



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, April 19, 2021*

Selectboard members present via Zoom: Drew Kellner, Eddie Arnold, Brendan Denehy, Dana Ketchen and Steve Russo along with Town Administrator Tad Putney. Also present: Fire Chief Corey, Ambulance Chief Stewart, Peter D'Agostino, and Tom Solon.

6:30pm Drew opened the meeting with the Pledge of Allegiance and said we are meeting under Executive Order #2020-04 and Emergency Meeting Orders #12 and #23, which allow for remote meetings. Selectboard members all stated where they were and that they were participating remotely due to COVID-19.

Public Input

Brendan reminded everyone of the “Drug Take Back” event taking place on Saturday April 24th from 10am-2pm at the Safety Complex. He said “Town Clean-Up Week” runs from Saturday, April 24th through Saturday, May 1st. **Drew** said trash bags and reflective vests are available at the Transfer Station, though vests are in limited supply, so please wear bright clothing during clean-up if you don't have one. **Drew** said a few years ago when the Conservation Commission approached the town about the Wild and Scenic Program, one of the selling features was, if the river was designated “wild and scenic”, the communities would have a seat at the table for access to funding. **Drew** said we received our first grant of \$3,300 to aid in the creation of a shade canopy over a section of the river. **Peter D'Agostino** proposed the consideration of a “transparency in government” initiative for the town of Brookline. He said he works in many communities in the Commonwealth of Massachusetts and has seen a vast array of different approaches. **Peter** said while Massachusetts laws are different from New Hampshire, he has seen things that have been done really well. He said we have a lot of important things coming up and he thinks it is important that the public be aware of things happening as they occur. **Drew** said we will put this on the next meeting agenda.

Approve Minutes

Eddie moved, seconded by Brendan, to approve the public minutes from the Monday, April 5th meeting as written; Roll Call Vote Yes 5-0. Eddie moved, seconded by Dana, to approve 5 sets of non-public minutes from the Monday, April 5th meeting as written; Roll Call Vote Yes 5-0.

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Sign Warrants for Payment

Dana moved, seconded by Eddie, to approve Accounts Payable Warrant #15 in the amount of \$240,106.35, Payroll Warrant #16 in the amount of \$63,874.85, and Police Detail in the amount of \$1,050; Roll Call Vote Yes 5-0. Eddie moved, seconded by Dana, to approve Corrective Accounts Payable Warrant #1 from January 11th that now includes the NH Municipal Bond Bank Payment in the amount of \$52,762.51, previously approved by the Board for payment and paid before January 11th, but inadvertently omitted from the relevant warrant; Roll Call Vote Yes 5-0.

Statement Regarding Paying Town Employees Who Quarantine Due to COVID

Drew read a statement advising the Board had agreed to continue to pay employees their regular pay during any quarantine periods during 2021.

Sign Redistricting Letters to State Legislators

The Board signed the respective letters to our state legislators as per the petition warrant article approved at town meeting.

Sign Police Union Contract for 2021-2024

The Board signed the three-year Police Union Contract. Tad said it had already been signed by the union representatives.

Notice to Appoint

The Board gave notice to appoint **Dennis Bechis** and **Scott Grenier** as Alternate Members to the Planning Board at the next meeting.

Review Year to Date Expenses and Revenues

Tad said as of the end of March we were 25% of the way through the year and had spent 20% of the operating budget. He said we have received 18% of the projected revenues for 2021, but the anticipated \$271,000 in meals and rooms tax won't be received until December. **Tad** said we continue to monitor costs and revenues around construction debris at the Transfer Station. He said the costs continue to go up and it is not something we can quickly close the gap on. He said we have increased fees, but it still warrants close attention.

Electricity Aggregation Memorandum of Understanding (MOU) With NRPC

Tad said the Nashua Regional Planning Commission (NRPC) represents 13 municipalities in the region, including Brookline. He said we have worked with them over the last 10 years to pool the electricity purchasing power of some member towns and school districts. **Tad** said over this 10-year period, there have been 7 different contracts that NRPC has assisted its member towns in executing and over that 10-year period Brookline has saved about \$46,000 in electricity for our town facilities. **Tad** said the current contract ends in November of this year, so NRPC has sent a Memorandum of Understanding for the next contract to be pursued, which includes the use of a consultant to do a Request for Proposals. *Brendan moved, seconded by Steve, to authorize Drew to sign the Electricity Aggregation Memorandum of Understanding; Roll Call Vote Yes 5-0.*

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Jeffrey Stewart – Brookline Ambulance Service (BAS) Reporting Discussion

Jeffrey asked the Board what they would like to see from a reporting standpoint. He went through a PowerPoint presentation of his current reporting model. **Drew** said he would like to know what information **Jeffrey** thinks is beneficial to the town. He said although these reports come to the Board, they are largely for the general public as well. **Eddie** agreed and added that trending information is valuable. **Tom Solon** said demographics such as time of day and day of the week would be helpful. **Jeffrey** said he will come back with an overall reporting format of performance and other meaningful measures from BAS.

Chief Corey - Fire Pick-Up Truck Issues

Drew said the fire pick-up has been sidelined with new mechanical issues. He said requests for repair bids have come back at a cost of \$3,500-\$4,000. **Drew** said the options are to move forward with repairs or move forward with a new truck. **Eddie** said he was an opponent of replacing this pick-up now, but feels under the circumstances, we should move forward with a new truck at this time. **Brendan** agreed. **Eddie moved, seconded by Steve, to allow the Fire Chief and the Board of Fire Engineers to pursue a lease-to-purchase agreement for a new fire pick-up truck with a do not exceed cost of \$55,000, including fees, original purchase, equipment and up-fitting, \$14,000 to be a down payment (\$10,000 from the Fire Department "Oil and Maintenance" line item and \$4,000 from vehicle trade-in) and, further, to authorize the Chair of the Selectboard to sign the lease agreement paperwork; Roll Call Vote Yes 5-0.**

Discuss Transferring Ownership of Old Forestry Truck to Fire Association

Tad said Primex advised him the fire association will have to procure their own insurance for the truck as Primex is prohibited, by statute, from insuring anything that is not owned by a member town. **Chief Corey** said the association is pursuing insurance for the truck. **Brendan moved, seconded by Eddie, to transfer ownership of the 1969 Forestry Truck to the Brookline Fire Department Association for the cost of \$1, after receiving the new forestry truck; Roll Call Vote Yes 5-0.**

Sign North Branch Contract for Public Works Facility

Tad said we are still missing information from the contract, but he expects to have it tomorrow morning. He proposed that once he has the complete contract, he will forward it to the Board members for their review, and then we can hold a special meeting this week to answer any questions and have the Board authorize **Drew** to sign the contract. The Board scheduled a special meeting for Thursday, April 22nd at 6:15pm.

Review and Sign Bond Resolution

Eddie moved, seconded by Steve, that the resolution entitled, "Resolution to Authorize Up to \$2,670,000 Bond Bank Loan Agreement, Issuance of Bonds, and Related Documentation for Construction of Public Works Facility", be approved in form presented to this meeting, and that an attested copy of said Resolution be included with the minutes of this meeting; Roll Call Vote Yes 5-0.

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Notice to Appoint Souhegan Regional Landfill District (SRLD) Representative

Eddie moved, seconded by Brendan, for the Board to give notice to appoint Dennis Comeau as Representative to the SRLD at the next meeting; Roll Call Vote Yes 4-1, Dana Voted No. Dana said she feels **Guy Wadsworth's** letter of interest was more specific to the position. **Drew** said these things are always difficult because you have residents stepping forward, sometimes for the first time, to offer their services, which is a tremendous gesture, so he doesn't want to dismiss it. **Drew** thanked **Guy** for coming forward and asked that he continue to be involved because this area of town is going to become even more complex.

Notice to Appoint Public Works Building Committee Representative

Eddie moved, seconded by Brendan, for the Board to give notice to appoint Todd Croteau as Representative to the Public Works Building Committee at the next meeting; Roll Call Vote Yes 5-0.

Appoint Public Works Building Committee Selectboard Representative

Brendan moved, seconded by Steve, to appoint Eddie Arnold as Selectboard Representative to the Public Works Building Committee; Roll Call Vote Yes 5-0.

Notice to Appoint Melendy Pond Management Committee (MPMC) Members

Brendan moved, seconded by Dana, to amend the MPMC charter from one to two non-tenant members; Roll Call Vote Yes 5-0. Brendan moved, seconded by Eddie, for the Board to give notice to appoint Susan Holroyd, Tom Solon, and Randy Haight as Members to the Melendy Pond Management Committee at the next meeting; Roll Call Vote Yes 5-0.

Appoint School and Town Services Committee Selectboard Representative

Brendan said the committee was recommended at the special town meeting on March 28, 2021. He said at their last meeting, the Planning Board decided on a 7-member committee consisting of a member from the Selectboard, Planning Board, a department head, member from the school district, and three at-large members (the at-large members were chosen at the same meeting) with work to be completed by September 30, 2021. **Eddie** asked if the at-large member appointments were noticed. **Brendan** said the Planning Board chose not to notice them due to the short window of time to get the work done. **Eddie** said while he can appreciate that, noticing appointments is a necessity for transparency, and we need to keep that in mind when making appointments to sub-committees. *Eddie moved, seconded by Dana, to appoint Steve Russo as Selectboard Member to the School and Town Services Committee; Roll Call Vote Yes 5-0.*

Open 2010 Ford Crown Victoria Bids

Tad opened the three bids that had been received. The bids were: Tyler Pickard - \$813.21; Statewide Motorsports - \$675.00; Brent Forman - \$401.00. *Eddie moved, seconded by Dana, to accept Tyler Pickard's bid in the amount of \$813.21 for the purchase of the 2010 Ford Crown Victoria; Roll Call Vote Yes 5-0.*

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Re-adopt Investment Policy

Tad said he made edits to remove items from the policy that no longer apply, but otherwise the policy is unchanged. *Brendan moved, seconded by Eddie, to re-adopt the investment policy as amended; Roll Call Vote Yes 5-0.*

Discuss Town Building Energy Audits

Brendan moved, seconded by Eddie, to enter into an agreement with Energy Efficient Investments (EEI) to conduct an energy audit of each of the Brookline town buildings; Roll Call Vote Yes 5-0.

Review Preliminary 2021-2022 Selectboard Task List

Tad reviewed with the Board the task list for 2021-2022.

Mail Folder

The Board reviewed the mail folder.

Next Meeting Agenda

It was agreed the following items will be discussed at the next meeting:

- Transparency Working Group
- Grove Parking
- Littering
- Electric School Buses
- DPW or BPW naming for the department
- Russell Hill Road Subdivision G-40 - E911/addresses

8:02pm *Drew moved, seconded by Eddie, to go into non-public session per RSA 91-A:3 II (c) reputation, other matters may be discussed, and immediately upon coming out of non-public session, to seal the minutes and adjourn the meeting; Roll Call Vote Yes 5-0.*

8:48pm meeting adjourned. Minutes submitted by Sharon Sturtevant.

Drew Kellner

Eddie Arnold

Brendan Denehy

Dana Ketchen

Steve Russo