



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, August 24, 2020*

Selectboard members present: Brendan Denehy, Eddie Arnold, Ron Olsen, Dana Ketchen and Drew Kellner along with Town Administrator Tad Putney.
Also present: Mike Wenrich, Brian Rater, Jan Watt, Patti Howard-Barnett, Peter Webb, David Coffey and Buddy Dougherty,

6:30pm Brendan opened the meeting with the Pledge of Allegiance.

Public Input

None.

Public Statement on the Resignation of Shawn Jackson

Brendan announced the resignation of **Shawn Jackson**. He said the Board is grateful **Jan Watt** has agreed to serve as Acting Chief until a permanent replacement is appointed. **Brendan** thanked the ambulance service members for their continued professional, dependable, and responsive coverage for the residents of Brookline and Mason.

Approve Minutes

Eddie moved, seconded by Drew, to approve the public minutes from the Monday, August 10th meeting as written; Voted Yes 5-0. Eddie moved, seconded by Ron, to approve the public minutes from the Monday, August 17th meeting as written; Voted Yes 5-0. Eddie moved, seconded by Drew, to approve 4 sets of non-public minutes from the Monday, August 10th meeting as written; Yes 5-0.

Sign Warrants for Payment

The Board signed Warrant #33 in the amount of \$55,663.08, Payroll Warrant #34 in the amount of \$57,836.20 and Police Detail in the amount of \$1,023.76.

Grant for New Forestry Fire Truck

Brendan announced the fire department has been awarded a grant for a new forestry fire truck. **Brendan** said the truck is anticipated to cost about \$164,000 and the grant will provide about 95% of the costs, or just over \$156,000 with the balance of funds coming from the existing Fire Truck Capital Reserve Fund. **Brendan** congratulated **Chief Corey** and the members of the Brookline Fire Department and thanked them for their efforts on the grant.

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Tree Work on North Mason Road

Brendan announced upcoming tree removal work on North Mason Road between the intersection of Ben Farnsworth Road and 104 Mason Road that will result in daytime road closures from approximately 7:30am to 4pm on September 8, 9 and 10. Clean-up work may extend beyond these dates, which may cause some delays, but the road will be open to at least one lane. Residents with questions should contact Brookline Public Works at 673-8855 ext. 207 or mwenrich@brooklinenr.us.

Discuss Proposal for Assistance on Building Energy Audits

Brendan said the Solar Committee has received a proposal from a consultant to assist us with building energy audits. **Brendan** suggested the work could be split between the 2020 and 2021 budget years. He proposed that we fund \$4,500 for 45 hours of consultant work this year as a start. ***Eddie moved, seconded by Drew, to table this item until September 14th; Voted Yes 5-0. Dana moved, seconded by Eddie, to become a member with Clean Energy NH for \$250 annually; Voted Yes 5-0.***

DPW Building Committee Interim Report

Eddie referred to the DPW Building Committee's interim report. He said North Branch was selected in 2019 to assist with construction management, but there is no signed contract yet. **Eddie** referred to plans and a committee timeline in the report. He said we recently received an overall estimate of \$2,400,000 for the facility. **Eddie** reviewed different bond approaches for funding. **Mike** said we must grow our Public Works Department to catch up to our needs. **Mike** reviewed the proposed office space and explained why it is needed. **Tad** said one key decision is what size building do we move forward with: five main bays or fewer. **Dana** said she is concerned about the cost of maintaining a large space that will not be used for a few years and she does not think we need to house all vehicles. The Board and others viewed a visual of the proposed five-bay floorplan and projected town equipment in it. **Eddie** reminded everyone of earlier reductions that were made to try and reduce cost and still address our needs. **Dana** said she would like to see fuel storage at the Transfer Station. **Mike** said he is currently putting that in place. **Brendan** said year after year we've talked about facilities for the Transfer Station and if this DPW building doesn't happen, we at least need facilities for transfer station employees. **Drew** asked **Tad** about bond schedules for 25- and 30-year bonds. **Tad** said the annual cost doesn't get reduced by much on the longer bonds, but the total interest costs are much higher. **Tad** said there is an option to wrap the new bond around our existing five bonds to try and level the year-to-year tax impact. Several Board members said they favor the current design with five primary bays over a reduced building size. **Drew** said he would like to know if local contractors could do the work for less than the current project estimate as he is concerned about voters supporting the \$2.4 million price. **Brendan** asked **Mike** how his new employee is working out. **Mike** said he is very pleased and we are very fortunate to have **Tyler Pickard** on board.

Recommended Changes to Transfer Station

Mike presented recommended changes to Transfer Station hours from Tuesday and Thursday 12:30pm-8pm to Tuesday 8am-4pm and Thursday 12pm-7pm with Saturday remaining the same hours of 8am-4pm. **Mike** said this should result in savings on heat

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and electric. **Tad** said **Mike** wants two weeks to advertise sufficiently before initiating the change. Board members supported the recommended change in hours.

MRI Professional Services Agreement

The Board reviewed the agreement with MRI for assistance in hiring a new ambulance chief. ***Eddie moved, seconded by Drew, to authorize Brendan to sign the professional services agreement with MRI; Voted Yes 5-0.***

Election Layout/Process

Peter presented a layout for voting and reviewed the route for voters through the building. He said there is an area for observers near the clerks and supervisors. **Peter** reviewed the protocols related to COVID-19. He said the Secretary of State said drive through voting was not an option for this election. **Peter** said he is going to itemize the PPE we received from the state to make sure we have the correct items and amounts. **Peter** said we still need volunteers and workers are going to have to bring their own food. He said there has been no decision from the school about whether masks will be required in the school. He said we need republican volunteers. **Eddie** said he will reach out to republicans and have them contact **Patti**. **Tad** said the Selectboard members could serve in the “greeter” role. **Dana** said **Dave** will help with set up. ***Brendan moved, seconded by Eddie, to support the Moderator’s decision to require masks at the polls; Voted Yes 5-0.*** **Patti** said absentee ballots are available on-line and at the Town Clerk’s office, which will be open on September 7th from 3pm-5pm. She said the last day to register to vote is September 2nd.

Complete Election Schedule

Tad said he will modify the schedule and circulate it to Board members via email.

Upcoming Selectboard Meeting Schedule

Tad reviewed the upcoming Selectboard meeting schedule:

- Monday, August 31st – Off-cycle meeting
- Monday, September 7th - Labor Day (no meeting)
- Tuesday, September 8th – Primary Election (no meeting)
- Monday, September 14th – Off-cycle Zoom meeting
- Monday, September 21st – Return to regularly scheduled meetings

Addendum to Lease for Melendy Pond Lot M-35

Tad said this property is under a Purchase and Sales agreement and the new owner has agreed to sign an addendum to the lease. ***Eddie moved, seconded by Drew, to authorize Brendan to sign the Addendum to Lease for Lot M-35 once a signed copy is provided by the new owner upon closing; Voted Yes 5-0.***

Letter to Jordan Bailey

Brendan read a letter from the Selectboard to **Jordan Bailey** thanking her for her service on the Conservation Commission. **Drew** said she was a great asset to the Conservation Commission and will be missed.

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Review Mail Folder

The Board reviewed the mail folder.

Review Next Meeting Agenda

It was agreed the following items will be on the next agenda:

- Discuss oral board for ambulance chief hiring process
- North Branch with construction management presentation
- Discuss 2021 budgetary guidance with the Finance Committee
- Review options for 2021 health insurance

8:16pm *Brendan moved, seconded by Eddie, to go into non-public session per RSA 91-A:3 II (c) reputation; Board may discuss additional non-public topics; Roll Call Vote Yes 5-0.*

8:56 *Brendan moved, seconded by Eddie, to come out of non-public session and seal the minutes; Roll Call Vote Yes 5-0.*

8:57 pm meeting adjourned.

Minutes submitted by Sharon Sturtevant.

Brendan Denehy

Eddie Arnold

Ron Olsen

Drew Kellner

Dana Ketchen