



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, December 27, 2021*

Selectboard members present: Drew Kellner, Eddie Arnold, Brendan Denehy, Dana Ketchen, and Steve Russo along with Town Administrator Tad Putney.

6:30pm Drew opened the meeting with the Pledge of Allegiance and reviewed the rules for hybrid meetings.

Public Input

Drew extended thanks to the public works crew who were out in the bad weather over the holiday weekend keeping our roads safe for travel. **Tad** said we had a successful COVID-19 vaccination clinic on December 18th with another one tentatively planned for January 16, 2022 at CSDA.

Approve Minutes

Eddie moved, seconded by Steve, to approve the public minutes from the Monday, December 13th meeting as written; Voted Yes 4-0-1, Dana abstained. Eddie moved, seconded by Steve, to approve nine sets of non-public minutes from the Monday, December 13th meeting as written; Voted Yes 4-0-1, Dana abstained.

Sign Warrants for Payment

Dana moved, seconded by Brendan, to approve Accounts Payable Warrant #51 in the amount of \$58,655.59, and Payroll Warrant #52 in the amount of \$75,414.08; Voted Yes 5-0.

Resignation of Casey Morgan

Tad said **Chief Quigley** reported that **Officer Casey Morgan** submitted his resignation from the Brookline Police Department on December 22, 2021.

Approve Conservation Commission Bond Payment

Eddie moved, seconded by Brendan, to approve the bond payment of \$15,846.88 for the Cohen-Olsen land due in early January 2022, prior to the next Board meeting; Voted Yes 5-0.

Appointments

Eddie moved, seconded by Brendan, to appoint Deborah Johnson-Hawks as a Trustee of the Trust Funds until March 31, 2024; Voted Yes 5-0. Dana moved,

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seconded by Steve, to appoint Angie Dacey as Welfare Officer until December 31, 2022; Voted Yes 5-0.

Notice to Appoint

The Board gave notice to appoint **Greg Martin** as an Alternate Member to the Conservation Commission until March 31, 2024 at the next Board meeting.

Convert Sawtelle Road Ext. Performance Guarantee to Maintenance Bond

Dana moved, seconded by Brendan, to approve the Planning Board's recommendation to convert the Sawtelle Road Extension "Performance Guarantee" to a "Maintenance Bond" in the amount of \$97,000 until the spring of 2023 when the bond will be eligible for release; Voted Yes 5-0.

Acceptance of Sawtelle Road Extension as a Town Road

Dana moved, seconded by Steve, to officially accept Sawtelle Road Extension as a town road; Voted Yes 5-0.

Review and Approve Addendum to Lease for 9 Sixth Street at Melendy Pond

Eddie moved, seconded by Brendan, to authorize Drew to sign the Addendum to Lease for 9 Sixth Street at Melendy Pond; Voted Yes 5-0.

2021 Vacation Carryover

Brendan moved, seconded by Steve, to approve all 2021 "Vacation Carryover" requests; Voted No 3-2, Brendan and Steve Voted Yes. Dana said if we are following the Personnel Plan, it states "if, due to extenuating circumstances, vacation time cannot be taken by year-end, the employee may apply to the Selectboard to carry that unused vacation time into the following year". She said some of the requests do not state a reason or have an obvious reason such as a new hire or their department was understaffed, and therefore, should not be approved. Dana moved, seconded by Eddie, to approve vacation carryover for Steve Sacherski 24 hours, Mike Wenrich 80 hours, Patti Howard-Barnett 148 hours, Tammy Salisbury 7 hours, Tad Putney 16 hours, Jeffrey Stewart 40 hours, and Nick Lavoie 25.5 hours; Voted Yes 4-1, Brendan Voted No.

Review and Approve 2022 Contract with Pepperell Community Media

Brendan moved, seconded by Steve, to approve the 2022 contract with Pepperell Community Media; Voted Yes 4-0-1, Drew abstained.

Discuss Availability of Sand at the Transfer Station

Drew said for many years it was the town's practice to make sand available to residents, but since building the new public works building it has been stored at the Transfer Station behind the gate, which is locked when it is closed. **Drew** said this did not work for many residents and we now have a pile of sand temporarily stored outside the Transfer Station gate near the trash compactors. **Mike** said it has worked great so far and he is more than happy to maintain the sand pile. **Drew** suggested using one of the new conservation parking spaces at the new Public Works facility. **Mike** said he

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prefers that the sand be on the dirt as opposed to the paved area. **Drew** said it gave him pause as some people did not really ask for the sand; it was more of a demand or entitlement, but there were others who initiated a thoughtful discussion about the situation. He said he hopes people remember to be kind when addressing these things in the future as it goes a long way. **Dana** suggested giving the location of the sand pile near the compactors more time and wait for feedback from residents on how it works.

Request to Encumber Portion of 2021 Resurfacing Funds - Mike Wenrich

Mike asked the Board to encumber \$40,000 of 2021 resurfacing funds to allow for some needed remediation work on sections of road that were resurfaced in 2021, when the weather is warmer. *Brendan moved, seconded by Eddie, to encumber \$40,000 from the 2021 paving budget for needed work in 2022; Voted Yes 5-0.*

Set 2022 Pay Increases for Non-Union Employees; Approve Resulting Pay Rates

Brendan moved, seconded by Eddie, to set the 2022 pay increase at 4.5% for non-union employees; Voted Yes 4-1, Dana Voted No. Drew moved, seconded by Steve, to approve the 2022 individual pay rates based on 4.5% increases; Voted Yes 5-0.

Update on Three-Year Radio Upgrade Project

Tad said the good news is the third \$60,000 increment will not be fully needed to equip public works with radios. He said it will likely be closer to \$20,000 and will not be needed for a couple years. However, due to increased costs, he said we will need to incur approximately \$8,000-\$10,000 in additional costs to get the police and ambulance departments on separate frequencies. **Tad** said that **Chief Quigley** and **Chief Stewart** are awaiting a final quote for the added cost and they will split the amount evenly and add it to their 2022 operating budgets. He said this will allow the two departments to be on separate frequencies in early 2022.

Update on Potential 2022 Warrant Article for Melendy Pond Leases

Brendan moved, seconded by Eddie, for Tad to review the draft 2022 warrant article language for new leases with town counsel, in the event a petition warrant article is put forward, but not to include it on the warrant at this time; Voted Yes 5-0.

Review First Draft of Potential 2022 Warrant Articles

The Board reviewed a draft of the 2022 warrant articles.

Discuss Extending Benefits to Domestic Partners

Drew moved, seconded by Brendan, to extend benefits to domestic partners of full-time employees, who qualify based on HealthTrust requirements; Voted Yes 5-0.

Review Second Draft of the Code of Conduct Policy

Tad said he split the policy into one version for elected and appointed officials and the other for employees that he has incorporated into the Personnel Plan. He said it has been reviewed by town counsel. *Brendan moved, seconded by Steve, to approve the Code of Ethics for elected and appointed officials as amended; Voted Yes 4-0-1, Dana abstained. Brendan moved, seconded by Steve, to implement the Code of Ethics for elected and appointed officials on March 1, 2022; Voted Yes 5-0.*

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Review Second Draft of Personnel Plan Updates

Tad reviewed the most recent updates to the Personnel Plan including the addition of a Code of Conduct for employees. It was agreed that **Tad** will make a few additional revisions for review and discussion at the next Board meeting.

Discuss Future Visioning Effort

The Board decided to defer this item to a future meeting.

Set Date for Annual Department Head Reviews

The Board set the morning of January 14th for department head annual reviews with preliminary Board discussions in a non-public session on January 13th at 6:30pm.

Next Meeting Agenda

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

- Submitted photos for the annual town report cover
- Greg D'Arbonne re Purple Heart Community
- 2022 Milfoil Grant Agreement
- Sign off on Code of Conduct
- Review of updates to Personnel Plan

Fire Department Governance

The Board discussed the governance of the fire department and noted a long-term structural change will need to occur eventually, so it is aligned with other town departments, but will not be pursued at this time.

Review Mail Folder

The Board reviewed the mail folder.

9:25pm *Drew moved, seconded by Eddie, to go into non-public session per RSA 91-A:3 II (c) reputation (d) land, and (l) legal; potentially others; Roll Call Vote Yes 4-0.*

10:13pm *Drew moved, second by Eddie, to come out of non-public session and seal the minutes; Voted Yes 4-0.*

10:13pm meeting adjourned. Minutes submitted by Sharon Sturtevant.

Drew Kellner

Eddie Arnold

Brendan Denehy

Dana Ketchen

Steve Russo