



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday April 20, 2020*

Selectboard members via Zoom video conference: Brendan Denehy, Eddie Arnold, Ron Olsen, Drew Kellner and Dana Ketchen along with Town Administrator Tad Putney. Also present; Emergency Management Director David Coffey, Ambulance Chief Shawn Jackson, Public Works Director Mike Wenrich, Finance Committee member Matt Mailloux, Cemetery Trustees Brian Rater, Ann Webb, and Ann Somers.

6:30pm Brendan opened the meeting with the Pledge of Allegiance. He said we are meeting electronically under Executive Order 2020-04 and Emergency Orders #12 and #23. The Board members all stated where they were, why they were attending remotely and who, if anyone, was with them.

Public Input

There was no public input.

Approve Minutes

Ron moved, seconded by Eddie, to approve the minutes from the Monday, April 6, 2020 meeting as written; Roll Call Vote Yes 5-0.

Sign Warrants for Payment

Brendan moved, seconded by Eddie, to approve Accounts Payable Warrant #15 in the amount of \$88,894.96, Payroll Warrant #16 in the amount of \$56,368.80, and Police Detail in the amount of \$1,233.75; Roll Call Vote Yes 5-0.

COVID-19 Update from Emergency Management Director David Coffey

- NH has approximately 1,400 positive cases with 15% hospitalized, and 41 deaths. Currently 44 first responders have been quarantined; 17 tested positive.
- The Governor has issued Emergency Order #32 that all schools continue remote learning through the end of the school year.
- The school meal program will continue with Monday and Wednesday pickups.
- Town buildings remain closed to the public.
- Any resident in need of Food Pantry items should call Rebecca at the Town Hall 673-8855 extension 206.
- A partial order of personal protective equipment was recently placed for the emergency services departments.
- Police, Fire, Ambulance and Public Works are operating at full staff.

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David said while we continue enhanced operations and are ready for a public surge of the virus, we should start looking at a draft plan to return to normal operations. **Brendan** said the Board received an email from **Senator Melanie Levesque** explaining there is assistance from the State of NH in the form of funding and grants to help with the cost of anything COVID-19 related.

Review Sealed Bids for 1994 Fire Department Van

Tad opened and read the bids as follows: Bid #1 \$851, Bid #2 \$500, Bid #3 \$713.50, Bid #4 \$1,333.33, Bid #5 \$628, Bid #6 \$855, Bid #7 \$2,229. ***Eddie moved, seconded by Drew, to approve the sale of the 1994 GMC Van as is, where is, to Brookline resident Scott Hillman in the amount of \$2,229.00; Roll Call Vote Yes 5-0.***

Update on Accepting On-Line Payments

Tad said, in part due to the COVID-19 situation, **Patti Howard-Barnett** has been looking into transitioning to the acceptance of online payments for car registrations, dog licensing and tax payments. He said it would appear, after **Patti's** conference call today with one of the vendors, we will be going live the third week in May. **Tad** said we have coordinated with our town website vendor, Avitar, and our IT firm, so all impacted groups are in the loop. He said hopefully a month from now, and before the rush of car registrations in the latter part of May, we will be able to accept on-line payments.

Update on Bond Street Bridge Engineering

Tad said we received preliminary plans from Hoyle Tanner some time ago that were sent to NHDOT for approval, per the requirements of the State Bridge Aid Program. **Tad** said Hoyle Tanner says once they receive approval from NHDOT, it will be about four months until they have final plans completed and ready for final review by NHDOT. He said they fully expect to have final plans done by the end of the calendar year. He said the construction of the bridge is not on the schedule until 2023, but we want to have everything ready should funding become available. The engineering firm has made us aware of an amendment to their contract due to additional work being required for historical resources and the river's Wild & Scenic designation. **Tad** said the total added cost is about \$8,800, 80% of which will be reimbursed by the state.

Pay Bond St. Bridge Wetlands Permit Fee from Capital Reserve Fund

Tad said the engineers have prepared the application for the wetlands permit for NHDES. He said the permit fee is \$400. ***Eddie moved, seconded by Drew, to approve the letter to the Trustees of the Trust Funds, requesting timely payment be made from the Bond Street Bridge Project Capital Reserve Fund; Roll Call Vote Yes 5-0.***

Discuss Making Selected ACH Payments

Tad said he received a request for online ACH payments instead of mailing paper checks from the Brookline Library. **Tad** said he would like to try this approach on a limited basis with payments to the Brookline School District, Hollis Brookline COOP and the Library. **Tad** said we typically make these payments on the first warrant of each month. If the Board accepts this, the schools are asking for the payments to be made by the 15th of the month, allowing the money to remain in the operating account longer and earning more interest most months. **Tad** said the auditors requested we document procedural

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controls for approval of ACH payments and he will have a document for review at the next meeting. **Drew** said he uses ACH transactions all the time in his business and it is very safe and low cost. **Eddie moved, seconded by Drew, to accept the use of ACH payments to the Brookline School District, Hollis Brookline COOP and the Library; Roll Call Vote Yes 5-0.**

Sexton Role and Appointment

Cemetery Trustee Brian Rater said historically Brookline has had the Sexton elected annually at town meeting and put in charge of cemeteries and burials. He said we now have cemetery trustees and the position of the sexton is open. **Brian** said we have looked at peer towns to see how they handle this. He said some towns have a sexton, some share sextons, and others place the responsibility with the DPW. **Brian** said that **Mike Wenrich** is amenable to the idea of having public works handle it. **Brian** said the cemetery trustees feel they should move forward with having **Mike** serve as sexton. **Brendan** asked about the time commitment required of the role. **Tad** said **Jerry** told him there are 6-15 burials per year, around 2-3 purchases per year for a “right to inter” and occasional inquiries about obtaining a plot. **Tad** said there is also mowing and maintaining the cemetery grounds, which would continue to be handled by **Jerry’s** employee(s). **Mike** said in the long-term it makes sense for it to be in the hands of the town under public works. **Tad** said **Jerry** is willing to assist with the transition. **Drew** asked if a fee is charged. **Tad** said **Jerry** charged a fee and collected it himself. **Drew** suggested **Mike** charge the fee and the funds would now be put in the public works budget. **Eddie moved, seconded by Drew, to move the role of sexton to public works; Roll Call Vote Yes 5-0.**

Ambulance Conversion Project

Director Mike Wenrich reviewed with the Board a project outline and quotes for the upfitting of the former 2005 ambulance as a public works truck. He said we need to capitalize on what we have and use his abilities for labor (about 3 days) or buy new. **Dana** said she is strongly opposed to the Public Works Director doing all the labor and feels that his time should be spent on other things like paving planning and road mileage mapping records. **Mike** said current events have changed his paving plans. **Drew** asked about the cost of a new F450 rolling chassis and **Mike** said about \$40,000. **Dana** said that is a lot of money for a truck and asked about a used truck. **Eddie** said he has personally shopped for his own company recently and buying a used truck is not a good business decision if you have the capital to buy a new truck. **Ron** said he agrees with **Eddie**. **Shawn** said the ambulance has been housed in a heated garage, has a strong chassis and drive chain, has been very well cared for and we have retained all the records for maintenance. **Shawn** said the trade-in offer was \$10,000. **Tad** said if the Board supports the project, it could set a dollar amount for the project and the Board would have ongoing review of costs against the total as they occur. **Eddie moved, seconded by Ron, to spend no more than \$38,000 to reconfigure the current 2005 ambulance into a public works truck; Roll Call Vote Yes 4-1, Dana Voted No.**

Request for Funding Chipper from Public Works Capital Reserve Fund

Mike said he is recommending the purchase of the Vermeer BC1000XL Chipper for \$30,927.32 to be paid out of the Public Works Capital Reserve Fund. After some discussion, **Dana moved, seconded by Ron, to purchase the Vermeer BC1000XL**

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Chipper for \$30,927.32 with funds from the Public Works Capital Reserve Fund; Roll Call Vote Yes 4-1, Drew Voted No.

Charter DPW Building Committee

Tad reviewed the draft charter with the Board. After some discussion, *Eddie moved, seconded by Drew, to accept the charter for the 2020-2021 DPW Building Committee as written; Roll Call Vote Yes 5-0.* **Tad** will publicize the openings for the two at-large seats.

Review Year to Date Expenses

Tad said at the end of March we were 25% of the way through the year and had spent 18% of the operating budget. He also noted that 100% of the year's "insurance" budget had already been paid. **Dana** asked what charges would show up in the Emergency Management budget line. **Tad** said things like the annual charge for CodeRed and other items, some which may be reimbursable as COVID-19 expenses. **Shawn** said the PPE items that **David** spoke of today come from FEMA at no charge. The Board reviewed a list of costs over \$5,000 that could be deferred. **Dana** said the only funds we are compelled to spend are capital reserve funds, but we do have choices about the spending of other warrant articles. **Tad** noted the capital reserve payments must be made by mid-December, so we will hold off on making them for now. He reviewed the various costs with the Board and there was agreement on the timing of expenses or deferrals.

Discuss Potential Updates to Purchasing Policy

Tad said the policy was last updated in 2018 with minor amendments and he reviewed points to consider in updating the policy. **Dana** said after reading the policy her greatest concern is failure to comply with the rules and some of them are antiquated and cumbersome and do not really make sense. She said it needs to be sensible and workable; we need to change the policy or adhere to it. **Eddie** said he agrees with **Dana**. **Brendan** suggested we ask department heads to respond to items discussed here tonight and revisit it in two weeks. **Drew** suggested obtaining purchasing policies from area towns for comparison.

Make Appointments to BudCom Study and Melendy Pond Committees

Tad said interested parties for the BudCom Study Committee are **Mike Baier**, **Gaylord Sledge** and **Eric Pauer**. **Brendan** suggested interested parties email a paragraph on their background and the Board can decide at the next meeting. Members agreed. **Tad** said interested parties for the Melendy Pond Management Committee are **Susan Holroyd** and **Tom Solon**. After discussion, *Drew moved, seconded by Dana, to appoint Susan Holroyd to serve as Resident-at-Large on the Melendy Pond Management Committee; Roll Call Vote Yes 5-0.*

Discuss Hobart-Fessenden Easement

Drew provided an update on the efforts to place a conservation easement on Hobart-Fessenden Woods that will be held by a third party. He said that approximately two-thirds of the costs associated with the effort had been privately fundraised and the balance of \$10,991 would be funded from the Conservation Fund. *Drew moved, seconded by Ron, to authorize Brendan to sign the conservation easement for Hobart-*

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Fessenden and any associated documents; Roll Call Vote Yes 5-0. Drew moved, seconded by Dana, to accept the Conservation Commission's vote to pay \$10,991 toward the conveyance of an easement commonly known as Hobart-Fessenden, out of the Conservation Commission Fund; Roll Call Vote Yes 5-0.

Review Selectboard Tasks for 2020-2021

Tad provided the Board with a document listing tasks and timelines for completion by town meeting.

Review Electrician Bids for Safety Complex IT Room

Tad said three bids were sought but only two were received:

- Wilson Technologies - \$1,035.73
- DeVincentis Electric - \$2,895 (includes one additional outlet)

Tad asked the Board to waive the purchasing policy's requirement for three bids given the effort made to get a third bid and need to proceed in getting the critical work completed. *Eddie moved, seconded by Drew, to waive the three-bid requirement and accept Wilson Technologies bid for \$1,035.73; Roll Call Vote Yes 5-0. Drew pointed out this is an expense that was associated with COVID-19. Tad will include it in the funding reimbursement request solicited by Senator Levesque.*

Review Mail Folder

Tad said we received a letter from NHDOT stating that the intersection of Route 13 and South Main Street has been approved for a Highway Safety Audit.

Items for Next Meeting's Agenda

Finalize DPW Building Committee and BudCom Study Committee memberships
Further Purchasing Policy Discussion
Controls and Procedures for ACH Payments
Review Emergency Management Reopening Plan

8:52pm Brendan moved, seconded by Eddie, to go into non-public session per RSA 91-A:3 (c) reputation (the Board may discuss other non-public topics), and upon coming out of non-public session and sealing the minutes, the Board will immediately adjourn; Roll Call Vote 5-0.

9:38 meeting adjourned. Minutes submitted by Sharon Sturtevant.

Brendan Denehy

Eddie Arnold

Ron Olsen

Drew Kellner

Dana Ketchen