



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

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*Minutes  
Selectboard  
Monday, December 28, 2020*

Selectboard members present remotely via Zoom: Brendan Denehy, Eddie Arnold, Ron Olsen, Drew Kellner and Dana Ketchen along with Town Administrator Tad Putney.

**6:31pm Brendan 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 they were at their homes, alone in the room, and participating remotely due to COVID-19.

**Public Input**

**Brendan** said **David Coffey** told him the December 20<sup>th</sup> Flu Shot Clinic at the Fire Station was a success and they hope to do more in the future. **Brendan** said the clinic was also a trial run for potential COVID-19 vaccinations.

**Approve Minutes**

*Eddie moved, seconded by Drew, to approve the public minutes from the Monday, December 14<sup>th</sup> and Monday, December 21<sup>st</sup> meetings as written; Roll Call Vote Yes 5-0. Eddie moved, seconded by Ron, to approve 7 sets of non-public minutes from the Monday, December 14<sup>th</sup> meeting as written; Roll Call Vote 4-0-1, Drew abstained. Eddie moved, seconded by Ron, to approve the non-public minutes from the Monday, December 21<sup>st</sup> meeting as written; Roll Call Vote Yes 4-0-1, Drew abstained.*

**Approve Warrants for Payment**

*Eddie moved, seconded by Drew, to approve Accounts Payable Warrant #51 in the amount of \$73,200.29, Payroll Warrant #52 in the amount of \$70,995.94, and Police Detail in the amount of \$1,233.75; Roll Call Vote Yes 5-0.*

**Appointments**

The Board unanimously re-appointed **Rebecca Purdin** as Welfare Officer for the term ending December 31, 2021. The Board gave notice of its intent to appoint **Roy Wallen** as an Alternate Member to the Conservation Commission, for the term ending March 31, 2023, at its next meeting.

**Approve Two Bond Payments Due to Municipal Bond Bank in January 2021**

**Tad** asked the Board to approve two bond payments due in early January, before the first scheduled 2021 expense warrant, in order to allow the payments to be mailed this week so they are received on time. *Eddie moved, seconded by Drew, to approve*

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*the bond payments now and for their inclusion on the January 11, 2021 expense warrant; Roll Call Vote Yes 5-0.*

**Review Union Memorandum of Understanding (MOU) For Approval**

**Tad** said our current agreement with the police union runs through March 31, 2021. He said there have been negotiations for a new agreement, which included **Ron** and **Drew**. **Tad** said we have come to an agreement and the reason for the MOU is the union has agreed to modify health insurance for the police officers effective January 1, 2021, which is before the end of the current agreement. He said the new health plan is also the same plan non-union employees will be joining at the first of the year. He said the change in plans will result in a savings of about 6.4%. **Tad** said another aspect of the agreement is pay raises for the union members, but those changes are subject to the approval of the voters at town meeting. ***Drew moved, seconded by Eddie, to authorize Brendan to sign the Memorandum of Understanding (MOU) on behalf of the town; Roll Call Vote Yes 5-0.***

**Clarify Total Number of Proposed BudCom Members**

**Tad** said at the last meeting there was discussion about two potential warrant articles related to a budget committee. He said following that meeting the Selectboard received an email from **Brian Rater** of the Finance Committee seeking to clarify if the five-member board included a Selectboard member and a School Board member. **Drew** said the budget committee is made up of five “members-at-large” which will be voted on by the public and one appointed Selectboard member and one appointed School Board member for a total of seven budget committee members.

**Review 2020 Vacation Carryover Requests**

**Tad** said there are four updates to the vacation carryover request memo he previously shared with the Board due to vacation time taken in the most recently completed pay period: **Nick Lavoie** has 73.5 hours, **Scott Todisco** has 101 hours, **Mary Chiapponi** has 5.25 hours and **Kristen Austin** has 7.25 hours. **Eddie** said he thinks we should honor all of the requests to rollover vacation hours given the COVID-19 situation this year. **Dana** said the department heads need to encourage their employees to take vacation time throughout the year and she does not think COVID-19 is a good reason for not doing so. ***Eddie moved, seconded by Drew, to approve the requests to carryover 2020 vacation balances to 2021; Roll Call Vote Yes 5-0.***

**Review Proposed 2021 Prosecutor Agreement for Approval**

**Tad** said the part-time prosecutor for the Police Department recently departed. He said **Chief Quigley** has been in touch with an attorney who has sixteen years of experience and serves as the part-time prosecutor for the Milford Police Department. **Tad** said the proposed agreement would have her serving as our part-time prosecutor at an annual cost of at least \$5,000 less than what we were paying our prior part-time prosecutor. **Tad** said the agreement calls for **Chief Quigley** to sign on behalf of the town, but he wants the Board’s authorization for him to sign the agreement. **Tad** said he feels it’s a big win for us in terms of significant expertise and a lower cost. ***Eddie moved, seconded by Drew, for Chief William Quigley to sign the one-year Municipal Prosecutor Agreement with Karinne E. Probst, Esq.; Roll Call Vote Yes 5-0.***

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**Update on Cost Estimate for the Public Works Facility**

**Tad** said last week the Brookline Public Works Building Committee received the updated Guaranteed Maximum Price (“GMP”) from North Branch, which has incorporated the addition of a cistern and sprinkler system. He said the GMP was \$2.711 million. **Tad** said the next Public Works Building Committee meeting will be on January 6<sup>th</sup> and the committee will have a working session with North Branch to go through potential savings to reduce the GMP figure. **Brendan** asked that an update of the GMP be on the next meeting’s agenda.

**Other Business: Road Performance Guarantee - Countryside Drive**

*Eddie moved, seconded by Drew, to approve the renewal of the Road Performance Guarantee for Countryside Drive at \$78,000, as recommended by the Planning Board; Roll Call Vote Yes 5-0.*

**Review Mail Folder**

The Board reviewed the mail folder.

**Next Meeting Agenda**

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

- Review 2021 town meeting warrant articles
- Update on public works building GMP figure
- Review 2019 audit report and recommendations
- Announce filing deadlines related to town elections

*7:13pm Brendan 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, seal the minutes and adjourn; Roll Call Vote Yes 5-0.*

8:30pm 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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Dana Ketchen