



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, December 2, 2019*

Selectboard members present: Brendan Denehy, Eddie Arnold, Ron Olsen, Drew Kellner and Steve Russo (via phone) along with Town Administrator Tad Putney. Also present: Dana Ketchen, Mike Wenrich and Jay Chrystal.

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

Public Input

Drew said the first annual 5K Turkey Trot on Thanksgiving Day exceeded expectations with 64 runners and raised over \$900 for the Conservation Fund. **Drew** thanked the volunteers for helping to make it happen. **Brendan** announced that the Tree Lighting Dedication Ceremony held yesterday was in honor of the residents of Brookline this year in honor of the 250th. **Brendan** thanked the DPW and all our emergency departments for responding throughout the recent challenging snow storm.

Approve Minutes

Eddie moved, seconded by Drew, to approve the minutes from the Monday, November 18, 2019 meeting as written; Roll Call Vote Yes 5-0. Eddie moved, seconded by Drew, to approve the non-public minutes from the Monday, November 18, 2019 meeting as written; Roll Call Vote Yes 5-0.

Sign Warrants for Payment

The Board signed Warrant #47 in the amount of \$4,160,946.39, Payroll Warrant #48 in the amount of \$66,901.76, 250th Anniversary Warrant #23 in the amount of \$10,022.99, Fire Call Pay Stipends in the amount of \$26,122.47 and Police Detail Payroll of \$400.00.

Announce Presidential Primary

Brendan announced the Presidential Primary will be held at Captain Samuel Douglass Academy, 24 Townsend Hill Road, on Tuesday, February 11, 2020.

Review Contracts for Design of New DPW Garage

Tad said the DPW Building Committee has been moving forward with planning for a potential new DPW garage. He said there are two different contracts before the Board tonight. One is for the architect and the other is for the systems engineer. **Tad** said the DPW Building Committee previously had secured the services of Fieldstone to do site engineering work and they largely consumed its \$20,000 budget for the current year.

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Tad said the last two times the Town hired professionals to design a building, the associated fees were deferred and folded into the bond proceeds, if approved. He said, unfortunately, that is not an option this time. He said we have received the architect's first bill which is for just under \$25,000 because that is what he told us he would bill us for construction drawings, which arrived today and are available for the Board to see. **Tad** said we are headed down the path of designing a new building and, at the same time, are also evaluating the potential purchase of an existing building on Route 13. **Tad** said we have received clarification from DRA, the auditors and Town Counsel that, if the Board wishes to sign the two contracts now, the funds would have to come out of this year's budget. He said the total of the two contracts is \$36,100 for 2019 and the 2020 costs for the architect will be \$9,200 and the systems engineer \$2,200, but those are contingent upon the bond passing. **Tad** said the two firms have already been doing work, so they can provide us with project costs to take to voters. He noted at the last meeting we estimated about \$100,000 would not be spent out of the operating budget this year. **Dana** said she looked up the charter for the 2020 Public Works Building Committee and the last sentence at the bottom of the charter says the committee has a \$20,000 line item in the budget for "preliminary engineering and planning expenses" then at the end of the charter it says "obtain estimates for sitework and construction" so it looks like the work is being done without proper authorization to spend the money from this year's budget. **Dana** said it also said there would be a mid-summer interim update to the Selectboard, but she was unable to find it in any of the minutes. **Drew** said the Board did receive an update, but he wasn't sure if it was mid-summer or early fall. **Brendan** said if this was a warrant article, he would have concerns about spending more than the set amount, but in this case the Selectboard has the authority to move money around in the operating budget when needed. He said he supports the work being done in 2019 so the Public Works Building Committee can move the process along and, therefore, he supports signing the contracts. **Eddie** agreed with **Brendan**. **Tad** said if we are going to bring this to town meeting in March 2020, we need to know what the maximum price is, and in order to do that, this work was necessary to bring a figure to the budget hearings in January. **Drew** said he wouldn't be opposed to putting this off a year and would like to slow down the process. He said we need to pay the architect because the work is already done. **Drew** asked what we are sizing the building for. **Mike** said we are sizing the building for maximum build-out of 20-30 years. **Mike** added if we must go bay by bay so be it, but the goal is to have all snow equipment housed inside. **Mike** said we may have a new DPW, but we have hundreds of years of experience in surrounding towns and they have noted things that didn't work and we should learn from them. **Brendan** said we now have drawings, so he would like the Public Works Building Committee to review them and come back to the Board for a discussion. **Dana** said she would like to see more checks and balances in the process. ***Eddie moved, seconded by Ron, to authorize the Chair sign the contract with Lauer Architects, PA; Roll Call Vote Yes 5-0. Eddie moved, seconded by Ron, to authorize the Chair to sign the contract with WV Engineering Associates, PA; Roll Call Vote Yes 4-1; Drew Voted No.***

Review New Ambulance Lease Agreement

After reviewing the lease agreement, ***Eddie moved, seconded by Drew, to authorize the Chair to sign the agreement with Municipal Leasing Credit Corp; Roll Call Vote 5-0.***

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Review Performance Guarantee Increase for Countryside Drive

The Board reviewed a letter from the Planning Board recommending the performance guarantee be increased from \$70,000 to \$78,000 for the completion of Countryside Drive; *Drew moved, seconded by Ron, to require the increase in the performance guarantee for Countryside Drive in accordance with amended section 4.8 and 4.9 of the subdivision regulations; Roll Call Vote Yes 5-0.*

Approve Ambulance Down Payment from Ambulance Revolving Fund

The Board signed the form authorizing the Treasurer to pay \$90,437 from the Ambulance Revolving Fund for the down payment of the new ambulance.

Approve HealthTrust Insurance Plans for 2020

Tad said health insurance will increase 7.4% for 2020 and dental insurance will increase 3.9%. He said, as discussed with the Board during the preliminary budget review, we have increased the short-term disability insurance from a maximum weekly payout of \$500 to \$950 for non-union employees in order to match the plan provisions of union employees. He said the change results in an increase of about \$800 in premium costs for 2020. *Ron moved, seconded by Drew, to authorize the Chair to sign the 2020 HealthTrust insurance plan commitment; Roll Call Vote Yes 5-0.*

Discuss Year-End Performance Evaluations

The Board agreed that department head evaluations will be done with the full Board and set Monday, December 30th at 3:00pm for conducting them, contingent on the availability of the department heads.

Discuss Annual Report Dedications and Pictures

The Board discussed ideas for the dedication of the Town Report and asked **Tad** to collect pictures from the 250th celebration that can be considered for inclusion in the report.

Approve Payment from the Bond Street Bridge Capital Reserve Fund

Eddie moved, seconded by Ron, to authorize the Trustees of the Trust Funds to pay Hoyle Tanner's invoice #8, in the amount of \$6,229.44, out of the Bond Street Bridge Capital Reserve Fund; Roll Call Vote Yes 5-0.

Other Business

Brendan read a letter from the Board to **Dee Sinclair** thanking her for 14 years of service as the bookkeeper for the Trustees of the Trust Funds. **Brendan** reminded the public of the town ordinance to promote the safe and orderly passage of motorists on the Town's roads during winter. He said it is unlawful to plow, shovel or snowblow snow onto the roadways.

Review Mail Folder

The Board reviewed the mail folder.

Review Agenda Items for Next Meeting

Discuss potential items for year-end spending

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DPW recommendations for gravel portion of Averill Road
DPW Building Committee re review of building plans

Brendan moved, seconded by Eddie, to go into non-public session per RSA 91-A:3 II (c) reputation and (d) land; 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 Ron, to adjourn the meeting; Voted Yes 5-0.

8:00pm meeting adjourned.

Minutes submitted by Sharon Sturtevant.

Brendan Denehy

Eddie Arnold

Ron Olsen

Drew Kellner

Steve Russo