



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

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*Minutes  
Selectboard  
Monday, December 16, 2019*

Selectboard members present: Brendan Denehy, Eddie Arnold, Ron Olsen, Drew Kellner and Steve Russo along with Town Administrator Tad Putney.  
Also present: Graham Loff, Ann Somers, Lisa Markarian-Proulx, Gary Proulx, Charlie Corey, Mike Wenrich and Brian Rater.

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

**Public Input**

**Brendan** announced the “Denim and Diamonds” New Year’s Eve celebration on December 31, 2019 at the Brookline Event Center to commemorate the end of Brookline’s 250<sup>th</sup> anniversary year. **Eddie** announced a special COOP apportionment meeting to be held at the high school gym on January 29, 2020 beginning at 6:30pm.

**Approve Minutes**

***Eddie moved, seconded by Drew, to approve the minutes from the Monday, November 25, 2019 meeting as written; Voted Yes 5-0. Eddie moved, seconded by Drew, to approve the minutes from the Monday, December 2, 2019 meeting as written; Voted Yes 5-0. Eddie moved, seconded by Drew to approve the non-public minutes from the Monday, November 25, 2019 meeting as written; Voted Yes 5-0. Eddie moved, seconded by Drew, to approve four sets of non-public minutes from the Monday, December 2, 2019 meeting as written; Voted Yes 5-0.***

**Sign Warrants for Payment**

***The Board signed Warrant #49 in the amount of \$142,757.42, 250<sup>th</sup> Warrant #24 in the amount of \$261.28, Payroll Warrant #50 in the amount \$60,589.42, Sick time Buyout in the amount of \$21,820.22 and Police Detail in the amount of \$600.***

**Notice to Re-Appoint Welfare Officer**

The Board gave notice to re-appoint **Rebecca Purdin** as Welfare Officer at the next meeting on December 30, 2019.

**Opening for Town Hall Custodian**

**Tad** said we have posted the position for Town Hall Custodian on the town website and Brookline Facebook page after our current custodian, Zoe Aaronson, gave notice she will be leaving at the end of this year. **Tad** said anyone interested can visit the website or contact him for more information.

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**Update on TAP-2 Sidewalk/Bridge Project**

**Tad** said we expected to have final plans and cost estimates for this project by December, but it has been held up in a review by the NH Division of Historic Resources. He said they had concerns the foot bridge on Mason Road would block the side view of the historic vehicular bridge. **Tad** said he attended a meeting in Concord last week and explained that the vast majority of people who see the side of the vehicular bridge will still see it after the footbridge is in place as most traffic is on the other side of the bridge – at the boat ramp, town beach and on the lake. **Tad** said that as a result of the delay, we do not have final cost estimates for the project so he will draft a warrant article for March in the event additional funds are needed to complete the project.

**Update on Bond Street Bridge Project**

**Tad** said he received an email from Hoyle Tanner advising that if the draft 10-year plan, including a \$50 million bond for the State Aid Bridge Program passes, the project could be scheduled for construction in 2023. Hoyle Tanner is proceeding with engineering so the project will be ready whenever construction is scheduled. **Brendan** asked how we are set for funds on the project. **Tad** said we will need a short-term bond approved at town meeting in whatever year construction is eventually scheduled.

**Review 2019 Audit Engagement Letter**

**Tad** said we received Plodzick & Sanderson's 2019 audit engagement letter for the audit scheduled at the end of March. **Drew** asked when the last time was we put the audit out to bid with other firms. **Tad** said more than five years. **Drew** suggested putting it out to bid in 2020. ***Eddie moved, seconded by Drew, to authorize the Chair to sign the audit engagement letter with Plodzick & Sanderson for the 2019 Audit; Voted Yes 5-0.***

**Sign Eagle Scout Letter**

*The Board signed a letter congratulating Alex Hadley for achieving the rank of Eagle Scout.*

**Authorize Chair to Sign Ambulance “Assignment/Acceptance” Forms**

**Tad** said he spoke with **Chief Jackson** last week, who advised him that the new ambulance will be arriving in Brookline a week from today. ***Drew moved, seconded by Eddie, to authorize the Chair to sign the assignment/acceptance forms for the new ambulance; Voted Yes 5-0.***

**Review Results of Peer Town 2020 Pay Increase Survey**

**Tad** said the survey questionnaire was sent out to 22 peer NH towns and we received information back from 12 towns. He said the median expected 2020 pay increase for non-union employees is 2.75% and he added we based our preliminary budget on 3%. **Drew** said sticking with the median increase of 2.75% would be the best practice. **Brendan** said he is comfortable with 3% since there were a few years where employees received lower raises and health insurance costs increased during that period. He said it's a chance for the town to catch up. **Ron** and **Steve** agreed with **Brendan**. **Eddie** said he can see both sides. ***Drew moved, seconded by Eddie, to develop the 2020***

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*budget with a pay increase of 2.75% for non-union employees; the motion failed 3-2 Eddie and Drew voted yes. Steve moved, seconded by Ron, to develop the 2020 budget with a pay increase of 3% for non-union employees; the motion carried 3-2, Eddie and Drew voted no.*

**Payment for Upfitting 6-Wheel Dump Truck**

*Eddie moved, seconded by Drew, to ask the Trustees of the Trust Funds to pay an invoice totaling \$766.09 from the Public Works Equipment Capital Reserve Fund for parts purchased for the 6-wheel dump truck; Voted Yes 5-0.*

**Review Projected Year-End Spending of 2019 Operating Budget**

**Tad** updated the Board with year-end budget projections. He said, including conservative estimates for plowing and sanding, there is a projection of just under \$51,000 left at the end of the year. **Tad** said the department heads did not express any need to make purchases before 2020 out of the 2019 budget.

**Potential Grant and Proposed 2020 Warrant Articles – Charlie Corey**

**Charlie** said the only truck we stand a chance at getting a grant for is the 5F1 Forestry Truck. He said it was not made to be fire apparatus, it's 50 years old and there is limited water on it. He said if we apply for the grant, the cost of this truck should be around \$160,000 and our match would be five percent, or \$7,750. **Charlie** said the truck we need to replace for 2020 is the 25-year old 5E2. He suggested using \$177,500 out of the Fire Truck Capital Reserve fund up front, then a three-year lease for about \$140,000. **Charlie** said if that is not accepted, then we need to put in a warrant article to place \$150,000 in the Fire Truck Capital Reserve Fund to plan for future trucks. **Drew** said we need to be putting aside about \$100,000 a year for the next decade due to our Fire Department's aging fleet. **Eddie** said maybe even \$150,000-\$200,000 in the next few years then lower in future years. **Brendan** said the Fire Department has been making things last for years, but he doesn't think the plan should be to set aside money for what they need right now. **Drew** said we have a lot of equipment, but we are underfunding replacement costs, we either approve and lock in the lease or fund the capital reserve. **Drew** asked **Charlie** to get estimates on both a three- and a four-year leases. **Drew** said we need to convey to the taxpayers that we can't put this off any longer or it is going to snowball. **Brendan** asked that the Board review a multi-year plan for funding fire department replacements at a coming meeting.

**Discussion of New DPW Facility - DPW Building Committee**

**Mike** reviewed the plan for the DPW building. He said he reviewed the plan with other public works departments in other towns and they advised that this is the very least that we will need. **Mike** said the roughly estimated \$1.5 million it will cost calculates to \$73 annually in taxes on a \$400,000 home. **Mike** said this is what we need based on input from experienced individuals in other towns. **Drew** said what is the build-out based on. **Mike** said we could do it with four 6 wheelers and three 1 tons. He said we have 12 contract trucks on the road during winter storms right now and that is too many because they are not all the right equipment. **Mike** said the plan is for 3 full-time employees and a part-time mechanic. **Tad** said he thinks the time is running out on advising voters about the garage project in time for March's town meeting. **Ron** said

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we need more time to figure this out and he would rather see something that is phased in. **Drew** said based on the comments he has heard from taxpayers, this will get voted down at Town Meeting. **Eddie** suggested having some sort of presentation earlier at town meeting. **Mike** said we have a public works department now; we made the decision to make the transition and delaying the building will result in challenges until we have a building. **Eddie** said we need to support the department that is just as important as emergency services. **Mike** said he wants to keep growing even if we don't do the building this year; he is happy to use his garage for now. **Charlie** suggested we should do presentations right along and educate people. **Drew** said he would like to see this wait until next year to allow for public presentations with all of the boards and clubs. He suggested putting money into the Capital Equipment Fund at the coming town meeting. **Brendan** said he thinks we need to plan for 2021. **Brendan** thanked the committee for all their work and said he feels the architect work was necessary to move forward. He said we need to modify the building committee with better representation for next year. **Steve** said he agrees with civic presentations, but in the meantime, it would be great to find a facility to rent. **Mike** said he would rather use his own garage. The Board agreed to hold off on the DPW Building until 2021. **Tad** said that North Branch is moving forward on providing a Guaranteed Maximum Price for the currently designed building, at a cost of \$5,000 for their services, and that information will be available by the end of January.

**Review Mail Folder**

The Board reviewed the mail folder.

**Review Agenda Items for Next Meeting**

Chief Jackson to provide an update on FirstNet

Vacation carryover requests

6-year staffing document for review

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

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

***Drew moved, seconded by Eddie, to adjourn the meeting; Voted Yes 5-0.***

8:25pm meeting adjourned. Minutes submitted by Sharon Sturtevant

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Brendan Denehy

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Eddie Arnold

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Ron Olsen

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Drew Kellner

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Steve Russo