & Recognition ceremony with an EMS Lifetime Achievement award. Bobbie responded to nearly half of all of Brookline Ambulance calls in 2018 and is a shining example of the dedication of our volunteer corps. Our profound thanks and congratulations go out to Bobbie and his family.

Advanced EMT Richard Gribble completed his ProBoard Certification for Fire & Emergency Services Instructor I. Richard has taken on the role of Training Officer for the Department and is responsible for the coordination and scheduling of the Department's in-house continuing

BROOKLINE AMBULANCE SERVICE 2018 ANNUAL REPORT

education program. All members of the Department must complete a minimum of 40 to 60 hours of continuing education every two years to maintain their EMT/AEMT/Paramedic certifications.

This year, the Service participated in ongoing training for Response to Active Shooter. We partnered with the American Red Cross, Brookline CERT and the Brookline Women's Club to hold two blood drives at the Safety Complex. The Ambulance Service volunteers supported Brookline Police Department for two Drug Take-back Days, the Bolt 5K Road Race, and the town-wide Old Home Days and Independence Day celebrations. The Department taught CPR renewal classes for the Grove lifeguards, Brookline Fire Department, and Mason Fire Department. Staff regularly participated on the Safety Committees and evacuation drills for RMMS, CSDA and the SAU, and assisted Camp Tevya with emergency response planning. BAS also offered numerous tours and presentations for schools, Scouts, seniors, and other civic groups.

The Service is equipped with two ambulances and one command/paramedic intercept SUV. Our oldest ambulance is a 2005 Ford F-450 AEV which turned 13 years old in 2018. While this workhorse continues to serve the Department and our patients admirably, it is well past its retirement schedule and should be replaced in 2019. Replacement has been scheduled since 2015 in the Capital Improvements Plan but has been deferred for the past 3 years. This ambulance lacks many of the patient and crew safety improvements that have become standard in the last 13 years and is beginning to spend more and more time having repairs made to its aging mechanicals. We humbly ask for your support to replace this aging piece of essential equipment. Our newest ambulance is a 9-year-old 2009 Ford F-450 AEV 4x4. Both ambulances were successfully relicensed at the Paramedic level for the next two years by the New Hampshire Bureau of EMS in the fall of 2018. Our command/paramedic intercept SUV is a 2005 Dodge Durango and is used for command response to incidents, travel to and from meetings and trainings, paramedic intercept requests and as a third response vehicle to large incidents. All three vehicles are housed in the four-bay garage at the Safety Complex.

We would like to thank the residents of Brookline, Selectboard, Town Administrator, Town Hall staff, Brookline Police Department, Brookline Fire Department, the Road Agent, DPW Director and the Emergency Management Director for all their help and support in delivering our mission. Thanks also to the Mason Police, Fire, and DPW Departments for their assistance when we are responding to calls in that town. Finally, thank you to our volunteer members and their families, without whom, this Service could not run. The sacrifices that you make to orient new members and respond to the needs of this community are treasured.

Brookline Ambulance Service is always looking for new members and will provide training to any Brookline resident who is interested in becoming an active member with the department. No experience is required, just a desire to help others. Please call the Ambulance Service at 603-672-6216 or stop by the Safety Complex for an application or more details.

Respectfully Submitted,
Shawn Jackson, NRP, I/C
Ambulance Chief

Building Inspector's Report - 2018

Type	Number	Revenue
New Single Family Homes	19	\$15,917
New Electrical issued with building permits		Included w/new BP
New Plumbing issued with building permits		Included w/new BP
New HVAC Mechanical issued with building permits		Included w/new BP
New two family homes	0	\$0
New commercial Building	3	\$1,070
Additions/Alterations Residential	29	\$4,091
Additions/Alterations Commercial	2	\$414
Garages/Barns	6	\$557
Sheds	7	\$280
Pools, Above & Inground	5	\$320
Decks/Porches	11	\$645
Plumbing	17	\$1,390
HVAC/Mechanical or Gas Fitup	0	\$0
Electrical	71	\$4,287
Masonry/Chimney	0	\$0
Driveways	0	\$0
Fire Sprinklers Residential	0	\$0
Fuel Tanks Propane & Oil	0	\$0
Signs	5	\$160
Early Start, Extend Permits and Postage Fees	0	\$0
Reinspection Fees	0	\$0
Demolition Only	2	\$70
Airplane Hangar	0	\$0
Records from Archives	0	\$0
Temporary Housing	0	\$0
Fines/etc.	2	\$120
Total:	179	\$29,320

2018 Cemetery Trustees Annual Report

Brookline has four formally recognized cemeteries: Pine Grove between South Main and Route 130 is the largest and the only one with available space; the others are Lakeside (originally called West Cemetery) on Mason Road, North Cemetery on Route 13 toward Milford, and Cemetery in the Woods, accessible from Louis Drive off Hobart Hill Road/Rocky Pond Road.

The Cemetery Trustees are elected by ballot in overlapping three-year terms, while the Sexton is elected annually at Town Meeting. Meetings are held at least every three months, generally in March, June, September and December. Links to applicable By-Laws as well as Brookline's Rules and Procedures may be found at <http://www.brookline.nh.us/cemetery-trustees>. Trustees have oversight of all matters pertaining to the cemeteries and work in conjunction with the Sexton who is responsible for property maintenance and interments.

In 2018 there were seven interments at Pine Grove and two at Lakeside, which represents an average total number for recent years. This year the Trustees did some significant catch-up maintenance, including removal of overgrown "volunteer" shrubs and pruning of some of the smaller trees and minor deadwood. Addressing safety concerns, a two-year plan was formulated for contracting out larger pruning efforts including some removals, budgeted in two stages for 2019 and 2020. Three new maples were generously donated by the Hollis-Brookline Rotary. The addition of gravel will address resident concerns about muddy driving. In the longer term, there is a desire to clean and repair grave markers; the effort and expense are likely to be substantial. A question of dogs in cemeteries was raised, and with the Selectboard we determined that as long as dogs and their people create no significant problems, there will be no restrictions instituted. The South Main Street sidewalk project, planned for the cemetery side of the street, was postponed from 2019 to 2020.

Cemetery in the Woods was tidied up with the help of some very welcome volunteers. North Cemetery and Lakeside were evaluated, and some needed work was noted.

The 2018 budget for cemetery maintenance was \$16,000, unchanged since 2004. Included in that figure are spring and fall cleanups (including mountains of leaves), routine mowing, minor road improvement, removal of dropped limbs, and extension of the fence as feasible. We depend upon volunteers and plot owners to remove expired plants and decorations.

Our proposed budget for 2019 of \$22,000 adds to the \$16,000 base: \$500 to survey the remaining section for plot placement, \$3,500 for tree work and \$2,000 for gravel pathways at Pine Grove. We anticipate presenting a 2020 budget of \$20,000 to include completing the currently identified critical tree work, and moving to a base of \$18,000 a year thereafter.

Keith F. Thompson, Chair
Brian L. Rater, Secretary
Ann C. Somers

2018 Conservation Commission Report

Thanks to all of the volunteers that help make our conservation lands and properties a successful and enjoyable part of the Town of Brookline. This year consisted of diligent work on many projects that will contribute to a better overall infrastructure for the Town of Brookline's conservation lands.

Wild & Scenic: The Brookline Selectboard, along with Hollis, and nine other MA communities voted in favor of obtaining the Wild & Scenic River designation from the National Park Service for the Nissitissit River. On September 20, 2018, the Nashua River Wild and Scenic River Act was introduced in the U.S. House to add segments of the Nashua, Squannacook, and Nissitissit Rivers to the national Wild and Scenic Rivers System. A companion bill was also introduced in the U.S. Senate. Once Congress votes in favor, the President will then be asked to sign the legislation to officially designate the rivers as Partnership Wild and Scenic Rivers. Stay tuned! As this legislative process proceeds, the Study Committee will begin implementation of the voluntary recommendations within the Stewardship Plan which was overwhelmingly approved by all 11 NH & MA participating towns at their 2018 Town Meetings. Work to protect our outstandingly remarkable resources - our biological diversity, scenic & recreational, and historical & cultural values - will continue! For more information, visit: <https://www.wildandscenicnashuarivers.org/>

Nissitissit River Park: The Commission made substantial progress on Nissitissit River Park, a universally-accessible park adjacent to the river between Route 13 and South Main Street. This multi-year effort began in 2015 with an application for technical assistance from the National Park Service. After years of planning, land ownership work, and permitting, the Commission was ready to move on to the construction phase. In October a half mile of universally accessible trails were opened. The trail system includes a quarter-mile of rail bed trail and a quarter mile loop trail that runs along the River. Additional work is in progress to complete the project, but an early arrival of winter has delayed completion until the spring of 2019. For those wondering, this park lies east of Route 13 and just north of the Sunoco station along the river and rail trail.

Land/Easement Acquisition: We did not make any acquisitions in 2018. We will continue to work on efforts to secure south to north continuity on

the rail trail in upcoming months. We also continue to pursue beneficial additions to any of our conservation forests.

Eagle Scouts: This year the Town of Brookline was the beneficiary of two Eagle Scout projects.

Alex Hadley of Troop 260 built an informational kiosk for “Mary’s Trail” in Hobart Fessenden Woods.

Tim Sulin of Troop 260 built a bridge spanning Stone House Brook in Hobart Fessenden Woods

Trails: There was a significant amount of activity regarding trails this year.

BCC worked with NRPC to produce a new map of Hobart Fessenden Woods.

BCC members manufactured many signs and placed them on trails with color coded paint blazing of trees. This is an on-going effort to make our trail network more navigable and accessible. We will also be working on marking conservation land boundaries with yellow conservation signs.

The Brookline Conservation Commission (BCC) continued its collaboration with the Ice Breakers snowmobile club to connect exiting trails and reroute lost connections. The Ice Breakers and Hollis Nor’easters successfully completed improvements to the “501 Corridor” trail that comes through the Melendy Pond woods.

James Gibson proposed and built a new MTB/hiking/snowshoe trail in Hobart-Fessenden.

New this year the BCC voted to authorize a Trails Sub-Committee to oversee the day to day maintenance of the trail system. The sub-committee will be made up of representatives from the hiking, mountain biking, equestrian, and snowmobile user groups to coordinate volunteer participation. Please inquire with the BCC if you are interested in serving as a member of this subcommittee.

Lake Host: Yvonne Gutierrez and Samantha Archer continued to tirelessly work towards protecting Lake Potanipo from invasive weeds

hitchhiking on unsuspecting boats. This program continues to be a vital part of protecting our lake from milfoil and other unwanted ride-alongs. We continue to always need volunteers/employees to support this program. If you are interested, please contact the Town Hall for additional information.

Ghost Train Race: This past fall we also hosted the 10th Annual Ghost Train Rail Trail Races, with earnings from this ultra-marathon (30-100 miles) and 15 mile run being split between the Brookline and Milford Conservation Commissions. There was a record of 400 runners signed up in 2018 and the 2019 ultra-marathon already sold out - in just over 5 hours. In 2018 alone, Brookline's fundraising proceeds totaled more than \$13,000. These funds will be put right back into the trails for future improvements. We're thankful to Camp Tevya for allowing us to host this event on their grounds every October and to the private landowners for their willingness to share their portions of the rail trail with us. There are plenty of openings to register for the 15 mile race, which also has a 2-person relay option, and we always welcome volunteers! We hope to see you on the weekend of October 19-20, 2019. For more information, visit: <https://sites.google.com/site/ghosttrainrailtrailrace/>

The BCC works very diligently to protect and conserve the natural resources and beauty of the Town of Brookline. Go to our Facebook page for the most current information:

<https://www.facebook.com/BrooklineConservationCommissionNH/>

2018 Public Works Annual Report

To the Residents of Brookline:

First and foremost, a huge THANK YOU goes out to our residents in appreciation of their patience and understanding as Brookline Public Works continues to become established in the months and years to come. The growth of in-house capabilities will provide us with an ability to respond to needs on a timely basis and also plan for and deliver on efficient maintenance of the town's roads and bridges.

2018 was the furthest from drought conditions that our town has seen in a long time. The relentless rain put many projects and maintenance tasks on hold while making drainage and dirt road maintenance a never-ending task. The most notable project put on hold was the continuation of Hood Road reconstruction and paving. We are looking forward to working on this project again in 2019. Dirt roads in general need consistent maintenance and without in-house equipment and personnel, it becomes even more of a challenge to give them the timely attention which they and the residents who live on them deserve. In 2018 the remaining dirt portion of West Hill Road along with a dirt section of Russell Hill Road were paved and half of Wallace Brook Road was reclaimed and paved.

Continued, structured, growth of Brookline Public Works is necessary to break away from sub-contractor reliance for many tasks associated with the care of our roads, drainage, and public properties. While tasks like paving, large scale tree work, line striping, street sweeping, and selected other tasks are not worth our town becoming equipped to handle in-house, many others are vital for us to be staffed and equipped to do in order to provide timely, quality service for our residents. Additionally, having the equipment and people to handle the most basic but vital snow and ice management needs will be critical.

As we look to 2019, some work will be focused on planning for a potential public works garage at the Transfer Station. Preliminary engineering work will be done to estimate site work and the costs of constructing a building to serve the department and protect its equipment. Through close work with both the Selectboard and Finance Committee, we will be planning to seek resident approval of the new building at the March 2020 annual town meeting.

As Brookline Public Works continues to establish itself in the community, residents are encouraged to reach out with feedback and suggestions, which will help us all along the way. "Liking" and sharing the Brookline Public Works Facebook page is another way in which residents may stay informed regarding general department information, upcoming projects or emergency updates.

Sincerely,
Michael Wenrich
Director, Public Works

2018 Road Agent/Public Works Expenditures

SALARIES

Budget Appropriation	\$50,000.00
Expenditures	
<u>Director- Michael C. Wenrich</u>	<u>\$28,031.25</u>
TOTAL EXPENDITURES	\$28,031.25

GENERAL MAINTENANCE

Budget Appropriation	\$70,000.00
Expenditures	
CL Farwell Construction	\$43,036.20
Powell Stone & Gravel	\$905.44
University of NH T2 Program	\$440.00
NH Prison Sign Shop	\$354.99
WEX Fuel	\$1,556.10
County Stores	\$1,665.23
Beltronics	\$1,011.74
Daryl Pelletier	\$450.00
Dan Columbus Tools	\$2,963.06
DNG Auto, Truck, & Equip.	\$80.00
Chappell Tractor	\$9,653.98
Global Public Safety	\$350.15
Sanel Auto Parts	\$215.37
East Coast Detailing (new truck ceramic paint coating)	\$625.00
NH Public Works Association	\$100.00
<u>State of NH Dam Permit</u>	<u>\$750.00</u>
TOTAL EXPENDITURES	\$64,157.26

GENERAL MAINTENANCE- PATCHING

Budget Appropriation	\$2,500
Expenditures	
CL Farwell Construction	\$3,848.00
<u>Brox Industries</u>	<u>\$1,117.65</u>
TOTAL EXPENDITURES	\$4,965.65

GENERAL MAINTENANCE- DRAINAGE

Budget Appropriation	\$40,000.00
Expenditures	
CL Farwell Construction	\$38,805.00
Granite State Concrete	\$241.16
<u>Topcon Solutions</u>	<u>\$869.50</u>
TOTAL EXPENDITURES	\$39,915.66

GENERAL MAINTENANCE- GRAVEL & GRADING

Budget Appropriation	\$30,000.00
Expenditures	
CL Farwell Construction	\$31,435.00
<u>Granite State Concrete</u>	<u>\$3,668.60</u>
TOTAL EXPENDITURES	\$35,103.60

GENERAL MAINTENANCE- SWEEPING

Budget Appropriation	\$5,000.00
Expenditures	
<u>FB Hale</u>	<u>\$5,600.00</u>
TOTAL EXPENDITURES	\$5,600.00

GENERAL MAINTENANCE- PAVING

Budget Appropriation	\$5,000.00
Expenditures	
CL Farwell Construction	\$500.00
<u>R&D Paving</u>	<u>\$1,243.75</u>
TOTAL EXPENDITURES	\$1,743.75

TREE WARDEN

Budget Appropriation	\$5,000.00
Expenditures	
CL Farwell Construction	\$756.00
<u>Souhegan Valley Tree Service</u>	<u>\$2,050.00</u>
TOTAL EXPENDITURES	\$2,806.00

BRUSH CUTTING

Budget Appropriation	\$15,000.00
Expenditures	
CL Farwell Construction	\$2,320.00
<u>Daryl Pelletier</u>	<u>\$15,625.00</u>
TOTAL EXPENDITURES	\$17,945.00

SNOW PLOWING

Budget Appropriation	\$189,500.00
Expenditures	
CL Farwell Construction	\$115,461.75
Ben Senter Trucking	\$17,535.00
Daryl Pelletier	\$9,209.00
Razzaboni Home Builders	\$7,020.00

Koivu Earthworks	\$1,260.00
Burbee Firewood Co.	\$2,274.80
Town of Hollis (winter care of Iron Works Ln.)	\$500.00
Public Works Capital Reserve Trustees	<u>\$39,360.55</u>
TOTAL EXPENDITURES	\$192,621.10

SANDING

Budget Appropriation	\$117,500.00
Expenditures	
CL Farwell Construction	\$74,747.25
Granite State Minerals Inc.	\$33,123.07
Town of Hollis (winter care of Iron Works Ln.)	\$500.00
Koivu Earthworks	\$840.00
Better Built Homes	\$273.00
Akorn Landscaping (bagged deicer for town buildings)	\$146.25
Public Works Capital Reserve Trustees	<u>\$36,360.55</u>
TOTAL EXPENDITURES	\$148,990.12

DUST CONTROL

Budget Appropriation	\$10,000.00
Expenditures	
CL Farwell Construction	<u>\$3,212.50</u>
TOTAL EXPENDITURES	\$3,212.50

GENERAL HIGHWAY EXPENSE

(Rte. 13 flashing lights at Mason Rd. & S. Main St.)

Budget Appropriation	\$500.00
Expenditures	
Eversource	<u>\$410.94</u>
TOTAL EXPENDITURES	\$410.94

STREET LIGHTING

Budget Appropriation	\$12,000.00
Expenditures	
Eversource	<u>\$11,436.54</u>
TOTAL EXPENDITURES	\$11,436.54

RESURFACING ROADS

Budget Appropriation	\$200,000.00
Expenditures	
CL Farwell Construction	\$13,432.32
Gretchen E. Joki (traffic control)	\$326.48
Powell Stone & Gravel	\$309.74

	<u>R&D Paving</u>	<u>\$121,340.64</u>
TOTAL EXPENDITURES		\$135,409.18
 TOTAL EXPENDITURES		\$692,348.55
TOTAL BUDGET APPROPRIATION		\$752,001.00
 <u>BALANCE</u>		<u>\$59,652.45</u>
 HOOD RD. PROJECT AVAILABLE FUNDS		\$60,000.00

2018 Economic Development Committee

Since chartered In April 2012, the Economic Development Committee (EDC) has met once a month and continued to have individual and successful interactions with Brookline business owners and organizations.

House Bill 316 – Property Tax Exemption for Businesses

At the March 2018 Town Meeting, voters approved a warrant article allowing the Town to provide a property tax exemption for businesses that build, rebuild, modernize or enlarge within the community. The exemption applies to the municipal and local school property tax portions of property taxes. The town sets the percentage of the increased assessed value attributable to the construction/addition/renovation (up to 50%) that is exempt. The exemption may run for a maximum of 10 years and the set percentage and duration must be uniformly applied to all projects within the municipality. The adoption of the exemption is good for a maximum period of 5 years. The exemption is not limited to new construction, but also applies to “additions”. For more information, you may contact the Town Administrator.

The EDC had a very busy year working on two annual events.

The fourth annual ***Chili-Chowder-Soup Cook-Off*** was held in February at the Event Center. What a crowd we had! Over 300 visitors packed the room where professionals and amateurs brought the best **Chilis, Chowders** and **Soups** we ever tasted. The event was so successful that some competitors ran out of food!

The ***5th Cook-Off*** will be on Sunday, February 17, 2019 from noon to 2:00 pm at the Brookline Event Center. We hope to see you there!

The fourth annual ***Brookline Bridal Show*** scheduled for late September unfortunately had to be cancelled. The EDC is still working on holding another popular Bridal Show in the fall of 2019 with many new great vendors and many more new future brides and grooms! The ***Brookline Bridal Show Facebook page*** has continued

to be viewed by many people and has over 400 “likes” which demonstrates how popular the page has been since its creation.

The EDC continued working on promoting the ***Brookline Chapel***. So far, over 100 weddings have been celebrated at the Chapel and it is a significant source of revenue for the Town. A ***Facebook page*** was set up 3 years ago for the Brookline Chapel, which provides another way to let people know about this beautiful building. ***Did you know?*** The Chapel is also available for many other types of events or celebrations such as baptisms, concerts or art expos! A ***short video*** on the chapel was created and can be viewed on the Brookline Bridal Show & Brookline Chapel Facebook pages as well as on the Brookline website.

In order to keep Brookline Residents and Businesses informed of our efforts, the EDC publishes the ***Economic Development Newsletter*** that is being distributed to all businesses and residents. Many businesses, organizations and committees have offered their support by providing articles and photos – another great way to put their name out there and get some “publicity”! The newsletters are all available on the Brookline website which is being viewed by many people and organizations outside of Town!

This year again, the “***Welcome Packet***” with valuable information about Town services, boards and committees, clubs, and local resources has been offered to all new Brookline residents. Many Brookline entrepreneurs are taking the opportunity to advertise their business by providing coupons and special offers that are included in the packet. Since created in 2013, the packets have received so many positive comments. Welcome Packets are available at the Town Hall.

The ***Business Directory*** available on the Brookline website is a great way for residents to contact local businesses. Business owners, do not forget to contact the Town Hall with any updates you may have or if you are not yet listed!

The EDC encourages Brookline Businesses to get involved and contribute to the economic development of our wonderful town by attending the meetings and sharing their ideas.

By working together, we can achieve great things!

On behalf of the current Economic Development Committee:

Eddie Arnold, Selectboard & Business Owner

Eric Bernstein, Planning Board & Business Owner

Donna Marsh, Realtor

Ron Pelletier, Planning Board & Business Owner

Tad Putney, Town Administrator

Valérie Rearick, Town Planner

Steve Russo, Finance Committee & Realtor

Gerrell Smith, Businessman

***“Promote balanced, long-term economic development,
which reflects and enhances the character of our community”***

2018 Emergency Management Report

Emergencies and disasters can happen at any time. Brookline Emergency Management urges all residents to be prepared with a family plan and a home emergency kit before an emergency happens.

A family plan can assist you in deciding, prior to an event, what you will do in an emergency, where you will go and how you will get in contact with each other.

Storms and other events can result in power outages. Be prepared for at least 72 hours without power. A home emergency kit can help and contains basic items you and your family may need if an emergency happens. At a minimum, plan to have at least a 3-day supply of food, water and medicine. It is important to remember to review the content of your emergency preparedness kit on a regular basis and update the contents as needed.

Brookline Emergency Management is responsible for preparing for, responding to, and recovering from major emergencies or disasters. During 2018, Emergency Management worked with the Brookline Emergency Services and the local schools to review emergency operations plans and drills. With the assistance of the Brookline CERT Team, Emergency Management provided assistance during town events and activities.

The Town of Brookline utilizes the CodeRED Emergency Notification System. CodeRED is a telephone communication service for emergency notifications and the distribution of town-wide preparedness material. The CodeRED System can send phone, text, and e-mail messages to the entire town within a few minutes with a pre-recorded message describing the emergency situation such as an: evacuation, hazardous materials incident, missing persons, winter storm or local shelter information. Important instructions that could help in an emergency are also included in the messages.

To receive the CodeRED messages you must register on-line. The process is quick and easy. Please visit the Town of Brookline website and use the Code Red link on Brookline's homepage to sign up.

During an emergency, quickly locating a resident's home may be the matter of life or death. Since 1995 the Town of Brookline has had an ordinance requiring all buildings to have street numbers that can be readily

seen from the street. Please check your property and review that your street numbers are the correct size and color and can be seen from the street year-round, in all conditions, by the responding Emergency Services.

Brookline is fortunate to have its own CERT Team of dedicated local residents. The Community Emergency Response Team (CERT) program educates volunteers about disaster preparedness for the hazards that may affect their community and trains them in basic disaster response skills. CERT volunteers assist Brookline Emergency Management and are trained to respond safely, responsibly, and effectively to emergencies. They also support the community during non-emergency events as well.

The Brookline CERT Team meets monthly, at the town's Emergency Operation Center (EOC) located at the Public Safety Complex. During the monthly meetings, the members plan for upcoming events, maintain the EOC communication system and receive training on various emergency & communication topics.

Brookline CERT is looking for volunteers to assist with town emergency and community events. If you are interested in becoming a CERT member, or just would like more information on the CERT program, please contact the Emergency Management Director at 673-2157.

I would like to thank Jan Watt, from the Brookline Ambulance Service, and the members of Brookline CERT, for their untiring efforts in maintaining the Emergency Management function and the coordination of the Brookline CERT team over the past year. During 2018, the Brookline CERT team volunteered over 300 hours to training and assisting in town events. These events included: school evacuation drills, Ham Radio Field Day, 4th of July Parade, Drug Take Back Day, 5k road race, Red Cross Spring Blood Drive and the Home Town Heroes event.

More Emergency Management and preparedness information can be found on the Brookline Town Website along with the link to the Brookline Emergency Management Facebook page.

Respectfully submitted, David J. Coffey, Emergency Management Director

2019 Finance Committee Report

The Finance Committee reviews both the Town and the Brookline School District budgets. The members of the committee work with the Selectboard and School Board to review the budgets and make recommendations and suggestions to town officials, the School Board, school administration, and the voters. The committee meets monthly and consists of three townspeople elected by the voters to three-year terms.

The Finance Committee makes recommendations on all town and school district warrant articles that have a financial impact. The committee has been meeting with town and school officials for the past several months discussing the financial and operational impact of the proposed warrant articles.

The town warrant articles represent a reduction in town spending of 2.7% to 3.5% depending on receiving grants, if all warrant articles are passed. For the schools, both the Brookline School District and the Hollis Brookline Cooperative School District are facing significant increases to their operating budget due to issues beyond the control of the schools (special education, contracts approved by voters, transportation increases, etc.). Both schools have significantly cut back on discretionary spending to minimize the impact to the taxpayers, but there are substantial increases in expenses that are legally required and these cannot be completely offset without significantly impacting educational opportunities.

We would like to thank the members of the committee studying full-day kindergarten for their efforts to enhance Brookline's educational opportunities. Although it was the unanimous agreement of both the School Board and the Finance Committee that other, legally required expenses make the expansion of kindergarten unaffordable this year, the proposal deserves further consideration.

The Finance Committee would like to recognize the hard work done by the Town, the School District (including the SAU office) and everyone

who work together to keep budgets level and lessen tax increases. Brookline is fortunate to have many civic minded volunteers, which helps to keep our taxes lower and provide the town with services and opportunities which would otherwise not be available.

2018 Fire Department Report

The Brookline Fire Department would like to ask the voters to support Warrant Article #5 to place \$185,000 in a capital reserve fund. This money was raised last year, and if we are awarded the Assistance to Firefighter's Fund grant to replace 5E4, would be used as the town's matching portion. The \$185,000 is due to expire at the end of 2019, which is why we would like to put it in the capital reserve fund. This would have zero tax impact on your 2019 taxes. If we are not awarded the grant this year, we will be putting in a warrant article to have the town purchase a new truck next year and this \$185,000 could be used as a down payment on the truck, or if we were fortunate enough to get a grant in 2020, we could use that money for the town's matching portion.

The new Command SUV has proven to be a valuable asset, responding to the majority of calls since its purchase, including a multi-agency call spanning two days.

We have re-applied for an Assistance to Firefighter's grant for the purchase of new extrication equipment, which would replace the 18-21 year old equipment on 5R1 and 5R2 that is becoming increasingly obsolete and not compatible with the newer vehicle construction materials.

We received a 2019 Volunteer Fire Assistance grant in the amount of \$1,974.51 for forestry personal protective equipment.

As cancer continues to be a growing concern within the fire service and country-wide, our department has created and is instituting a cancer prevention plan. There are two major components of the plan. The first is reducing cancer exposure within the fire station, which we have addressed by installing Plymovent exhaust systems in both apparatus bays. This provides vehicle exhaust extraction, ensuring clean air in the work environment for all firefighters and all visitors to the station.

Additionally, we have ensured that each member has two sets of gear, to make sure that contaminated sets of gear are never worn. We wash our gear after each exposure to potential contaminants, and both sets of gear are washed once a year.

The middle section of the station roof upgrade has been completed.

We would like to thank Captain Dave Santuccio for his 20 years of service to the department. He has remained on the Board of Fire Engineers. We would like to thank Lieutenant Shawn Ricard for his 11 years of service to the department. We wish them well in their retirement. We welcome new firefighters Shauni McDonald and Richard Veilleux.

The Brookline Fire Department faced a great loss this year, with the passing of Tyler Ricard in August. Tyler lived with muscular dystrophy for many years. His upbeat personality was an inspiration to us all. Tyler, we miss you and may you rest in peace.

In September, Chief Charles Corey, Sr. and Firefighter David Cook were recognized by the NH Fire Services Committee of Merit for 40 years in the fire service.

We would like to thank Art Korn, owner of Akorn landscaping, for the tremendous job he and his crew do on our landscaping. We appreciate the professionalism and dedication to the pleasing appearance of our station.

We enjoy working with all town emergency services personnel and greatly appreciate our mutually beneficial working relationship.

In 2018, we responded to 17 mutual aid calls, and received mutual aid 9 times. We have a tremendous amount of respect for and thoroughly enjoy working closely with all of the towns within the Souhegan Mutual Aid Association. In September 2018, we responded with one engine and 6 firefighters to support the Task Force Team in Lawrence, Massachusetts during the natural gas explosion.

In order to make sure that we successfully respond to and mitigate any situation to which we are called, being properly trained is critical, including new equipment training, and how to deal with new types of materials being used in our homes and motor vehicles. We take great pride in being well prepared for the many types of challenges with which we are faced. New members are required to complete Firefighter Level I, which includes 246 hours of training and many hours of studying and on-line classes. Our members juggle family life, training, emergency calls day or night, and fundraisers. It is a constant challenge to find new members willing to make the time commitment necessary to be a successful member of our department. We appreciate the long hours that firefighters put in and the family support given to our members. Thank you to all the

families for all that you do to support us. We continue to be proud of the professional service we provide to the town of Brookline. We have proudly served the townspeople since 1826!

We would like to thank all the townspeople and those who come out year after year to support us for the annual Barbecue, Duck Race and other fundraisers. With the funds raised last year, the Brookline Fire Association purchased a Blitz Nozzle, two cold water rescue suits, and some rescue rope equipment. This year Cole (Axe) Boggis was the recipient of the Pat Burke Scholarship for Fire/EMS, which has allowed him to complete his Level II training.

Many thanks to Association board members Sheryl Corey, Meaghan Fricke, Phil Soletsky and Beth Boggis for managing these projects. Their dedication continues to provide great benefit to our department.

As the town of Brookline celebrates its 250th anniversary this year, we celebrate the 100th anniversary of our Model T 1919 fire truck, as well as the 50th anniversary of our 1969 forestry truck, which is still in service. Please keep your eyes peeled for the 1919 truck and look for some special items going up for sale to help celebrate and support the Fire Association.

Respectfully submitted,
Charles E. Corey, Sr., Fire Chief

The Board of Fire Engineers:
David Joki, Asst. Chief
David Flannery, Asst. Chief
David Santuccio, Captain (Retired)

<u>Name</u>	<u>Title</u>	<u># Years</u>	<u>Service Certifications</u>
Charles Corey, Sr.	Fire Chief	41	Career
David Joki	Assistant Chief	30	Level III
David Flannery	Assistant Chief	19	
Scott Boggis	Captain	20	Level I
Sheryl Corey	Radio	35	
Tom Humphries	Radio	3	
Roger Francis	Chaplain	3	
Polly Duprez	Admin. Asst.	7	

Company 1

Jean-Paul Royea	Lieutenant/Fire Inspector	11	Level II/EMT
Michael Wenrich	Firefighter	4	Level I
Tyler Pelletier	Firefighter	3	Level I
Daryl Pelletier	Firefighter	3	Level I
Richard Veilleux	Firefighter	New	

Company 2

Colin Shea	Lieutenant	10	Level II/AEMT
Richard Montgomery	Firefighter	16	
Timothy Brown	Firefighter	6	Level II
Josh LaLancette	Firefighter	2	Level I/EMT
Gretchen Joki	Firefighter	1	Level II

Company 3

Barry Doyle	Lieutenant	17	Level II
David Cook	Firefighter	8	Career/EMT
Meaghan Fricke	Firefighter	16	Level II
Joe Cooper	Firefighter	18	
Jonathan Boyle	Firefighter	11	Level I

Company 4

Charles Corey, Jr.	Lieutenant	9	Level I
Peter Bretschneider	Firefighter	22	Level I
Cole Boggis	Firefighter	3	Level I
David Michaud	Firefighter	1	Level I
Shauni McDonald	Firefighter	New	

Company 5

Brian Moore	Lieutenant	16	Level I
Richard Gribble	Firefighter	4	Level I/AMET
Phil Soletsky	Firefighter		Level I
Paul Bourassa	Firefighter	27	Level I
James Duval	Firefighter	1	

2018 was a busy year for both fire calls and inspections. When comparing a ten-year period, 2008-2018, our number of inspections have increased by 74%, from 220 to 382 and our number of calls have increased by 49%, from 198 to 294. This is the result of an increase in the town population as well as the number of visitors that travel to or through our beautiful town.

Fire Calls

The Brookline Fire Department responded to a total of 294 calls, which resulted in a total of 2,214 firefighter hours through December 31st, 2018, and 2,221 training hours. The following is the breakdown of the calls.

House/Structure	3	Chimney Fire	1
Car Fire	4	CO Detectors	6
Public Assist	10	Brush/Illegal Burn	1
Car Accidents	35	Mutual Aid Given	17
Wire/Trees	13	Alarm Activation	69
Gas/Propane/Oil	12	Water/Ice	2
Other	48	Service Request	33
Assist Ambulance	11	Smoke Check	16
Assist Police	2	Mutual Aid Received	9

In 2018 there were 188 Seasonal Burn Permits issued. Seasonal Permits may be renewed during the week at the Brookline Fire Station and expire December 31, 2019. Anyone wishing to obtain a Seasonal Burn Permit for the first time may contact Chief Corey at the station (672-8531).

Fire Inspections

Business Inspections/Re-Inspection

/Assembly Permits/Final	105	Wood Stove	5
Cistern	16	Life Safety Inspection	4
Fuel Storage	81	Foster Home	1
Boiler	4	Pellet Stove	2
Fire Alarm System	1	Generator	12
Gas Furnace	32	Sprinkler Inspection	2
Hot Water Heater	24	Chimney	5
Gas Stove/Oven	13	Tent	1
Fireplace	8	Oil Furnace	4
Gas Piping	45	Propane Heater	1
New Home Inspections	16		

Total Inspections: 382

2018 Hollis Communications Center Annual Report

Mission Statement

The mission of the Hollis Communications Center is to promote and ensure the safety and security of all members of the community through the application of high quality public safety standards. These services are provided in a manner that promotes satisfaction and professionalism to all members of the community while exhibiting compassion, commitment and excellence.

It is a pleasure providing excellent service to the emergency personnel and citizens of Brookline. If you are interested in a tour of the Communications Center, please contact Manager John DuVarney at 465-2303.

The Communications Center is located in the Hollis Police Station at 9 Silver Lake Road. It is your link to all town services, in emergency and non-emergency situations. The Center is open 24 hours a day, seven days a week. Our staff consists of a Manager, Supervisor, 6 full-time and 2 part-time Communications Specialists. We operate under the direction of the Communications Advisory Board, which includes the Hollis police chief, fire chief and DPW Director. The Communications Center is also pleased to provide dispatch service to the Town of Mason on a contractual basis.

The communications staff plays a vital role in communicating between the units in the field and the public. We answer all department telephone lines and 911 calls for police, fire, EMS and DPW for the towns of Hollis, Brookline and Mason. We also handle radio communications with all police, fire, EMS, and DPW units as well as assisting citizens that walk into the Hollis Police Department with complaints or requests for service.

Full Time Personnel

Manager John DuVarney
Supervisor Robert Dichard
Communications Specialist Matthew Judge
Communications Specialist Anna Chaput
Communications Specialist Robert Gavin
Communications Specialist Jayne Belanger
Communications Specialist Rick Nicosia

Experience

44 years
34 years
33 years
31 years
12 years
17 years
5 years

Communications Specialist Chip Brisk	1 year
Communications Specialist Kassidy Walker	4 years

Part Time Personnel

Communications Specialist Richard Todd	39 years
Communications Specialist Norma Traffic	20 years
Communications Specialist Robert Gavin	12 years

When combined, the Communications Center Staff has over 250 years of experience in public safety.

In 2018, the Communications Center answered a total of 47,954 calls for service.

With the full-time retirement of Robert Gavin last year, we hired Kassidy Walker on April 28th. Kassidy has 3 years of experience with Milford Area Communications. Kassidy was hired by Milford after doing an internship there for 5 months while she attended Milford High School. Kassidy is a very energetic person and along with her personality she will make an excellent employee for the Town of Hollis. I am very happy to have Kassidy as a part of our team. Robert Gavin has maintained employment in a part-time status with the Communications Center.

The Communications Center is very much committed to keeping our personnel current in training. Training completed this year includes: Active Shooter, Hostage & Barricaded Persons, Team Building, Mental Health in 911, Self-Evaluation, Low-Frequency High-Risk Calls, Defeating Drama, Attitude, Understaffed – Underpaid - Underappreciated, Major Disasters and Customer Service. This training program, provided to us by The Public Safety Group, has been very beneficial to all dispatchers. In addition to the in-house training program, several personnel attended outside classes during the year. Last year these included: Public Safety Telecommunications Basic Course, Domestic Violence, Emergency Management Conference, Your Role in Suicide Intervention, Mental Health for First Responders, Dealing with Subjects with Mental Health Issues, APCO Atlantic Conference and the annual NH Emergency Dispatchers Association Training Conference.

The Communications Center also provides a Senior Citizen Response Program. This program has proved to be very successful. When you sign up for this program, you will be given a specific time to call the

Communications Center every day. If we don't receive a call from you, we will call your residence. If there is no answer a police officer will be sent to your residence. This program will also give us specific medical conditions that you might have and will assist the medical responders prior to their arrival. If you would like to sign up for this program please contact John DuVarney at 465-3636.

This year we accepted delivery of a new alarm monitoring system, which will monitor all town buildings that we dispatch for Fire and Burglar Alarms. We will also encumbered funds from our 2018 operating budget that will be used to install a new generation Exacom recorder, which is vital equipment as it records all of our radio transmissions and telephones messages. As previously stated, the money used to purchase both of these critical pieces of equipment came from remaining funds in the 2018 operating budget, which demonstrate our commitment to responsible fiscal planning and budget maintenance.

On behalf of the staff at the Communications Center, we wish to extend our sincerest appreciation to Town of Brookline for their continued support.

Respectfully submitted,

John V. DuVarney, Manager

Communications Advisory Board
Police Chief Joseph Hoebeke
Fire Chief Richard Towne
Director of Public Works Todd Croteau

2018 Brookline Public Library Annual Report

2018 was a year of transition and new beginnings at the Library. In February we said goodbye and farewell to Myra Emmons, our director of ten years. Myra embarked on her retirement journey by touring the southwestern portion of the United States. We wish Myra all the best as she travels in search of her own new beginning and are thankful for her many years of service to our community here in Brookline. Wherever her travels take her, there is no doubt that she will bring the same dedication that she brought to the Library during her tenure.

As we start our own new beginning, the Board would like to take this opportunity to recap the highlights from the year and to thank the many people who made this year a success. Transitions can be trying times for an organization, but we were fortunate to have had a smooth year all thanks to the strong leadership of our new Director, Patricia Leonard. We are excited to have her to guide us on our journey. Throughout this transitional year, the Library continued to enjoy strong community support from patrons, volunteers, staff, town officials and Brookline residents.

Once again, the Library offered a wide variety of programs to encourage literacy, foster a love of reading, and cultivate the library as a hands-on learning resource. Some of the most popular children's programs presented were: on-going story times, reading dogs, summer reading program, music and movement, and school break STREAM programs. Other beloved children's programs include reading of *The Polar Express*, and ISCREAM social, Harry Potter Escape Room, Fancy Nancy Fashion Show, and celebrating participation in the 1000 Books before Kindergarten initiative. The Library also hosted community-wide programs such as Game Day (mah-jongg and cribbage), Family Craft Night, Civics 101, Fly Fishing, Edible Books, Peace Poster Contest, Tick-borne Disease Prevention, New England Quilts, and we added two new book groups: a Classics Book Group and a Women's Book Group.

Many of these wonderful programs were made possible through the hard work and support of the Friends of the Library. The Friends remain a mainstay of the Library through book sales, bake sales at several town events, holiday wreath sales, and by reaching out for contributions from local businesses and residents. The Friends continued to support the

community by providing access to discount passes to a wide variety of local museums, science, and nature centers.

Strengthening ties built last year and supporting the community continued to be one of the main objectives of the Library this past year. Continued collaboration with the schools has resulted in better communication among staff, expanded services and a focus on complementary collections. As we look to the new year and new beginnings, we are exploring initiatives for improved services such as: extended hours, updated technology, expanded space, and increased services for seniors among our top priorities.

Once again, the Library participated in the 4th of July parade with a Harry Potter-themed float and installed a second Little Free Library, donated by the Spokane family, on the Library sign to ensure books are available at any time.

Our interlibrary loan statistics have gone down, which is not surprising since the ILL module in Nhu-pac went down this year, and all participating libraries have had to resort to email for ILLs. That being said, the ILL stats appear to have gone down about 18%. We added 181 new patrons in 2018.

The Library Trustees value the continued support of the Selectboard, as well as the assistance of the town administrative and departmental staff and look forward to strengthening these relationships. Along with Director Patricia Leonard, our exceptional staff, Friends, advocates and volunteers, we look forward to another exciting year serving and supporting Brookline residents. Come explore, discover, and connect with resources at the Brookline Public Library this year!

Respectfully Submitted,

Karen Jew, Chair

Ed Cook

Shannon Guay

David Partridge

Steve Russo

Danielle Molinari

Brookline Public Library - 2018 Statistics

Annual Service Hours	2464
Registered Patrons	2652

Collections

Print materials (includes 67 Periodicals)	27,725
Audios (books and music)	1,923
DVDs	3084
Museum Passes	13
Circulating Equipment	14
Realia (games, puzzles etc)	5

Total locally-owned Collections:32,764

Licensed Databases (thru NHSL)	20
Licensed Database (local)	3
E-books (through NHDB subscription)	12,605
Audio Downloadables (NHDB)	9,684

Total Available Resources:.....55,076
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Circulation

All formats	39,510
Museum Passes	366
Other: ILLs, ebooks etc	8,375
Total Circulation:	48,251

Database use (Ebsco, Online Catalog etc)	
Total searches...	24,847

Volunteers & Sponsors

Volunteer hours	340
Number of Sponsors	23
Number of sponsored items	139

Programs & Services

Youth programs	241
Adult programs	223
Total programs:	464
Attendance – Youth	1916
Attendance – Adult	1334
Total Attendance:	3,250

Library Treasurer's Report
Brookline Public Library
Account Balances for Year Ending 12/31/2017

Library General Funds

Checking Account

Balance December 31, 2017	\$87,414.52	
Receipts: Town Appropriation	\$280,906.25	
Copy/FAX/Print	223.57	
Donations	\$2,332.04	
Interest	\$65.09	
Grants	\$481.15	
Trust Fund	\$1,517.08	
Other Income	\$1,051.33	
Payments: Expenses	\$255,642.92	
Ending Balance December 31, 2017	\$118,348.11	\$118,348.11

Savings Account

Balance December 31, 2017	\$19,853.88	
Receipts: Income	\$0.00	
Interest Earned	\$19.86	
Payments: Expenses	\$0.00	
Ending Balance December 31, 2018	\$19,873.74	\$19,873.74

Total of All Accounts in Hands of Treasurer 12/31/18		\$138,221.85
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Library Treasurer's Report

Brookline Public Library

Year End Summary 2018

Income

Donations

Friends of Library	0.00
Sponsors	801.88
Other donations	<u>1,530.16</u>
Total Donations	2,332.04

Donations (see above)	2,332.04
Copy/FAX	223.57
Fines	0.00
Grants	481.15
Lost & Paid	921.33
Media Sales	45.00
Non-Resident Cards	40.00
NHRS refund	45.00
Trust Fund	1,517.08
Town Appropriation	<u>280,906.25</u>

Total Income \$286,511.42

Expense

Automation	1,107.00
Communications	3,419.98
Criminal Background Check	175.00
Education	186.00
Equipment	1,520.43
Equipment Maintenance & Repair	276.96
Health Insurance	2,744.45
Media (see below)	33,813.69
Audio Materials	5,638.67
Dues and Membership Fees	2,357.00
Printed Materials	21,220.61
Serial Subscriptions	1,077.59
Video Materials	3,170.82
Media - Other	349.00
Total Media	33,813.69

Mileage	313.41
Office Supplies	4,428.39
Payroll Expense	845.00
Postage	144.00
Professional Dues, Fees, Etc.	410.00
Programs	5,659.56
Retirement (Employer)	9,947.67
Salaries	177,128.52
SS/Medicare (Employer)	<u>13,522.86</u>

Total Expense 255,642.92

Return to town 10,559.00

Net Income 20,309.50

David Partridge
Treasurer, Brookline Public Library

2018 Melendy Pond Authority Report

CASH ON HAND - JANUARY 1, 2018: **\$17,505.07**

RECEIPTS:

RECEIVED ON LEASES	7,156.00
INTEREST ON DEPOSITS	53.62

TOTAL RECEIPTS: **\$7,209.62**

EXPENSES:

ROAD MAINTENANCE/REPAIR	150.00
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TOTAL EXPENSES: **\$ 150.00**

CASH ON HAND - DECEMBER 31, 2018: **\$24,564.69**

The assessed valuation of the buildings on the Melendy Pond Authority for 2018 was \$942,000 with an anticipated tax return to the town of \$27,846.

Peter Webb, Chairman
Randolph Haight, Secretary
Russell Haight, Treasurer
Peter Cook
Francis LaFreniere
Carol Anderson-Farwell
Pam Austin, Lessee Representative

Melendy Pond Planning Committee Report

Introduction

The Brookline Selectboard (BSB) chartered the Melendy Pond Planning Committee (MPPC) on May 21, 2018 as follow-on to the work done by the Melendy Pond Evaluation Committee (MPEC) in 2017 (reference document a). This report to the BSB is intended to summarize the work done, describe the processes followed, and deliver the results specified in the charter. The detailed agendas, and meeting minutes may be accessed on the Brookline Town Website at <http://www.brookline.nh.us/melendy-pond-planning-committee-2018>.

The MPPC met for the first time on June 26, 2018 and met approximately every other week through November 2018 for a total of 12 meetings. Delivery of this report to the BSB concludes the work of the MPPC. This report with full appendices is available on the Brookline website at <http://www.brookline.nh.us/melendy-pond-planning-committee-2018/files/2018-mppc-final-report>.

Executive Summary

The MPPC has operated with the expectation that there will be no further leases after 2032 and that all structures will be removed from the formerly leased Melendy Pond land.

The MPPC recommends three near-term uses of the land currently owned by the Melendy Pond Authority (MPA). These uses are not mutually exclusive. They are:

- pursuing revenue-positive forestry management over the long term,
- allowing the land to become/remain “unimproved”, and
- allowing and/or creating areas for low impact recreation; specifically providing for walking trails, nature sanctuary, kayak/canoe launch, picnic area(s), and mountain biking trails.

The MPA currently leases plots on which leaseholders have constructed seasonal-use structures. The longest of these leases expire in 2032. The current town directive is that no lease extensions shall be granted beyond 2020. The MPPC recommends that the Selectboard seek voter approval to offer one-time rewrites of the lease agreements in 2019, possibly as

licenses, with very specific requirements, for continued use of the lots through 2032.

The MPPC recommends new elements be employed in any future agreements for individual lot use (leases or licenses) that reinforce the intended seasonal use of any structures, provide increased revenue to the town, and clarify the responsibility for, and defray the costs of, removal of structures upon expiration of the agreements.

The MPPC recommends the Selectboard considers a proposal for dissolution of the MPA and transfer of the deed to the land back to the town. The MPA is an artificial entity with limited capability to enforce the terms of land use agreements. The land should be deeded to the Town to provide clarity of ownership, to give the Town Treasurer direct oversight of the funds, and to enable appropriate management of land use agreements.

The MPPC recommends the Selectboard consider creating a revolving account for funds collected from leases or licenses of Melendy Pond property. The funds collected would be used to cover the future demolition costs. As saving for structure demolition is a major goal for the town, maintaining funds in a segregated account serves this goal and simplifies the required oversight by the Town Treasurer.

Charter Directives

Per the MPPC Charter, there were to be nine voting members from specific public bodies, all to be Brookline residents. They were:

- Selectboard – Edward Arnold
- Melendy Pond Authority – Peter Webb
- Melendy Pond Association – Kevin Visnaskas
- Planning Board – Chris Duncan
- Conservation Commission – Eric DiVirgilio
- Three at-large Brookline residents (not a tenant or having a direct affiliation to a tenant) – Chris Adams, Webb Scales (Vice Chair), and Tom Solon (Chair)
- Town Administrator – Tad Putney (Secretary)

The committee was expected to provide the following deliverables as a result of its work:

- Market rates for annual rent of leased land
- Results of follow-up survey of leaseholders
- Financial impact of extending some leases at market rate versus status quo
- An interim update to the Selectboard (delivered to the Selectboard September 10, 2018)
- Legal guidance on options for recourse on abandoned structures (delivered to Selectboard on November 5, 2018)
- Specific ideas on potential future town use of parcels when leases expire
- *If supported by Selectboard:*
 - Template lease agreement for extended leases
 - Warrant article language for March town meeting
- Final report to Selectboard by November 5th (extended to December 2018)

Potential Future Use

A primary goal for the MPPC is to identify and recommend future uses of the Melendy Pond land. The total tract is 287 acres, a small portion of which comprises the shoreline of the pond which has been leased to individuals upon which seasonal “camps” have been constructed.

The MPPC compiled a list of 19 potential future uses. The list was ranked for various characteristics as “high”, “medium”, “low”, or “zero”. A voting process produced strong consensus on the top choices for recommendation. The top three were chosen as final recommendations. They are:

- pursuing revenue-positive forestry management over the long term,
- allowing the land to become/remain “unimproved”, and
- allowing and/or creating areas for low impact recreation; specifically providing for walking trails, nature sanctuary, kayak/canoe launch, picnic area(s), and mountain biking trails.

These uses can occur concurrently, without taxpayer expense.

Market Rate Analysis

Currently, the annual rents paid by the Melendy Pond tenants range from \$75 to \$2,800 per year. The MPPC was asked by the Selectboard to suggest market rates for the land leases around Melendy Pond. This work had been attempted by the MPEC in 2017 and that work was used as a baseline by the MPPC. After looking at various potential methodologies,

the committee agreed that using comparable rented lots was the preferred method and that the most accessible comparable properties were mobile home lots. Like Melendy Pond, mobile home lots are typically not recognized building lots and the structures are owned by the renters but the underlying land is not. Using this method, the committee recommends using a comparable “market rate” for rental of the Melendy Pond lots of \$5,000 per year. This is an average rate that can be applied to all lots or one could use a slightly higher rate for the waterfront lots and lower rates for the back lots, maintaining an equal total rent for all lots combined.

Other methods explored included looking at rental fees for some municipal-owned property elsewhere in NH and looking at hypothetical assessed values and taxes for the Melendy Pond lots if they were individually owned parcels. Both of these methods were less directly comparable but they produced conclusions that generally supported the committee’s recommended rental rate.

Leaseholder Survey

One of the early activities of the MPPC was to create and distribute a survey to the Melendy Pond leaseholders. The survey included questions intended to provide leaseholder responses about:

- Financial expenditure on the structure
- Occupancy/Usage – total time and time(s) of year
- Water supply and septic facility status
- Under what terms there would be interest in continuing to lease until 2032

The surveys were mailed to the permanent addresses of record and manually delivered by committee members to each lot with a structure, either given to the occupant or left on the property. All surveys included postage-paid return envelopes. A total of 17 surveys were returned from 23 lots giving a response rate of 74%. Not all survey questions were answered by respondents. The responses varied.

Demolition of Abandoned Structures

Current lease language varies but generally states that leaseholders are responsible for removal of all property upon conclusion or termination of leases. Any property not removed within a specified timeframe will be considered abandoned. Current interpretation of the lease language by the MPA and the Selectboard has resulted in the town taking responsibility for

demolition of abandoned structures. The cost of demolition and disposal of structures and related items has varied.

Financial Considerations

A goal of the committee's work was to establish existing and anticipated costs to the town arising from ownership of the Melendy Pond land. Any discussion of leasing and rents should be based on an awareness of costs. It is in the town's interest to avoid added taxpayer burden due to land rental. Ideally, any rental program executed by the town will provide positive revenue to the town.

Maintenance

The MPA is responsible for maintenance of Melendy Pond property. Much of the expenses are related to milfoil mitigation and road grading. When abandoned structures must be demolished, the MPA is responsible for those expenses but the town has paid 50% of the cost for recent demolitions. The annual expenses associated with maintenance have varied from \$3,000 to \$8,000 in recent years. The committee used a current annual expense of \$3,500 in its analyses and evaluations of future costs. Milfoil mitigation costs for Melendy Pond have recently been taken over by the Brookline Conservation Commission and not paid by the MPA.

Demolition

Under previously expired leases, no leaseholders have borne any cost of demolition of their abandoned structures. Recent estimates for the cost of demolition have been up to \$12,000 per structure and the cost is expected to rise due to the rising cost of labor and rapidly increasing costs of disposal. While there may be potential for recycling materials, there is no identified opportunity for the town to recoup the demolition costs in this way. With two, three, or four lease expirations occurring each year in many upcoming years, twenty-three in total over the next fourteen years, demolition could cost the town more than \$30,000 per year in several years and more than \$300,000 in total.

The committee proposes that any opportunity to update rental terms should be used to collect funds to offset anticipated demolition costs. The

committee has used an average demolition cost today of \$11,000 in its analyses and evaluations. Due to the perceived risks associated with the costs of demolition and disposal, annual inflation has been estimated at 5%.

Property Taxes

Only the structures and improvements made by leaseholders are subject to Brookline property taxation. The assessments have been subject to straight line depreciation starting in 2008 such that three years prior to lease expiration each structure has zero assessed value and is no longer taxed. The town collected approximately \$25,000 in 2017 and this amount will continue to decrease, reaching zero in 2029, under the current lease terms.

Predicting the future is impossible but, using a simple model of financial considerations, financial impact can be estimated. By using assumed values for new rental rate, demolition cost, maintenance cost, inflation rate, and the number of lots with new agreements, we can predict revenue. The biggest unknown is how many lots would pay increased rent for continued use through 2032.

Future Leases

In 2002 Brookline voters directed the MPA to not renew leasehold interests, subleases, or options beyond December 31, 2020. Currently, there are a few situations that can trigger a new agreement. They are:

- Expiration of a lease prior to 2020
- Sale of structure
- Violation of a lease leading to termination

A few leases have expired since the vote and new leases signed with a 2020 expiration. Although the rent was increased, it remains too low to cover anticipated demolition costs and annual maintenance. Under current limitations, there are two leases expiring in 2019 that will be eligible for renewal for one year.

Recommendations

Future Use

The committee suggests that the Potential Use Ranking Sheet be reviewed to see what options were considered and the characteristics leading to their respective ranks. The committee recommendations share the common characteristics that they do not require taxpayer funds, they can be implemented at least partially without delay, and they do not require any permanent change to the property. Recommended future uses are:

- Pursuing revenue-positive forestry management over the long term will involve directed, selective harvesting of trees for both revenue generation and overall health of the property and its native flora and fauna. The 2011 Forestry Management Report (reference document b) provides some possible approaches for consideration.
- Allowing the land to become/remain “unimproved” may be a desired strategy for any or all of the Melendy Pond property. This literally means that nothing is done to change the property beyond demolition of structures on currently leased plots as leases expire.
- Allowing and/or creating areas for low impact recreation; specifically providing for walking trails, nature sanctuary, kayak/canoe launch, picnic area(s), and mountain biking trails. These improvements can be accomplished by volunteers. As long as there is interest, the improvements will be maintained and when interest wanes, the land will naturally be reclaimed by native growth. Beyond the possible construction of simple benches or tables, there would be no recommended construction. Waterfront access will remain limited until leases expire but there are sufficient unoccupied spaces to allow for much of this use now.

Leases

Under the current situation, the town is likely to bear the burden of demolishing structures upon expiration of leases and taking ownership of the abandoned structures. The committee recommends that the Selectboard seek voter approval to offer new agreements to current leaseholders and that the new agreements include the following elements and characteristics. (Note: There may be benefits to the town to licensing the land rather than leasing it.)

- The agreements must be executed by December 31, 2019, will go into effect on January 1, 2020, and expire on December 31, 2032.

- The annual payments under the agreements must be at least sufficient to cover the apportioned annual maintenance cost and the annual installment payment to cover demolition costs after expiration of the agreement. This minimum amount is currently estimated to be about \$2,500 per year before inflation. But, the committee has estimated current market value of the lease to be approximately \$4,800 per year. This is the recommended annual rent if it does not discourage acceptance of agreements and, thereby reduce total rental income.
- The agreement will include an escalation clause that increases the payments periodically but at least at five-year intervals, for an effective increase of 3% per year or some similar fixed rate.
- The agreement will be renewed as required to satisfy RSA 41:11-a.
- Sub-leases/licenses for periods of less than 30 days are permitted without town approval.
- Sub- leases/licenses for periods of 30 days or more must be approved by the town or its agent.
- Sub- leases/licenses are capped at no more than four months per year.
- Lessees/licensees must provide a certificate of insurance with the town listed as an additional insured party, with at least \$1 million liability coverage.
- Lessees/licensees are responsible for maintaining their driveways and land so that they are free of hazards.
- The town retains the right to make such reasonable inspection of the premises as in its good judgement is required.
- The property is for seasonal recreational use only.
- As the occupants must maintain a legal residence and/or domicile elsewhere, occupants shall not use a Melendy Pond address to vote, enroll in public school, register vehicles, or to receive welfare benefits.
- The property may not be used to establish domicile and proof of domicile elsewhere must be maintained throughout the term of the agreement.
- If the structure is sold during the term of the agreement, the agreement is terminated and a new agreement with the town or its agent must be negotiated. (The sale should be made contingent on the purchaser signing a new agreement with the town.)
- Default on any terms of the agreement by the renter shall terminate the agreement at the option of the town.

Potential 2019 Town Meeting Warrant Articles regarding Melendy Pond

- 1.) To see if the town will vote to reverse the March 13, 2002 vote that prohibited any future leases, subleases or options to renew on properties managed by the Melendy Pond Authority (Lot B-55) beyond December 31, 2020, contingent upon replacement of existing leases with new agreements, in accordance with RSA 41:11-a, II, for the occupancy of the property to commence on January 1, 2020 and extend no further than December 31, 2032. Any such new agreements must: restrict use of property to seasonal, recreational use; prohibit use of the property for establishing Brookline, NH as one's domicile; require verified evidence of domicile elsewhere; in exchange for consideration at least sufficient for annual maintenance costs and removal of abandoned structures and improvements; and authorize the Town of Brookline to declare abandoned, demolish and remove any structures and improvements remaining on the property after termination, expiration, or default of such new agreements.
- 2.) To see if the town will inclusively: instruct the Melendy Pond Authority to deed the Melendy Pond land (Lot B-55) back to the Town, vote to accept ownership of the land, vote to dissolve the Melendy Pond Authority, and authorize the Selectboard to serve as the town's agent to manage the property, current leases and any future agreements on said lot.
- 3.) To see if the town will vote to establish a revolving fund pursuant to RSA 31:95-h, for the purpose of funding ongoing maintenance of Lot B-55 and future demolition of structures. All revenues received from occupants on Lot B-55, excluding property taxes collected, will be deposited into the fund, and the money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the town's general fund balance. The town treasurer shall have custody of all moneys in the fund, and shall pay out the same only upon order of the governing body and no further approval is required from the legislative body to expend. Such funds may be expended only for the purpose for which the fund was created. Any funds remaining after all agreements have

expired or terminated, and all structures have been demolished, shall go to the Town's general fund.

Next Steps

- Assuming the Selectboard supports the MPPC recommendations the MPPC recommends the following Selectboard actions.
 - Establish and execute Forestry Management Plan.
 - Prepare the warrant articles for March meeting, 2019.
 - Authorize establishment of low impact recreational use.
- Assuming three above recommended warrant articles are presented and passed, the MPPC recommends the following Selectboard actions.
 - Draft agreements in consultation with MPA and legal counsel in a timely manner so that agreements can be distributed and executed before December 31, 2019 to become effective January 1, 2020.
 - Reach out to current tenants regarding new agreement opportunity.
 - Execute new agreements.
 - Draft deed for transferring land from the MPA to the Town.
 - Record the deed.
 - Establish the revolving fund.

Close out and transfer the MPA funds.

Reference Documents

- a) MPEC Report 2017

<http://www.brookline.nh.us/melendy-pond-evaluation-committee/files/final-report>

- b) 2011 Forestry Management Report

http://www.brookline.nh.us/sites/brooklinenh/files/file/file/forestry_management_plan_melendy_pond_plan_6-13-11.pdf

2018 Nashua Regional Planning Commission Annual Report

The Nashua Regional Planning Commission (NRPC) provides comprehensive transportation, land use and environmental planning services and offers extensive mapping and data management products and services to the region's communities utilizing the latest technologies available. Membership in NRPC gives communities access to this wide range of resources, some which are highlighted below.

- **Transportation Planning:** Vehicle, bicycle and pedestrian counts; circulation and corridor studies; traffic modeling; intersection analyses; road safety audits; pavement conditions surveys; traffic study reviews and parking studies.
- **Land Use Planning:** Planning and Zoning Board staff support; local land use ordinance and regulation preparation and review; planning and zoning training including workshops, fact sheets, guidebooks and other educational resources; master plan development; capital improvement program preparation; economic development consultation and the development of specialized plans and studies.
- **Data Management and GIS Mapping:** Demographic, land use, transportation, natural resources and related data collection and analyses; individual municipal and regional base map sets; production of annual tax maps; natural features, water resources, trails and street mapping, and development of online interactive apps.
- **Environment and Energy:** Electrical energy purchase aggregation for municipal and school facilities; consultation with local Energy Committees; MS4 Stormwater Permit coordination; Natural Resource Conservation planning; Hazard Mitigation Planning, and household hazardous waste collections.

NRPC uses local dues to leverage grant funds to support the planning needs of member communities. The most recent NRPC budget was comprised of 69% federal transportation funding sub-allocated by the State of NH, 11% local dues, 9% Household Hazardous Waste program support, 5% local contracts, 2% direct State of NH grants, 3% from special services and miscellaneous revenue and 1% direct federal grants.

- outreach with planners and emergency responders to help identify and implement intervention strategies to mitigate the effects drinking water contamination.

HIGHLIGHTED BROOKLINE MEMBERSHIP BENEFITS	ESTIMATED VALUE
ELECTRICITY SUPPLY AGGREGATION www.nashuarpc.org/energy-environmental-planning/energy-aggregation NRPC serves as an aggregator to facilitate a bid process among competitive electricity suppliers licensed with the NH Public Utilities Commission. Each aggregation member signs its own contract with the supplier for a fixed electricity supply rate. Rates and contracts are identical for each member within a given electric distribution territory. In 2018, Brookline signed a 36-month contract with a competitive supplier as part of the aggregation.	Brookline savings since 2012: \$37,815 (compared to the default utility rate) NRPC Staff Time: 140 hours
HOUSEHOLD HAZARDOUS WASTE COLLECTION	NRPC Staff Time: 500 hours

HIGHLIGHTED BROOKLINE MEMBERSHIP BENEFITS	ESTIMATED VALUE
www.nashuarpc.org/hhw NRPC staff conducted six HHW collections this year on behalf of the Nashua Region Solid Waste Management District (NRSWMD) to allow residents to properly dispose of hazardous products. Five of the events were located in Nashua and one was held in Milford. Residents of Brookline could attend any of the six events. In 2018, a total of 1,603 households participated in the HHW collections District-wide.	Brookline households served: 53 (3% of total served) Single collection event cost savings to NRSWMD: \$16,250.
TRAFFIC COUNTING www.nashuarpc.org/transview NRPC collected traffic counts at 4 locations in Brookline. These counts were collected in cooperation with NH Department of Transportation to support the Highway Performance Monitoring System. NRPC also collects traffic data at the request of Brookline town officials. All counts are available to the Town for local planning initiatives.	NRPC Staff Time: 10 hours Estimated value: \$600
TRANSPORTATION PLANNING ADMINISTRATION NRPC maintained the region's Transportation Improvement Program (TIP) and Long Range Metropolitan Transportation Plan. These documents list multimodal projects over a 25-year planning horizon and serve as the source from which specific projects are identified, prioritized and selected for funding through the Ten Year Plan. This is a critical step to ensure federal highway transportation dollars are available to Brookline and the rest of the region. NRPC provided technical support for Brookline's State Ten Year Plan project submissions. NRPC also continues to provide technical support to the Souhegan Valley Transportation Collaborative bus service.	NRPC Staff Time: 200 hours
ONLINE GIS https://nrpcnh.mapgeo.io MapGeo, NRPC's award-winning Live Maps App, is a public-facing resource for property information in the region available to Brookline residents. The Town's webpage features a referral link to MapGeo.	Licensing fee: \$6,000/year NRPC staff time: 40 hours

PAYMENTS TO NRPC

FY 19 Membership Dues:	\$4,005.00
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REPRESENTATIVES FROM BROOKLINE TO NRPC:

NRPC extends its heartfelt thanks to the citizens and staff of Brookline who volunteer to support regional planning. Special thanks to:

Commissioners: Jill Adams, Tom Rogers

Transportation Technical Advisory Committee: Tad Putney

Nashua Regional Solid Waste Management District: Jim Solinas

Respectfully Submitted,

Jay Minkarah, Executive Director

2018 PLANNING BOARD REPORT

The Planning Board's mission is to ensure compliance with Planning and Zoning regulations and ordinances when reviewing site plans and subdivision applications and to provide excellent customer service. The Board also revisits the regulations and ordinances to ensure compliance with State and Federal regulations while trying to maintain a balance between the rights of landowners and the residents' vision to preserve the rural character of Brookline.

The Board meets once a month, on the third Thursday. Meetings are open to the public and there is always the option of watching the meetings on TV or via the internet (live or on-demand) from the comfort of one's home!

Land Use & Zoning Ordinance

The Board reviewed several sections of the Zoning Ordinance, mainly to provide clarifications and/or match NH State's Agencies regulations.

Two amendments to the Zoning & Land Use Ordinance will be submitted to voters and put on the ballot for the March 12, 2019 Voting Day. The full texts of the proposed amendments are available at the beginning of this annual report.

Master Plan

The Board continues to review 1 or 2 chapters of the Master Plan on a yearly basis to keep the Plan up-to-date.

Cases Reviewed

The Board held public hearings for the following applications:

- Glen Warner, Huntsman Arms. Home Business. Approved in January
- Steve Powell, Powell Stone & Gravel. Approved in March
- Joan Delage, Sundae Drive. Approved in March
- Zachary Calo, Feral Farm. Home Business. Approved in June
- Thomas Moran. Small subdivision. Approved in September
- Razzaboni Home Builders / Fessenden Trust. Large subdivision and extension of Countryside Drive. Approved in November
- Melissa Fait. Small subdivision. Approved in October

- Scott Pendleton. Small subdivision. Approved in October
- Dawn Elliott, Massage therapy. Home Business. Approved in December
- Priscilla Wilton. Fitness Studio. Approved in December
- Michelle Dickerson. Daycare Center. Approved in December

Other reviews conducted by the Board included construction & maintenance road bonds for existing subdivisions, engineering reviews for subdivisions and commercial developments.

Capital Improvement Plan

As for many years, ***Alan Rosenberg*** has been very busy preparing an extensive Capital Improvement Plan that is presented to the Board for review and adoption prior to its submission to the Selectboard and Finance Committee for their consideration during their budget meetings. The Board wants to thank Alan for all the numerous hours he spent preparing the Plan.

On behalf of the entire Planning Board and Staff:

Alan Rosenberg, Co-Chair

Eric Bernstein, Co-Chair

Tom Humphreys, Selectboard Ex-Officio

Christopher Duncan, Member

Ronald Pelletier, Member

Jill Adams, Alternate

Peter Keenan, Alternate

Valérie Rearick, Town Planner & Administrative Assistant

Kristen Austin, Recording Secretary

PLANNING BOARD STATISTICS – 2018

Cases Heard	11
Cases Continued from 2017	
Conceptual Consultations / Other	2
Hearth Removal	
Lot Line Adjustments Approved	
Lot Line Adjustments Disapproved	
Non-Residential Site Plans Approved	7
- Including Home Businesses	3
Non-Residential Site Plan Denied	
Sign Master Plan Approved	
Subdivisions Approved	4
Subdivisions Disapproved	
Subdivisions Revoked	
New Lots Created	38
Cases Pending (to be finalized in 2019)	

BOARD OF ADJUSTMENT STATISTICS – 2018

Cases Heard	6
Special Exceptions Granted	3
Special Exceptions Denied	
Variances Granted	1
Variances Denied	1
Appeal of Administrative Decision	
Second Appeal of Adm. Decision Accepted	
Second Appeal of Adm. Decision Denied	
Cases Withdrawn	
Equitable Waiver Granted	
Rehearing	
No Action Taken	
Finding of fact made	1



William Quigley III
Chief of Police

Brookline Police Department
3 Post Office Drive, PO Box 341
Brookline, NH 03033
603-673-3755
Fax: 603-673-7575

To our residents;

2018 was a challenging and productive year for the Brookline Police Department. At its end, we realize significant advancement in many aspects of our job(s), having acquired greater strength, training, knowledge and equipment. We step forward, steadfast in our ability to address our changing society, as it relates to our citizens' needs.

Our officers responded to 20,793 calls for service in 2018. In 2017, there were 19,637. Included in those calls were an abnormally high number of domestic violence incidents, several of which resulted in arrests for assault. Surprisingly, with the decriminalization of marijuana, officers arrested 56 people for drug possession, a slight increase over the 2017 total. In fact, in the two year comparison, the total number of arrests increased from 141 to 154. In every case, our public was well protected and safe.

With careful budgetary oversight, we were able to purchase vital equipment in 2018. Our officers are now equipped with ballistic vests and helmets. The gear and ongoing, combined emergency services training ensure our ability to appropriately confront critical incidents, such as an active shooter situation.

In 2019 we will continue technology upgrades, with the ongoing process of transitioning our ten year old mobile data terminal laptops to dependable, state of the art iPads. Thus, our cruisers will be better equipped to receive and transmit crucial information.

Striving to Maintain the Unity in Our Community

Please be assured, we are cognizant of the taxpayers' current plight and vow to continue prudent budgetary maintenance. Our expenditures will remain sensible and necessary, as we protect and serve.

With respect,

Chief William Quigley III

Striving to Maintain the Unity in Our Community

Selectboard Report

As 2019 begins, we look forward to a year-long celebration of Brookline's 250 year history. Some residents have been working hard to plan events and others have dedicated substantial time to writing an updated town history, which will be published later in the year. We thank all members of the 250th Committee and Town History Committee for their efforts to capture and celebrate Brookline's history.

2018 was marked by the hiring of three new department heads. Shawn Jackson was hired as the Ambulance Chief, Mike Wenrich was hired as Brookline's first Director of Public Works, and David Coffey was hired as the Emergency Management Director. During 2019, the Board will meet regularly with each department head to ensure regular communication and support.

During 2018, the Selectboard chartered two committees – one focused on Melendy Pond and the other on ambulance billing. The Melendy Pond Planning Committee evaluated future options for the Melendy Pond land and recommended several warrant articles for March's town meeting. The Ambulance Billing Evaluation Committee prepared a report on the possibility of charging for ambulance services. Two warrant articles related to the topic are planned for March's town meeting. The Board appreciates the significant work completed by members of both committees.

On the infrastructure front, the engineering firm of Hoyle Tanner started engineering work on the Bond Street Bridge, which was constructed in 1946. The engineering work should be completed in 2019 and result in recommendations for either the rehabilitation or replacement of the bridge. Actual construction is tentatively scheduled for 2024 under the State Bridge Aid Program.

Engineering work is continuing for the sidewalk and pedestrian bridge project on South Main Street and Mason Road. Construction is expected to occur in 2020.

During 2018, the town formally requested that safety improvements at the intersection of Route 13 and South Main Street be placed in the State's 10-year plan. We will know in 2019 if this effort has been successful. The addition of a left turning lane southbound on Route 13 at Old Milford

Road is in the State's plan for construction in 2026 and we continue to push for its completion on an expedited basis.

In an effort to assist some seniors with their increasing tax burden, the Selectboard worked with the Board of Assessors to increase the asset threshold that applies to the elderly tax exemption. Voters will be asked in March to approve an increase in the asset threshold from \$100,000 to \$200,000 thereby making the exemption available to more seniors. It is the intent of the two boards to continue to monitor the use of the elderly exemption and potentially expand it further in the future.

We expect that 2019 will include planning for a public works facility at the transfer station and we look forward to working to develop a plan that will serve Brookline's residents and taxpayers well for years to come.

Brookline continues to enjoy the dedicated service of our town employees at the town hall, transfer station, library, police, fire, and ambulance services. Brookline is also fortunate to have many active volunteers that serve on the ambulance service, fire association, planning board, zoning board of adjustment, board of assessors, supervisors of the checklist, recreation commission, conservation commission, library trustees, finance committee, capital improvements committee, Community Emergency Response Team (CERT), Souhegan Valley Transportation Collaborative, Brookline school board, Hollis Brookline COOP board and budget committee, and we thank all of them for their hard work on the Town's behalf.

We also thank all who are active in youth sports, Scouts, the Friends of the Library, the Fourth of July parade, fireworks, Christmas tree lighting, Winter Festival and the fishing derby. Brookline is fortunate to have the active support of the Garden Club, Brookline Women's Club, Souhegan Valley Karate Club, Hollis Brookline Rotary Club and the Brookline Lions Club for our community programs.

We also express our sincere gratitude to all members of the armed services – both past and present.

Respectively Submitted,

Brendan Denehy, Chair
Eddie Arnold, Vice-Chair
Tom Humphreys
Valerie Ogden
Ron Olsen
January 14, 2019



Tax Collector's Report

For the period beginning | 01/01/2018 | and ending | 12/31/2018

This form is due **March 1st (Calendar Year) or September 1st (Fiscal Year)**

Instructions

Cover Page

- Specify the period begin and period end dates above
- Select the entity name from the pull down menu (County will automatically populate)
- Enter the year of the report
- Enter the preparer's information

For Assistance Please Contact:

NH ORA Municipal and Property Division

Phone: (603) 230-5090

Fax: (603) 230-5947

<http://www.revenue.nh.gov/mun-prop/>

ENTITY'S INFORMATION



Municipality: BROOKLINE

BI

County:

HILLSBOROUGH

Report Year: | 2018

PREPARER'S INFORMATION



First Name

Last Name

| Patricia

| Howard-Barnett

Street No.

Street Name

Phone Number

| | Main Street

| 673-8855

Email (optional)

| patti@brookline.nh.us



New Hampshire
Department of
Revenue Administration

MS-61

Debits

Uncollected Taxes Beginning of Year	Account	Levy for Year of this Report	Prior Levies (Please Specify Years)		
			Year: 2017	Year: 2016	Year: 2015
Property Taxes	3110		\$433,356.29		
Resident Taxes	3180				
Land Use Change Taxes	3120		\$32,500.00		
Yield Taxes	3185				
Excavation Tax	3187				
Other Taxes	3189				
Property Tax Credit Balance		(\$153,006.15)			
Other Tax or Charges Credit Balance					

Taxes Committed This Year	Account	Levy for Year of this Report	Prior Levies	
			2017	
Property Taxes	3110		\$19,204,173.00	\$27,430.26
Resident Taxes	3180			
Land Use Change Taxes	3120		\$170,410.00	
Yield Taxes	3185		\$15,641.17	
Excavation Tax	3187		\$111.92	
Other Taxes	3189			
O				
Add Line				

Overpayment Refunds	Account	Levy for Year of this Report	Prior Levies		
			2017	2016	2015
Property Taxes	3110	\$12,613.49			
Resident Taxes	3180				
Land Use Change Taxes	3120				
Yield Taxes	3185				
Excavation Tax	3187				
D					
Add Line					
Interest and Penalties on Delinquent Taxes	3190	\$9,981.32	\$26,776.09		
Interest and Penalties on Resident Taxes	3190				
Total Debits		\$19,259,924.75	\$520,062.64	\$0.00	\$0.00



Credits				
Remitted to Treasurer	Levy for Year of this Report	2017	Prior Levies	
			2016	2015
Property Taxes	\$18,554,867.19	\$239,100.19		
Resident Taxes				
Land Use Change Taxes	\$113,210.00	\$16,500.00		
Yield Taxes	\$13,912.17			
Interest (Include Lien Conversion)	\$9,921.32	\$24,932.59		
Penalties	\$60.00	\$1,843.50		
Excavation Tax	\$111.92			
Other Taxes				
Conversion to Lien (Principal Only)		\$237,602.36		
D				
Add Line				
Discounts Allowed				

Abate ments Made	Levy for Year of this Report	2017	Prior Levies	
			2016	2015
Property Taxes	-	\$84.00		
	\$1			
	2,178.00			
Resident Taxes				
Land Use Change Taxes		\$32,000.00		
Yield Taxes				
	\$574.00			
Excavation Tax				
Other Taxes				
O				
Add Line				
Current Levy Deeded				



Uncollected Taxes- End of Year#1080	Levy for Year of this Report	Prior Levies		
		2017	2016	2015
Property Taxes	\$496,777.17			
Resident Taxes				
Land Use Change Taxes	\$25,200.00			
Yield Taxes	\$1,155.00			
Excavation Tax				
Other Taxes				
Property Tax Credit Balance	(\$42.02)			
Other Tax or Charges Credit Balance				
Total Credits	\$19,259,924.75	\$520,062.64	\$0.00	\$0.00

For ORA Use Only

Total Uncollected Taxes (Account #1080- All Years)	\$523,090.15
Total Unredeemed Liens (Account#1110-AllYears)	\$301,958.37



New Hampshire
Department of
Revenue Administration

MS-61

lien Summary

Summary of Debits

	last Year's levy	Prior levies (Please Specify Years)			
		Year: 2017	Year: 2016	Year: 2015	
Unredeemed Liens Balance- Beginning of Year			\$128,682.04 11	\$94,216.17 11	
Liens Executed During Fiscal Year		\$254,051.81 11			
Interest & Costs Collected (After Lien Execution)		\$3,120.83 11	\$15,565.63 11	\$31,179.44 11	
D					
Add Line					
Total Debits	\$0.00	\$257,172.64	\$144,247.67	\$125,395.61	

Summary of Credits

	last Year's levy	Prior levies		
		2017	2016	2015
Redemptions		\$47,647.83 11		\$60,949.61 11
D				\$63,706.05 11
Add Line				
Interest & Costs Collected (After Lien Execution) #3190		\$3,120.83 11	\$15,565.63 11	\$31,179.44 11
D				
Add Line				
Abatements of Unredeemed Liens		\$2,688.16 11		
Liens Deeded to Municipality				
Unredeemed Liens Balance- End of Year #1110		\$203,715.82 11	\$67,732.43 11	\$30,510.12 11
Total Credits	\$0.00	\$257,172.64	\$144,247.67	\$125,395.61

For ORA Use Only

Total Uncollected Taxes (Account #1080- All Years)	\$523,090.15
Total Unredeemed Liens (Account#1110-AH years)	\$301,958.37



BROOKLINE (63)

1. CERTIFY THIS FORM

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name

Preparer's Last Name

Date

| Patricia

|| Howard-Barnett

11 01110/2019

2. SAVE AND EMAIL THIS FORM

Please save and e-mail the completed PDF form to your Municipal Bureau Advisor.

3. PRINT, SIGN, AND UPLOAD THIS FORM

This completed PDF form must be PRINTED, SIGNED, SCANNED, and UPLOADED onto the Municipal Tax Rate Setting Portal (MTRSP) at <http://proptax.org/nh/>. If you have any questions, please contact your Municipal Services Advisor.

PREPARER'S CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's Signature and Title

Town Clerk's Report

01/01/2018 - 12/31/2018

MV Permit Fees (7,055)	\$ 1,138,791.79
Boat Registrations	\$ 920.00
MV Title Fees	\$ 2,590.00
UCC Filing/ IRS Liens	\$ 1,755.00
Municipal Agent Fees	\$ 17,616.00
Vital Records	\$ 5,725.00
Dog Licenses (1,226)	\$ 8,284.50
Dog Fines/ Penalties	\$ 1,323.00
Pole Permits	\$
Dredge & Fill Permits	\$
Filing Fees	\$ 6.00
Total to Treasurer:	\$ 1,177,011.29

2018 Town History Committee Report

The Brookline Town History Committee was chartered by the Selectboard in 2013 to research, organize and recommend to the Town the best way to update the Town History in time for our 250th anniversary in 2019.

There are more than 100 years to cover, as the last historical account, commonly known as the Parker History (after its author Edward E. Parker) was published in 1914.

The Committee has met monthly since May of 2013, with an initial focus on what such a history should encompass, how it should be researched, its potential costs, the content and cost of other recently published town histories, and the lead time needed for publishing.

Additional research has included leveraging the insight and resources of the Brookline Historical Society, the Brookline Public Library, the archives of the Milford Cabinet, and the New Hampshire Historical Society in Concord, and research in Nashua into what other towns have included in their recent history updates.

In 2018, the Committee and ad-hoc writers completed the vast majority of the writing for the book. Our editor, Sid Hall, has spent the year compiling and editing, and we began proofreading at the beginning of January, 2019. We expect proofreading to finish at the end of January, followed by design and typesetting, and anticipate printing and delivery by the middle of 2019.

Sid Hall has also designed the cover for the book, and the committee approved his proposal to title the book "Nestled Here: A History of Brookline New Hampshire 1915-2018." The committee also set a price of \$35.00, with a discounted price of \$25.00 for orders received before publication. As of press time for the Town Report, approximately 100 orders have already been received.

Order forms for the books can be found on the Town website, www.brookline.nh.us, the History Committee's Facebook page, <https://www.facebook.com/BrooklineHistoryCommittee/>, and the Brookline Historical Society website, <http://brooklinehistory.org/>.

Members serving in 2017/2018 are Keith Thompson, Robert Ottavi, Nancy Reinbold, Dan Marcek, Donna Corey, Vicki Pope, Eric DiVirgilio, Peter Webb, Louise Eldridge, Roy Wallen and Jack Fallon. We are also thankful for the many ad-hoc members who have contributed.

The History Committee would like to express our gratitude and deep sorrow at the loss in 2018 of Scott Grzyb. Scott was a valuable member of the committee from the beginning, and his gentleness, kindness and good cheer will be missed.

With printing and delivery anticipated by the middle of the year, the committee recommends that the Town approve \$5,000 towards those costs this year. This minimizes the impact on taxes and will allow the committee to access funds in a timely manner as project needs arise, and in accordance with the Town purchasing policy. We remind voters that the costs of the project will be recouped through book sales once the book is complete.

Consider attending one of our meetings! The next is Monday, April 8th at 6:30 pm at Brusch Hall, and future meetings will be the second Monday of month, any changes will be posted at <http://www.brookline.nh.us/town-history-committee>.

We can also be contacted at BrooklineHistoryCommittee@gmail.com. How about sharing a Brookline-related thought, memory and/or picture on our Facebook page!

The Brookline Town History Committee,
Keith F. Thompson, Chair

Town Treasurer's Report - For Year Ended Dec. 31, 2018

Town Accounts

General Fund

Balance January 1, 2018	\$ 5,061,450
Receipts:	
Taxes	19,434,231
Motor Vehicle Permits	1,138,792
Federal and State Funding	469,285
Other Local Sources	352,209
Interest on Investments	16,223
Warrant Disbursements	(19,793,148)
Pistol Permit Account Expenditures	(1,404)
Ending Balance December 31, 2018	<u>\$ 6,677,638</u>

Brookline 250th Anniversary Accounts

Balance January 1, 2018	\$ 35,547
Contributions	84,308
Interest Earned	425
Expense	(22,254)
Ending Balance December 31, 2018	<u>\$ 98,026</u>

Police Special Detail Fund

Balance January 1, 2018	\$ 31,863
Police Details	37,501
Expense	(29,912)
Ending Balance December 31, 2018	<u>\$ 39,452</u>

Brookline Ballpark Playground Fund

Balance January 1, 2018	\$ -
Contributions	1,475
Interest Earned	5
Expense	-
Ending Balance December 31, 2018	<u>\$ 1,480</u>

Ambulance Facility Impact Fee

Balance January 1, 2018	\$ 3,336.00
Impact Fees	2,888
Interest Earned	13
Payments to Town of Brookline	(3,337)
Ending Balance December 31, 2018	<u>\$ 2,900</u>

CSDA School Impact Fee

Balance January 1, 2018	\$ 19,591
Impact Fees	16,955
Interest Earned	79
Payments to Brookline School District	(19,591)
Ending Balance December 31, 2018	<u>\$ 17,034</u>

HBMS 2004 Impact Fee

Balance January 1, 2018	\$ 23,996
Impact Fees	20,275
Interest Earned	99
Payments to Hollis-Brookline Co-op School District	(23,996)
Ending Balance December 31, 2018	\$ 20,374

Police Dept Impact Fee

Balance January 1, 2018	\$ 693
Impact Fees	-
Interest Earned	-
Payments to Police Department	(693)
Ending Balance December 31, 2018	\$ -

Subtotal of Town Accounts

\$ 6,856,904

Conservation Commission Accounts**Conservation Fund**

Balance January 1, 2018	\$ 213,964
Receipts:	
Land Use Change Tax	154,525
Grants	17,225
Donations	13,632
Interest Earned	1,967
Other	1,662
Disbursements:	
Conservation Expenses	(58,663)
Land Acquisition Expenses	(78,161)
Ending Balance December 31, 2018	\$ 266,151

Subtotal of Conservation Commission

\$ 266,151

Recreation Commission Accounts**Max Cohen Memorial Grove**

Balance January 1, 2018	\$ 21,542
Receipts:	
Memberships	9,210
Swimming Lessons	1,500
Other (Guest fees, donations, unclassified income)	33,064
Disbursements:	
Payroll	(25,193)
Utilities (Electricity, Telephone)	(684)
Portable Toilets, Trash Removal	(793)
Lifeguard Supplies & Training	(257)
Other (Repairs, Maintenance, Improvements, Water Testing)	(7,490.00)
Ending Balance December 31, 2018	\$ 30,899

Recreation Revolving Fund

Balance January 1, 2018	\$	2,656
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Receipts:

Skating Rink	451
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Winter Festival	504
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Fishing Derby	131
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Interest	9
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Disbursements:

Skating Rink	(333)
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Winter Festival	(350)
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Fishing Derby	(205)
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Ending Balance December 31, 2018

\$	2,863
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Subtotal of Recreation Commission

\$	33,762
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Total of all Accounts in Hands of Treasurer

\$	7,156,817
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Eric S. Bernstein, Treasurer - Town of Brookline, NH

Trustees of Trust Funds - Year End 2018

	Beginning Balance	Receipts	Expenses	Ending Balance
Cemetery Funds				
General Fund	\$16,456.46			
Town Appropriation		\$16,000.00		
C L Farwell Construction, LLC			\$18,325.00	
Dee Sinclair			\$1,600.00	
Wilson's Ground Maintenance			\$500.00	
2017 Interest		\$9,856.03		
<i>Cemetery Trust Fund</i>				
<i>Funds Received - Pine Grove</i>				
Dividends and Interest		\$23.59		
Totals:		\$25,879.62	\$20,425.00	
				\$21,911.08
Cemetery Trust Fund	\$184,386.66			
Dividends and Interest		\$9,047.23		
Capital Gains (losses)			-\$25,661.70	
				\$167,772.19
General Cemetery Maintenance Fund	\$5,615.02			
Interest		\$8.45		
Receipts for Plots		\$1,200.00		
				\$6,823.47
Library Common Trust	\$17,163.83			
Interest/Dividends		\$1,189.64		
Monies in for Interest 2017		\$1,567.08		
Interest distribution for 2017			-\$1,517.08	
Capital Gains (Losses)			-\$3,628.89	
				\$14,774.58
Common Trust Fund	\$9,108.13			
Interest/Dividends		\$589.36		
Capital Gains (Losses)			-\$1,019.00	
				\$8,678.49
Dodge Common Trust Fund	\$36,257.29			
Interest/Dividends		\$1,491.52		
Monies in for interest 2017		\$2,131.96		
Interest distribution for 2017			-\$2,081.96	
Capital Gains (Losses)			-\$6,117.72	
				\$31,681.09
Scholarship Trust Fund	\$22,194.89			
Interest/Dividends		\$1,184.93		
Capital Gains (Losses)			-\$1,926.13	
				\$21,453.69
Ambulance Service Exp. Trust	\$6,224.55			
Interest		\$5.39		
Monies from private donations		\$3,960.00		
				\$10,189.94
School Facilities Maint. Trust	\$55,653.16			
Dividends and Interest		\$42.07		
Monies in		\$40,000.00		
Repairs and Maintenance				\$95,695.23

Trustees of Trust Funds - Year End 2018

	Beginning Balance	Receipts	Expenses	Ending Balance
Cemetery Irrigation Trust Fund	\$11,036.74			
Dividends and Interest		\$261.34		
Capital Gains (Losses)			-\$439.57	
Monies In		\$0.00		
Eversource			-\$121.19	
				\$10,737.32
Milner Wallace Memorial Trust	\$1,621.37			
Interest		\$2.01		
Monies In		\$5,115.55		
				\$6,738.93
Neighbors Helping Neighbors Fund	\$9,800.47			
Monies In		\$5,934.50		
Interest		\$9.68		
Monies Out			-\$431.58	
				\$15,313.07
Bond St. Bridge Engineering	\$167,029.97			
Monies In		\$0.00		
Interest		\$84.00		
				\$167,113.97
Hazardous Materials Trust Fund	\$10,001.79			
Monies In		\$0.00		
Interest		\$5.00		
Monies Out			-\$145.00	
				\$9,861.79
Brookline Schools - Special Ed	\$0.00			
Monies In		\$100,000.00		
Interest		\$33.43		
				\$100,033.43
Town Facilities Cap Reserve Fund	\$0.00			
Monies In		\$10,000.00		
Interest		\$2.19		
Monies Out			-\$2,879.00	
				\$7,123.19
Public Works Equip Cap Reserve Fund	\$0.00			
Monies In		\$178,721.10		
Interest		\$25.42		
Monies Out			-\$78,721.10	
				\$100,025.42
			Grand Total:	\$795,926.88

Town Trustees of the Trust Funds:

Melanie Levesque, Clarence Farwell, and Rodney Lockwood

2018 Marriages

January 1- December 31, 2018

<u>Date/Place of Marriage</u>	<u>Person A/Person B</u>	<u>Residence</u>	<u>By Whom</u>
Jan 01 Brookline, NH	Laurie A Stevens John D Borlaug	Brookline, NH Nashua, NH	Matthew Borlaug Ordained Minister
Jan 19 Whitefield, NH	Vicky N Maniudakis Bradford E Parkhurst Jr.	Brookline, NH Brookline, NH	Kelly Hayden-Wimporo Justice of the Peace
Mar 22 Jackson, NH	Ann H Desrochers John D Panto	Brookline, NH Brookline, NH	Richard N Slater Reverend
May 12 Meredith, NH	Taylor P Halloran Stephen R Mann	Brookline, NH Nashua, NH	
May 20 Allentown, NH	Lisa Dittman Tim D Fischer	Brookline, NH Alsbach, Germany	
May 26 Manchester, NH	Lisa A Sears Robert L Metcalf	Plaistow, NH Brookline, NH	
May 26 Lyndeborough, NH	Heather E Merrill Jonathan R Starks	Brookline, NH Brookline, NH	Jennifer Bean Justice of Peace
Jul 08 Milford, NH	Julia L Wilson Kyle J Lally	Brookline, NH Danvers, MA	
Jul 14 Brookline, NH	Lori M Horner Christopher A Lozier	Brookline, NH Brookline, NH	
Sep 15 Eaton, NH	Patrick J Shine Donald J Blay Jr	Brookline, NH Brookline, NH	Paul Gould Justice of the Peace

Sep 15 Nashua, NH	Michelle P Reardon Ryan D Holmes	Brookline, NH Brookline, NH	Shannon Gouveia Justice of the Peace
Sep 21 Laconia, NH	Jill L Adams Timothy S Powner	Brookline, NH Brookline, NH	
Sep 22 Brookline, NH	Cindi A Ciani Donald M Perla	Brookline, NH Brookline, NH	Carol Siebert Justice of the Peace
Sep 22 Jaffrey, NH	Danielle E Beckwith Benjamin N Arpin	Brookline, NH Brookline, NH	Mark Zuffante Justice of the Peace
Sep 23 Brookline, NH	Courtney C Brown Christopher T Howe	Brookline, NH Brookline, NH	
Sep 24 Amherst, NH	Faith K Kovachik Jason M Linley	Brookline, NH Brookline, NH	Paul Calabria Justice of the Peace
Oct 20 Meredith, NH	Erica L Barnhart Ian K McKenna	Brookline, NH Brookline, NH	
Oct 27 Brookline, NH	Shelby J Pickett Derek M McCabe	Brookline, NH Brookline, NH	
Dec 02 Londonderry, NH	Kelley L King Ari N Dagan	Brookline, NH Brookline, NH	
Dec 22 Brookline, NH	Laurel A Hansen Peter O Peloquin III	Brookline, NH Brookline, NH	John E Ward III Minister

2018 Births
January 1 - December 31, 2018

<u>Date of Birth</u>	<u>Name of Child</u>	<u>Mother & Father</u>
Jan 02	Maya Lilliana Conte	Cara & Michael Conte
Jan 11	Caroline Rose Fulchino	Meghan & David Fulchino
Jan 14	Broderick Monroe Fortin	Katelyn & Zachary Fortin
Jan 17	Harper Avery Hamblett	Shannon & Jordan Hamblett
Feb 01	Bailey Elizabeth Reichl	Emily Pulizotto
Feb 28	Keira Riley Hartley	Crystal Ramsay & Russell Hartley IV
Feb 28	Jack Damon Hobson	Elyse & Ian Hobson
Mar 10	Griffin Arthur Connolly	Logen & Christopher Connolly
Mar 16	Jackson Edward Grimes	Amanda & Bryan Grimes
Mar 20	Jocelyn Estelle Fauteux	Jessica & Richard Fauteux
Apr 06	Elouise Josephine Carpenter	Allison & Jonathan Carpenter
Apr 10	Troy Ryan Sargent	Amanda & Timothy Sargent
Apr 24	Patrick Roland Marx	Brittany & Bradford Marx
May 13	Adley Marie Farrar	Christine & Michael Farrar
May 23	Aminta Conant Parikh	Caitlin & Purak Parikh
Jun 06	Gloria Anne Batcheller	Kimberly & Archer Batcheller
Jun 15	Juniper Gene Brown	Kristie & Erik Brown
Jun 20	Cameron Joseph Roy	Caitlyn & Andrew Roy
Jun 30	Finley Hunter Koivu	Kimberly & Gregory Koivu
Jul 12	Levi Jacob Guevara	Michelle & Jacob Guevara
Jul 18	Richard Michael Elliott III	Sarah & Richard Elliott
Jul 18	Abigail Roxanna Elliott	Sarah & Richard Elliott
Aug 07	Titus Joseph Thibodeau	Kimberly Koch & Joseph Thibodeau
Aug 26	Gavin Bennett Rios	Elizabeth & Austin Rios
Aug 31	Vivienne Rebekah Henchey	Brittany MacFarland & Christopher Henchey
Dec 24	Lincoln Ryan L'ecuyer	Tiffany & Ryan L'ecuyer
Dec 29	John Henry Woelflein V	Melissa & John Woelflein IV
Dec 31	Hannah Mae Marston	Mai Ngo & Cayce Marston

2018 Deaths

January 1 - December 31, 2018

Date of Death	Place of Death	Name	Place of Burial
Nov 6, 2017	Lebanon, NH	Carol M Murphy	Pinegrove Cemetery, Brookline, NH
Jan 04	Brookline, NH	Denise Liska	
Jan 13	Peterborough, NH	Marcia Page	
Jan 22	Brookline, NH	Marion L Wilson	Woodlawn Cemetery, Milford, NH
Jan 22	Brookline, NH	Jeffrey S Calawa	Concord Crematorium, Concord, NH
Jan 30	Brookline, NH	Scott S Grzyb	Phaneuf Crematorium, Manchester, NH
Feb 10	Brookline, NH	Charlotte A Farwell	Lakeside Cemetery, Brookline, NH
Feb 21	Brookline, NH	Joan C Kilday	Fox Hill, Billerica, Ma
Feb 23	Manchester, NH	Leslie Hudson	
Mar 01	Brookline, NH	Mark Travers	
Mar 10	Brookline, NH	Warren G Herne	Phaneuf Crematorium, Manchester, NH
Mar 11	Brookline, NH	Rodney Wendelgest	
Apr 26	N. Petersburg, NY	Betty Hall	Concord, NH
May 10	Merrimack, NH	Richard A Beaudette	
Jun 20	Manchester, NH	Charlotte Galletly	Pine Grove Cemetery, Brookline, NH
Jun 21	Lowell, MA	Anna T Kinney	Pine Grove Cemetery, Brookline, NH
Jul 12	Merrimack, NH	Barbara J Collins	Lakeside Cemetery, Brookline, NH
Jul 16	Nashua, NH	Kathleen C Bremer	
Aug 17	Brookline, NH	Carmen J Yarrusso Jr	Phaneuf Crematorium, Manchester, NH
Aug 25	Lowell, MA	Tyler J Ricard	Pine Grove Cemetery, Brookline, NH
Sep 16	Brookline, NH	Janusz A Tomaszewski	St. Stanislaus Cemetery, Nashua, NH
Dec 14	Montreal, Quebec	Jonathan EV Cole	Pine Grove Cemetery, Brookline, NH

ANNUAL REPORT OF THE OFFICERS
of the
BROOKLINE SCHOOL DISTRICT
For the year ending June 30, 2018

OFFICERS

Mr. Matthew Maguire, Chair	Term Expires 2020
Mr. Kenneth Haag	Term Expires 2021
Ms. Rebecca Howie	Term Expires 2019
Mrs. Erin Sarris	Term Expires 2019
Ms. Alison Marsano	Term Expires 2020

Mr. Peter Webb, Moderator	Term Expires 2019
Mr. Robert L Rochford, Treasurer	Term Expires 2019
Karla Landry, School District Clerk	Term Expires 2019

SAU #41 Administration

Mr. Andrew F. Corey, Superintendent of Schools
Ms. Gina Bergskaug, Assistant Superintendent
Ms. Kelly Seeley, Business Administrator
Ms. Amy Rowe, Assistant Superintendent of Student Services
Mrs. Anne Elser, Assistant Director of Student Services
Mr. Richard Raymond, Network Administrator
Mrs. Kristen Maher, Assistant Business Administrator
Mrs. Linda Sherwood, Assistant Business Administrator

Brookline Elementary Schools

Mr. Daniel Molinari, Principal, Richard Maghakian Memorial School
Mr. Dennis Dobe, Principal, Capt. Samuel Douglass Academy
Ms. Jennifer Ball, Special Education Administrator

**BROOKLINE SCHOOL DISTRICT
2019 WARRANTS
February 4, 2019 and March 12, 2019**

Reflects First Session Amendments

To the inhabitants of the Brookline School District, in the Town of Brookline in the County of Hillsborough, and State of New Hampshire, qualified to vote in District affairs.

You are hereby notified to meet at Captain Samuel Douglass Academy in said district on Monday, February 4, 2019 (snow date: February 7, 2019), at 6:30 p.m., for Session I (Deliberation), for the transaction of all business other than voting by official ballot. This session shall consist of the explanation of all the warrant articles and the discussion and debate of warrant articles 1 through 9. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for final vote on the main motion as amended and (c) no warrant article shall be amended to eliminate the subject matter of the article.

You are hereby further notified to meet at Captain Samuel Douglass Academy on Tuesday, March 12, 2019, between the hours of 7:00 a.m. and 7:30 p.m. to vote by official ballot for the election of School District officers and other action required to be inserted on the official ballot (warrant articles 1 through 10).

Article 1. Election of Officers. To elect all necessary School District officers for the ensuing terms by official ballot vote on March 12, 2019, Captain Samuel Douglass Academy, 7:00 a.m. to 7:30 p.m.:

- To choose a Moderator for the ensuing year.
- To choose a Clerk for the ensuing year.
- To choose a Treasurer for the ensuing year.
- To choose one (1) member of the School Board for the ensuing three (3) years.
- To choose one (1) member of the School Board for the ensuing two (2) years.

Article 2. To see if the Brookline School District will vote to approve the cost of items for the second of a two-year collective bargaining agreement reached between the Brookline School Board and the Brookline Teachers Association for the 2018-2019 and 2019-2020 school years, which calls for the following increase in professional staff salaries and benefits at the current staffing levels:

<u>Fiscal Year</u>	<u>Estimated Increase</u>
2019-20	\$143,563

and further to raise and appropriate a sum of **\$143,563** for the first fiscal year (2019-2020 school year), such sum representing the additional costs attributable to the increase in professional staff salaries and benefits required by the new agreement over those that would be paid at current staffing levels. **The School Board recommends this article 5-0-0. The Finance Committee recommends this article 3-0-0.**

Article 3. To see if the Brookline School District will vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$9,676,491**. Should this article be defeated, the default budget shall be **\$9,773,540**, which is the same as last year, with certain adjustments required by

previous action of the school district or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Majority vote required to pass. **The School Board recommends this article 5-0-0. The Finance Committee recommends this article 3-0-0.**

Article 4. Shall we adopt the provisions of RSA 32:5-b, and implement a tax cap whereby the governing body (or budget committee) shall not submit a recommended budget that increases the amount to be raised by local taxes, based on the prior fiscal year's actual amount of local taxes raised, by more than 8%? (Submitted by petition).

Article 5: To see if the school district will vote to raise and appropriate a sum of up to \$50,000 from the June 30 unassigned fund balance (surplus) available for transfer on July 1, 2019 to be added to the previously established SPECIAL EDUCATION EXPENDABLE TRUST FUND. No amount to be raised from taxation. **The School Board recommends this article 5-0-0. The Finance Committee recommends this article 3-0-0.**

Article 6: To see if the school district will vote to raise and appropriate a sum of up to \$50,000 from the June 30 unassigned fund balance (surplus) available for transfer on July 1, 2019 to be added to the previously established SCHOOL FACILITIES MAINTENANCE FUND. **The School Board recommends this article 5-0-0. The Finance Committee recommends this article 3-0-0.**

Article 7: To see if the school district will vote to establish a contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate a sum of up to \$25,000 to go into said fund. This sum to come from the unassigned fund balance (surplus) available for transfer on July 1, 2019. **The School Board recommends this article 5-0-0. The Finance Committee recommends this article 3-0-0.**

Article 8. Shall the voters of the Brookline School District adopt a school administrative unit budget of \$1,719,314 for the forthcoming fiscal year in which \$302,679 is assigned to the school budget of this school district? This year's adjusted budget of \$1,691,711 with \$297,806 assigned to the school budget of this school district will be adopted if the article does not receive a majority vote of all the school district voters voting in this school administrative unit. **The School Board recommends this article 5-0-0. The Finance Committee recommends this article 3-0-0.**

Article 9. To see if the school district voters will authorize the Brookline School District to access future year state and federal special education aid funds in the event that special education costs exceed budget limitations. **The School Board recommends this article 5-0-0.**

Article 10. To transact any other business which may legally come before said meeting?

GIVEN UNDER OUR HANDS AND SEALS AT SAID BROOKLINE THIS 10th DAY OF JANUARY 2019.

SCHOOL BOARD:

Matthew Maguire, Chair

Erin Sarris

Kenneth Haag

Alison Marsano

Rebecca Howie

BROOKLINE SCHOOL DISTRICT
ANNUAL MEETING
FIRST SESSION (DELIBERATIVE)
FEBRUARY 4, 2019
MEETING MINUTES

The First Session (Deliberative) of the Annual Meeting of the Brookline School District was conducted on Monday, February 4, 2019 at 6:30 p.m. at the Captain Samuel Douglass Academy.

Moderator Peter Webb presided.

Members of the School Board Present: Matthew Maguire, Chairman
Kenneth Haag, Vice Chairman
Alison Marsano, Secretary
Erin Sarris
Rebecca Howie

Members of the School Board Absent:

Also in Attendance:	Andrew Corey, Superintendent
Superintendent	Gina Bergskaug, Assistant
Administrator	Kelly Seeley, Business
Superintendent of Student Services	Amy Rowe, Assistant
School District Attorney	James O'Shaughnessy, Esq.,
	Karla Landry, Clerk

Moderator Webb led in the Pledge of Allegiance.

Moderator Webb noted this to be an SB2 meeting under RSA 40:13 also known as the Official Ballot Referendum System. The School Board has created a Warrant having 10 Articles. Under SB2, the Warrant is effectively the Ballot. Before the voters was the opportunity to discuss each of the Warrant Articles and to consider any amendments. Although

the Ballot could be changed, it could not be approved until before the voters on Tuesday, March 12, 2019.

Article 1

Election of Officers. To elect all necessary School District officers for the ensuing terms by official ballot vote on March 12, 2019, Captain Samuel Douglass Academy, 7:00 a.m. to 7:30 p.m.:

- To choose a Moderator for the ensuing year.
- To choose a Clerk for the ensuing year.
- To choose a Treasurer for the ensuing year.
- To choose one (1) member of the School for the ensuing three (3) years.
- To choose one (1) member of the School Board for the ensuing two (2) years.

Moderator Webb noted the voters would vote on the article on March 12, 2019.

Ken Haag, Vice Chairman, Brookline School Board, provided an overview of the budget (video of Deliberative Session can be viewed [here](#)).

Data points used during the five rounds of budget discussions included items such as enrollment (579) and class size. The State averages for enrollment in grades 1-6 were listed. Enrollment numbers for the Brookline School District (BSD) are higher than those of the State. The BSD has a policy in place ([IIB](#)), which provides guidelines relative to class size. Cost per pupil is calculated by subtracting tuition and transportation from K-12 current operating expenditures, and then dividing by the average daily membership in attendance (ADM-A). The cost per pupil (posted 12/17/18) identifies the State average (elementary) as \$15,981.46 and the BSD average as \$15,085.90. A slide was displayed depicting the cost per pupil; BSD vs. State averages over last ten (10) years. Vice Chairman Haag noted the current Consumer Price Index (CPI) is 3.2%.

Charts were displayed comparing (BSD vs. State) 2018 Statewide Assessment Results for English/Language Arts and Mathematics for grades 3-6. The BSD has consistently scored higher. In the past two years, the District rolled out a new math program called enVision 2.0. Increases continue, which highlight the key strategic decisions being made by the Board and Administration and the impact those decisions are having on the student population.

New England School Development Council (NESDEC) enrollment projections indicate enrollment increasing, over the next ten (10) years, by 27%.

Participation in the New Hampshire School Board Association (NHSBA) permits the School Board to participate in the NHSBA’s Annual Meeting and vote on Resolutions and Statements of Belief, which guide the NHSBA’s legislative advocacy efforts with the New Hampshire Legislature. The Resolutions submitted and/or supported by the School Board were identified.

Article 2

To see if the Brookline School District will vote to approve the cost items for the second year of a two-year collective bargaining agreement reached between the Brookline School Board and the Brookline Teachers Association for the 2018-19 and 2019-20 school years, which calls for the following increase in professional staff salaries and benefits at the current staffing levels:

<u>Fiscal Year</u>	<u>Estimated Increase</u>
2019-20	143,563

*and further to raise and appropriate a sum of **\$143,563** for the second fiscal year (2019-20 school year), such sum representing the additional costs attributable to the increase in professional staff salaries and benefits required by the new agreement over those that would be paid at current staffing levels. **The School Board recommends this article 5-0-0. The Finance Committee recommends this article 3-0-0.***

Moderator Webb noted State Statute that states “No cost agreed to by the public employer and the employee organization shall be modified by the Legislative Body of such public employer.”

MOTION BY MEMBER SARRIS TO MOVE ARTICLE 2 TO THE WARRANT, AS WRITTEN

MOTION SECONDED BY MEMBER MARSANO

ON THE QUESTION

Matthew Maguire, Chairman, Brookline School Board, noted the article is for the 2nd year of a two-year contract with the Brookline Teacher’s Association (BTA). The cost in the first year was \$154,095. Year two cost is \$143,563. Regarding salaries, for FY19 the table (based on years of service/degree) increased by 1.5% with a step movement, and for those off the table there was a 2.25% increase. For FY20 the table increase is 0.75% and a step movement, which represents movement from one year to the next in terms of years of experience. Teachers off the table receive a 2.25% increase.

Regarding health insurance, in FY19 the District paid 100% of the lowest cost plan and caps were in place for the District paid portion on the remaining plans. For FY20 caps would apply to all plans. All new teachers would be placed on the lowest cost plan.

Dana Ketchen, 59 Russell Hill Road

Questioned if a motion to eliminate the article was permitted, and was told it is not. She is a supporter of education, and understands negotiating in good faith, but questioned good faith to the taxpayers commenting the ever-increasing rapid rate of incline in the tax dollars feels like financial abuse. She spoke of information obtained relative to cost sharing for health insurance. For a single plan, the top level is a cost of \$9,832.00. For the 100% covered plan, the District paid \$8,189.64. While adjustments cannot be made here, moving forward, when hearing of percentages covered by the District there is the need to understand the

dollar value associated with the percentage. For a family plan, the highest amount the District would pay is \$22,111.32.

With other increases in the overall budget, she would like to see identified areas where reductions could be made.

Eric Pauer, 12 Westview Road

Noted the cost identified for the highest contribution (cap) the District would pay for a family plan was \$1,953. Being stated now is a higher number (\$2,059).

Regarding the teacher contract, an average teacher will receive a step increase plus a table increase. From the samples he reviewed, it is 3.8% for those on-step. Asked if that is accurate, Chairman Maguire stated his belief a step is equivalent to about 3%. Mr. Pauer stated his review of the information posted online indicated on-step is 3.8% and off the table is 2.25%.

From the Bureau of Labor Statistics, he noted the number reported for CPI and CPI-U is 1.9% for year ending December 2018 (not 3.2%). He believes the increase to be generous and greater than what taxpayers will realize for increases.

Paying the entirety of a family medical plan is very generous, and he believes teachers should be asked to contribute 20% of the premium cost. That would result in a savings of nearly \$300,000/year. The contract provides a one-year paid sabbatical at 50% available to teachers every 7 years. There are stipends for being mentors, etc. There is a retirement bonus of 30% on top of what is received from the New Hampshire Retirement System (NHRS). He questioned if his statements were accurate. Chairman Maguire commented a lot of the stipends are for additional work performed outside of the regular school day.

Mr. Pauer stated he would not support the article believing it to be too generous.

Jessica Hartman, 51 Mountain Road

Thanked the Board and Administration for the work done in preparing the proposed budget. She stated her support of the article, and requested citizens consider the good faith negotiations that occurred two years ago. When we ask to keep quality teachers in our system, in turn they are looking for the community to support them.

Rui Loura, 28 Sargent Road

Questioned what would occur were the article not to pass, and was informed negotiations would have to re-open.

Were the article to pass, items that would change in year two include the cap placed on all plans and the requirement for all new teachers to be on the lowest cost plan. If the article does not pass, salaries and benefits would remain as they are in year one, which would be at a greater cost to the District.

Ms. Sarris commented the impetus for the District covering 100% of the lowest cost plan in the first year was to entice employees to move to that plan.

Abe Hartman, 51 Mountain Road

Asked if the District has an estimate on the savings that would be achieved by having the cap in place. Chairman Maguire indicated he did not have the exact amount the budget would increase by based on the impact of that specific aspect of the contract, were the article not to pass and the current benefit structure stay in place.

Mr. Hartman stated concern, without understanding the full implications of voting against the article, taxpayers may unintentionally vote in a way that increases the budget. He questioned what the ramifications would be were the article not to pass, e.g., would the work product received be the bare minimum.

Eric Pauer, 12 Westview Road

Stated his understanding there would be additional cost if the cap is not put in place; however, it would be much less than the cost of the contracted raises and the additional cost paid into the NHRS. If the article passes, taxes will increase. He noted a three-year contract approved at the COOP School District last year. The justification for the increase was for salaries to be comparable to those in Brookline.

Edward Arnold, 10 Milford Street

Questioned if language could be added to the article that would add a default cost if the article were to fail.

Moderator Webb stated his belief it could be amended; however, he was uncertain what the default number would be.

Ms. Sarris remarked if the article fails, negotiations would begin again. The District would incur an additional cost. All that is known for certain is that negotiations would begin again. The result of those negotiations cannot be known.

Amanda Mangold, 2 Burge Drive

Commented on driving teachers into the District; giving teachers a reason to come here is why we have such a good school system.

Abe Hartman, 51 Mountain Road

Questioned if the healthcare plan is specific to the BSD or if the plan encompasses other districts/groups. Chairman Maguire commented on there being common plans throughout the SAU. What the other districts offer may differ from what is offered in Brookline.

Mr. Hartman commented the scale of the group is relatively small, and questioned if there are opportunities to join with other SAUs to garner savings through economies of scale. Chairman Maguire noted the SAU has shopped insurance providers/plans and various options in the past.

Mr. Hartman commented on the risk pool (based on current usage) and the benefits gained through belonging to a larger group.

Gina Bergskaug, Assistant Superintendent, stated the Brookline district is in a larger risk pool, which combines the total membership to provide the lowest possible rates; however, must work only as a SAU when selecting plans.

Peter Walker, 57 Pepperell Road

Has been a resident for 20 years, and has continually heard next year we will do something about this. He believes the time has come. There is the need for some control over the trajectory of the budget. He is opposed to the article.

Dana Ketchen, 59 Russell Hill Road

Questioned the total dollar amount involved if all articles pass. Andrew Corey, Superintendent stated the total would be \$10,247,733.

Ms. Ketchen asked for clarification of the enrollment figure, and was told it is 579. She stated the rough math for cost per student, understanding it is not how it is determined, comes to \$17,699.02.

Ms. Sarris commented you have to compare apples to apples. The \$15,085.90 figure is based on a standard so that we have the State figure to compare. If you add all the same things to the State average, you would get a different number there as well. It is not a matter of not being transparent, it is a matter of using a formula that is consistent across the State.

Ms. Ketchen commented on the importance of understanding the total amount of the budget and enrollment figures; tax burden per student.

Webb Scales, 49 Dupaw Gould Road

Remarked the number is the gross allocation; how much we are empowering the Board to spend, not how much has to be raised through taxes. There are a number of revenue sources that contribute toward the number other than taxation.

David Gingras, 14 Nightingale Road

Spoke of being sensitive to the remarks around concerns with the budget and the tax impact. However, the District has already given its word to the teachers; entered an agreement in good faith, and they abide by the contract every day. He suggested, if the desire is to negotiate hard on the next contract that is another issue, but to back out of an agreement that we gave our word on is dishonorable.

Eric Pauer, 12 Westview Road

Stated the School Board came to a negotiation. The legislative body, that is here, decides, year to year, what is the agreement. That is not giving the word, that is putting forth a proposal for the voters to decide upon. It is a two-year contract. We had year one, they did not sanbornize it, now we are on year two. We have the choice of deciding whether we want to support it or not. We didn't give our word as the legislative body, we gave the word last year for what they have this year, and now we are deciding what we are going to do next year.

David Gingras, 14 Nightingale Road

Commented it is a two-year agreement. We entered into that agreement in good faith. We made an agreement in a contract. He would like to abide by it.

Christopher Adams, 10 Sargent Road

Spoke of having had an interview with a real estate client who is selling her home because she can no longer afford to live in Brookline. She has been taxed out of her home.

Mr. Adams remarked four years ago he lost his employment, and found it difficult to find another job. He had been fortunate enough to have been able to put money aside in savings to be able to pay his taxes, but had to dig into his 401K to pay health insurance and other obligations.

There are people in Town who are looking at the benefits for their children, but there are others in Brookline who are losing their homes and suffering trying to stay in their homes. He has been involved in the District, Town, and State for 12-13 years. The District has been discussing negotiating down healthcare costs for the Town. There were caps at one time, which have not worked as they are negotiated out every time the Board turns over. There is the need for teachers to take on more of the cost. He spoke of the cost he incurs as his portion of a company supplied healthcare plan (\$1,000/mo.). This contract can be renegotiated.

He reiterated the need for teachers to contribute more towards healthcare costs. He would like the teachers to step up; say we understand we have a good school system and students who come to school prepared to learn. They have a great job. He has talked to teachers in Nashua and Manchester who want out of their schools. The teachers are privileged to work in this district, a well-funded district. He would like to see the contract renegotiated. The cost has gone up almost 50% since he has resided in Brookline and student population has dropped since the start of that time.

It may be that not approving the second year of the contract results in a slightly increased cost for the coming year, but for future contracts, the District needs to say no to any proposals that don't have caps or cost sharing.

Ms. Sarris noted the contract is due to be renegotiated after this year.

Abe Hartman, 51 Mountain Road

Commented the house that will be sold, will most likely sell because of the schools. His family moved here because of the schools as did his neighbors. If you want your house to drop its value by 30%, cut school funding. When you go to retire you can sell your home for much less. That is what will happen when you are competing with a lot of other towns.

Ashley Shannak, 15 Gilson Road

Stated the desire to move to a vote.

Moderator Webb noted the Legislative Body does not vote on the article. The discussion continues until completed.

MOTION BY ASHLEY SHANNAK TO END DISCUSSION
MOTION SECONDED
MOTION CARRIED

Moderator Webb noted the motion passed, and stated discussion would close with the exception of the individual already in line to speak.

Ann Somers, 11 Potanipo Hill Road

Stated the property value of your home matters in dollars if you are trying to sell it. If you are trying to stay there lower is better because the taxes will be lower. If you are passing through you care about property values. If you want to stay here, you care about different things.

No further discussion was offered on Article 2.

Article 3

To see if the Brookline School District will vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first

*session, for the purposes set forth therein, totaling **\$9,676,491**. Should this article be defeated, the default budget shall be **\$9,773,540** which is the same as last year, with certain adjustments required by previous action of the school district or by law or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. **The School Board recommends this article 5-0-0. The Finance Committee recommends this article 3-0-0.***

**MOTION BY MEMBER HAAG TO MOVE ARTICLE 3 TO THE WARRANT, AS WRITTEN
MOTION SECONDED BY MEMBER MARSANO**

ON THE QUESTION

Superintendent Corey remarked the budget process started in late July and has gone through five rounds of review/discussion with the School Board before arriving at the number put forth.

There are two significant personnel changes proposed; cutting 1.5 positions, which results in a savings of \$157,764. A computer teacher is leaving the district, and the position is not being filled. All research indicates computer technology delivery should be at the point of service with the classroom teacher. Based on student service numbers, a full-time reading teacher (retiring) is being replaced with a part-time position.

One of the objectives in the budget is to continue the building maintenance program.

Noted were major changes in the operating budget. Decreases include teacher wages (CSDA) by \$120,482, speech/language wages decreased by \$76,357 (move to contracted service), teacher wages (RMMS) by \$26,557. Major increases include contracted services - speech (special education) \$99,826, retirement benefit (per CBA) \$84,258, and contracted services - out-of-district (special education) \$72,669.

Regarding revenue, there is not much in terms of changes from FY19. Regarding State aid, in FY19 the District received \$2,245,490 and in FY20 the District will receive \$2,382,240 for an increase of \$136,750.

That is the result of enrollment increases. The State Stabilization Grant was intended to keep State aid level funded. Two years ago the State did away with that. Every town in the State loses 4% of that Stabilization Grant each year. That burden is passed on to the local taxpayers. There are a number of things happening at the State level regarding funding and adequacy aid. When we talk about tax burden, some of those discussions need to go back to Concord.

The default budget is the amount of the same appropriations as contained in the operating budget authorized for the previous year (\$9,275,124), reduced, and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law (\$570,191), and reduced by one-time expenditures (\$71,775). The result is an FY20 default budget totaling \$9,773,540.

Items required by law or contracted increases/decreases include: wages/benefits (reduction of \$35,265), special education services (increase of \$312,162), health/dental/FICA/NHRS (increase of \$71,824), retirement benefit (increase of \$84,258), transportation rate – regular education (increase of \$71,673), transportation rate – special education (increase of \$69,248), and various other small amounts (decrease of \$3,709).

The largest driver of the budget increase is special education services. As a result of move-ins and students who require services, that portion of the budget that the District is legally mandated to provide for our students is increasing by \$312,162.

Superintendent Corey spoke of the increase in the transportation rate for both regular and special education. A nationwide driver shortage has resulted in transportation difficulties. The rate increases being seen include rate increases for the drivers (an attempt to retain drivers).

The default budget is \$97,049 higher than the amount of the proposed budget.

Superintendent Corey spoke of the efforts that have gone into preparing the budget, and the intentional decisions to reduce staffing, not put

forward a warrant article for full-day kindergarten, and to reduce the contingency article.

Although it is understood taxpayers would like to see the level of increase lower than what is being proposed, if understanding the concept of the mandated services around special education and the associated increased cost, if reducing the operating budget, he would be forced to cut teachers, which would increase class sizes. There are no new items in the budget.

There are no new academic items. There are a number of pieces of technology that will be purchased through the Rural Education Achievement Program (REAP) grant. With the proposed budget, the District will be able to maintain current class sizes, and will be able to move the District forward.

**MOTION BY ASHLEY SHANNAK TO AMEND THE TOTAL
AMOUNT OF THE OPERATING BUDGET TO NINE MILLION
SIX HUNDRED NINETY THOUSAND SEVEN HUNDRED SIXTY-
FIVE DOLLARS (\$9,690,765)
MOTION SECONDED BY TOM SOLON**

ON THE QUESTION

Ms. Shannak stated the \$14,274.00 increase would result in a net tax impact of approx. \$0.02/child or \$2.17/\$100,000 of assessed value. The increase would help to fund a SAU 41 full-time permanent nurse available to fill in for absences, including field trips, professional development, illness or vacation. The \$14,274 would be Brookline's portion of the shared cost. There has been and continues to be a shortage of nurses to serve as substitutes in the southern portion of the State. There is an educational value to the continuity of care for the students with medical and mental needs across the SAU. When coverage is not available, a non-medical staff member fills in. The example was provided of each school nurse in the SAU having 10 absences that required direct coverage, the permanent substitute nurse would represent 60 days of direct nursing coverage. The remaining 120 days would support health screenings, direct student medical contact, nursing administrative support, or in some cases

direct health education with the student population (20 days per school building).

A substitute nurse would develop long-term relationships with students, provide medical support; in some cases for the entirety of the student's elementary and secondary career. There are new emerging developments in education illustrating barriers to learning. Worrying about one's medical care impacts one's ability to focus on learning. Our SAU is an early adopter to educating and supporting the whole child, and the type of stress that can come from one's medical care while at school is real.

Tom Solon, 2 Shady Rock Road

Requested a member of the Administration comment on whether the increase is needed to support the health needs of the students in the elementary school.

Superintendent Corey responded the position being discussed was in one of the earlier rounds of the budgets for each of the districts. As the boards and Administration went through the rounds of discussion and identified priorities, this was an item that did not make it through to the budget. There are students that are serviced daily.

Having a, extra nurse to substitute is two-fold; they do establish a relationship with the students, which he believes to be very important, and if the District has to contract out on a given day, it is at a cost of \$100/hour.

Chairman Maguire noted, with a bottom-line budget, an increase to the bottom line would not necessarily have a direct correlation to a specific item being funded. If the cost of the position is intended to be split across three districts, if the other districts did not fund their portion, the additional funds would still be in the budget. The motion to increase the budget does not guarantee the funds would be used as desired.

Superintendent Corey stated agreement, what is being approved is the bottom-line number. The School Board then would have discussions and make the necessary adjustments. He believes the same proposal will be made to the other districts, and he will speak on behalf of it, but the outcome cannot be guaranteed.

He stated his intent, were the funds added and the position not funded, would be to honor the specific purpose identified. In the absence of an emergency, the funds would be returned in the unreserved fund balance at year end.

MOTION FAILED

MOTION BY ERIC PAUER TO AMEND THE TOTAL AMOUNT OF THE OPERATING BUDGET TO NINE MILLION THREE HUNDRED SEVENTY-FIVE THOUSAND FOUR HUNDRED NINETY-THREE DOLLARS (\$9,375,493)

MOTION SECONDED BY PETER WALKER

ON THE QUESTION

Mr. Pauer noted the amount of the reduction is \$300,998, and comes from taking the cost of the low-cost health plan, \$2,056/month, multiplying it by 12 months, by 61 teachers and dividing it by 20%. The result would be a reduction of about 3.1%. He believes the reduction would enable the School Board to renegotiate the teachers' contract. He believes it to be

reasonable and would result in an increase to the budget of about 3%. He believes it to be a compromise and a good way to help maintain the tax rate.

Mr. Haag requested the Administration identify the impact of such a cut. Superintendent Corey responded looking at such a reduction in increments of \$100,000; if cutting \$100,000 out of the budget, he would not hire the replacement for the 3rd grade teacher who is retiring, which would increase class sizes, and he would reduce secretarial hours across the District. If going to a cut of \$200,000, he would eliminate a librarian from the District and replace the individual with a Paraprofessional that would work under the supervision of the other librarian; there would be one certified librarian for the two schools. He would reduce a Paraprofessional from CSDA and reduce the reading position further. If going to a cut of \$300,000, he would RIF the teacher at grade 4, and RIF a custodian. If going to a cut of \$400,000, he would cut a guidance counselor; there would be one guidance counselor for the two buildings, and would reduce the P.E. Department from 2.0 to 1.5 FTE.

There is no guarantee that if the voters pass the teachers' contract and make this cut to the operating budget that the teachers are going to want to renegotiate. He does not support making any of these decisions, but if the motion passes and that is the direction, those are the cuts that would be made.

Dana Ketchen, 59 Russell Hill Road

Stated her support of the motion believing it reasonable to propose that the teachers re-negotiate, and she suspects they would. She feels as though the conversation is a great place to start; to put pressure on everybody and send a clear message that enough is enough with excessive increases in the school budget and Town taxes. She remarked this is for one year, and she believes it would be good to see where the pain comes from.

She suspects if the choices were to lose teachers or for each of those teachers to pick up a little bit more for their insurance, they would pick up more. She commented sometimes she feels like there are these threats of

this is what we are going to do, and she resents it. She provided the example of the Fire Department removing the request for a fire truck from their budget because of the proposed increases in the tax rate.

Ms. Sarris remarked if this cut is approved, the District could not rely on a renegotiation to get that money back in healthcare costs. The District would have to make those cuts. The Reduction in Force will happen. Those individuals are also community members who are also feeling the pain of the taxes. Just like the example of the Fire Department, the District had those tough decisions to make, which is why the proposal for all-day kindergarten was withdrawn even though we are one of the minority school districts in the State to not have that. The only thing that will happen with the contracts is they will be renegotiated. There is no guarantee we will get any money back from health insurance.

Amanda Mangold, 2 Burge Drive

Believes the budget to be appropriate. The education of our children and the hard work of our educators are valued. As a volunteer at the school she knows they do a lot for the students. This is why her husband works in Lexington, MA; they came here from Colorado because they wanted this school system. She spoke of how much this school system has helped her child.

Rui Loura, 28 Sargent Road

Spoke of the NESDEC projections, and questioned the percentage of accuracy. He also asked what the Board's projection is. Vice Chairman Haag responded he looked at past projections and compared them with actuals. FY16 was the baseline used. In FY17 actuals exceeded projection by 5% (26 students), in FY18 actuals exceeded projection by 5% (27 students), and in FY19 actuals exceeded projection by 12% (67 students). He commented if you look at different time snapshots it could be different, that just happened to be the time period he used to try and understand a correlation. NESDEC is predicting a 27% increase over the next ten-year period. At a 90% accuracy rate there would still be a 15% increase. We are seeing an increase, it is just a matter of how accurate

forecasting is 5-10 years out.

Mr. Loura commented on having plotted enrollments and correlated them between the Principal Reports for each year going back to 2011 and compared with NESDEC actuals going back to 2005. If you look at their projections for years out, they have always projected an increase; however, he noticed there has been a decrease since the 2009-2010 school year. The District was at 647 then. The budget for FY11 was \$8.4 million, and now we are at about \$9.6 million and 579 students. The District has significantly declined every year they have projected we would increase with the exception of one year.

He questioned the cost of transportation. The cost has increased from \$220,000 to \$579,000 since 2012.

Superintendent Corey remarked the largest driver has been the cost associated with transportation in the contract. The contract has been increasing at a rate of about 3% during a contract period, which is followed by a renegotiation period. This is the largest single year increase that has been seen. Regarding the special education transportation costs, the are significant costs to out-of-district placement. One student could easily result in \$40,000 for out-of-district placement in New Hampshire. There are some students who go down to Massachusetts at a cost of \$112,000 (transportation cost alone for one student).

Mr. Loura noted the mandate is that we accomplish the transportation, the dollar amount is not mandated.

Members of the Administration are not members of the Town, and, therefore, technically not permitted to participate. However, given what they could add to the discussion, the Moderator requested anyone objecting to allowing them to speak make that objection known.

No objections were stated.

Amy Rowe, Assistant Superintendent of Student Services, stated it is mandated that the District accomplish it, but it is also mandated how it is

accomplished in terms of the type of vehicle and the specifics of the driver.

Mr. Loura commented on a student moving out of District resulting in a reduction in cost and questioned the delta between students leaving and entering the District. Superintendent Corey responded on the difficulty in forecasting noting it is about 18 months away from the start of the school year. The budget includes projections for all known students. Were a family to enroll in August with a student requiring services, those costs would not be budgeted. Occasionally there are students who leave the District resulting in a larger end of year surplus because of dollars that were allocated to a particular student.

Mr. Loura questioned what the Board has been doing with the transportation contract and commented on the benefit should the District be able to work on that increase. Superintendent Corey stated the SAU recently went out to bid for the transportation contract. Two bids were received, and the contract awarded to the low bidder (slightly over \$300,000 less than competitor). Because the transportation company is in Hollis and has been with the District since 1979, the SAU has received a good bang for the buck. They, like everyone else, are faced with the driver shortage.

Vice Chairman Haag commented some very valid points were raised on the NESDEC projections, and there was a time where they showed either stable or decreasing projections. They have since changed those projections. Another difficulty when looking at a datapoint in the past is there is net present value in play, there are special education and other costs that had to be accounted for. It is something the Board and Administration monitors yearly to try to stay ahead of. The current tone for us with NESDEC has shifted from flat to a pretty substantial increase.

Mr. Loura responded the numbers he provided were actuals released at year end. His comment on the projections was that every year he has had this conversation and every year it is said enrollment is increasing, and since 2009 it has been going down.

Ms. Sarris commented it is not a steady decrease; it is not like every year they went down a little bit. There was a bubble where they were really high, they dropped off a little, and now they are going back up.

Mr. Loura stated in 2005 there were 600 students, in 2010 it was 647, in 2015 it was 532 (per NESDEC), in 2017 it was 533 (per Principals Report), and this year we're seeing another bump, but are nowhere near the 650.

Ms. Marsano commented on costs being lower than the rate of inflation when comparing that timeframe. She spoke of things outside of the District's control, e.g., inflation of the dollar. She spoke of the efforts of the Board and Administration to try to find a middle ground across the board. She spoke of a curiosity of how budget would compare with comparable communities over the same time period.

MOTION BY RUI LOURA TO END DISCUSSION
MOTION SECONDED
MOTION CARRIED

Moderator Webb noted the motion passed, and discussion would end with the exception of the individual in line to speak.

Pam Shaw, 21 Pepperell Road

Has been a resident of Brookline for 45 years and a staff member for 31 years. She questioned the number of staff members that currently take insurance, and noted if the budget were to be cut by \$300,000 it would impact much more than insurance costs. Superintendent Corey indicated he did not have information on the exact number of employees taking insurance, but did know it would not offset the total proposed cut.

The motion to amend was called to a vote.

MOTION FAILED

Brendan Denehy, 31 Mason Road

Commented on the language of the article noting the need for a semi-colon following "or by law" to ensure it is read and understood as separate concepts.

MOTION BY BRENDAN DENEHY TO AMEND THE LANGUAGE
BY ADDING A SEMI-COLON FOLLOWING "OR BY LAW"
MOTION SECONDED

ON THE QUESTION

Asked if the language is dictated by State Statute, James O'Shaughnessy, Esq., School District Attorney, noted the language is mandatory; however, includes the semi-colon.

MOTION CARRIED

MOTION BY ABE HARTMAN TO END DISCUSSION

MOTION SECONDED

MOTION CARRIED

No further discussion was offered on Article 3.

**MOTION BY TOM SOLON TO GO OUT OF THE REGULAR
ORDER OF BUSINESS TO TAKE UP ARTICLE 9**

MOTION SECONDED BY WEBB SCALES

ON THE QUESTION

Mr. Solon stated the desire to discuss implementation of a budget cap.

MOTION CARRIED

Article 9

Shall we adopt the provisions of RSA 32:5-b, and implement a tax cap whereby the governing body (or budget committee) shall not submit a recommended budget that increases the amount to be raised by local taxes, based on the prior fiscal year's actual amount of local taxes raised, by more than 2%? (Submitted by petition).

Asked how SB2 works regarding petition warrant articles, Moderator Webb stated the Legislative Body can amend the amount (percentage) only.

Asked about parliamentary procedure regarding reconsideration of an article, Moderator Webb stated a motion could be made to restrict reconsideration. Asked if a motion would be proper to restrict reconsideration on all articles, he indicated such a motion could be made

on the articles that have been addressed up to this point.

**MOTION BY TOM SOLON TO AMEND ARTICLE 9 BY
CHANGING THE PERCENTAGE FROM TWO (2) TO EIGHT (8)
MOTION SECONDED BY KAREN JEW**

ON THE QUESTION

Mr. Solon commented on the last discussion and the uncertainty of Statutory requirements for expenditure, he is concerned that a number as low as 2% could artificially and unnecessarily impact regular education in a very serious manner. He understands the goal of a cap, but in the context of the current budget and the degree to which certain things such as special education can dramatically impact the required expenditure, he believes the District would be in grave danger if having a 2% cap.

Eric Pauer, 12 Westview Road

The RSA puts a 2% cap on what the governing body (School Board) can bring forth to the voters at next year's annual meeting. It does not restrict what the legislative body (those voting at the Deliberative Session) can do with that. The School Board would have to come up with a budget that is within the cap. If determined by the legislative body that additional funds are needed, the cap can be overridden.

This law has been in effect for about 12 years. There are a number of cities, towns, and school districts that have adopted this to help keep spending under control. He stated his belief a 2% increase is a reasonable target, and having a tax cap in place would provide a backstop against unsustainable increases in negotiations with the unions. He stated his opposition to the motion to amend.

MOTION CARRIED

59-34

Dana Ketchen, 59 Russell Hill Road

Questioned if she could poll the audience to identify the number of voters who work in the District. Moderator Webb responded she could ask the question, but he would not allow them to respond.

**MOTION BY ANN SOMERS TO AMEND ARTICLE 9 BY
CHANGING THE PERCENTAGE FROM EIGHT (8) TO FOUR (4)
MOTION SECONDED**

ON THE QUESTION

Ms. Somers stated she is pleased with the idea of a bottom-line number, but does not believe 8% to be the right number. Believing 2% is too low, she is hopeful 4% would work.

Moderator Webb requested Attorney O'Shaughnessy clarify how a cap is overridden. Attorney O'Shaughnessy stated the law states the legislative body may override the cap by a simple majority vote at the Deliberative Session.

Melissa Leclerc, 16 Townsend Hill Road

Spoke of the hard work that goes into preparing the budget by those who understand the constraints and demands the next year holds. Were there a cap in place things such as unexpected increases in costs for special education or decreases in the amount of State funding could not be accommodate other than by bottom line cuts in the type of services the students receive. She asked the Superintendent to confirm there are in fact year-over-year decreases in State funding. Superintendent Corey stated if the Legislature does not change what is occurring with the Stabilization Grant, the District will see the State funding decrease by 4% a year until the fund gets to zero. A 4% reduction on the proposed budget would represent approx. \$384,000. Special education costs are approx. \$320,000. The District would have \$60,000 remaining to cover all other increases in the budget. He stated his concern with the tax cap to be those items the District is legally mandated to fund prior to other items.

Webb Scales, 49 Dupaw Gould Road

Asked Attorney O'Shaughnessy if the District had a sudden need and could not meet the cap, if the Board would be bound by law to present a budget that won't work counting on the legislative body to overrule their work, and, if so, what sort of latitude the Board has to convey to the legislative body that in fact the budget provided is useless and needs to be thrown out and created dynamically on the floor. Attorney O'Shaughnessy responded were he a member of a School Board in a district with a tax cap, he would say just that to the legislative body and would be in the position of relying on them to pick the right budget number from the floor of the meeting. The School Board, by law, can't propose a budget that is greater than the tax cap.

Mr. Scales asked for clarification, the Board could come before the legislative body and say here is the presented budget and the 8% of monies it doesn't include that the community really ought to provide, and that would be within the letter of the law. Attorney O'Shaughnessy responded he has seen this play out in Manchester where he has represented the District since 2010/2011 where they adopted a tax cap, and one of the ways they have compromised was to have the Superintendent come forward with what he calls his actual needs budget versus this is the budget that complies with the letter of the tax cap. The tax cap budget is the actual budget that is approved by the Board and is presented to the Legislative body there. It puts the Superintendent in a bit of a quandary and the Board, but that is the process the law allows.

Mr. Scales stated he could not, in good conscience, support the cap.

Peter Dagostino, 9 Louis Drive

Questioned if a vote could be made to take this article off the Warrant, and was informed it could not.

He spoke in opposition to a four percent cap. He spoke of it becoming a legislative burden on the Town. It could place the voters in the position of

picking a number on the floor without even knowing what the School Boards needs. He finds it absurd. He is opposed to the four percent believing if a number has to be chosen it should be sufficient enough for the School Board to work within. He is opposed to the idea of a cap.

Eric Pauer, 12 Westview Road

Remarked 4% is not as good as 2%, but at least puts some amount of cap on the increase. He spoke of mention of the CPI being 3.9%. Vice Chairman Haag stated it to have been 3.2% from November of 2017 to November 2018. Mr. Pauer stated he read the number for December of 2018. The national number was 2%. He reiterated four percent is still a meaningful tax cap. It keeps the increase in line. The NESDEC numbers he saw indicated student population went up 3.9% last year. Four percent provides enough room for growth and makes the School Board really look hard at spending. There are residents have difficulty paying taxes, and we must do something in order to manage it.

MOTION BY ABE HARTMAN TO END DISCUSSION
MOTION SECONDED BY PETER WALKER
MOTION CARRIED

Vote on the motion to amend from 8% to 4%
MOTION FAILED

Brendan Denehy, 31 Mason Road

Questioned if the language of the article should be amended to remove reference to “budget committee”. Moderator Webb stated his understanding the language is dictated by Statute.

No further discussion was offered on Article 9.

MOTION BY TOM SOLON TO RESTRICT RECONSIDERATION
ON ITEMS ALREADY CONSIDERED
MOTION SECONDED BY KAREN JEW
MOTION CARRIED

Article 4

*To see if the school district will vote to raise and appropriate a sum of up to **\$50,000** from the June 30 unassigned fund balance available for transfer on July 1, 2019 to be added to the previously established SPECIAL EDUCATION EXPENDABLE TRUST FUND. No amount to be raised from taxation. **The School Board recommends this article 5-0-0. The Finance Committee recommends this article 3-0-0.***

**MOTION BY MEMBER HAAG TO MOVE ARTICLE 4 TO THE WARRANT, AS WRITTEN
MOTION SECONDED BY MEMBER MARSANO
ON THE QUESTION**

Ms. Sarris spoke of the establishment of the Special Education Expendable Trust Fund as a means of setting monies aside to help address unanticipated special education costs. She reiterated special education costs are one of the largest drivers in the increases to the operating budget. The current balance in the fund is \$125,000. Anticipated is the expenditure of \$58,000 leaving a balance of \$67,000. Being requested is an allocation of \$50,000. She noted the example provided of transportation costs for a single out-of-district student exceeding \$100,000.

Webb Scales, 49 Dupaw Gould Road

Asked for clarification of how catastrophic aid works. Superintendent Corey explained when a student has significant disabilities, the District is permitted to recoup some monies, e.g., if the District spends \$100,000 on a student, somewhere in the area of \$40,000 - \$60,000 will be received back through catastrophic aid. However, those funds are received a year in arrears (a full budget cycle passes). Article 8 asks voters to authorize the District to access future year state and federal Special Education Aid funds in the event that special education costs exceed budget limitations.

Mr. Scales remarked in essence, the trust is in place to address issues until

the District can access that aid. Superintendent Corey stated the District would look to the trust for any new unexpected special education cost whether in-district or out-of-district. He spoke of the safety nets put in place, e.g., conducting a public hearing in advance of a vote of the School Board before expenditures from the fund could occur. The expectation is that the fund will be looked to this year, but that will not be known until later in the spring.

Mr. Scales questioned if \$117,000 is sufficient. Superintendent Corey stated the answer to be yes. He spoke of attempts to build the fund over time. This was an unexpected year where the anticipation is to utilize approx. \$58,000. Mr. Scales noted the requested \$50,000 is not enough to cover the anticipated withdrawal. Superintendent Corey stated that to be intentional while trying to keep the amount of the budget increase down. Asked if the District would be able to access catastrophic aid for the \$58,000, Superintendent Corey stated it would not.

Asked why the District would be permitted to look to the Trust for something that does not fall under the category of catastrophic aid, Superintendent Corey explained catastrophic aid is typically used for an out-of-district situation (very expensive cost), but if having a special education student move into the district requiring services that were not budgeted and did not meet the threshold of catastrophic aid, the cost would have to come from the trust or out of the regular education budget.

Information relative to the threshold was not readily available.

Mr. Scales stated his belief the fund balance needs to be \$250,000 as that is the area in which real catastrophe strikes and the area needed to hold the District over until reimbursement is made. If going into the fund for things that arguably should have been a contingency in the budget, he is uncertain what to do.

Superintendent Corey stated there would not be a contingency in the budget. The fund would only be used for unknown special education costs, e.g., typically move-ins. Mr. Scales stated agreement except that it is starting to look like we are going into this fund every year for the \$50,000 we didn't add to the budget because we didn't foresee the

unforeseen impact, we have every year.

Superintendent Corey commented when seeing the increase of \$312,000 into next year's operating budget, the vast majority of that is being covered through this year's operating budget plus \$58,000 from the fund because of students that have moved in and require extensive services that were not planned for.

Ms. Sarris noted the language of the article that states the funding source to be "the June 30 unassigned fund balance" and "No amount to be raised from taxation." There needs to be sufficient monies remaining at year end to be used to fund the article.

Mr. Scales remarked when the article is brought forward next year, please don't talk about how the monies don't come from taxation.

Rui Loura, 28 Sargent Road

Questioned if the funds are invested. Attorney O'Shaughnessy stated the Town of Brookline, under NH law, possesses all the trust funds for the school districts. Towns can now have a warrant article that allows the trustees of trust funds to invest and charge back to the Town and School District any cost associated with that. For a while these trust funds weren't really invested. They are trying to move that forward. He suggested talking to the Selectmen about getting Brookline's Trustees to invest the funding as a possibility.

Dana Ketchen, 59 Russell Hill Road

Questioned the areas of the budget that resulted in an end-of-year fund balance.

It was noted, if funds remain from the FY19 budget at year end (June 30, 2019), those funds would be used to fund the approved warrant articles, in the order presented/approved (each at the amount listed) and only up to the amount of year end fund balance.

As an example, if the year end fund balance (monies remaining at the end of FY19) were \$160,000 and the first three warrant articles approved were for amounts up to \$100,000, \$50,000, and \$75,000, the first two articles would be fully funded (\$100,000 and \$50,000) and the third would be funded at \$10,000. The reason the language states “available for transfer on July 1, 2019” is because the funds would not be available to transfer until after year end (June 30, 2019).

Ms. Ketchen questioned if it is anticipated there will be funds available at year end. Superintendent Corey stated whether there will be a surplus at year end is not known.

Ms. Ketchen questioned what is unclear in the budget that does not allow for that knowledge; specifically if the article was put forward with the anticipation there would be a surplus that could be used to fund it. Superintendent Corey stated it has been typical for these articles to be done in this fashion across the SAU for a number of years. Typically budgets have run with a surplus of 1-1.5%. That surplus is then used to fund whatever taxpayers approve for warrant articles.

Ms. Ketchen questioned why these items would not simply be included in the budget.

Ms. Sarris noted, if not used to fund the warrant articles, year end fund balance would be returned to the tax base to reduce the amount that has to be raised in taxes to support the coming year's budget. Taxpayers are asked to vote on whether the funds should be returned to the tax base or used to fund the requests.

Ms. Ketchen questioned the amount allocated to the fund last year, and was informed it was \$25,000 last year and \$100,000 the year prior. Asked if the allocations were through warrant articles requesting those amounts, Ms. Sarris stated the allocations were approved through warrant articles; however, the initial warrant article that established the fund was put forth in the amount of \$10,000 and was amended on the floor to \$100,000.

Ms. Ketchen questioned how taxpayers would learn of where the year end fund balance resulted from within the budget. Superintendent Corey commented an example could be the potential for three new hires in next year's budget. It is not yet known what health plan those new employees will take, e.g., single, two-person, family. The District budgets for a certain plan cost. The example was provided of an employee choosing a lesser cost plan or not choosing to take advantage of that benefit, which would result in a savings to the District. There are also times when employees will move to a more expensive plan based on the needs of their family.

Ms. Ketchen stated concern with not understanding how the fund is managed, whether it is in an interest-bearing account, who oversees it, etc., she finds it curious why this sort of maybe we will have it, maybe we won't, is a warrant article as opposed to an item in the budget if believed to be a necessary thing to do.

Superintendent Corey stated the fund is managed by the Town. School districts are not permitted to carry over money unless approved by the voters in a trust fund; unlike the Town, which can carry over funds from year to year. In the absence of that approval, monies remaining at year end are returned to the tax base.

Ms. Ketchen remarked if the taxpayers appropriated the proper amount of funds for special education annually, and didn't spend it, then it could be returned to the taxpayers as opposed to going into this unreserved fund that taxpayers will never be able to get back. Superintendent Corey responded were a placeholder put in the budget of \$75,000 - \$100,000 the result would be taxing the taxpayers on something that may or may not happen. The cost of all known services required for every special education students the District is aware of is included within the proposed budget. He would not find it fair to the taxpayers to include an amount in the budget for an unknown student. That would be raising taxes for something that may or may not come to fruition. Through this mechanism, the District requests permission to reserve some of the surplus. When the unexpected happens, the funds are available.

Ms. Ketchen questioned what amount would represent what is believed to be an appropriate amount to fund the trust at on a yearly basis. Superintendent Corey remarked he would not say there is an appropriate annual amount, he would put the cap at around \$250,000, which represents the cost of one significant placement moving into the District.

He noted the District has students who are currently at out-of-district placements that can cost \$340,000 - \$400,000 for transportation and services. Asked how the funds are taken out of the trust to cover unexpected costs, Superintendent Corey stated a Public Hearing is conducted after which the School Board takes an official vote. From there the Business Manager is able to show the Town the Board has supported the request, the funds are allocated, and the transfer made.

Eric Pauer, 12 Westview Road

Stated a concern if there remains \$50,000 at year end, it would only be able to fund this one article. The articles that follow would not be able to be funded. He questioned if the order of the articles was a conscious decision of the Board (prioritizing the special education trust over the maintenance trust), and was informed it was. He suggested reducing the amount of the proposed allocation to the special education trust in the hope of there being sufficient funds to address maintenance issues.

He questioned if the Board could choose to fund the article at a lesser amount. Attorney O'Shaughnessy stated it could not.

Webb Scales, 49 Dupaw Gould Road

Commented having a budget surplus is not really a bad thing. It is a victory on the part of the Board as they finished up the year below budget. The unreserved fund balance is "returned to the taxpayers". It doesn't actually go back to the taxpayers. What it means is the next year's take from the taxpayers is smaller. Having a surplus means next year's taxes are lowered by that surplus, and had something gone wrong, the District would have had the funds in hand to deal with it.

The order in which the warrant articles are funded provides the surplus funds to be expended according to the Board's determination of priorities as identified. In an ideal world, we wouldn't be worrying about all these contingency funds set aside in special trust funds, we would have a contingency fund built into the budget, which we typically wouldn't spend, and it would just roll over to the next year.

If we could trust the Board to be the fiduciary agent, we could let them present a budget that is reasonable and actually has contingencies built into the budget, which they could then not spend if not needed, and carry over to the next year.

MOTION BY ABE HARTMAN TO END DISCUSSION
MOTION SECONDED

MOTION CARRIED

Moderator Webb noted the motion passed, and discussion would close with the exception of the individual in line to speak.

Dana Ketchen, 59 Russell Hill Road

Remarked she has not attended these meetings for many years, has put her faith and trust in the Boards, and has watched her tax bills increase to the point of returning to attending the meetings. She stated her appreciation and respect for the work done, but it is a lot to take in. If all articles pass, the total amount would be \$10,247,733. She questioned if that is the amount that would be raised through taxation.

Moderator Webb remarked it is a total expenditure.

Ms. Ketchen stated the desire to understand the total amount, if all articles are passed, the voters would be voting to raise through taxation. Chairman Maguire stated it to be \$7,025,160.

No further discussion was offered on Article 4.

Article 5

*To see if the school district will vote to raise and appropriate a sum of up to **\$50,000** from the June 30 unassigned fund balance (surplus) available for transfer on July 1, 2019 to be added to the previously established SCHOOL FACILITIES MAINTENANCE FUND. **The School Board recommends this article 5-0-0. The Finance Committee recommends this article 3-0-0.***

**MOTION BY MEMBER MAGUIRE TO MOVE ARTICLE 5 TO
THE WARRANT, AS WRITTEN
MOTION SECONDED BY MEMBER HAAG**

ON THE QUESTION

Ms. Marsano stated the balance to be \$91,912. Proposed is an allocation of \$50,000. Proposed expenditures in FY20 total \$90,289. The anticipated fund balance at FY20 year end is \$51,623.

Proposed uses include CSDA wireless replacement (\$20,000), CSDA playground study (\$5,000), CSDA exterior doors (\$5,000), CSDA/RMMS safety cameras Grant – District share (\$17,789), CSDA/RMMS replacement servers (\$15,000), RMMS playground work – Phase 2 (\$10,000), RMMS gym bathroom flooring (\$9,000), and RMMS boiler replacement (\$8,500).

Ms. Marsano noted a question posted of her regarding the number of boilers at RMMS. She stated there to be 8. The building was constructed in 1961 and the latest addition was done in 1996.

No further discussion was offered on Article 5.

Article 6

To see if the school district will vote to establish a contingency fund for

*the current year for unanticipated expenses that may arise and further to raise and appropriate a sum of up to **\$25,000** to go into the fund. This sum to come from the unassigned fund balance (surplus) available for transfer on July 1, 2019. **The School Board recommends this article 5-0-0. The Finance Committee recommends this article 3-0-0.***

**MOTION BY MEMBER MAGUIRE TO MOVE ARTICLE 6 TO
THE WARRANT, AS WRITTEN
MOTION SECONDED BY MEMBER SARRIS**

No discussion was offered on Article 6.

Article 7

*Shall the voters of the Brookline School District adopt a school administrative unit budget of \$1,719,314 for the forthcoming fiscal year in which **\$302,679** is assigned to the school budget of this school district? This year's adjusted budget of \$1,691,711 with \$297,806 assigned to the school budget of this school district, will be adopted if the article does not receive a majority vote of all the school district voters voting in this school administrative unit. **The School Board recommends this article 5-0-0. The Finance Committee recommends this article 3-0-0.***

**MOTION BY MEMBER HAAG TO MOVE ARTICLE 7 TO THE
WARRANT, AS WRITTEN
MOTION SECONDED BY MEMBER MAGUIRE**

ON THE QUESTION

The article is the budget for the SAU offices. The SAU is made up of the offices of the Superintendent, Assistant Superintendents, Business Office staff, Human Resources, and two Administrative Assistants (total of 13 individuals).

It is a pass or fail vote. In order to pass, the article needs to receive a majority vote of the voters from all three districts. Residents will each get two votes; taxpayer within one of the towns and taxpayer from the COOP. If the article fails to achieve that majority, the adjusted budget would

come into play.

The proposed budget totals \$1,719,314. Of that amount, \$302,679 is assigned to the BSD.

This year the SAU has a retirement in the position of Director of Student Services. The Board entered into an agreement to allow for a transition period as we transition a very significant department from one person to another. He recommended the position become that of Assistant Superintendent of Student Services. That change would allow the individual to cover more responsibilities than could be done as the Director of Student Services and by changing the position to that of Assistant Superintendent, the District achieves a savings of \$5,000 because it is charged a different rate by the NHRS.

Eric Pauer, 12 Westview Road

Questioned the percentage of increase over the FY19 budget.

Superintendent Corey noted the greatest portion of the increase is the half-time person (approx. \$54,000 salary) for the individual who is retiring to stay on board for the year. The percentage of increase is 8.43%.

Mr. Pauer commented 6, 7, or 8% year after year increases are ridiculous. He heard the SAU would be achieving savings with the retirement, but he does not believe that to be the case; someone going from a director level to an assistant superintendent is likely going to see a salary increase.

Superintendent Corey stated his belief it is almost level funded from one person to the other. The present salary is approx. \$110,000 and that is what the new person is coming in at.

Mr. Pauer commented in 2008 there were 2,708 students in the SAU. We are down 10% to 2,439 at the SAU level, but this administrative unit has gotten 50-60% larger during that time. There is a larger headcount in the SAU than ever before and a lower population. He spoke of being disappointed that the SAU 41 Governing Board voted for this budget. He does not want to see an 8.43% increase. There is the need to hold the line

on spending. A SAU that is growing by 8.43% in spending is not sustainable.

Webb Scales, 49 Dupaw Gould Road

Commented the bulk of the change is due to the half-salary position. He questioned if, at the end of the transition, it is reasonable for taxpayers to see that half-salary position disappear and the SAU budget come crashing down by a 0.5 FTE. Superintendent Corey stated the answer is correct minus the increase. He compared it to discussion of Brookline seeing a significant reduction because of a bond coming off next year; there will also be a new negotiation for a teachers' contract, there will be new expenses, etc. To believe you would receive the total dollars back from the bond payment is unrealistic.

Mr. Scales stated he is looking for a way to see the 8% increase go back down to 3%. Superintendent Corey stated his opinion that is very achievable.

Mr. Scales commented it would be easier to make peace with an 8% increase this year if we see the line held in the coming years.

Ms. Sarris commented a large factor in the decision of the Student Services change is the fact that the position manages special education. The position has generated savings based on initiatives put in place for special education so that we don't have to spend the large amounts sending students out of district to receive services. It was important for the Board to ensure as smooth a transition as possible in this role.

A case regarding a special education child can result in hundreds of thousands of dollars in a lawsuit were a mistake to be made.

Dana Ketchen, 59 Russell Hill Road

Asked for clarification if the half-time position is projected for FY20 or in place at this time, and was informed it is projected for FY20. She questioned the structure of the half-time position, and was told it is for the

coming year at half the current salary. She questioned if it is a full-year training period for this high-level position at the SAU, and the salary for the Assistant Superintendent position. Superintendent Corey stated the position coming in is at a salary of approx. \$112,000, and the salary for the half-time position is \$54,000.

Ms. Ketchen asked for clarification the Board felt a full year of support was needed, and was informed the SAU 41 Governing Board (which consists of the school boards of all three districts) voted unanimously in favor of that.

Ms. Ketchen questioned the salaries of the top three positions at the SAU. It was indicated the salaries are listed on the State's website.

Ms. Ketchen questioned if the school district budget were to be reduced, would the Superintendent's office consider looking at their own budget and taking cuts there. Superintendent Corey stated the three school districts and the SAU are four separate legal entities. The Public Hearing on the SAU budget was conducted in December. There was no public participation.

Ms. Ketchen remarked the answer is no.

Superintendent Corey reiterated it is a separate legal entity. When the budgets are designed across the SAU, they try to take into account what is occurring in the individual districts.

Ms. Ketchen remarked, if there were a surplus in the SAU budget the monies would be returned to the taxpayers. Superintendent Corey stated any funds remaining at year end lapse into an unreserved fund. The Board has, in the past, utilized that fund to reduce the amount to be raised through taxes.

Eric Pauer, 12 Westview Road

Questioned if the opening for the position of Assistant Superintendent of Student Services was handled through an open application process or if someone was preselected for the position. Superintendent Corey stated he made a recommendation to the SAU 41 Governing Board, which was approved. The SAU hired from within.

Mr. Pauer questioned if the individual has special education experience. Superintendent Corey responded he would say yes. Mr. Pauer asked if that is at the SAU level. Superintendent Corey responded at the SAU level no. He noted there were 32 new SAU/building coordinators across the State last year. It is a very difficult position to hire for.

Mr. Pauer spoke of having done research on assistant superintendents; there are a few districts in the State that have them, but they are very large districts that have more than one assistant superintendent. We are the only district of our size that will have two assistant superintendents.

He stated concern with discussion of concerns around special education funding and commented when the District goes up by \$312,000, he does not consider that a success. Maybe it could have been worse, but he believes it could have been a lot better.

The skill and ability of the Assistant Superintendent of Students Services makes a large difference in how that number goes; there is some ability to influence that. Superintendent Corey stated agreement. Mr. Pauer stated his hope the individual placed in that position will do a good job to help keep the cost down. Superintendent Corey stated his belief Mr. Thompson will do an outstanding job.

No further discussion was offered on Article 7.

Article 8

To see if the school district voters will authorize the Brookline School District to access future year state and federal Special Education Aid

*funds in the event that special education costs exceed budget limitations.
The School Board recommends this article 5-0-0.*

**MOTION BY MEMBER MAGUIRE TO MOVE ARTICLE 8 TO
THE WARRANT, AS WRITTEN
MOTION SECONDED BY MEMBER HAAG**

ON THE QUESTION

Ms. Sarris stated the article would allow the District to access future year state and federal Special Education Aid funds in the event that special education costs exceed budget limitations.

No further discussion was offered on Article 8.

Article 10

To transact any other business which may legally come before said meeting.

Annual Meeting
First Session (Deliberative)
February 4, 2019

MOTION BY ERIC PAUER TO ADJOURN
MOTION CARRIED

The February 4, 2019 first session (Deliberative) of the Annual Meeting of the Brookline School District was adjourned at 9:34 p.m.

Brookline School District
Statement of Revenues, Expenditures and Change in Fund Balance
June 30, 2018

	General	Grants	Other Governmental Funds	Total Governmental Funds
REVENUES				
School district assessment	5,424,689			5,424,689
Other local	262,511		148,094	410,605
State	2,898,194	6,877	2,184	2,907,255
Federal	21,346	197,463	36,884	255,693
TOTAL Revenue	8,606,740	204,340	187,162	8,998,242
EXPENDITURES				
Current:				
Instruction	3,582,958	179,304	15,933	3,778,195
Support services				-
Student	510,069	8,120		518,189
Instructional staff	186,825	7,664	332	194,821
General Administration	42,688			42,688
Executive Administration	271,051			271,051
School Administration	412,321			412,321
Operation & maintenance of plant	624,486	6,877		631,363
Student transportation	391,312	1,337		392,649
Other	2,156,399	1,038		2,157,437
Non-instructional Services			172,357	172,357
Debt service				-
Principal	205,169			205,169
Interest	275,156			275,156
TOTAL Expenditures	8,658,434	204,340	188,622	9,051,396
Net Change in fund balance	(51,694)	-	(1,460)	(53,154)
Fund balances, beginning	440,464	-	115,853	556,317
Fund balances, ending	388,770	-	114,393	503,163

Brookline School District
Balance Sheet - Governmental Funds
June 30, 2018

				Other Governmental Funds	Total Governmental Funds
		General	Grants		
ASSETS					
	Cash and cash equivalents	143,877		78,405	222,282
	Investments				-
	Receivables:				
	Accounts	43,027			43,027
	Intergovernmental	196,193	117,903	40,278	354,374
	Interfund receivable	111,026			111,026
	Inventory			7,098	7,098
	Prepaid items	15,442			15,442
	TOTAL Assets	509,565	117,903	125,781	753,249
LIABILITIES, DEFERRED INFLOWS OR RESOURCES AND FUND BALANCES					
	Liabilities:				
	Accounts Payable	50,949	6,877	1,746	59,572
	Accrued salaries and benefits	50,245			50,245
	Intergovernmental payable	428		69	497
	Interfund payable		111,026		111,026
	TOTAL Liabilities	101,622	117,903	1,815	221,340
	Deferred inflows of resources				
	Deferred revenue	17,091		11,655	28,746
	Fund Balances				
	Nonspendable	15,442		38,699	54,141
	Restricted			1,835	1,835
	Committed	265,454		71,777	337,231
	Assigned	47,403			47,403
	Unassigned	62,553			62,553
	TOTAL Fund balances	390,852	-	112,311	503,163
	TOTAL Liabilities, Deferred inflows of resources and fund balances	509,565	117,903	125,781	753,249

Brookline School District
ACTUAL EXPENDITURES FOR SPECIAL EDUCATION PROGRAMS & SERVICES
June 30, 2018

EXPENSES	FY2016	FY2017	FY2018
Salaries/Benefits	1,383,489	1,817,501	2,149,091
Contracted Services	420,326	53,075	101,654
Transporation	60,443	56,619	110,132
Tuition	-	30,017	143,801
Supplies	67,530	23,509	26,407
Other	5,170	-	6,602
SUB Total	1,936,959	1,980,720	2,537,687
REVENUE			
Catastrophic Aid	57,248	4,000	16,774
Medicaid Distribution	24,821	21,729	19,255
IDEA & PK IDEA	106,539	108,951	161,980
Preschool Tuition	34,272	37,260	51,640
SUB Total	222,880	171,940	249,649
NET COST FOR SPECIAL EDUCATION	<u>1,714,079</u>	<u>1,808,780</u>	<u>2,288,038</u>

Brookline School District Budget FY20 Proposed Budget Summary

	FY18	FY19 Budget	FY20 Proposed Budget	FY20 vs FY19 \$ Diff	FY20 vs FY19 % Diff
General Fund					
1100 Regular Education Programs Teacher salaries, textbooks, substitutes, supplies	\$ 2,555,355	\$ 2,703,241	\$ 2,653,927	\$ (49,314)	-1.82%
1200 Special Education Programs Teacher salaries, aides, textbooks, evaluations, supplies and items specific to special education services	\$ 1,043,478	\$ 1,152,430	\$ 1,342,858	\$ 190,428	16.52%
2100 Student Support Services Guidance, health and nurses	\$ 536,941	\$ 608,418	\$ 666,949	\$ 58,531	9.62%
2200 Instructional Support Services Library salaries, supplies, technology and professional development	\$ 230,485	\$ 222,891	\$ 207,711	\$ (15,181)	-6.81%
2300 School Board Treasurer, SB stipends, SB minutes, legal and audit	\$ 35,125	\$ 85,525	\$ 56,425	\$ (29,100)	-34.03%
2310 SAU Assessment BSD Portion of the SAU budget	\$ 271,051	\$ 279,152	\$ 302,679	\$ 23,527	8.43%
2400 School Administrative Services Principal salaries, office staff, office equipment	\$ 436,179	\$ 460,399	\$ 486,384	\$ 25,984	5.64%
2600 Facilities & Maintenance Custodial salaries, electricity, heating oil, water, trash, liability premiums, building maintenance	\$ 599,863	\$ 604,743	\$ 606,794	\$ 2,051	0.34%
2700 Student Transportation Bus contract and fuel	\$ 398,472	\$ 443,000	\$ 579,700	\$ 136,700	30.86%
2900 Benefits Health, dental, NHRS, FICA, WC, unemployment, life and LTD	\$ 2,152,774	\$ 2,220,827	\$ 2,423,531	\$ 202,704	9.13%
4600 Building Improvements RMMS roof rplcmnts, gym floor		\$ -	\$ -	\$ -	
5100 Debt Service	\$ 480,325	\$ 478,650	\$ 475,775	\$ (2,875)	-0.60%
5200 Expendable Fund Transfers Maintenance Special Education*	\$ 40,000 \$ 100,000	\$ 50,000 \$ 25,000	\$ 50,000 \$ 50,000	\$ - \$ 25,000	0.00%
Total General Fund	\$ 8,880,048	\$ 9,334,276	\$ 9,902,733	\$ 568,457	6.09%
Food Service Fund	\$ 165,000	\$ 165,000	\$ 165,000	\$ -	
Grant Fund	\$ 200,000	\$ 180,000	\$ 180,000	\$ -	
Total General Fund	\$ 9,245,048	\$ 9,679,276	\$ 10,247,733	\$ 568,457	5.87%

Brookline School District Budget

FY20 Revenue Estimate

Item	FY18 Actual	FY19 Budget	FY20 Estimate	FY19vsFY18 Change
Expenditures				
General Fund Expenditures	\$ 8,880,048	\$ 9,334,276	\$ 9,902,733	\$ 568,457
Grant and Food Service	\$ 365,000	\$ 345,000	\$ 345,000	\$ -
Budgeted Expenditures (All Funds)	\$ 9,245,048	\$ 9,679,276	\$ 10,247,733	\$ 568,457
Revenue				
Unreserved Fund Balance	\$ 377,340	\$ 195,717	\$ 160,000	\$ (35,717)
State Revenue				
School Building	\$ 49,650	\$ 46,987	\$ 44,436	\$ (2,551)
Catastrophic Aid	\$ -	\$ 53,878	\$ 50,000	\$ (3,878)
Child Nutrition	\$ 2,133	\$ 2,100	\$ 2,100	\$ -
Other	\$ -	\$ 55,182	\$ -	\$ (55,182)
Total State Revenue	\$ 51,783	\$ 158,147	\$ 96,536	\$ (61,611)
Federal Revenue				
Federal Grant Programs	\$ 108,950	\$ 80,000	\$ 80,000	\$ -
Disabilities Programs	\$ 91,050	\$ 100,000	\$ 100,000	\$ -
Medicaid	\$ 23,000	\$ 19,025	\$ 17,000	\$ (2,025)
Child Nutrition	\$ 40,867	\$ 40,500	\$ 40,500	\$ -
Other	\$ -	\$ -	\$ -	\$ -
Total Federal Revenue	\$ 263,867	\$ 239,525	\$ 237,500	\$ (2,025)
Local Revenue				
Tuition	\$ 160,000	\$ 153,715	\$ 208,897	\$ 55,182
Interest Income	\$ 600	\$ 2,000	\$ 2,000	\$ -
Food Service	\$ 122,000	\$ 122,400	\$ 122,400	\$ -
Other	\$ 13,000	\$ 13,000	\$ 13,000	\$ -
Total Local Revenue	\$ 295,600	\$ 291,115	\$ 346,297	\$ 55,182
Appropriation				
Budgeted Expenditures (All Funds)	\$ 9,245,049	\$ 9,679,276	\$ 10,247,733	\$ 568,457
Less Unreserved Fund Balance	\$ 377,340	\$ 195,717	\$ 160,000	\$ (35,717)
Less State Revenue	\$ 51,783	\$ 158,147	\$ 96,536	\$ (61,611)
Less Federal Revenue	\$ 263,867	\$ 239,525	\$ 237,500	\$ (2,025)
Less Local Revenue	\$ 295,600	\$ 291,115	\$ 346,297	\$ 55,182
Total Appropriation	\$ 8,256,459	\$ 8,794,772	\$ 9,407,400	\$ 612,628
School District Tax Assessment				
Total Appropriation	\$ 8,256,459	\$ 8,794,772	\$ 9,407,400	\$ 612,628
Less Adequacy Aid	\$ 1,822,441	\$ 1,686,461	\$ 1,820,300	\$ 133,839
Less Retained Tax	\$ 546,979	\$ 559,029	\$ 561,940	\$ 2,911
Brookline School District Tax Assessment	\$ 5,887,040	\$ 6,549,282	\$ 7,025,160	\$ 475,878
Estimated Tax Impact				
Local Assessed Valuation - with Utilities	\$ 523,265,230	\$ 653,066,318	\$ 656,331,650	\$ 3,265,332 *
Local Assessed Valuation - less Utilities	\$ 515,015,430	\$ 642,808,718	\$ 646,022,762	\$ 3,214,044 *
State Property Tax Rate (per \$1,000)	\$ 1.06	\$ 0.87	\$ 0.87	\$ 0.00
Local Education Tax Rate (per \$1,000)	\$ 11.25	\$ 10.03	\$ 10.70	\$ 0.68
Total BSD Tax Rate	\$ 12.31	\$ 10.90	\$ 11.57	\$ 0.68

* .5% increase

Debt Schedule

as of 6/30/18

	Debt 1	Debt 2
Length of Debt (yrs)	10	20
Date of Issue	8/2012	8/1999
Date of Final Payment	8/2022	8/2019
Original Debt	\$ 408,500	\$ 5,367,912
Interest Rate	2.32%	5.20%
Principal at Beginning of Year	\$ 225,000	\$ 469,948
Retired Issues This Year	\$ 40,000	\$ 165,169
Remaining Principal Balance Due	\$ 185,000	\$ 304,779
Remaining Interest Balance Due	\$ 17,150	\$ 558,796
Remaining Debt	\$ 202,150	\$ 863,575
Amount of Principal to Paid in FY18	\$ 40,000	\$ 165,169
Amount of Interest to Paid in FY18	\$ 6,100	\$ 269,056
		\$ 480,325

FY20 Default Budget - Summary

		FY19 Adopted Budget	Required by Law OR Contracted Reductions/ Increases	Minus One-Time Expense	FY20 Default Budget	FY20 Proposed Budget	Diff
Account							
	1100-1199	\$2,715,143	-\$67,437	-\$53,925	\$2,593,782	\$2,586,384	-\$7,398
	1200-1299	\$1,157,824	\$193,850		\$1,351,674	\$1,326,015	-\$25,659
	2100-2199	\$602,544	\$121,456		\$724,000	\$659,606	-\$64,394
	2200-2299	\$214,028	\$1,335		\$215,363	\$203,206	-\$12,158
	2300-2399	\$35,525	\$0		\$35,525	\$31,425	-\$4,100
	2400-2499	\$459,313	\$14,956		\$474,269	\$486,384	\$12,115
	2600-2699	\$599,954	\$11,903	-\$17,850	\$594,007	\$606,794	\$12,788
	2700-2799	\$443,000	\$140,921		\$583,921	\$579,700	-\$4,221
	2900-2999	\$2,224,142	\$156,082		\$2,380,224	\$2,376,203	-\$4,021
	5110-5120	\$478,650	-\$2,875		\$475,775	\$475,775	\$0
	5222-5229	\$345,000	\$0		\$345,000	\$345,000	\$0
Operating		\$9,275,124	\$570,191	-\$71,775	\$9,773,540	\$9,676,491	-\$97,049
BTA Contract		\$0				\$143,563	
Full-Day Kindergarten		\$0				\$0	
SAU Assessment		\$279,152				\$302,679	
Contingency		\$50,000				\$25,000	
Maint. Trust		\$50,000				\$50,000	
Spec Ed Trust		\$25,000				\$50,000	
Total		\$9,679,276	\$570,191	-\$71,775	\$9,773,540	\$10,247,733	-\$97,049

FY20 Default Budget - Reasons			
Required by Law OR Contracted Increases/Decreases			
Account Range	Range Totals	Detail	
		Amount	Reason
1100-1199	-\$67,436.55	-\$95,917.55 \$28,481.00	Wage increases FY20 Teacher Lane Changes
1200-1299	\$193,849.71	\$24,983.65 \$135,464.39 \$33,401.67	Wage increases Out-of-District Tuition/Services Teaching materials/equipment
2000-2199	\$121,455.66	-\$21,839.94 \$143,295.60	Wage increases Contracted Services
2200-2299	\$1,335.00	\$1,335.00	Wage increases
2400-2499	\$14,955.68	\$16,639.68 -\$4,084.00 \$2,400.00	Wage increases Copier lease adjustments Contracted benefit increases
2600-2699	\$11,902.80	\$8,652.80 \$3,250.00	Wage increases State required water testing
2700-2799	\$140,921.32	\$71,673.32 \$69,248.00	Regular Ed Bus Rate Increases Special Ed Bus Rate/Service Increases
2800-2999	\$156,082.02	\$32,723.77 \$1,767.07 \$20,277.83 \$2,250.00 \$14,804.95 \$84,258.40	Health Insurance Increases Dental Insurance Increases FICA NHRS-Salary Increases NHRS Rate Increase Retirement Benefit
5100-5999	-\$2,875.00	-\$2,875.00	Bond payment reduction
	\$570,190.64		

One-Time Expenses			
Account Range	Range Totals	Detail	
		Amount	Reason
1100-1199	-\$53,924.53	-\$46,674.53 -\$7,250.00	FY19 Teacher Lane Changes Intervention Software
2600-2699	-\$17,850.00	-\$17,850.00	FY19 Facility Improvements
	-\$71,774.53		

Superintendent's Report

The SAU41 Strategic Plan is used to guide us in the planning, implementation, and evaluation of the Mission, Goals, and Objectives approved by the SAU Governing Board. Articulation of curriculum, instruction, assessment strategies, and actions related to each of these areas have been outlined in the plan and the Leadership Team is responsible for providing the “deliverables” outlined as a means of informing the boards of progress in each area. In addition, the Strategic Plan provides direction to the leadership team as it relates to evaluation of technology and infrastructure, building maintenance and future planning. The strategic plan is therefore used as the starting point for our annual budget discussions.

The construction of the Fiscal year 2020 budgets has not been an easy task. Each budget has encountered a number of stressors including increasing health care costs, an influx of new special education students, a new transportation agreement, increases to staff salaries and benefits approved by the voters, an increase in New Hampshire retirement rates as well as the funds needed to maintain our physical plants. That stated, I asked the administration to construct budgets that allowed us to continue to meet our strategic goals and objectives in a financially responsible manner. One area of continued focus for the administration and our Boards is to review our operational procedures to determine how best to deliver services to all students. We have examined our staffing levels with regards to enrollment trends provided to us by NESDEC and made appropriate increases and reductions to best serve our students. We focused our efforts on a review of our special education mandates while using our established procedures to examine our standards and curriculum. In each area we have aligned our budget priorities to meet the goals and objectives outlined in our strategic plan.

Assistant Superintendent, Gina Bergskaug, has focused her efforts on our innovation goals. Science, Technology, Engineering, Reading, the Arts and Mathematics (STREAM) have been a priority for the SAU. In last year's budget(s) we continued our efforts on the enhancement of our science curriculum while providing opportunities for acceleration in math. This school year we have used Our “Maker Space” rooms which have provided our youngest learners with engaging hands on opportunities. In Brookline, Mr.

Dobe and Mr. Molinari and their staffs continue the implementation of our enVisions math program. The Hollis District will be upgrading to enVisions 2.0 which will align both the Brookline and Hollis math curriculums. At the Cooperative level we are proposing an increase in staffing in order reduce class sizes. To this end we will be adding one new teacher while reorganizing our social studies offerings which will allow us to reallocate staffing to reduce class sizes for this department. These budget(s) also include funding for the continued expansion of elementary science while integrating tech rich experiences across the curriculum for our High School students. These opportunities combined with our proposal for a STEM lab will allow us to continue to expand their academic horizons. As stated another area of focus is maintaining and, when possible, upgrading our physical plants. Last year, the voters approved a new field which is presently in the design phase. Construction is expected to begin in the spring with a goal of utilizing the new field in the fall of 2019. Many of our schools benefited from security upgrades this past budget season with the majority of the funding coming from State grants. These grants allowed us to install cameras, reconfigure entry ways, install new doors and address a number of items identified in our security plans. In Hollis we installed new boilers, put solar arrays on our roofs to increase energy efficiency while also completing the wrapping of the Hollis Primary School. We increased our wireless access points across the SAU, upgraded our high school wireless system and installed a new fire panel, phone systems at CSDA and HBHS were upgraded and new carpet was installed in the middle school “learning commons”. Thank you to everyone who was involved in making these projects a reality. Our fiscal year 2020 budget(s) contain the funding for two roofing projects, a fire panel for HBMS, a new wireless system at CSDA and HUES, as well as technology items outlined in our on-going replacement cycle.

On a regular basis Assistant Superintendent Gina Bergskaug and I make time to visit our buildings and teacher’s classrooms. We find this to be the most rewarding part of our positions. On these numerous occasions we have been impressed with the instructional practices of our staff. The children are engaged in their education while having positive experiences with their peers. This was again demonstrated this year as our third graders from both communities spent time learning about physics from our high school students

during “Trebuchet Day”. A wonderful learning experience was had by everyone involved. This year our middle school students worked virtually with our sixth graders from both communities. This virtual collaboration provided real time feedback for our MS students while providing our soon to be middle school students with a glimpse of our middle school curriculum in action. Gina and I have also attended a wide variety of school events such as plays, whole school gatherings, robotics events, athletic contests, induction ceremonies, and a host of other activities which have allowed us the opportunity to get to know our staff, our students, their parents as well as many members of our community.

Much of our time has been focused on the development of the SAU and individual school district budgets, participating in and supporting bargaining contracts being negotiated, coordinating professional development opportunities for staff, analyzing of student performance data, preparing for school board meetings, and ensuring that all schools have the appropriate level of qualified staff to deliver the high level of instruction expected by our communities.

The support that the individual school boards have provided me has been greatly appreciated. The frequent communication I have shared with community members, school board members, budget committee representatives, students, families and our professional staff has allowed me to focus my efforts on our strategic objectives. I am confident that working with these committed and dedicated individuals that serve on our boards that SAU 41 will continue to be one of the premier school districts in New Hampshire.

SAU 41 Technology Report 2018-2019

The security systems were updated at HBMS and HUES with interior and exterior Axis HD cameras being deployed throughout both buildings. All cameras are viewable from either a desktop or mobile app and when a camera senses motion it is recorded to an onsite DVR.

Voice over IP (VOIP) phone systems were deployed at HBHS and CSDA. The new system uses the SAU41 internet connection instead of traditional copper lines. All phones have caller ID, long distance within the continental 48 states, and integrate with the PA systems. Staff also have the option to have their voice messages sent as an attachment to their school email accounts.

The wireless network at HBHS was upgraded and expanded to 87 access points. The new Aruba system authenticates clients using Radius Server and will take advantage of the newer 802.11ac standard for faster connection speeds. At HBHS there are currently more devices on the WiFi network than on the wired connections and the new upgrade will allow students to continue to use their personal devices.

InfoSnap, now called PowerSchool Registration, was used for the fourth consecutive year for the online school registration process. Every year modifications are made to improve the process for both parents and school office staff. Student registration information is entered by parents in a secure online portal and then delivered via API to PowerSchool. PowerSchool Registration will be used again after the first of the year for preschool and kindergarten pre-registrations.

The Chromebook fleet continues to grow across all schools with the total now exceeding 600 devices. The competitive cost, ease of management, and extended battery life make Chromebooks a nice fit for the classrooms.

Chromebooks by Building	
HBHS	150
HBMS	190
CSDA	109
RMMS	44
HUES	98
HPS	17

Respectfully submitted,
Richard Raymond, Network Administrator
12/11/2018

Department of Student Services

The SAU #41 Student Services Department consists of Specialists and Education professionals to serve students approximately 420 students with the SAU who fall within several categories of programs and support. At SAU 41 Student Services encompasses students eligible for Special Education programs, students with accommodation plans under Section 504 of the Rehabilitation Act of 1973, homeless students, and those students with Limited English proficiency. The office supports children who may be involved with the Department of Human Services for both DCYF and Department of Juvenile Justice purposes. Students who attend Charter Schools, Private Schools and Home Education Notification fall within this category as appropriate.

Within SAU 41, our staff consists of a talented group of special educators, occupational therapists, physical therapists, reading specialists, speech language pathologists, counselors, psychologists, social workers, teachers of the visually impaired and hard of hearing. The level and type of supports provided are determined through a clearly defined process and team participation. We have a support staff team of paraprofessionals who provide individual and group support as needed. We have supplemented our program needs with Board Certified Behavior Specialists and have provided national certification for many of our support staff to become Registered Behavior Technicians. Our responsibility to support all students in their access to an education is individualized at a student level and is unique to each child's need. Our commitment to presuming competence and providing the least to most restrictive level of support is relevant in all decision making.

In accord with SAU#41's local Child Find Program, referrals for students between the ages of 2.5 and 21 who are suspected of having an educational disability can be made at any time by contacting the Assistant Superintendent of Student Services or the Building Special Education Administrator. The school districts' responsibility is to make available a free appropriate public education (FAPE) to all students within SAU #41. This education may consist of special education services, related services, specialized transportation, rehabilitative assistance, and/or specialized programming in an educational Special Education placement outside the SAU.

SAU # 41 receives federal grant funding through the Individuals with Disabilities Education Act (IDEA) on an annual basis to offset local costs expended to provide specialized programming. The office of student

services has worked hard to maximize all available reimbursement opportunities to the districts through federal and state programs. In the 2018/2019 school years, SAU 41 anticipates over \$505,000.00 in federal entitlement IDEA funds. Of those funds, 96% of the funds are allocated to staffing positions that directly support students. Revenue from the Medicaid to School and NH Special Education Aid funds are also distributed based on application of funds expended. Over the past few years, due to eligibility criteria, fewer costs have been eligible for reimbursement; however SAU 41 continues to seek the maximum amount of available aid through extensive checks and balances within the financial management of student service resources.

Several program changes have occurred SAU wide in the past calendar year. We have expanded many of the available supports for students which maximizes the ability for students to be educated in their community schools.

2018-2019 marks the second year of the STEP elementary intensive needs classroom. The CHOICE program at the high school has seen increased enrollment. The CHOICE program is not restricted to students with disabilities. We have students accessing Extended Learning Opportunities and alternative credits as an alternative pathway to graduation for all students through this program.

We are excited to announce that we have developed a Daily Living Classroom to provide transition services with Regional Services Education Center (RSEC) for high school students in the life skills programs. These students will be able to practice activities for daily living and safety, while providing service to the community at the same time. Additionally, the Hollis Brookline Cooperative School District has partnered with the New England Center for Children to create a partner classroom within the middle school, providing student with highly specialized programming while maintaining access to their friends and community as much as appropriate. Each of these additions has been in response to student need but in doing so, the SAU has expanded its ability to meet a larger group of student need through increased programming.

Respectfully Submitted,
Amy Rowe
Assistant Superintendent of Student Services

Brookline School District Annual Report 2018

The Brookline schools are comprised of Richard Maghakian Memorial School (PreK-Grade 3) and Captain Samuel Douglass Academy (Grades 4-6). The district schools strive to provide the best educational opportunities for all students to ensure their academic, social, and emotional growth through a rich curriculum, skilled instruction delivered by highly qualified teachers, and a strong parent/community partnership. To that end, educators are committed to providing classroom experiences that are rigorous, foster higher levels of thinking, and encourage creative problem solving.

ACADEMICS AND THE ARTS

Teaching teams collaborate with their grade level colleagues within SAU-41 to develop a guaranteed and viable curriculum that identifies the essential learnings for all students. School based teams monitor student progress through the use of common formative assessments and benchmark assessments. The results of the assessments are used by educators to improve practice, build the capacity of the teams to achieve student learning goals, and provide the necessary support for all students.

An effective literacy program prepares students to be lifelong readers and writers. Our teaching philosophy supports a “*Balanced Literacy Approach*” whereby students acquire skills and abilities through participation in a variety of lessons and activities which integrate reading, writing, speaking, and listening. By implementing the Reading and Writing Workshop techniques, teachers create rich and rigorous learning environments for their students in which they analyze and discuss literature, learn grammar and writing mechanics, and communicate thoughts effectively both orally and in writing. Our classroom libraries are rich in narrative and informational texts that challenge students at all levels, and foster inquiry and the desire to learn. Literacy at both RMMS and CSDA is celebrated through a variety of exciting events such as *Reading Night*; *Read Across America Week*; *Annual Writers’ Festival*; and *Summer Reading Kick-Off*. The *Annual Writers’ Festival*, held in the spring, provides students the opportunity to proudly showcase their writing through a variety of formats: poetry, stories, essays, research reports, and class books.

We strive to provide a solid foundation in mathematics for all students in the Brookline School District. We continue to make substantial gains in student achievement at all grade levels through the skillful implementation of the enVision Math 2.0 program. This comprehensive and rigorous program focuses on computation, problem solving, critical thinking and mathematical reasoning skills, as well as the ‘Standards for Mathematical Practice’. Manipulative math tools such as Cuisenaire rods, base ten blocks, pattern blocks, fraction bars, and decimal squares are used to introduce and reinforce mathematical concepts across all grade levels. Technology enhances the math curriculum as students utilize iPads, laptops, computers and SMART Boards to practice, reinforce, and demonstrate mastery of the grade-level math standards during math workshop time.

The Brookline School District continues to embrace a STEM (science, technology, engineering, and mathematics) initiative, in which all grade levels are implementing STEM lessons in their classrooms. In addition to STEM, students participate in both problem-based and project-based learning activities in all areas of the curriculum which offer numerous opportunities to apply content knowledge and academic skills. All grade levels participate in cross grade level, schoolwide STEM projects, which target the 4C’s (Collaboration, Creativity, Critical Thinking and Communication) and other 21st Century Skills. In addition, our teachers participate in the annual BSD Family STEM Night in January by offering exhibits and hands-on activities for families to enjoy. In March, several teachers in our district showcase their commitment to STEM learning by participating in the annual SAU 41 STEM EXPO.

Students experience the science curriculum through an inquiry-based model, whereby they explore topics in earth/space science, physical science, and life science through hands-on activities and laboratory experiments. Much of our science program is co-taught by our grade level science teachers and our district Science Specialist to provide our students with the most dynamic, materials-rich, and intellectually stimulating science education opportunities possible.

Our social studies program offers students an exploration of four key curriculum strands: civics and government, economics, history, and geography. A rich exposure to these concepts is supported through participation in interdisciplinary projects, often enhanced through the skillful use of varied technology tools and resources.

The art program strives to present the cultural and historical importance of art in an atmosphere that encourages self-expression. Art is often integrated into the curriculum and specialists conduct lessons that are coordinated with grade level classroom teaching throughout the school year. Each grade level art theme has a historical focus, from ancient art through early American art. Along with this, New Hampshire art and artists are also explored.

In the music classrooms at both RMMS and CSDA, students are actively involved in “hands on” interactive music lessons that are integrated into children’s literature, history, geography, writing, math, movement, and the arts. As students sing, listen, move and play instruments, they celebrate our diverse culture as well as those of other countries across the globe.

The RMMS and CSDA libraries continue to offer many opportunities to enrich student learning and further develop critical thinking skills. RMMS uses a Learning Commons model; a flexible shared space for information technology, online education, academic support, collaboration, content creation, meetings, professional development, reading and studying. Students are exposed to projects and ‘makerspace’ activities that encourage the use of a wide variety of new and exciting technologies, and hands-on activities, which enrich the STEM curriculum and provide more autonomous learning experiences for our students.

The Physical Education program emphasizes activities that give students a broad base of skills that build motor and movement abilities, and develop team building concepts. Students work on personal space, locomotor skills, and more, with increased expectations over the grade levels as the skills are encouraged to promote lifetime activity for all students. RMMS and CSDA annually hold a Jump Rope for Heart event to encourage health and fitness.

Technology is an essential educational tool used to reinforce and enrich all content areas in the Brookline School District. Our technology program offers students rich learning experiences through teacher-directed activities and student-created projects. Our students are asked to use 21st-century skills and work in a collaborative, innovative manner. They are asked to use grit and persevere through tasks using skills they have learned. Our goal is to help students use technology in a way that will allow them to elevate their academic learning and productivity. It is also important for them to develop an ability to determine how to make the best use of available learning technologies in our classrooms. This offers students autonomy in their learning, which will provide them with a sense of ownership, and afford them varied paths in which to pursue for their work products. In addition to teaching students how to use general computer programs and software, students are introduced to the power of the internet for both research and electronic collaboration. Through our ‘Digital Citizenship’ lessons, students learn how to safely and responsibly use the web, critically evaluate sites for authenticity and reliability, and give credit to all text and

print sources used in their work products. Grades 2-6 are using ‘Google Apps for Education’ (GAFE) as our primary educational platform, and Grades 4-6 have implemented a Bring Your Own Device (BYOD) program to supplement school district technology and afford students more opportunities for online learning..

STUDENT ACTIVITIES

Our students have many opportunities to extend their learning through a variety of exciting educational programs, which may occur during or outside of the regular school day. Among these are the Scripps-Howard Spelling Bee, the National Geographic sponsored Geography Bee, Writer’s Festivals, New England Mathematics League, Annual 6th Grade Science Fair, Presidential Fitness program, Chorus, Band, Orchestra, Lego League Robotics, and many other clubs and programs.

Character education is a critical part of our daily curriculum, and promotes good citizenship in our school communities. A monthly theme, such as courage, cooperation, compassion, honesty, etc., is reinforced in the daily announcements, and monthly school community assemblies. Schools celebrate the positive contributions of its students regularly. We are proud of our outstanding students who clearly demonstrate these desirable character traits every day.

COMMUNITY & PTO

Throughout the year, students at both RMMS and CSDA benefit from outstanding enrichment programming that is provided through the generosity of the Brookline Parent Teacher Organization. This dedicated group conducts fundraisers, volunteers countless hours in our schools, and supports the efforts of teachers and administration by providing many enhanced learning opportunities for our students. For many years, both schools have been honored for the PTO’s dedication at the annual Blue Ribbon Award Ceremony. The PTO’s contributions to our school community are priceless.

A highlight of our year is the annual Memorial Day Program, honoring all men and women who have served (or are currently serving) in our Armed Forces, along with local safety services personnel (police, fire, ambulance). Our school community is also proud to host several charitable drives for local relief organizations (Brookline Food Pantry, SHARE, etc.), during the school year.

STAFF

We were sad to say goodbye to Karen Kulick who retired as the Special Education Administrator in the Brookline School District. We would also like to thank Brittany Curtis, Lea Kamen, and Karen Laplante, for their service to our district. This year CSDA welcomed Nichole Palmer (Grade 5 Homeroom Teacher) and RMMS welcomed Elizabeth Bucknam, who was hired as a Reading Specialist. The BSD is pleased to have Jennifer Ball join our administrative team as the new Special Education Administrator, and Mary Driscoll has joined our student services team as the new Occupational Therapist.

We are committed to providing the very best education possible for all of the students in Brookline, and appreciate the opportunity to work collaboratively with our families to ensure that their academic, social, and emotional needs are met in our schools each and every day.

Respectfully submitted,

r

Daniel Molinari
Principal, RMMS

Dennis Dobe
Principal, CSDA

Jennifer Ball
Special Education Administrator

BROOKLINE ELEMENTARY SCHOOLS -- PROFESSIONAL STAFF 2018-2019

First Name	Last Name	Assignment	College/University	Degree
Jennifer	Ball	Special Education Coordinator, Brookline	Rivier	M.Ed.
Dennis	Dobe	Principal, Capt. Samuel Douglass Academy	Plymouth State Univ.	M.Ed.
Daniel	Molinari	Principal, Richard Maghakian Memorial	Plymouth State Univ.	M.Ed./C.A.G.S.
Lauren	Arruda	Kindergarten	Rivier	B.A.
Kimberly	Beaudette	Reading	Rivier	M.A.
Amanda	Bent	Special Education	Providence College	B.A.
Betsy	Black	Reading Specialist	Rivier	M.Ed.
Monica	Boisvert	Art	Notre Dame College	B.A.
Lisa	Boucher	Grade 1	UNH	M.Ed.
Deborah	Bowry	Guidance	Notre Dame College	M.A.
Elizabeth	Bucknam	Reading Specialist	University of New England	CAGS
Cathleen	Burbee-Farwell	School Nurse	Univ. Southern Maine	B.S.N.
Deborah	Calkin	Grade 4	Rivier	M.Ed.
Christina	Catino	Music	UNH	B.A.
Colleen	Ciccariello	Speech/Language Pathologist	Towson University	M.S.
Virginia	Commisso	Kindergarten	U Mass., Amherst	B.A.
Shawna	Cutler	PreK	Rivier	M.S.T.
Nichole	Dedecker	Grade 1	Notre Dame College	B.A.
Sacha	Doucet	Grade 1	Lesley College	M.Ed.
Mary	Driscoll	Occupational Therapist	Worcester State University	M.O.T.
Shannon	Dwyer	Grade 2	Lesley College	M.Ed.
Emily	Ekis	Kindergarten	UNH	M.Ed.
Amanda	Finigan	Special Education	Keene State College	B.S.
Kimberly	Frye	ELL	UNH	M.Ed.
Hanna	Furbush	Grade 6	UNH	M.Ed.
Megan	Gagne	Art	Southern NH Univ.	M.Ed.
Jane	Gauthier	Grade 5	Notre Dame College	B.A.
Sarah	Griffin	Special Education	Rivier	M.S.
Shelli	Harris	Board Certified Behavior Analyst	Sage College	M.S.
Brittany	Hicks	Grade 6	New England College	B.A.
Allie	Hills Everett	Grade 3	Brown University	M.A.T.
Shelley	Kosek	Grade 4	UNH	M.Ed.
Melissa	Leafe	Grade 5	Plymouth State Univ.	CAGS
Lisa	Lindsay	Grade 4	Rivier	M.Ed.
Maureen	Lorden	Nurse	Northeastern	B.S.
Jenny	Lynch	Tech Integration Specialist	Rivier	M.Ed.
Nicole	Machado	Kindergarten	Colby Sawyer College	B.S.
Lisa	Manzo	PreK	UNH	M.Ed.
Andrea	Martel	Special Education	Rivier	M.Ed.
Stephen	Martus	Physical Education-Health	Plymouth State Univ.	M.Ed.
Jaime	Matylewski	Special Education	Rivier	M.Ed.
Michelle	McInnes	Behavior Specialist	Southern NH Univ.	M.S.
Lauren	Melia	Reading Specialist	Plymouth State Univ.	M.S.
Kathleen	Milewski	Grade 2	Southern NH Univ.	M.Ed.
Amanda	Morin	School Psychologist	Alfred University	CAGS
Kristine	Murray	Media/Library	Lesley College	M.Ed.
Jessica	Oleniak- Laflamme	Grade 2	Southern NH Univ.	M.Ed.
Karen	Oppelaar	Special Education	Chaminade University	M.A.T.
Nichole	Palmer	Grade 5	Kaplan University	M.Ed.
Elizabeth	Penney	Science	Antioch, N.E.	M.Ed.
Karen	Pillion	Math Specialist	City U. NY, Hunter College	MSEd
Timothy	Putnam	Grade 6	Wheelock College	M.A.
Jill	Robinson	Grade 1	Mary Washington College	M.A.
Stephanie	Rogers	Special Education	Rivier	M.Ed.
Pam	Shaw	Tech Integration Specialist	Walden Univ.	MSEd
Shannon	Sinclair	Music	Ithica College	B. Music
Gregory	Snoke	Grade 6	Plymouth State Univ.	M.Ed.

Barbara	Sobol	Media/Library	Plymouth State Univ.	M.Ed.
Renelle	Stone	Grade 5	Rivier	BAEd.
Lisa	Talcott	Grade 3	Fitchburg State	M.Ed.
Kristin	Trent	Grade 2	California State University	B.A.
Tammy	Van Dyke	Physical Education	Castleton	B.S.
Jessica	Visinski-Bumpus	Guidance	Rivier	M.Ed.
Joseph	Vitulli	Grade 4	Plymouth State Univ.	B.S.
Patricia	Waller	Grade 1	Rivier	M.Ed.
Heidi	Williams	Grade 3	Grove City College, PA	B.A.
Lisa	Winters	Math Specialist	St. Michael's; Rivier	MSA, M.Ed.

HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT
ANNUAL REPORT
For the Year Ending June 30, 2018

Hollis Brookline Cooperative School Board

Mr. Thomas Solon, Chair	Term Expires 2021
Mrs. Cindy VanCoughnett	Term Expires 2020
Mrs. Elizabeth Brown	Term Expires 2021
Mrs. Krista Whalen	Term Expires 2019
Mr. John Cross	Term Expires 2019
Mrs. Holly Deurloo Babcock	Term Expires 2019
Ms. Melanie Levesque	Term Expires 2020
Mr. Drew Mason, Moderator	Term Expires 2019
Mr. Robert Rochford, Treasurer	Appointed 2016
Mrs. Diane Leavitt, School District Clerk	Appointed 2008

Hollis Brookline Cooperative Budget Committee

Ms. Darlene Mann, Chair	Term Expires 2019
Mr. Brian Rater	Term Expires 2021
Mr. Lorin Rydstrom	Term Expires 2021
Mr. James Solinas/Matt McGuire	Term Expires 2019
Mr. Raul Blanche	Term Expires 2020
Mr. David Blinn	Term Expires 2020
Mr. Thomas Enright	Term Expires 2019

SAU #41Administration

Mr. Andrew F. Corey	Superintendent of Schools
Ms. Gina Bergskaug	Assistant Superintendent
Ms. Kelly Seeley	Business Administrator
Ms. Amy Rowe	Assistant Superintendent of Student Services
Mrs. Anne Elser	Assistant Director of Student Services
Mr. Richard Raymond	Network Administrator

Mrs. Kristen Maher Assistant Business Administrator
Mrs. Linda Sherwood Assistant Business Administrator

Hollis Brookline Middle School

Mr. Robert Thompson, Principal
Mrs. Patricia Flynn, Assistant Principal
Mrs. Jennifer Campbell, Special Education Coordinator

Hollis Brookline High School

Mr. Richard Barnes, Principal
Mr. Robert Ouellette, Assistant Principal
Ms. Amanda Zeller, Assistant Principal
Ms. Lauren DiGennaro, Assistant Principal

SCHOOL WARRANT
The State of New Hampshire

Polls Open at 7:00 AM - Will not close before 7:00 PM (HOLLIS)
Polls Open at 7:00 AM - Will not close before 7:30 PM (BROOKLINE)

To the inhabitants of the Hollis/Brookline Cooperative School District in the Towns of Hollis and Brookline qualified to vote in District Affairs.

YOU ARE HEREBY NOTIFIED TO MEET AT THE LAWRENCE BARN (HOLLIS) AND CAPT. SAMUEL DOUGLASS ACADEMY (BROOKLINE) IN SAID DISTRICT ON THE TWELVETH DAY OF MARCH 2019, AT SEVEN O'CLOCK IN THE MORNING, RESPECTIVELY, TO ACT UPON THE FOLLOWING SUBJECTS.

1. To choose two members of the School Board from Hollis for the ensuing three years.
2. To choose one member of the School Board from Brookline for the ensuing three years.
3. To choose one Moderator for the ensuing three years.
4. To choose two members of the Budget Committee from Hollis for the ensuing three years.
5. To choose one member of the Budget Committee from Brookline for the ensuing three years.

Given under our hands and seals at said Hollis, New Hampshire on this 6th day of, February, 2019.

SCHOOL BOARD MEMBERS:

Tom Solon, Chair
Krista Whalen
Elizabeth Brown
Cindy VanCoughnett
Holly Deurloo Babcock
Melanie Levesque
John Cross

HOLLIS/BROOKLINE COOPERATIVE SCHOOL DISTRICT
WARRANT
The State of New Hampshire

To the inhabitants of the Hollis/Brookline Cooperative School District in the Towns of Hollis and Brookline in the County of Hillsborough, State of New Hampshire qualified to vote in District Affairs.

YOU ARE HEREBY NOTIFIED TO MEET AT THE HOLLIS BROOKLINE HIGH SCHOOL GYMNASIUM IN SAID DISTRICT ON THE **SIXTH DAY OF MARCH, 2019** AT SEVEN O'CLOCK IN THE EVENING TO ACT UPON THE FOLLOWING SUBJECTS.

Article 1. To see if the District will vote to raise and appropriate the sum of \$2,060,000 (gross budget) for renovations at the Hollis Brookline High School to create and equip a STEM facility (the “Project”); and to authorize the issuance of \$2,060,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33); and to authorize the School Board to issue and negotiate such bonds or notes and to determine the rate of interest thereon; and to authorize the School Board to accept on behalf of the District any federal, state, or private funds that may become available for any part of the Project and to use such funds to reduce the amount of bonds or notes issued for the Project and/or offset future debt service costs; and to raise and appropriate the sum of **\$43,060** for the first year’s principal and interest payment on the bonds or notes issued. The school board recommends this appropriation (5-1-0). The budget committee does not recommend this appropriation (3-3-0).

Article 2. To see if the school district will vote to approve the cost items for the second year of a three-year collective bargaining agreement reached between the Hollis Brookline Cooperative School Board and the Hollis Education Support Staff Association for the 2018-19, 2019-20 and 2020-21 school years, which calls for the following increases in support staff salaries and benefits at the current staffing levels:

Fiscal Year	Estimated Increase
2019-20	\$70,621

and further to raise and appropriate a sum of **\$70,621** for the second fiscal year (2019-20 school year), such sum representing the additional costs attributable to the increase in support staff salaries and benefits required

by the new agreement over those that would be paid at current staffing levels. This is the second year of a three year agreement. Negotiated cost item increases for the next fiscal year (2020-21) will require approval of a specific warrant article at the 2020 annual meeting. The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (5-0-1).

Article 3. To see if the school district will vote to raise and appropriate a sum of **\$23,113,302** for the support of schools, for the payment of salaries for the school district officials and agents and for the payment of statutory obligations of the district. This appropriation does not include appropriations voted in other warrant articles. The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (5-1-0).

Article 4. Shall the District vote to raise and appropriate the sum of **\$878,364** as the Hollis Brookline Cooperative School District's portion of the SAU budget of **\$1,719,314** for the forthcoming fiscal year? This year's adjusted budget of **\$1,691,711** with **\$864,235** assigned to the school budget of this school district will be adopted if the article does not receive a majority vote of all the school district voters voting in this school administrative unit. The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (6-0-0).

Article 5. To see if the school district will vote to raise and appropriate up to the sum of **\$67,000** to be added to the previously established Athletic Program and Services Expendable Trust Fund. The sum to come from the Hollis Brookline Cooperative School District's June 30, 2019 unassigned fund balance, available on July 1, 2019. The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (6-0-0).

Article 6. To see if the school district will vote to raise and appropriate up to the sum of **\$75,000** to be added to the previously established School Building and Facilities Maintenance Expendable Trust Fund. The sum to come from the Hollis Brookline Cooperative School District's June 30, 2019 unassigned fund balance, available on July 1, 2019. The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (6-0-0).

Article 7. To see if the Hollis Brookline Cooperative School District will vote to raise and appropriate up to the sum of **\$25,000** to come from the

June 30, 2018 unassigned fund balance available for transfer on July 1, 2019 to be added to the previously established Special Education Expendable Trust Fund. No amount to be raised from taxation. The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (6-0-0).

Article 8. To see if the school district will vote to establish a contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate up to **\$100,000** to go into the fund. This sum to come from the unassigned fund balance available on July 1, 2019, and no amount to be raised from taxation. Any appropriation left at the end of the year will lapse to the general fund. The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (5-1-0).

Article 9. To see if the school district will authorize the Hollis Brookline Cooperative School Board to access future year state and federal special education aid funds in the event that special education costs exceed budget limitations. The school board recommends this article (6-0-0).

Article 10. To transact any other business which may legally come before said meeting.

Article 11. Because there is the possibility that Article 1 will be defeated, or that other considerations will result in the space created by Article 1 not being adequate or available for the HBHS Robotics Team, to see if the school district will vote to raise and appropriate the sum of **\$550,000** for the purpose of funding a facility for the HBHS and HBMS robotics teams. Funds to be transferred to the HB Robotics Boosters for this purpose (Majority vote required). Submitted by Petition.

Article 12. Shall we adopt the provisions of RSA 32:5-b, and implement a tax cap whereby the governing body (or budget committee) shall not submit a recommended budget that increases the amount to be raised by local taxes, based on the prior fiscal year's actual amount of local taxes raised, by more than 2%? Submitted by Petition.

Article 13. Shall we adopt the provisions of RSA 40:13 (known as SB 2) to allow official ballot voting on all issues before the Hollis Brookline Cooperative School District on the second Tuesday of March? Submitted by Petition.

Article 14. Shall we adopt the provisions of RSA 32:5 V-b, requiring that the annual budget and all special warrant articles having a tax impact, as determined by the school board, shall contain a notation stating the estimated tax impact of the article? The determination of the estimated tax impact shall be subject to approval by the governing body. Submitted by Petition.

Given under our hands and seals at said Hollis, New Hampshire on this **6th day of February, 2019.**

Tom Solon, Chair
Elizabeth Brown
Holly Deurloo Babcock
Krista Whalen
Cindy VanCoughnett
Melanie Levesque
John Cross
SCHOOL BOARD

Rules for the District Meeting

The purpose of the School District meeting is to discuss and act on the subjects brought forward by your School Board. To do so effectively, rules are needed that provide order and structure to the meeting. The District Meeting is not the time to start learning about the issues. The Public Hearings and informational sessions are the best opportunities to learn about the issues and ask detailed questions.

1. The meeting is not conducted under Robert's Rules of Order. Rather, the Moderator will use the following general rules of procedure. RSA 40:4
2. By majority vote, the voters can overrule any decision that the Moderator makes and any rule that the Moderator establishes. A voter can request an appeal of a ruling by raising a Point of Order. RSA 40.:4
3. Speakers are limited to registered voters in the towns of Hollis and Brookline. The SAU Superintendent, District Counsel, and members of the school administration may speak for invited presentations or to answer questions. Others may speak if permitted by a majority of voters present.
4. To speak at the meeting, you must have the floor. Come up to the microphone and wait to be recognized by the Moderator. Show your voting card. Announce your name and address clearly so the Clerk can hear it. Address the Moderator not the audience. Speak only once to a motion or amendment until all others get a chance to speak. RSA 40:7
5. Time is limited to 2 minutes per speaker. You will see a signal if your time is running out. Extra time will be allowed for questions.
6. Be germane and, if possible, brief. Avoid repeating points that have already been made.
7. Be courteous. Disruptive behavior or personal attacks will be ruled out of order and, if necessary, disruptive individuals will be removed from the meeting. RSA 40:8
8. Where possible, we vote by raising voting cards. If a vote looks close, counters will be asked to count the raised cards.
9. Only one amendment can be discussed at a time. If the amendment is longer than 10 words, it must be made in writing.

10. Amendments to dollar figures must be made in final amounts, not in percentages or amounts to be increased or decreased.
11. Negative motions are not allowed.
12. No means no. If an article is defeated, the same purpose cannot be accomplished a different way. RSA 32:10, I(e)
13. The 10% Rule limits the ability of the district meeting to spend more than 10% above the amount recommended by the Budget Committee. RSA 32:18
14. Votes on bond issues over \$100,000 are conducted by secret ballot, and the polls must remain open for at least an hour. The article must receive at least 2/3 of the yes and no votes to pass. If a motion is passed to reconsider a bond vote, actual reconsideration cannot occur until at least 7 days later. RSA 33:8-a
15. The vote on the SAU Budget is conducted by secret ballot. It cannot be amended. RSA 194-C:9-b
16. Votes on collective bargaining agreements require a simple majority to pass. Contract terms cannot be amended. Estimated increase amount for salaries and benefits are only estimates, not specified contract terms. The dollar amount is not subject to the 10% rule. RSA 32:19, RSA 273-A:3
17. The operating budget shows how the School Board plans to spend the money, but actual expenditures are at the discretion of the School Board. With one exception, amendments to the operating budget only affect the bottom line, not individual items. The exception is that if a line item in the MS-27 budget is zeroed, the School Board may not spend any funds on that item. RSA 32:10, I(e)
18. A motion to End Debate is not debatable and requires a 2/3 vote to pass. If the motion passes, all speakers already in line will be allowed to speak, but no one else may join the line.
19. A motion to Reconsider allows voters to discuss a matter further and vote again. It requires only a simple majority.
20. A motion to Restrict Reconsideration does not forbid reconsideration. If passed, it requires that any subsequent reconsideration cannot occur for at least 7 days. The motion is in order at any time that a voter has the floor. RSA 40:10
21. Privileged motions include: Final Adjournment; Adjourn to Time and Place Certain; Recess; Restrict Reconsideration; and Parliamentary Inquiry.

22. Subsidiary motions include: Amend; Table; End, Limit, or Extend Debate; Postpone; and Pass Over.
23. Incidental motions include: Point of Order; Appeal of Moderator's Ruling; Division of the Question; Fix Time and Place of Voting; and Suspend the Rules.
24. Main motions include: Warrant Article; Reconsider; Take from the Table; and Change the Rules.
25. Non-Debatable Motions include: Adjourn or Recess; Table or Take from the Table; End, Limit, or Extend Debate; Reconsider or Restrict Reconsideration; and Suspend the Rules.
26. Motions requiring 2/3 to pass include: End, Limit, or Extend Debate; Fix Time and Place of Voting; and Change or Suspend the Rules.
27. A request for a secret ballot vote must be made in writing by 5 voters present prior to the vote. RSA 40:4-a, I(a)
28. A request to recount a secret ballot vote may be made by 5 voters present at the time of the vote. The request must be made immediately after the result is announced and applies only if the result margin is less than 10 percent of the total vote. The request need not be in writing. RSA 40:4-a, I(b)
29. A request to recount any non-ballot vote may be made by at least 7 voters present at the time of the vote, and must be made immediately after the result is announced. RSA 40:4-b
30. Warrant articles will be taken up in order. Voters may change the order by majority vote. Final adjournment of the meeting may only occur after all articles have been acted upon. RSA 40:11

FINAL

HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT MEETING

Hollis Brookline High School, Hollis, NH

15 March 2018 Part 1 of 4.

Hollis Brookline Coop School Board

Elizabeth Brown-Chair, Cindy VanCoughnett-Vice Chair, Melanie Levesque-Secretary
John Cross, Holly Deurloo Babcock, Tom Solon, Krista Whalen-Budget Committee Representative

Hollis Brookline Coop Budget Committee

Darlene Mann-Chair, Raul Blanche-Vice Chair, Brian Rater-Secretary, David Blinn, Tom Enright
Lorin Rydstrom, James Solinas, Krista Whalen-School Board Representative

SAU #41 Administration

Andrew Corey, Superintendent
Gina Bergskaug, Assistant Superintendent
Kelly Seeley, Business Administrator

Hollis Brookline High School

Richard Barnes, Principal
Robert Ouellette, Assistant Principal
Amanda Zeller, Assistant Principal

Hollis Brookline Middle School

Robert Thompson, Principal
Patricia Flynn, Assistant Principal

The meeting was called to order at 7:05pm by the Moderator, Drew Mason at the Hollis Brookline Cooperative High School gymnasium. The meeting was started with the Pledge of Allegiance and the National Anthem was sung by the Hollis Brookline Coop Chorus, under the direction of Nancy Spencer: Amelia Collard, William Oehler, Katie Hersey, Rachel DeLong, Erin Moynihan, Madison Kepnes, Michael Friedman, Patrick Bloniasz, and Tatiana Madsen. Moderator recognized all veterans and serving members of our armed forces.

Elizabeth Brown, School Board Chair introduced the School Board. Darlene Mann, Budget Committee Chair introduced the Budget Committee. SAU 41 Superintendent Andy Corey introduced the SAU and the School staff. Moderator introduced, School District Clerk, Diane Leavitt, School District Council, James O'Shaughnessy and the assistants and volunteer counters on the floor. Moderator went over the rules of the meeting, overview of the warrant and time schedule. Jim Belanger motioned to adopt the rules of the meeting. Seconded by Raul Blanche. **CARRIED** by a card vote.

Moderator showed results of the Town Elections. Thanked all DPW workers who worked during the snow storm for all their help in clearing the roads on election day. He also thanked all the registered voters who ventured out during the snow storm to vote. State of the Schools by Andy Corey, Superintendent of Schools gave a presentation. Accomplishments of the School Board and a presentation was given by Elizabeth Brown School Board Chair, she also publicly thanked Mark Illingworth, Christy Grief and Gayle Bottcher who will be retiring this year. Overview of Articles were presented by Darlene Mann, Budget Committee Chair.

Article 1. To see if the District will vote to raise and appropriate the sum of \$1,660,000 (gross budget) for installation of an artificial turf athletic field at the Hollis Brookline High School (the "Project"); and to authorize the issuance of \$1,660,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33); and to authorize the School Board to issue and negotiate such bonds or notes and to determine the rate of interest thereon; and to authorize the School Board to accept on behalf of the District any federal, state, or private

funds that may become available for any part of the Project and to use such funds to reduce the amount of bonds or notes issued for the Project and/or offset future debt service costs; and to raise and appropriate the sum of \$24,324 for the first year's principal and interest payment on the bonds or notes issued. **The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (4-2-0).**

Elizabeth Brown motioned to bring Article 1 to the floor. Seconded by Darlene Mann.
Andy Corey gave a presentation. Darlene Mann gave a presentation. Discussions ensued.

Tiffany Tester motioned to move the question. Seconded by someone from the floor.
Moderator brought motion to a vote. **CARRIED** by card vote.

Moderator brought Article 1 to a secret ballot vote. Polls open three hours for Article 1.
YES - 537 NO - 264 CARRIED by 2/3 secret ballot vote.
801 ballots cast, required 2/3 (534) to pass. Spoiled ballots 10.

Article 2. To see if the District will vote to raise and appropriate the sum of \$1,980,000 (gross budget) for renovations at the Hollis Brookline High School to create and equip a new fitness center and STEM lab (the "Project"); and to authorize the issuance of \$1,980,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33); and to authorize the School Board to issue and negotiate such bonds or notes and to determine the rate of interest thereon; and to authorize the School Board to accept on behalf of the District any federal, state, or private funds that may become available for any part of the Project and to use such funds to reduce the amount of bonds or notes issued for the Project and/or offset future debt service costs; and to raise and appropriate the sum of \$29,013 for the first year's principal and interest payment on the bonds or notes issued. **The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (5-1-0).**

Elizabeth Brown motioned to bring Article 2 to the floor. Seconded by Darlene Mann.
Andy Corey gave a presentation. Hollis Brookline Sophomore student, Cam Hallett gave a video presentation.
Darlene Mann gave a presentation. Discussions ensued.

Jill Loger motioned to move the question. Seconded by Mike Harris.
Moderator brought motion to a vote. **CARRIED** by a card vote.

Moderator brought Article 2 to a secret ballot vote. Polls open three hours for Article 2.
YES - 439 NO - 267 NOT CARRIED by a 2/3 secret ballot vote.
706 ballots cast, required 2/3 (471) Defeated by 32 votes.

Article 3. Shall the District vote to raise and appropriate the sum of \$806,808 as the Hollis Brookline Cooperative School District's portion of the SAU budget of \$1,577,723 for the forthcoming fiscal year? This year's adjusted budget of \$1,543,057 with \$792,386 assigned to the school budget of this school district will be adopted if the article does not receive a majority vote of all the school district voters voting in this school administrative unit. **The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (4-2-0).**

Elizabeth Brown motioned to bring Article 3 to the floor. Seconded by Darlene Mann.
Krista Whalen gave a presentation. Discussions ensued.

Matthew Janiak motioned to move the question. Seconded by Fred Hubert.
Moderator brought motion to a vote. **YES - 294 NO - 79 CARRIED** by a card vote.
Moderator brought Article 3 to a secret ballot vote. **YES - 265 NO - 139**
Combined with Hollis School District Article 2 **YES - 54 NO - 4**
Combined with Brookline School District Article 8 **YES - 501 NO - 264**
Total Votes for All Schools: YES - 820 NO - 407 CARRIED by secret ballot vote.

Maryann Shanley motioned to restrict reconsideration of Article 3. Seconded by Tammy Fareed. Moderator brought motion to a vote. **CARRIED** by card vote.

Article 4. To see if the Hollis Brookline Cooperative School District will vote to approve the cost of items included in the three-year collective bargaining agreement reached between the Hollis Brookline Cooperative School Board and the Hollis Education Association for the 2018-2019, 2019-2020 and 2020-2021 school years, which calls for the following increase in professional staff salaries and benefits at the current staffing levels:

<u>Fiscal Year</u>	<u>Estimated Increase</u>	<u>Fiscal Year</u>	<u>Estimated Increase</u>	<u>Fiscal Year</u>	<u>Estimated Increase</u>
2018-19	\$302,962	2019-20	\$342,447	2020-21	\$359,464

and further to raise and appropriate a sum of **\$302,962** for the first fiscal year (2018-2019 school year), such sum representing the additional costs attributable to the increase in professional staff salaries and benefits required by the new agreement over those that would be paid at current staffing levels. **The school board recommends this appropriation (6-0-0). The budget committee does not recommend this appropriation (2-4-0).**

Tom Solon motioned to bring Article 4 to the floor. Seconded by Cindy VanCoughnett. Presentation by Tom Solon. Presentation by Darlene Mann. Discussions ensued.

Eddie Arnold motioned to recess till 7:00 pm on Thursday, March 22 in the Hollis Brookline High School. Moderator clarified that the recess would start at the conclusion of Article 5. Seconded by Jill Loger. Discussions ensued. Moderator brought motion to a vote. **YES - 172 NO - 129 CARRIED** by a card vote

Petition received for secret ballot vote. Moderator brought Article 4 to a vote. **YES - 213 NO - 115 2 spoiled votes CARRIED** by a secret ballot vote.

Erin Hubbard motioned to restrict reconsideration of Article 4. Seconded by Darlene Mann. Moderator brought motion to a vote. **CARRIED** by card vote.

Article 5. Shall the District, if Article 4 is defeated, authorize the governing body to call one special meeting, at its option, to address Article 4 cost items only? (Majority vote). **The school board recommends this appropriation (6-0-0).**

Darlene Mann motioned to pass over Article 5. Seconded by Michael Harris. Moderator brought motion to a vote. **CARRIED** by card vote.

Meeting adjourned at 2:30am, to reconvene March 22, 2018 at 7:00pm at the Hollis Brookline High School.

**HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT MEETING
22 March 2018 - Part 2 of 4.**

The meeting reconvened at 7:12pm by the Moderator, Drew Mason at the Hollis Brookline Cooperative High School gymnasium. On a positive note, Moderator congratulated State Champions Division II Girls Basketball and Boys Basketball.

Many verbal requests to the Moderator at the end of the March 15, 2018 meeting for a recount to Article 1. Recount of Article 1 will be first on the agenda. Moderator went over the rules of the recount and introduced the counters chosen to count the ballots in a roped off area of the room. Moderator brought Article 1 to a recount. Discussions ensued regarding meeting times, reconsideration motions, and all day voting. Moderator went over results of Articles 1-5 from the March 15th meeting.

Article 2.

Bruce McClure motioned to reconsider Article 2. Seconded by Elizabeth Cotton. **CARRIED** by a card vote.

Eric Pauer motioned to have an all day vote 7:30am - 7:00pm on the reconsideration of Article 2. Seconded by Peter Walker. Discussions ensued regarding how long to hold voting and meeting.

Fred Hubert motioned to move the question. Peter Walker seconded the motion. Moderator brought ending debate to a card vote. **CARRIED** by a card vote.

Moderator brought motion for all day voting to a vote. **CARRIED** by a card vote. **YES - 284 NO - 228**

Eric Pauer motioned to restrict reconsideration of motion to have all-day vote on Article 2. Seconded by Peter Walker. **CARRIED** by a card vote.

Moderator suggested a meeting time for discussion before the all day voting. Anita Walker motioned for a meeting time before voting day. Seconded by Stephen Luther. Moderator brought motion to a vote. **CARRIED** by a card vote.

Monday April 2, 2018 7:00pm in the Hollis Brookline High School to discuss reconsideration of Article 2. Tuesday April 3, 2018 all-day vote (7:30am - 7:00pm) and end meeting at 7pm. **CARRIED** by a card vote.

Peter walker motioned to reconsider Article 4. Seconded by Diane Pauer. **NOT CARRIED** by a card vote.

Article 6. To see if the school district will vote to approve the cost items for the first year of a three-year collective bargaining agreement reached between the Hollis Brookline Cooperative School Board and the Hollis Education Support Staff Association for the 2018-19, 2019-20 and 2020-21 school years, which calls for the following increases in support staff salaries and benefits at the current staffing levels:

<u>Fiscal Year</u>	<u>Estimated Increase</u>
2018-19	\$78,813

and further to raise and appropriate a sum of \$78,813 for the first fiscal year (2018-19 school year), such sum representing the additional costs attributable to the increase in support staff salaries and benefits required by the new agreement over those that would be paid at current staffing levels. This is the first year of a three year agreement. Negotiated cost item increases for the next fiscal year (2019-20) will require approval of a specific warrant article at the 2019 annual meeting. **The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (4-1-1).**

Krista Whalen motioned to bring Article 6 to the floor. Seconded by Darlene Mann. Krista Whalen gave a presentation. Discussions ensued.

Petition received for a secret ballot vote on Article 6. Moderator brought Article 6 to a vote. **YES - 410 NO - 69 CARRIED** by a secret ballot vote.

Edward Arnold motioned to take Article 8 out of order. Seconded by Rob Mann. Moderator brought motion to a vote. **CARRIED** by a card vote.

Article 8. To see if the school district will vote to raise and appropriate a sum of **\$21,294,000** for the support of schools, for the payment of salaries for the school district officials and agents and for the payment of statutory obligations of the district. This appropriation does not include appropriations voted in other warrant articles. **The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (4-2-0).**

Darlene Mann motioned to bring Article 8 to the floor. Seconded by Elizabeth Brown. Presentation Darlene Mann. Discussions ensued.

Eric Pauer motioned to amend Article 8 to read: raise and appropriate a sum of **\$19,164,600**.
Seconded by Diane Pauer. Discussions ensued.
Moderator brought amendment to a vote. **NOT CARRIED** by a card vote.

Moderator went over reconsideration, voting and how to proceed on Article 2 for the Aril 2-3 meeting. Some discussion on the final adjournment of COOP School District meeting and questions answered by School District Council, James O'Shaughnessy.

Moderator received a petition for a secret ballot vote on Article 8. Moderator brought Article 8 to a vote.
YES - 381 NO - 99 CARRIED by a secret ballot vote.

Rob Mann motioned to restrict reconsideration to Article 8 Seconded by Heidi Foster.
Moderator brought motion to a vote. **CARRIED** by a card vote.

Article 1.

Moderator announced results of the recount to Article 1. **YES - 538 NO - 271 NOT CARRIED** by 2/3 secret ballot vote. 809 ballots cast, required 2/3 (540) to pass. Spoiled ballots 2.

Moderator brought counters and observers to the podium, the counters were unanimous in the way the ballots were counted. Melanie Levesque spoke to the fact that two of the observers did not agree with the ripped ballot being counted. There were more "no" ballots ripped than "yes". Moderator announced that the election is contested.

Also noted by the observers that ripped "no" ballots were found in the wrong envelope as a "yes" vote and "yes" ripped ballots were found in the wrong envelope as a "no" vote. Discussions ensued as to the voter's "intent" on the destroyed ballot that was cast. Confusion ensued from the floor as to what the sense of the meeting is. Heated discussion ensued. Moderator was looking for how the voters wanted to proceed at this point. Floor was looking for interpretation of the rules.

School District Council, James O'Shaughnessy gave an explanation. Shouting from the floor ensued. Moderator and School District Council, James O'Shaughnessy answered questions.

Christian Cutrel motioned to reconsider Article 1. Seconded by someone on the floor.
Moderator brought motion to a vote. **CARRIED** by a card vote.

Moderator stated that reconsideration of Article 1 will be Monday, April 2 along with Article 2.
Vote on Article 1 will be on Tuesday, April 3 along with Article 2.

Tom Enright asked a question to School District Council, James O'Shaughnessy regarding the fact that specific rules of the March 15th meeting stated that if you destroy a ballot by tearing it, the ballot will not count. During the recount on March 22nd, the moderator tried to have the counters match the torn ballots and try and determine the "intent" of the voter. Tom Whalen motioned to challenge the moderators assumption of "intent" to recount the ballots for a third time because he challenges that the counters cannot determine the "intent" of the voter and to challenge the recount. Would like to invalidate the motion to reconsider Article 1.

Moderator brought motion to a card vote - **(A):** Changing the rules from the first meeting to allow the counters to attempt to determine the "intent of the voter" by counting the torn or unmarked ballot, or **(B):** Keeping the rules from the first meeting that states any torn or unmarked ballot will not count.

(A) - 109 (B) - 323 (B) CARRIED by a card vote.

Based on this vote, Moderator declared the results of the vote on Article 1 from the 1st count as follows:

YES - 537 NO - 264 801 ballots cast, required 2/3 (534) to pass. Spoiled ballots 10. Passed by 3 votes.

A sufficient number of people requested a 2nd recount of Article 1. Moderator brought Article 1 to a recount using the rules from the March 15th meeting. Tom Gehan asked about the reconsideration of Article 1 that was voted on earlier. Moderator states that the voters have chosen the recount of votes so the motion to reconsider does not apply.

Article 7. Shall the District, if Article 6 is defeated, authorize the governing body to call one special meeting, at its option, to address Article 6 cost items only? (Majority vote). **The school board recommends this appropriation (6-0-0).**

Rob Mann motioned to pass over Article 7. Seconded by Darlene Mann.
Moderator brought motion to a vote. **CARRIED** by a card vote.

Article 9. To see if the school district will vote to establish a contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate up to **\$100,000** to go into the fund. This sum to come from the unassigned fund balance available on July 1, 2018, and no amount to be raised from taxation. Any appropriation left at the end of the year will lapse to the general fund. **The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (5-1-0).**

Liz Brown motioned to bring Article 9 to the floor. Seconded by Darlene Mann.
Presentation Elizabeth Brown. Discussions ensued.

Russell Rogers motioned to end discussion. Seconded by Edward Arnold. **CARRIED** by a card vote.
Moderator brought Article 9 to a vote. **CARRIED** by a card vote.

Article 10. To see if the school district will vote to raise and appropriate up to the sum of **\$70,000** to be added to the previously established Athletic Program and Services Expendable Trust Fund. The sum to come from the Hollis Brookline Cooperative School District's June 30, 2018 unassigned fund balance, available on July 1, 2018. **The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (5-1-0).**

Liz Brown motioned to bring Article 10 to the floor. Seconded by Darlene Mann.
Presentation Liz Brown. Discussions ensued. Moderator brought Article 10 to a vote. **CARRIED** by a card vote.

Article 11. To see if the school district will vote to raise and appropriate up to the sum of **\$40,000** to be added to the previously established School Building and Facilities Maintenance Expendable Trust Fund. The sum to come from the Hollis Brookline Cooperative School District's June 30, 2018 unassigned fund balance, available on July 1, 2018. **The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (5-1-0).**

Liz Brown motioned to bring Article 11 to the floor. Seconded by Darlene Mann.
Presentation Liz Brown. Discussions ensued. Moderator brought Article 11 to a vote. **CARRIED** by a card vote.

Article 1.

Moderator announced results of the second recount to Article 1.
YES - 535 NO - 266 Total votes 801 Votes needed to pass 534. **CARRIED** by 2/3 vote.

Articles 6, 9, 10, and 11.

Peter Walker motioned to restrict reconsideration of Articles 6, 9, 10 and 11. Seconded by Rob Mann.
Moderator brought motion to a vote. **CARRIED** by a card vote.

Article 12. To see if the Hollis Brookline Cooperative School District will vote to raise and appropriate up to **\$25,000** the June 30 unassigned fund balance available for transfer on July 1, 2018 to be added to the previously established Special Education Expendable Trust Fund. No amount to be raised from taxation. **The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (5-1-0).**

Elizabeth Brown motioned to bring Article 12 to the floor. Seconded by Darlene Mann.

Elizabeth Brown motioned to amend Article 12 to replace the words between "up to" and "unassigned fund" with "up to the sum of \$25,000 to come from the Hollis Brookline Cooperative School District's June 30, 2018 unassigned fund". Seconded by Darlene Mann. Discussions ensued.

Moderator brought amended Article 12 to a vote. **CARRIED** by a card vote.
Elizabeth Brown gave a presentation. Discussions ensued.

Tom Buteau motioned to amend Article 12 from \$25,000 to \$50,000. Seconded by Craig Plummer.
YES - 242 NO - 100 CARRIED by a card vote

Moderator brought Article 12 to a vote. **CARRIED** by a card vote

Melinda Willis motioned to reconsider Article 1. Seconded by Peter Walker. **NOT CARRIED** by a card vote.

Article 13. To see if the school district will authorize the Hollis Brookline Cooperative School Board to access future year state and federal special education aid funds in the event that special education costs exceed budget limitations. **The school board recommends this article (6-0-0).**

Liz Brown motioned to bring Article 13 to the floor. Seconded by Darlene Mann.
Presentation Liz Brown. Moderator brought Article 13 to a vote. **CARRIED** by a card vote .

Article 14. To transact any other business which may legally come before said meeting.

Fred Hubert motioned to adjourn. Seconded by Russell Rogers.
Meeting adjourned at 11:30pm to reconvene April 2, 2018, 7:00pm at the Hollis Brookline High School.

HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT MEETING 2 April 2018 - Part 3 of 4.

The meeting reconvened at 7:15pm by the Moderator, Drew Mason at the Hollis Brookline Cooperative High School gymnasium. Moderator read reconsideration of Article 2.

Article 2. To see if the District will vote to raise and appropriate the sum of \$1,980,000 (gross budget) for renovations at the Hollis Brookline High School to create and equip a new fitness center and STEM lab (the "Project"); and to authorize the issuance of \$1,980,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33); and to authorize the School Board to issue and negotiate such bonds or notes and to determine the rate of interest thereon; and to authorize the School Board to accept on behalf of the District any federal, state, or private funds that may become available for any part of the Project and to use such funds to reduce the amount of bonds or notes issued for the Project and/or offset future debt service costs; and to raise and appropriate the sum of \$29,013 for the first year's principal and interest payment on the bonds or notes issued. **The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (5-1-0).**

Liz Brown motioned to bring reconsideration of Article 2 to the floor. Seconded by Darlene Mann.
Robotics team video was shown. Moderator asked the voters if a High School student who is not a registered voter can speak. **CARRIED** by a card vote.

No discussions ensued. David Saks motioned to adjourn. Seconded by Rob Mann.
Moderator brought motion to a vote. **YES - 183 NO - 74 CARRIED** by a card vote.

Meeting ended at 7:50pm. All day voting Tuesday, April 3, 2018 at 7:30am - 7:00pm.

**HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT MEETING
3 April 2018 - Part 4 of 4**

All day secret ballot voting at the Hollis Brookline Mini Gym, 7:30am - 7:00pm for Article 2.
Moderator closed the polls at 7:00pm and set up 3 tables with two sets of counters, the ballots were counted twice.

Article 2. To see if the District will vote to raise and appropriate the sum of \$1,980,000 (gross budget) for renovations at the Hollis Brookline High School to create and equip a new fitness center and STEM lab (the "Project"); and to authorize the issuance of \$1,980,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33); and to authorize the School Board to issue and negotiate such bonds or notes and to determine the rate of interest thereon; and to authorize the School Board to accept on behalf of the District any federal, state, or private funds that may become available for any part of the Project and to use such funds to reduce the amount of bonds or notes issued for the Project and/or offset future debt service costs; and to raise and appropriate the sum of \$29,013 for the first year's principal and interest payment on the bonds or notes issued. **The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (5-1-0).**

Moderator thanked all the volunteers, counters, ballot clerks and gave the results of Article 2.

YES - 1231 NO - 807 NOT CARRIED by 2/3 secret ballot vote.
2038 ballots cast, required 2/3 (Needed 1359) to pass. Failed by 128 votes.

David Saks motioned to adjourn. Seconded by Christian Futrell.
Moderator brought motion to a vote. **CARRIED** by a card vote.

Meeting ended at 8:30pm.

Respectfully submitted,

Diane T. Leavitt

Diane Leavitt,
Hollis Brookline Cooperative School District Clerk

Hollis Brookline Cooperative School District Budget Committee

Introduction

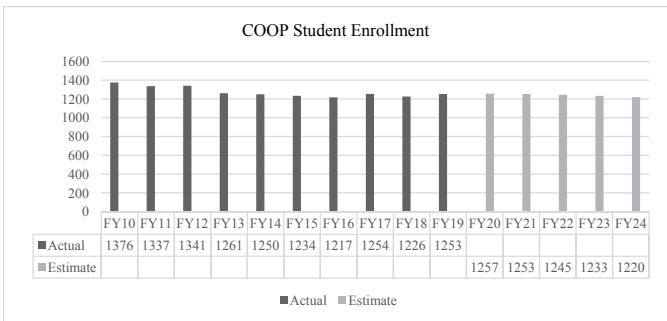
The Cooperative Budget Committee operates under Municipal Budget Law (NH RSA 32) in support of the Hollis Brookline Cooperative School District (HBCSD). NH RSA 32 governs HBCSD by outlining and “establish[ing] uniformity in the manner of appropriating and spending public funds” which provides consistency for budget committees with responsibility for “assisting its voters in the prudent appropriation of funds” (NH RSA 32:1). Under this statute, the HBCSD Budget Committee retains the statutory obligation and responsibility for developing the budget for HBCSD which is comprised of the Hollis Brookline Middle School (HBMS) and Hollis Brookline High School (HBHS). The Budget Committee established to support HBCSD is comprised of eight members--four elected members representing the town of Hollis, three elected members representing the town of Brookline, and one member appointed by the Hollis Brookline Cooperative School Board--and meets monthly. Community members have an opportunity at monthly meetings to voice concerns and considerations to the Budget Committee. The annual vote at the District Meeting is the opportunity for the legislative body to approve the final funding level for HBCSD and the resulting impact to individual taxes.

Approach

The Budget Committee supports a budget that upholds the educational and strategic goals of HBCSD and responsibly considers the impact to the towns that comprise the Cooperative (COOP). Articulating budget guidance early in the budget process enables the SAU41 administration to gauge budget impacts within the framework of its Strategic Plan. The Budget Committee works with the SAU administration, the administration of both schools, and the School Board to understand the components and financial impacts of the budget under development that is presented for the consideration of the legislative body. Throughout the budgeting process, the Budget Committee evaluates prior year(s) performance and trends against projected costs. The Budget Committee sincerely appreciates the collaborative efforts of the School Board and administrators of HBCSD and SAU41 to comprehensively address our collective inquiries with information that enables data driven analysis and fact based discussion which are both critical to a successful budget process.

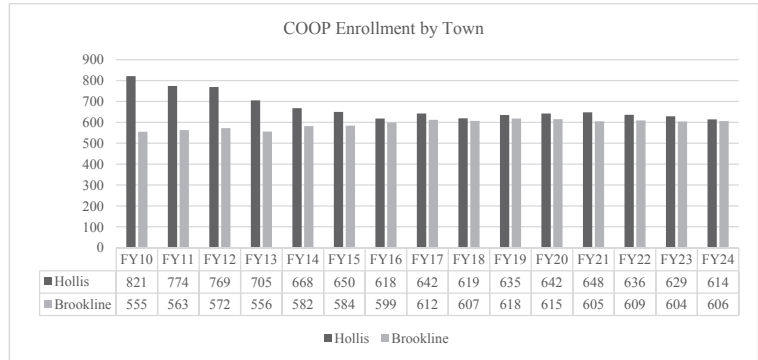
Student Enrollment Trends

Since FY10, HBCSD has managed its programs, resources, and facilities while experiencing a net decline in enrollment from 1376 to 1253. Reported district enrollment for FY19 of 1253 represents a 2% increase from the prior year.



Student enrollment data based on NESDEC reports of historic and future enrollment. FY19 BA reported enrollment.

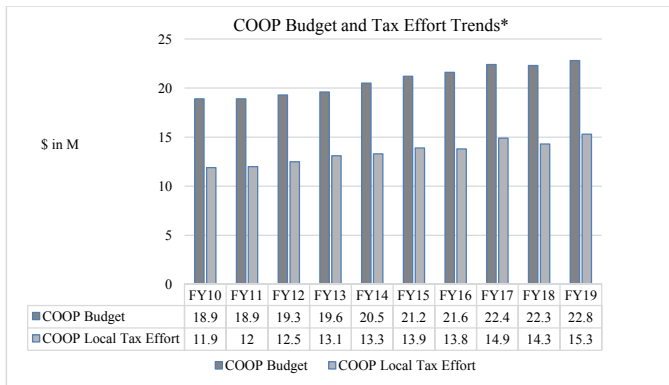
By town, the student population trend reflects a relatively even distribution of students between Hollis and Brookline from FY16 through FY24. However, from FY10 through FY19, Hollis’ student population has declined by 23%. During the same period, Brookline has realized a 11% increase in student population. For the current school year (FY19), the enrollment distribution is 50.7% of students from Hollis and 9.3% of students from Brookline which represents a minor shift in the enrolled student composition of .2 percentage points from the prior year. Projections through FY24 indicate Hollis retaining greater than 50% of the student population.



Student enrollment data based on NESDEC estimates of historic and future enrollment. FY19 BA reported student distribution.

Budget Highlights

FY19 Budget Summary: As approved by the legislative body in March 2018, the \$22.8M HBCSD budget represents a 2.3% increase from the prior year with the approval of articles for the construction of an athletic turf field, operating and SAU budgets, the contracts for staff, and contingency/expendable trusts. Once district revenue and state aid by town have been considered, the resulting tax effort averages approximately 65% of the approved COOP budget which is raised through the local tax rate. Netting for the impacts of district revenue and state aid for each town resulted in a net local tax assessment of \$8.3M for Hollis and \$7M for Brookline.



*Nominal \$ terms not adjusted for inflation. Source: NH DRA

After consideration of the COOP portion of the Statewide Education Property Tax (SWEPT) levied by the state and payable by each community, Hollis' total COOP tax commitment is \$9.7M and Brookline's total COOP tax commitment is \$7.7M.

Staff Salaries and Benefits: Articles for the FY19 school year included the costs for a three year HEA contract for professional staff and the second year of the contract for support staff (HESSA) which were approved in March 2017. The agreements addressed elements for salaries and benefits, as well as other non-financial contract elements. As part of a sanbornized agreement, approved HEA contract costs are included in the FY20 operating budget and not in a separate article.

New Hampshire Retirement System (NHRS): Rates for NHRS contributions are mandated by the state and set in two year increments. In total, NHRS expenses represent 7%, or \$1.7M, of the total budget. NHRS rate changes went into effect with the FY18 budget and remained at the same levels for FY19. Employer contribution rates increased by 10.8% to 17.36% for professional staff and by 1.9% to 11.38% for support staff. Rate changes will go into effect for the FY20 budget cycle and will remain in place from July 1, 2019 through June 30, 2021.

Student Services: These costs comprise 20% of the HBCSD budget. The current programs in Student Services continue to require careful fiscal management as student needs evolve. While some costs are reimbursed through Special Education Aid, the aid does not meet 100% of identified costs. Additionally, revised state requirements have increased qualification thresholds which increases costs to the district through limits on the amount which may be considered for reimbursement.

Debt Service: Current annual debt service for HBCSD stands at approximately \$600K annually for the HBMS renovation with payments continuing through FY25. With the approval of the bond for the athletic turf field in March, 2018, the first full principal and interest of approximately \$200K will be included in the FY20 budget and continue through FY29.

Other Items: While the aforementioned items comprise approximately 75% of the HBCSD budget, the remaining 25% addresses costs for all other budget items including, but not limited to, educational and athletic

programs, security, building maintenance, and transportation. Over time, these remaining areas of the budget absorb both increases and decreases in an attempt to minimize impacts to the resulting final budget.

Apportionment Formula: The approved budget less COOP revenue and credits is apportioned between the two communities and reduced by each town’s state aid to determine the amount to be assessed in taxes as a portion of each town’s local tax rate. The current apportionment formula on expenses to be apportioned is 95% ADM/5% Equalized Value (EV) for non-capital expenses and 100% EV for capital expenses. Capital expenses represented 2.2% of the expenses to be apportioned.

FY19 Apportionment Distribution	FY18 ADM	2017 EV	Net Apportionment
Hollis	51.1%	69.4%	52.4%
Brookline	48.9%	30.6%	47.6%

Source: NH DOE FY19 Cooperative District Apportionment Summary (October, 2018)

For the FY20 budget cycle, the legislative body will be asked to consider a facilities renovation, the COOP operating and SAU budgets, the contract for support staff, and funding of trusts with estimated tax impacts identified by town.

Respectfully Submitted,

Darlene Mann - Chair, HBCSD Budget Committee

Hollis Brookline Cooperative School District
Statement of Revenues, Expenditures and Changes in Fund Balance
June 30, 2018

	General	Grants	Permanent Fund	Other Governmental Funds	Total Governmental Funds
REVENUES					
School district assessment	\$ 14,288,861				\$ 14,288,861
Other local	106,782		13,219	626,583	746,584
State	6,071,070			3,156	6,074,226
Federal	149,430	252,394		47,771	449,595
Total revenue	20,616,143	252,394	13,219	677,510	21,559,266
EXPENDITURES					
Current:					
Instruction	9,787,019	240,594		228,139	10,255,752
Support services:					-
Student	1,288,902	6,760		-	1,295,662
Instructional staff	552,830	5,040		534	558,404
General administration	121,021				121,021
Executive administration	754,648				754,648
School administration	936,638				936,638
Operation and maintenance of plant	1,245,072			241	1,245,313
Student transportation	1,055,863				1,055,863
Other	4,479,096				4,479,096
Non-instructional services				399,455	399,455
Debt service:					-
Principal	177,367				177,367
Interest	420,000				420,000
Facilities acquisition and construction		-			-
Total expenditures	20,818,456	252,394	-	628,369	21,699,219
Excess (deficiency) of revenues over (under) expenditures	(202,313)	-	13,219	49,141	(139,953)
Other financing sources (uses):					
Transfers in	4,116			713	4,829
Transfers out			(4,829)		(4,829)
Total other financing sources and uses	4,116	-	(4,829)	713	-
Net change in fund balance	(198,197)	-	8,390	49,854	(139,953)
Fund balances, beginning	1,454,316		427,845	156,505	2,038,666
Fund balances, ending	1,256,119	-	436,235	206,359	1,898,713

Hollis Brookline Cooperative School District
Balance Sheet - Governmental Funds
June 30, 2018

ASSETS	Governmental Funds			
	General	Grants	Permanent	Total
Cash and cash equivalents	\$ 971,903		\$ 255,979	\$ 1,227,882
Investments				-
Receivables:				-
Accounts	210		500	710
Intergovernmental	306,013	145,930	13,570	901,748
Interfund receivable	196,448			196,448
Inventory			10,370	10,370
Prepaid items	24,855			24,855
Total assets	\$ 1,499,429	\$ 145,930	\$ 436,235	\$ 2,362,013

LIABILITIES, DEFERRED INFLOWS OF RESOURCES
AND FUND BALANCES

Liabilities:				
Accounts payable	\$ 107,253	\$ -	\$ 518	\$ 107,771
Accrued salaries and benefits	79,238			79,238
Intergovernmental payable	56,619		116	56,735
Interfund payable		145,930	50,518	196,448
Total liabilities	243,110	145,930	51,152	440,192

Deferred inflows of resources:

Deferred revenue	200		22,908	23,108
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Fund balances:

Nonspendable	24,855			337,413
Restricted		302,188	10,370	297,132
Committed		134,047	163,085	507,239
Assigned	474,335		32,904	152,203
Unassigned	152,203			604,726
Total fund balances	604,726		206,359	1,898,713
Total liabilities, deferred inflows of resources, and fund balances	\$ 1,499,429	\$ 145,930	\$ 280,419	\$ 2,362,013

**HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT
ACTUAL EXPENDITURES FOR SPECIAL EDUCATION PROGRAMS AND SERVICES
PER RSA 32:11a**

EXPENSES:	FY2016	FY2017	FY2018
SALARIES	2,222,407	2,091,242	2,059,164
BENEFITS	425,558	426,756	421,177
CONTRACTED SERVICES	300,978	777,070	730,360
TRANSPORTATION	386,544	426,249	338,543
TUITION	1,651,883	854,326	1,141,214
SUPPLIES	19,788	54,296	92,643
EQUIPMENT	6,213	12,428	31,752
OTHER	6,808	1,290	1,355
SUBTOTAL	5,020,179	4,643,657	4,816,208
REVENUE:			
SPECIAL EDUCATION AID	579,520	671,604	577,615
MEDICAID DISTRIBUTION	195,895	206,735	149,429
IDEA	266,286	223,375	240,594
SUBTOTAL	1,041,701	1,101,714	967,638
NET COST FOR SPECIAL EDUCATION	3,978,479	3,541,943	3,848,570

Hollis Brookline Cooperative School District Budget

FY20 Proposed Budget Summary

	FY18 Actuals	FY19 Budget	FY20 Proposed Budget	FY20 vs FY19 \$ Diff	FY20 vs FY19 % Diff
General Fund					
1100 Regular Education Programs Teacher salaries, textbooks, substitutes, supplies	\$ 5,524,163	\$ 5,742,989	\$ 6,011,869	\$ 268,879	4.68%
1200 Special Education Programs Teacher salaries, aides, textbooks, evaluations, supplies and items specific to special education services	\$ 3,476,234	\$ 3,538,789	\$ 3,774,839	\$ 236,050	6.67%
1300 Vocational Education Vocational tuition	\$ 23,603	\$ 40,840	\$ 40,000	\$ (840)	-2.06%
1400 Co-Curricular Programs Interscholastics, intramurals, student activities	\$ 690,695	\$ 700,322	\$ 830,868	\$ 130,546	18.64%
2100 Student Support Services Guidance, health and nurses	\$ 1,288,900	\$ 1,309,483	\$ 1,456,720	\$ 147,237	11.24%
2200 Instructional Support Services Library salaries, supplies, technology and professional development	\$ 546,840	\$ 718,167	\$ 661,051	\$ (57,116)	-7.95%
2300 School Board Treasurer, SB stipends, SB minutes, legal and audit	\$ 119,217	\$ 170,800	\$ 170,559	\$ (241)	-0.14%
2310 SAU Assessment BSD Portion of the SAU budget	\$ 754,648	\$ 806,808	\$ 878,364	\$ 71,556	8.87%
2400 School Administrative Services Principal salaries, office staff, office equipment	\$ 932,191	\$ 1,098,290	\$ 1,067,824	\$ (30,466)	-2.77%
2600 Facilities & Maintenance Custodial salaries, electricity, heating oil, water, trash, liability premiums, building maintenance	\$ 1,156,210	\$ 1,287,072	\$ 1,283,996	\$ (3,075)	-0.24%
2700 Student Transportation Bus contract and fuel	\$ 1,029,366	\$ 1,131,709	\$ 1,273,553	\$ 141,845	12.53%
2900 Benefits Health, dental, NHRS, FICA, worker's comp, unemployment, life and LTD	\$ 4,479,096	\$ 4,711,947	\$ 5,219,416	\$ 507,469	10.77%
4600 Building Improvements Roof replacements, Science Lab, Etc	\$ 5,098	\$ 75,500	\$ 39,564	\$ (35,936)	
5100 Debt Service	\$ 597,367	\$ 620,191	\$ 842,724	\$ 222,533	35.88%
5200 Expendable Fund Transfers					
Maintenance	\$ 20,000	\$ 40,000	\$ 75,000	\$ 35,000	87.50%
Athletic	\$ 67,000	\$ 70,000	\$ 67,000		
Special Education	\$ 100,000	\$ 50,000	\$ 25,000	\$ (25,000)	
Total General Fund	\$ 20,810,628	\$ 22,112,907	\$ 23,718,347	\$ 1,608,441	7.27%
Food Service Fund	\$ 398,587	\$ 394,000	\$ 394,000	\$ -	
Grant Fund	\$ 252,394	\$ 260,000	\$ 260,000	\$ -	
Total General Fund	\$ 21,461,609	\$ 22,766,907	\$ 24,372,347	\$ 1,608,441	7.06% *

* Please note that Article #11 has not been included in the budget numbers

Hollis Brookline Cooperative School District Budget

FY20 Revenue Estimate

Item	FY18 Budget	FY19 Budget	FY20 Estimate	FY20vsFY19 Change
Expenditures				
General Fund Expenditures	\$ 21,675,186	\$ 22,112,907	\$ 23,718,347	\$ 1,605,441
Grant and Food Service	\$ 661,000	\$ 654,000	\$ 654,000	\$ -
Budgeted Expenditures (All Funds)	\$ 22,336,186	\$ 22,766,907	\$ 24,372,347	\$ 1,605,441
Revenue				
Unreserved Fund Balance	\$ 1,045,252	\$ 722,726	\$ 467,000	\$ (255,726)
State Revenue				
School Building	\$ 173,362	\$ 181,362	\$ 191,362	\$ 10,000
Special Education Aid	\$ 580,387	\$ 594,000	\$ 589,000	\$ (5,000)
Vocational Aid	\$ 7,000	\$ -	\$ -	\$ -
Child Nutrition	\$ 3,700	\$ 3,000	\$ 3,000	\$ -
Other	\$ -	\$ -	\$ -	\$ -
Total State Revenue	\$ 764,449	\$ 778,362	\$ 783,362	\$ 5,000
Federal Revenue				
Federal Grant Programs	\$ 25,000	\$ 25,000	\$ 30,000	\$ 5,000
Disabilities Programs	\$ 220,000	\$ 235,000	\$ 230,000	\$ (5,000)
Medicaid	\$ 202,000	\$ 146,457	\$ 115,000	\$ (31,457)
Child Nutrition	\$ 38,000	\$ 38,000	\$ 38,000	\$ -
Total Federal Revenue	\$ 485,000	\$ 444,457	\$ 413,000	\$ (31,457)
Local Revenue				
Tuition		\$ 5,000	\$ 10,000	\$ 5,000
Interest Income	\$ 600	\$ 5,000	\$ 4,500	\$ (500)
Food Service	\$ 374,300	\$ 353,000	\$ 353,000	\$ -
Other	\$ 70,000	\$ 5,000	\$ 15,000	\$ 10,000
Total Local Revenue	\$ 444,900	\$ 368,000	\$ 382,500	\$ 14,500
Appropriation				
Budgeted Expenditures (All Funds)	\$ 22,336,186	\$ 22,766,907	\$ 24,372,347	\$ 1,605,441
Less Unreserved Fund Balance	\$ 1,045,252	\$ 722,726	\$ 467,000	\$ (255,726)
Less State Revenue	\$ 764,449	\$ 778,362	\$ 783,362	\$ 5,000
Less Federal Revenue	\$ 485,000	\$ 444,457	\$ 413,000	\$ (31,457)
Less Local Revenue	\$ 444,900	\$ 368,000	\$ 382,500	\$ 14,500
Total Appropriation	\$ 19,596,585	\$ 20,453,362	\$ 22,326,485	\$ 1,873,124
School District Tax Assessment				
Total Appropriation	\$ 19,596,585	\$ 20,453,362	\$ 22,326,485	\$ 1,873,124
Less Adequacy Aid	\$ 3,168,920	\$ 3,017,046	\$ 3,182,038	\$ 164,991
Less Retained Tax	\$ 2,138,804	\$ 892,923	\$ 2,129,693	\$ 1,236,770
H-B Cooperative School District Tax Assessment	\$ 14,288,861	\$ 16,543,392	\$ 17,014,755	\$ 471,362
Apportionment				
Brookline	48%	48.0%	47.8%	
Hollis	52%	52.0%	52.2%	
Brookline Portion				
Brookline Portion of Total Appropriation	\$ 9,370,921	\$ 9,743,572	\$ 10,679,744	
Less Adequacy Aid-Brookline Portion	\$ 2,145,425	\$ 2,044,647	\$ 2,129,147	
Less Retained Tax-Brookline Portion	\$ 686,345	\$ 708,897	\$ 681,565	
Local Tax Effort - Brookline Portion	\$ 6,539,151	\$ 6,990,028	\$ 7,869,032	
Estimated Tax Impact				
			* .5% increase	
Local Assesed Valuation - with Utilities	\$ 523,265,230	\$ 653,066,318	\$ 656,331,650	\$ 3,265,332 *
Local Assesed Valuation - less Utilities	\$ 515,015,430	\$ 642,808,718	\$ 646,022,762	\$ 3,214,044 *
State Property Tax Rate (per \$1,000)	\$ 1.33	\$ 1.10	\$ 1.06	\$ (0.05)
Local Education Tax Rate (per \$1,000)	\$ 12.50	\$ 10.70	\$ 11.99	\$ 1.29
Total Brookline Tax Rate	\$ 13.83	\$ 11.81	\$ 13.04	\$ 1.24

Hollis Brookline Cooperative School District

Debt Schedule

as of 6/30/18

	<u>HBMS Renovations</u>
Length of Debt (yrs)	20
Date of Issue	8/2004
Date of Final Payment	8/2024
Original Debt	\$7,703,400
Interest Rate	4.54%
Principal at Beginning of Year	\$4,010,000
Retired Issues this Year	\$420,000
Remaining Principal Balance Due	\$3,590,000
Remaining Interest Balance Due	\$584,780
Remaining Debt	<u>\$4,174,780</u>
Amount of Principal to be Paid in FY19	\$440,000
Amount of Interest to be Paid in FY19	\$155,867
Total paid in FY18	<u>\$595,867</u>

**Annual Report
2018-2019
Hollis Brookline Middle School**



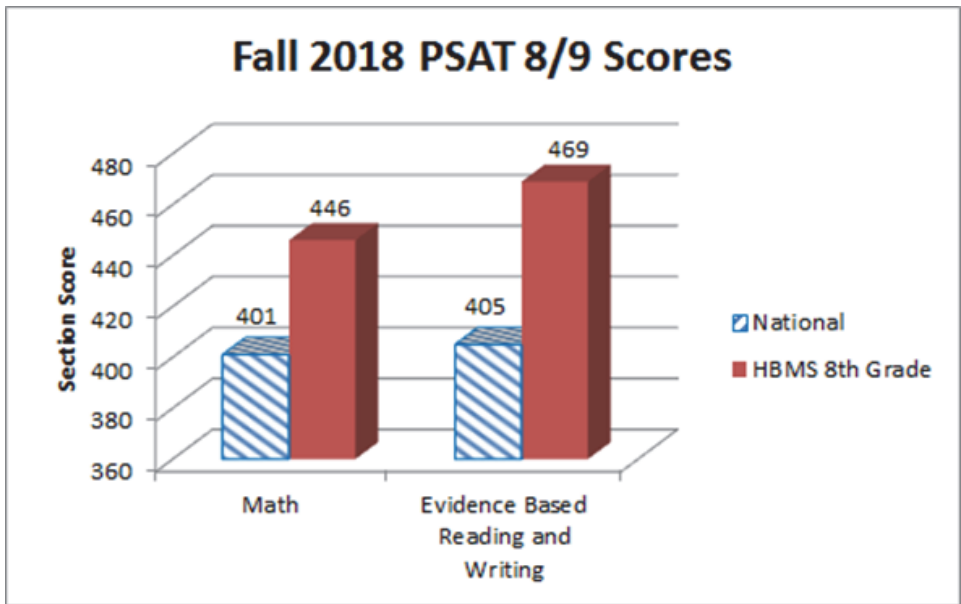
Hollis Brookline Middle School is a vibrant and dynamic learning environment that is fiercely committed to students and their learning. Being committed to educating the whole child, Hollis Brookline Middle School seeks to develop the intellectual, social and emotional needs of our students.

The foundation of Hollis Brookline Middle School is built on positive relationships and the development of a sense of “One Community” amongst our two towns. Over the past school year, we worked to revise our comprehensive advisory curriculum, ROCK. The goal of ROCK is for students and staff to build relationships and to ensure that every student has a voice. Student voice and school-wide community building has been at the forefront of school culture. Student-led school-wide meetings and an active student government have played a vital part in this process. The Hollis Brookline Middle School Student Services Department has worked closely with the Community Action for Safe Teens (CAST) Coalition for Red Ribbon week and prevention to promote healthy choices among our students.

One goal for Hollis Brookline Middle School this past school year has been to reduce chronic absenteeism and school refusal. The team has designed and implemented structures, interventions and supports where they are committed to helping students whose attendance puts them at risk of educational failure. Throughout the 2017-2018 school year, the team

provided intervention to 19 students who missed a total of 511 days of the 2016-2017 school year. These same students when tracked over a two year period decreased to 289.

Hollis Brookline Middle School provides a comprehensive academic program that ensures students have the prerequisite skills necessary to be successful members of their communities. This fall, our 8th grade students participated in the PSAT 8/9, which is the first in the College Board’s SAT Suite of Assessments. The purpose of the PSAT 8/9 is to establish a starting point in terms of college and career readiness as our students transition to high school. Hollis Brookline Middle School uses the data received from the assessment, along with other pieces of student achievement data, to continuously revise and improve our academic programming.



Providing students with a safe school environment continues to be one of the highest priorities for Hollis Brookline Middle School. Recently, the middle school has made several security upgrades to the building including high resolution video surveillance, a new front door entry system, security film for windows and many other upgrades. Additionally, Hollis Brookline Middle School is highly committed to ensuring that all staff are highly trained in best practices related to school safety. As a result, Hollis Brookline Middle School was the 2018 recipient of the Department of Safety and Homeland Security's School Emergency Preparedness award.



After two years of planning, the Hollis Brookline Middle School Community Greenhouse opened in the Spring of 2018. The Greenhouse was a collaboration between multiple community groups including the Hollis and Brookline Rotary, UNH Cooperative Extension and the Hollis Garden Club. The greenhouse has become an important component of the Hollis Brookline Middle School Core Curriculum. This summer, students who participated in our Extended School Year Program (ESY) were the stewards of the greenhouse, growing a variety of vegetables including tomatoes, cucumbers, squash, zucchini and peppers. Vegetables from the greenhouse were used for the Souhegan Valley Chamber of Commerce Farm to Table Event in August.



Hollis Brookline Middle School is a thriving community of learners where faculty and staff are committed to creating a learning environment conducive to the academic, social and emotional well-being of our students. We are grateful to our PTSA who are collaborative members of our team, and help build strong home-school connections, and to our community partners who take an active interest in our students.

Sincerely,

Bob Thompson, Principal Hollis Brookline Middle School
Patti Flynn, Assistant Principal Hollis Brookline Middle School
Jennifer Campbell, Assistant Principal for Student Services

HOLLIS BROOKLINE HIGH SCHOOL Town Report 2018



In 2018, U.S News and World Report once again ranked Hollis-Brookline High School among the top five in New Hampshire! The College Board listed HBHS as a member of the 8th Annual AP District Honor Roll. HBHS was among only 447 school districts in the U.S and Canada increasing access to AP curriculum to more students while improving the rate at which students pass the exam. We are proud of these awards and view them as an accurate representation and result of the tremendous effort of staff throughout SAU #41. Each year we focus on building upon our culture of excellence in the effort to offer the best 21st century education that will enable our students to meet the demands of a highly skilled and competitive workforce.

Our focus for 2018 was to review the role of our core values adopted during our last accreditation, determine the direction of technology on instruction, and to review current best practices in the building and areas where we can improve upon our success. Voter approval of a significant upgrade to our wireless infrastructure has paved the way for a rollout of the 5-year technology plan to be presented in 2019. In terms of best practices, we were proud that Dave Umstead, Christine Heaton, and Candice Hancock were recognized as New Hampshire Teacher's of the Year for Music, Library and Media Program, and Consumer and Family Sciences respectively. It is always an honor to have one teacher recognized in a given year. The fact that HBHS had three is extraordinary. In an effort to continuously improve, we underwent a complete reorganization of our Student Services which includes special

education and school counseling departments. This reorganization was completed in an effort to enhance our existing delivery model and increase our levels of support for all students.

We take great pride in the academic successes of our students. HBHS students excel in many areas. In 2018, 63 new members were inducted into the HBHS National Honor Society. Our SAT, ACT, and AP test scores continue to be among the most competitive in the state. HBHS also has a fine tradition of seniors entering the military after graduation. In 2018, the following four seniors entered the military: Clement Sherwood-Marine Air National Guard, Eliza Daskalos- ROTC, Air Force, Hannah Hayes- ROTC, Army and Aidan Canfield, enlisted in United States Air Force.

Many wonderful things occur in the classrooms of HBHS every day. Our talented staff knows how to bring the curriculum alive. One of many examples is the annual Trebuchet project. For over 13 years, Hollis Brookline High School physics students have been participating in this annual event. In this engineering design challenge, teams of 4-6 students are tasked with working together to design, build, calibrate, and test a working trebuchet, a medieval siege device used to launch a projectile using nothing but the force of gravity via a counterweight and lever arm. The students must launch a water balloon a distance of 30 meters to receive an A, and they receive bonus points if they dress up in medieval costumes or hit an exact target (their physics teacher!). Over the course of several weeks, the students are required to maintain an individual engineering logbook, complete with design sketches, meeting minutes, testing procedures, launch data, calculations, and reflections upon the outcome of testing day. This activity is one of the most popular events at HBHS, and all students are encouraged to take physics so they can have the chance to participate in this exciting and challenging project during their high school career.

Once again, Trebuchet was expanded to include 3rd grade students from Hollis Primary School and Richard Maghakian Memorial School in Brookline. The day was a tremendous success. Teachers from the high school enjoyed collaborating with their colleagues from our sending districts. Most importantly, the enthusiasm from the high school and elementary school students was contagious.

Hollis-Brookline High School students also excel in athletics and the arts. Cavalier Athletics had perhaps their best year in the history of the Hollis-Brookline Coop. In the winter, both Boys and Girls Basketball were Division II State champions! The Girls Ski Team finished third overall at their state championship event with skier Stephanie Menard going on to win the Division II State Meet. The Boys Ski Team finished in 6th place at the state meet. Clement Sherwood won the Division II State meet for Wrestling.

In the spring, the Boys Lacrosse team was competitive as they qualified for post-season play once again. The Boys Volleyball made the tournament again advancing all the way to the Final 4 for the fourth year in a row. The Boys Tennis and Girls Lacrosse team advanced to the Division II finals where they were runner-up to champions Souhegan and Portsmouth respectively.

This fall, the Girls Volleyball team won their fifth Division I State Championship in eight years, and fourth title in a row! Some in the media have suggested that this team is among the top four teams in New Hampshire high school sports history. The team is currently ranked 208 out of all 15,000 teams in the United States! The Boys Soccer team qualified for their NHIAA tournament winning their first round game before falling in the second round. The Football team had a competitive season as well narrowly missing the playoffs.

Hollis Brookline High School is also proud to announce that they are home to twenty NHIAA Scholar Athletes, who have participated and lettered in two or more sports, while maintaining a B+ average or better, and participating in community service. We also were proud to have four senior students who were recognized for participating in three sports each during all four of their years at HBHS. Our students' accomplishments on and off the field are truly amazing.

The Music Department was pleased to announce this fall The Music Department is very proud to announce that sixteen of our musicians have been named into the 2019 All-State Music Festival. This includes an HB school record tying nine from the choir. Our students were selected through a rigorous live audition process involving over 1100 students.

Our students' performance in music and choir is a testament to their talent, hard work, and the high caliber of instruction and guidance from our Music Director Dave Umstead and Choral Director Matt Barbosa.

Many students also participate in the Theatre and Visual Arts programs. If you have not yet seen one of the Hollis Brookline Musical performances which are presented each March, please mark your calendars for this year's presentation of *Mama Mia*. Each year the combined efforts of the music, visual arts and theatre programs come together in a wonderful musical production which could compete with any semiprofessional performance.

Teachers and staff give countless hours outside of the classroom to help our students succeed. With more than 100 clubs, organizations, and sports teams advised by Hollis Brookline High School staff, we provide a wide range of opportunities for our students to become involved and engaged. In 2018, the HBSH Math Team finished second in their league after another competitive season under the guidance of advisors Mrs. Stacey Plummer and Mrs. Sue Moores.

With great anticipation, HBHS Robotics Team 1073 awaits kickoff to build season on January 5! Kickoff is the start of the build season in which the team must design, build and program a new robot to compete. The students and mentors have been preparing all fall for this exciting time. With six weeks to complete the robot, FRC 1073 will get ready for the upcoming competitions. Looking forward to a successful season, similar to last year, the team hopes to qualify again for the New England District Championship where they will have the opportunity qualify and return to the World Championships! Last year, the team ranked 49 out of 209 teams in New England heading into the District Championships. As always, information about the HBHS FIRST Robotics team 1073 can be found on their website: <https://www.frc1073.org/>

As we come to the close of 2018, we look forward to a continued commitment to provide an excellent and well-rounded education for the students of Hollis and Brookline.

Respectfully submitted
Richard D. Barnes, Principal

Scholarships and Awards 2015

Alan Frank Memorial Scholarship Book Award	Dollars for Scholars
Eleanor Quarles	Megan Cramton
American Federation of Musicians	New Hampshire School Boards Association
Jamison Muckstadt	Scott VanCoughnett
Amherst Orthodontic Scientific Woman's S.	Ed Berna Memorial Award For Track
Joanna Balsamo	Adam McQuilkin
Athlete Citizen Scholar Award	Fred Waring Director's Award for Chorus
Jack Aldana Proulx	Joseph Schunemann
Megan Cramton	Harris Memorial Scholarship
Brookline Historical Society Book Award	Audrey Solinas
Gabrielle Frugard	Hollis Brookline Rotary
Brookline Women's Club	Jacqueline Hale
McKenzie Powers	Rebecca Ide
Donald P. Burke Memorial Scholarship	Hollis Historical Society Book Award
Cole Boggis	Emily Pearson
Cameron Ricard Memorial Scholarship	Hollis Women's Club Scholarship
Cameron Lapierre	Hannah Hayes
Cavalier of the Year Award	McKenzie Powers
Jonathan Brunkhardt	Hollis Veterinary Hospital Scholarship
Charles Zylonis Memorial Scholarship	Keely Scott
Katherine Cerato	Louis Armstrong Jazz Award
Coach Korcoulis Scholarship	Isaac Wimmer
Patrick Bloniasz	Richard Nagy Memorial Scholarship
Colonial Garden Club of Hollis	Adam McQuilkin
Megan Cramton	Sportsmanship for Athletics
Community of Caring Scholarship	Matthew Simco
Patrick Bloniasz	Avery Webb
Rebecca Ide	Team Player of the Year
Jack Aldana Proulx	Joanna Balsamo
Director's Award for Band	Scott VanCoughnett
Julia Wertz	Theatre Award
National Honor Society Book Award	Franklin Pugh, III
Keely Scott	National Thespian Society
National Merit Scholarship Finalist	Michael Friedman
Jonathan Aldana Proulx	Patrick Grimes
Katherine Cerato	Franklin Pugh, III
Ryugo Okada	Carolyn Scalia
Emily Spooner	Joseph Schunemann
National School Choral Award	Audrey Solinas
Patrick Bloniasz	US Marine Corps Distinguished Athlete Award
Franklin Pugh, III	Joanna Balsamo
NH Coaches Association (3 sports for 4 years)	Clement Sherwood
Patrick Bloniasz	US Marine Corps Scholastic Excellence Award
Megan Cramton	Jacqueline Hale
Garrett Moloney	Patrick Bloniasz
Liam Walker	US Marine Corps Semper Fidelis (Music Award)
	Nicholas Franzini
Nicholas Jennings Memorial Scholarship	Nicholas Shepard
Mackenzie Powers	Warren Towne Memorial Scholarship
Cameron Lapierre	Joanna Balsamo
Ruth E. Wheeler Scholarship	William & Lorraine Dubben Scholarship
Gabrielle Frugard	Kyle Bentall
Sgt. Barry D. Palmeri Memorial Scholarship	Jason Hay
Paul Considine	
	Ten Top Seniors Class of 2018
	Joanna Balsamo

Scholarships and Awards 2015

	Patrick Bloniasz
	David Bonnette
	Megan Cramton
	Gabrielle Frugard
	Madeleine McCann
	Adam McQuilkin
	Emily Spooner
	Class of 2018 Salutatorian
	Rebecca Ide
	Class of 2018 Valedictorian
	Jacqueline Hale
	Tri - M Music Honor Society
	Franklin Pugh, III
	Patrick Bloniasz
	Vivan Provost
	Joseph Schunemann
	Michael Friedman
	Jamison Muckstadt
	Isaac Wimmer
	Nick Franzini
	Nick Shepard
	Julia Wertz
	Connor Shea
	Errica Cheng
	Student Council 2018
	President Adam McQuilkin
	Vice President Scott VanCougnett
	Secretary Michael Friedman
	Treasurer Shannon O'Connor
	Representatives:
	Jonathan Aldana Proulx
	JohnPaul Blasi
	Errica Cheng
	Eleanor Quarles
	Isaac Wimmer

HOLLIS-BROOKLINE COOPERATIVE SCHOOL DISTRICT PROFESSIONAL STAFF ROSTER 2018-2019				
First Name	Last Name	Assignment	College/University	Degree
Richard	Barnes	Principal, HBHS	Northeastern Univ.	M.Ed.
Brian	Bumpus	Assistant Athletic Director, HBHS	UMASS Lowell	B.A.
Jennifer	Campbell	Special Ed. Coordinator, HBMS	New England College	C.A.G.S.
Lauren	DiGennaro	Assistant Principal, HBHS	Columbia University	M.A.
Patricia	Flynn	Assistant Principal, HBMS	Rivier	M.Ed.
Robert	Ouellette	Assistant Principal, HBHS	NH College	M.B.A.
Rhon	Rupp	Athletic Director, HBHS	Univ. North Carolina	B.A.
Robert	Thompson	Principal, HBMS	UNH	M.Ed.
Amanda	Zeller	Assistant Principal, HBHS	UNH	M.A.
Rebecca	Bagtaz	Special Education	Rivier	M.Ed.
Rebecca	Balfour	Social Studies	Univ. of New England	M.S.Ed.
Dorothy	Ball	Mathematics	Nova Southeastern Univ.	M.A.
Claudia	Banks	Spanish	University of Granada	M.A.
Matthew	Barbosa	Music/Theater	Westminster Choir College of Rider U.	M.Ed.
Jessica	Barrett	French	UNH	M.Ed.
Alexander	Basbas	Spanish	UNH	M.Ed.
Donald	Boggis	Physical Education/Wellness	Springfield College	M.S.
Dawn	Breault	Guidance/Transition Specialist	Assumption/Plymouth State Univ.	M.A./EdD
Christina	Brown	Mathematics	Rivier	M.Ed.
Allison	Buschmann	Physical Education	Springfield College	M.A.
Cristin	Cahill	Program Clinician	Rivier	M.A.
Stephen	Capraro	Social Studies	St. Anselm College	M.S.Ed.
Camille	Carson	Science	Rivier	M.S.
Amy	Chase	English	UNH	M.A.T.
Jennifer	Christman	Special Education	Keene State	B.S.-B.A.
Rodney	Clark	Science	Fitchburg State	M.Ed.
Megan	Cleary	Science	Keene State	B.S.
Catherine	Collard	Science	Univ. of Notre Dame	M.Ed.
Susan	Connelly	Social Studies	NYU	M.A.
Nancy	Cook	Psychologist	Notre Dame College	M.Ed.
Karen	Coutu	Reading Specialist	Rivier	M.Ed.
Lisa	Danis	English	UNH	M.A.T.
Bonnie	Del Signore	Mathematics	Brown Univ.	B.A.
Amanda	Delaney	Special Education	Rivier	M.Ed.
Laura	DeRosa	Social Studies	UNH	M.A.T.
Lynn	DiZazzo	English	Fairfield Univ.	B.A.
Kerry	Dod	Guidance	Notre Dame College	M.Ed.
Susan	Doyle	Special Education	Rivier	M.Ed.
Kelly	Ducharme	School Nurse	St. Anselm College	B.S.N.
Trevor	Duval	Social Studies	Austin State Univ.	M.Ed.
Janice	Ellerin	Science	Montclair State Univ./Rutgers Univ.	M.A.
Christina	Ellis	Social Studies	UNH	M.A.
Katherine	Emerson	Science	Stonehill College	B.S.
Cole	Etten	Environmental Science/Math	Southern NH University	M.Ed.
Devin	Fauteux	Technology Education	Boston College	M.Ed.
Victoria	Flaherty	English	UNH	M.A.T.
Yolanda	Flamino	Science	Smith College	M.S.
Heidi	Foster	English	Harvard and Rivier	M.T.S. & M.A.T.
Michael	Fox	English	Middlebury	M.A.
Amber	Fox McNeil	School Nurse	UNH	BSN
Kimberly	Frye	ELL	UNH	M.Ed.
Leonid	Gershgorin	Reading	Rivier	M.A.T.
David	Gilbert	Mathematics	UMASS	M.Ed.
Jennifer	Given	Social Studies	Antioch New England	M.Ed.
Tracy	Gray	Physical Education	Keene State	B.S.
Pamela	Griffith	Special Education	SUNY, Potsdam	B.A.

Lauren	Grosse	English	UNH	M.A.T.
Joseph	Gruce, III	Computer	Duquesne Univ.	M.A.
Christine	Haight	Reading	Rivier	M.A.T. & Ed.D.
Katrina	Hall	Mathematics	Univ. of New England	Ph.D.
Heather	Hamilton	English	UNH	M.Ed.
Candice	Hancock	Family and Consumer Science	Keene State	B.S.
Shelli	Harris	Board Certified Behavior Analyst	Sage College	M.S.
Christine	Heaton	Library-Media	Antioch New England	M.A.
Katherine	Henderson	Social Studies	Southern NH University	M.Ed.
David	Hersey	Guidance	Rivier	M.Ed.
Linda	Illingworth	English	UNH	M.A.T.
Jamie	Johannsen	Social Studies	Boston University	B.A.
Melissa	Joyce	School Psychologist	Rivier	M.Ed./CAGS
Susan	Joyce	Guidance	Georgian Court University	M.A.
Susan	Kinney	Library Media	Plymouth State Univ.	B.S.
Chantel	Klardie	Guidance	UNH	M.Ed.
Jennifer	Klauber MacLeod	English	St. Michael's College	B.A.
Shannon	Kolb	Speech Assistant	Univ. of Florida	B.S.
Linda	Lannin	Occupational Therapy	Florida International Univ.	M.S.
Janet	Lash	Spanish	Regis College	B.A.
Tammy	Leonard	Mathematics	Univ. Mississippi	M.A.
Matthew	MacFarline	Latin	Brandeis University	M.A.
Melanie	Madden	Special Education	Rivier	M.Ed.
Sheila	Mandragouras	School Nurse	Tennessee State Univ.	MSN
Patricia	Marquette	Mathematics	UNH	B.S.
Kathleen	Maynard	Guidance	Rivier	M.Ed.
Elissa	McCormick	French	Plymouth State Univ.	M.Ed.
Judith	McDaniel	Mathematics	Rivier	M.B.A.
Michelle	McInnes	Behavior Specialist	Southern NH University	M.S.
Ann	Melim	English	UNH	M.A.
George	Minott	Science	UNH	B.A.
Susan	Mooers	Mathematics	Univ. Southern Maine	M.S.
Courtney	Moore	Science	Southern NH University	B.S.
Elisabeth	Nault	Music	Southern NH University	M.Ed.
Gregory	O'Brien	Social Studies	Southern NH University	M.A.
Lynne	Ouellette	Art	Keene State	B.S.
Christine	Page	Special Education	Fitchburg State	M.Ed.
Claire	Pare	English	UNH	M.Ed.
Crystal	Paul	Special Education	Keene State	B.A.
Lina	Pepper	Art	Plymouth State Univ.	B.S.
Nicole	Perry	English/Special Education	Plymouth State Univ.	M.A.
Eric	Perry	Science	Rensselaer Polytechnic University	M.S.
Paul	Picariello	Technology Education	Fitchburg State	M.Ed.
Alison	Piec	Mathematics	Rivier	M.A.T.
Stacey	Plummer	Mathematics	UNH	M.S.
Kerbert	Porter-Elliott	English	Harvard Univ.	M.A.
Matthew	Portu	Social Studies	Providence College	M.Ed.
Theressa	Risdal	Guidance	Notre Dame College	M.A.
Erin	Robbins	Spanish	Boston College	M.A.
Milton	Robinson	Special Education	Rivier	M.Ed.
Kristen	Roy	Spanish	SUNY Albany	M.Ed.
Annie	Roy-Faucher	French	Rivier	M.A.
Michelle	Sacco	Special Education	Oakland Univ.	M.A.
Maricalana	Salamone	English	Rivier	M.A.
Pamela	Saucier	Social Studies	Southern NH University	M.Ed.
Audra	Saunders	Art	Rivier	M.Ed.
Alexander	Simo	Physical Education	Plymouth State Univ.	M.Ed.
Lorna	Spargo	Mathematics	University of Phoenix	M.S.
Nancy	Spencer	Music	U. Conn	M.Music
Maria	St. Pierre	Health/Science	UMASS Lowell	B.S.
Jennifer	Staub	Social Studies	Tufts University	M.A.T.

Elizabeth	Sulin	Program Clinician	Boston College	M.S.W.
Carol	Swanson	Mathematics	Rivier	M.Ed.
Trudi	Thompson	Science	Clemson	B.S.
Francis	Tkaczyk	Special Education	Notre Dame College	M.Ed.
David	Umstead	Instrumental Music	Univ. of Louisville	M.M.
Kirsten	Werne	Mathematics	Rivier	M.A.T.
Erin	White	Health-Wellness	UNH	B.S.
Adam	Wilcox	Science	Columbia Univ.	M.A.
Katherine	Williamson	Science	UNH	M.Ed.
Richard	Winslow	Guidance	UNH & Keene State	M.A. & M.Ed.

- IN AN EMERGENCY -

*** FIRE * POLICE ***

*** AMBULANCE***

Call 911

Non-Emergency - Police.....673-3755

Non-Emergency – Fire.....672-8531

Non-Emergency - Ambulance.....672-6216

Town Offices - 673-8855, Mon. thru Fri. 8 am to 2 pm

Tad Putney, Town Administrator..... Ext. 213

Sharon Sturtevant, Admin. Asst./Bookkeeper.....Ext. 214

Valerie Rearick, Town Planner.....Ext. 215

Kristen Austin, Assessors/ZBA/Cons. Commission.....Ext. 216

Town Clerk/Tax Collector..... Ext. 218

Patti Howard-Barnett-Monday thru Friday, 8 am - 2 pm, Wed. 5-8 pm
and last Saturday of the month, 9 am-noon

Grace LaBombard, Deputy Town Clerk/Tax Collector

Romeo Dubreuil, Building Inspector..... Ext. 212

Office Hours - Monday thru Thursday, 8:00 - 10:00 am

