



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

**P.O. BOX 360 – 1 Main Street
BROOKLINE, NH 03033-0360**

Telephone (603) 673-8855, ext. 213
Fax (603) 673-8136

Selectboard@brooklinen nh.us

<http://www.brooklinen nh.us>

***Minutes
Selectboard
Monday, July 24, 2023***

Selectboard members present: Eddie Arnold, Brendan Denehy, Steve Russo, Ed Perry, and Brian Rater, along with Town Administrator Scott Butcher.

6:30pm **Eddie** opened the meeting with the Pledge of Allegiance and read the ground rules for hybrid meetings.

Public Input and Announcements

Roger Ogden of Potanipo Hill Road said historically there have been problems on his road from heavy rains and flooding to the point that now it is collapsing and falling apart, dropping off 12-15 inches in some areas. He said there are swales along the side of the road that need to be cleaned out and one that is washed out completely. **Roger** suggested putting cones along the eroding areas to warn people until it can be repaired. **Eddie** said the road repair timeline will be up to the Public Works Director, but we can reach out to the department to get some cones up there. **Ed** said the Library Storytime field trip for the kids at the Ambulance and Police Departments was well attended and enjoyed by all. He said there will be another one at the Fire Station on July 31st and one at Town Hall on August 7th. **Jen Morrissey** of Laurel Crest Drive via phone asked if the Selectboard could move the public input segment to later on the agenda from now on. **Eddie** said we would not move the segment, but we can certainly take input, when needed, during the meeting at the Board's discretion.

Approve Minutes

Steve moved, seconded by Brendan, to approve the public minutes from the Monday, July 10th meeting as written; Voted Yes 5-0. Brian moved, seconded by Steve, to approve set 6 of the non-public minutes from the June 26th meeting as amended; Voted Yes 5-0. Ed moved, seconded by Steve, to approve 5 sets of non-public minutes from the July 10th meeting as written; Voted Yes 4-0-1, Brendan abstained.

Approve Warrants

Steve moved, seconded by Ed, to approve Accounts Payable Warrant #29 in the amount of \$99,161.62, Payroll Warrant #30 in the amount of \$78,446.52, and Police & Fire Detail in the amount of \$8,137.50; Voted Yes 5-0.

Ambulance Service Quarterly Update -Chief Jeffrey Stewart

Chief Stewart said 40% of the ambulance budget has been spent YTD. He said the 2% annual savings to allocate for legal will work but he needs confirmation to adjust for it.

*Minutes
Selectboard
Monday, July 24, 2023
Page 2*

Jeff said the air conditioning unit at the Safety Complex that controls the Community Room has failed, the estimated repair is \$7,700. He said this is a priority since the room doubles as a training/meeting center and warming/cooling shelter for residents. **Jeff** said he is happy with his new hire and may hire another part-time employee. As always, he acknowledged his staff for doing an outstanding job and expressed appreciation for the Brookline Fire Department for their assistance. He said Brookline is fortunate that all of their emergency departments get along and possess mutual respect and professionalism.

Town Administrator Update

Scott updated the Board on the ongoing projects and current needs of the town. He discussed the investment policies and the Trustees of Trust Funds and the need for a Finance Director/HR person. Facility operations need pro-action from a part-time person or shared resource to address repairs and maintenance. We are losing our single person Payroll Company in 2024 and are looking at solutions to outsource a team or bring it inhouse. We are implementing building code and planning software. Our IT Support, also a single person, is not providing the amount of support we need, and we are looking for solutions. The installation of the AC system in Town Hall has gone well, with minimal interruption and the new system is quiet. The phone system for the Library, Safety Complex, Town Hall, and Fire Station needs to be upgraded and looks like it will be cost neutral with advanced benefits. We are also researching building alarm monitoring. The Safety Complex generator is at end of life. We are having PC issues and our printers and copiers are aging. The bad weather has set back the Tap Project schedule. The Bond St Bridge project will go out to bid this year and we may need a warrant article at Town Meeting for more funds in 2024. **Scott** said he would like to take 8 NHMA Financial Curriculum courses spread over 3-4 months requiring time away from the office. The Board agreed they support this.

United States 250th Anniversary Celebration Discussion

Brendan and **Brian** reviewed the draft charter and **Brian** suggested committee collaboration with the Fire Association since they will be planning the 200th Anniversary of the Fire Department in 2026 as well.

Website Upgrade/Replacement Recommendation

Scott reviewed choices for providers and recommended the Revise platform at a onetime cost of \$9,700 with an annual support cost of \$2,300. **Brendan moved, seconded by Steve, to select the Revise platform as our website upgrade replacement at a cost of \$9,700; Voted Yes 5-0.**

TAP Project Budget and Schedule Update

Scott said construction on the TAP project has been delayed by 3 weeks waiting for water to recede on the Nissitissit River. He said the substantial completion of the project now looks like the end of August. The DOT needs to approve the utility poles and then the Eversource bill of approximately \$3,300 will need to be paid. He said DOT may pick up some of that cost. **Scott** said he will have a status report on the sidewalk project along South Main Street after the meeting scheduled for this week.

*Minutes
Selectboard
Monday, July 24, 2023
Page 3*

Bond Street Bridge Project Construction Engineering Oversight RFQ

Scott said he will review the draft of the construction engineering oversight RFQ with Hoyle Tanner and DOT on Wednesday to get this out for bid.

Media/Public Communications Guide

Move to next meeting.

Review Employee Performance Evaluation Form Evaluation

Brendan moved, seconded by Brian, to approve the Employee Performance Evaluation Form final draft; Voted Yes 5-0.

Human Resources Project Discussion

Scott asked the Board for more specific details on what they are looking for in an HR consultant. **Steve** said review position descriptions and wages based on duties and compare to other towns of our size. **Eddie** said review that all policies are compliant. **Brian** and **Ed** said fill in HR gaps.

Town Meeting/Elections Equipment Materials Storage & Logistics

Scott said CSDA has cleared out our video equipment and election materials and will be clearing out voter booths. **Dave Pease** has sorted through all of the video equipment we will be keeping and brought it here. The election material is sitting in the hall at CSDA and we are looking at options to store it. **Scott** said we may need to meet with the Superintendent and Business Manager of the SAU to discuss the future of our elections and other issues. **Eddie** said the taxpayers paid for that building and if costs are incurred for moving materials back and forth then the town should be issuing a bill to the school for those costs. **Scott** said the school did offer a scenario where they would provide a truck and labor to move some of the equipment, but we will have to come to some sort of agreement. **Ed** suggested we form better communications between our decision makers and the school's.

Hawkers/Peddlers License-Power Home Remodeling Group LLC

Brian moved, seconded by Brendan, to approve and have Eddie sign the 5 Hawkers/Peddlers Licenses for Power Home Remodeling Group LLC and provide a copy to the police department; Voted Yes 5-0.

Public Buildings Accessibility

Scott said this is about restricted and non-restricted areas in town buildings. **Eddie** suggested having each department head walk through their building to determine what resources they need.

Board/Committee Updates

Planning Board - Steve updated the Board.

SRLD – Ed updated the Board.

MPMC – Eddie updated the Board.

Visioning Committee – Brendan updated the Board.

*Minutes
Selectboard
Monday, July 24, 2023
Page 4*

Old/New Business

Appointment - *Steve moved, seconded by Ed, to appoint Brendan Denehy to the HB COOP Committee; Voted Yes 5-0.* Brendan said the goal of this committee is to look at the energy and electrical systems at the Middle School and High School, some of which need updates soon, and have a plan built in the proposed budget for the School District meeting in March 2024.

Town Hall Lawn - Eddie said, the Town Hall corner of the lawn is unsightly from tree removal. The Board discussed speaking with Mike about stump removal, loam and grass seed and the VFW Monument and Eagle Scout Project to be placed in the area.

Sprinkler System Sensor - Eddie said he would like to discuss with Mike, smart sprinkler sensing systems that can be hooked into existing systems at the Town Hall, Safety Complex and Ballfield, and can track weather that shuts down the system when or before it rains. He said the cost is about \$500 each.

Town Planner CIP Email - Eddie reviewed the email from the Town Planner asking that we get ahead of the CIP process this year and while updating, make sure that items already on the list, be listed again or they will fall off.

Resignation - *Brendan moved, seconded by Steve, to accept the resignation of Abigail Reville as Health Officer effective July 24th at 11:59pm; Voted Yes 5-0. The Board thanked her for her years of service to the town.*

Review Next Meeting Agenda Monday August 8th

Review Mail Folder

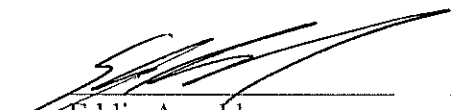
The Board Reviewed the mail folder.

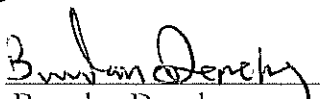
8:42pm *Eddie moved, seconded by Brendan, to go into non-public session per RSA 91-A:3 II (a) (personnel); (c) (reputation) and (l) (legal); potentially others; Roll Call Vote Yes 5-0.*

10:00pm *Eddie moved, and it was seconded, to come out of non-public session and seal the minutes; Voted Yes 5-0.*

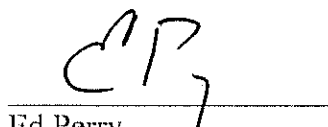
10:00pm Meeting adjourned.

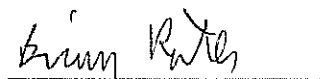
Minutes submitted by Sharon Sturtevant.


Eddie Arnold


Brendan Denehy


Steve Russo


Ed Perry


Brian Rater