



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

**P.O. BOX 360 – 1 Main Street
BROOKLINE, NH 03033-0360**

Telephone (603) 673-8855, ext. 213
Fax (603) 673-8136

Selectboard@brookline.nh.us

<http://www.brookline.nh.us>

*Minutes
Selectboard
Monday, December 30, 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.

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

Approve Minutes

Eddie moved, seconded by Drew, to approve the minutes from the Monday, December 16, 2019 meeting as written; Roll Call Vote Yes 5-0. Eddie moved, seconded by Drew, to approve the three sets of non-public minutes from the Monday, December 16, 2019 meeting as written; Roll Call Vote Yes 5-0.

Sign Warrants for Payment

The Board signed Warrant #51 in the amount of \$112,774.43, 250th Warrant #25 in the amount of \$800, Payroll Warrant #52 in the amount \$59,826.36, and Police Detail Warrant in the amount of \$200.

Accept 250th Plaque

Brendan showed the wooden 250th plaque that had been made to commemorate the town's 250th birthday. *Drew moved, seconded by Ron, to officially accept the plaque on behalf of the town. Roll Call Vote Yes 5-0.*

Melendy Pond Leases

Brendan noted there are three additional new Melendy Pond leases for the town to sign. **Brendan** signed the leases on behalf of the town. **Tad** noted that these leases result in a total of eight new leases being signed at this point.

Update on 2019 Budget

Tad said since the last meeting we discovered that this week's payroll, while falling on January 1, 2020, must be paid on December 31st to ensure employees are paid in a timely manner. He said this results in 27 pay periods in 2019, rather than the 26 periods that had been included in this year's budget. **Drew** noted that this results in the expense not being included in the 2020 budget. **Tad** said the latest projections, including the added payroll, show about \$40,000 to be left of the 2019 budget. He said **Mike** would like to use as much of the unspent funds, which are available in his

Selectboard Minutes

December 30, 2019

Page 2

budget, to pay the final upfit costs for the 6-wheel truck rather than using the DPW Equipment Capital Reserve Fund. **Drew** expressed concern about using the operating budget rather than the dedicated capital reserve fund for truck-related expenses. He said he would rather see unspent operating funds returned to the unassigned fund balance and noted using the Capital Reserve Fund provides better tracking of costs for DPW equipment. Following discussion, **Eddie moved, seconded by Ron, to support expenditures from remaining funds of the highways, streets and bridges 2019 operating budget to cover the upfitting of the 6-wheeler; Roll Call Vote Yes 4-1; Drew Voted No.**

Encumbering 2019 Funds

Tad reviewed a memo he provided to the Board noting the town had signed two contracts in 2019 for services related to a new DPW garage, but some of the costs will not be incurred until 2020 and he recommended encumbering \$24,508 to pay for the services in 2020. **Eddie moved, seconded by Ron to encumber \$24,508 from the 2019 operating budget that will be dedicated to paying up to \$13,408 to Fieldstone for site engineering work and \$11,100 to WV Engineering for building systems engineering. Roll Call Vote Yes 5-0.** **Tad** noted that the services of WV Engineering are needed in order to obtain a Guaranteed Maximum Price for the garage. It was noted that by encumbering the funds, the monies will not need to be included in the 2020 budget.

Reappoint Rebecca Purdin as Overseer of Public Welfare

Board members signed the reappointment slip for **Rebecca Purdin**.

Update on Street Lighting Upgrades

Tad said that we have taken delivery of the new units, but the replacements will not occur until January of 2020. He said we have spent just over \$12,600 of the \$19,000 that was budgeted in 2019, so there will be about \$8,000 that will need to be included in the 2020 budget to complete the project. **Tad** also said that representatives from Affinity will be in town for much of the day on January 6th to review the interior lighting in town buildings and provide a cost estimate, including payback timetable, to install more efficient lights. **Drew** suggested contacting a local electrician to get their input on the cost of swapping out the lights as well.

2019 Vacation Carryover Request

Tad said the Board received requests from eight employees to carryover unused vacation time to 2020. He said there were similarly eight requests in 2018 and seven in 2017. **Eddie moved, seconded by Ron to approve all eight carryover requests; Roll Call Vote Yes 5-0.** **Steve** suggested employees who are not department heads should need to seek approval of their department head rather than the Selectboard. **Tad** said the Personnel Plan currently requires all employees obtain permission from the Selectboard. The Board agreed to include this suggestion when the Personnel Plan is updated. **Drew** also suggested considering potential payout, or partial payout, of unused vacation time as well.

Selectboard Minutes

December 30, 2019

Page 3

Requested Withdrawal from Police Detail Fund

Brendan gave background on a request from **Chief Quigley** to use monies that have accumulated in the Police Detail Fund to pay the first annual lease payment of about \$18,000 for a police cruiser. *Drew moved, seconded by Eddie, to allow for up to \$18,000 to be spent from the Police Detail Fund for the first-year payment of a three-year lease of a new police cruiser; Roll Call Vote Yes 5-0.* **Tad** noted the fund currently has a balance of about \$45,000.

Review Mail Folder

Eddie reviewed the mail folder.

Review Agenda Items for Next Meeting

The Board agreed to defer several items to the next meeting:

- Update on FirstNet
- Preliminary review of the 6-year staffing document
- Preliminary “sense of the Board” votes on warrant articles

At 7:13pm 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.

At 7:40pm Brendan moved, seconded by Eddie, to come out of non-public session and seal the minutes; Roll Call Vote Yes 5-0. **Brendan** noted that the Board had also just discussed items under (a) personnel while in non-public session.

Drew moved, seconded by Eddie, to adjourn the meeting; Roll Call Vote Yes 5-0.

7:42pm meeting adjourned. Minutes submitted by Tad Putney.

Brendan Denehy

Eddie Arnold

Ron Olsen

Drew Kellner

Steve Russo