



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, January 13, 2020*

Selectboard members present: Brendan Denehy, Eddie Arnold, Ron Olsen, Drew Kellner and Steve Russo along with Town Administrator Tad Putney.
Also present: Ann Somers, Mike Wenrich, Chief Corey, Chief Quigley and finance committee members Brian Rater, Graham Loff and Dana Ketchen.

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

Public Input

Brendan announced that the annual department head performance evaluations were conducted earlier this afternoon along with annual check-ins with Fire Chief Corey and Town Clerk/Tax Collector Patti Howard-Barnett.

Approve Minutes

Eddie moved, seconded by Drew, to approve the minutes from the Monday, December 30, 2019 meeting as written; Voted Yes 5-0. Eddie moved, seconded by Drew, to approve three sets of non-public minutes from the Monday, December 30, 2019 meeting as written; Voted Yes 5-0.

Sign Warrants for Payment

The Board signed the last 2019 Accounts Payable Warrant #53 in the amount of \$254,260.51, the first 2020 Accounts Payable Warrant #1 in the amount of \$1,181,390.34, Payroll Warrant #2 in the amount of \$60,774.57 and Police Detail Warrant in the amount of \$1,000.

Melendy Pond Leases Signed

Brendan said the last new Melendy Pond lease received by the deadline of December 31, 2019 was signed by him earlier today. He said a total of ten new leases were signed.

Re-Appoint Welfare Officer

The Board signed the re-appointment slip for Rebecca Purdin as the Welfare Officer.

Town Budget Hearings

Brendan gave notice of a Budget Hearing to be held beginning at 7pm on Monday, January 27th and Tuesday, January 28th, 2020 in the Town Hall Meeting Room at 1 Main Street to review the 2020 proposed budget and warrant articles for the Town

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of Brookline. An additional Public Hearing will be held on Monday, February 10th, 2020 at 7pm, if needed. Budget information will be available beginning Monday, January 20, 2020 at the Town Hall and posted on the town website.

Special COOP Meeting

Brendan announced a special COOP apportionment meeting will be held on January 29th, 2020 beginning at 6:30pm at the Hollis Brookline High School.

Announce Job Posting for a Combined Town Hall and Library Custodian

Tad said we have combined the Town Hall and Library Custodial positions since there is now an opening for a Library custodian. He noted the position will average about 14 hours per week. He said anyone interested should contact him at the Town Hall or the Library Director at the Library.

Announce Upcoming Period for Candidate Filings

Eddie announced the filing period for town offices is from January 22 through January 31, 2020 at 5pm and interested residents should contact Patti Howard-Barnett, the Town Clerk.

Review Hoyle Tanner Invoice for Bond Street Bridge Engineering Work

Eddie moved, seconded by Drew, to approve the payment of Invoice #9 in the amount of \$4,767.81 to Hoyle Tanner Associates Inc. from the Bond Street Bridge Capital Reserve Fund; Voted Yes 5-0. The Board signed the authorization letter to the Trustees of the Trust Funds.

Review 2020 Pepperell Community Media Contract

Tad said the only change in the agreement with Pepperell Community Media is the hourly rate for consulting services has increased from \$17 to \$21 per hour. *Ron moved, seconded by Steve, to renew the “Licensing Agreement” and the “Agreement for Consulting Services” with Pepperell Community Media Inc; Voted Yes 4-0-1, Drew abstained.* The Board signed the agreement.

Review Closeout of 2019 Budget

Tad reviewed the final 2019 budget account balances as of the January 8th cutoff date for 2019 invoices. The unspent balance left (after encumbrances) was \$14,110.27.

Review Mail Folder

The Board reviewed the mail folder.

Fire Truck Replacement Funding Plan and Proposed Warrant Articles

Tad reviewed with the Board the Fire Department’s funding plan summary and proposed warrant articles. **Drew** suggested we set up a mechanism to fund the leasing of needed equipment inside the fire department operating budget each year, like the Police Department. The Board discussed different options for funding the fire equipment now and down the road. **Brendan** asked that **Tad** write up the language

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for the different warrant articles and we will decide which one works.

Review 6-Year Staffing Plan

Tad said department heads put together projections for additional staffing needs for the next six years. He said the document was prepared as a companion document for the 6-year Capital Improvements Plan. The Board reviewed the report. **Mike** said he would like to make a couple of revisions to the public works section. It was agreed **Tad** would incorporate **Mike's** changes and finalize the report.

Preliminary “Sense of the Board” Dialogue on Warrant Articles

Brendan reviewed with the Board the proposed warrant articles and asked if there were any questions:

1. Full-Time Public Works Employee: Proposed \$53,119 in pay and benefits for 6.5 months of 2020.
2. Operating Budget: amount TBD.
3. Public Works Capital Reserve Fund: Proposed \$150,000.
4. Fire Truck (Forestry Grant): Proposed \$160,000 contingent upon, and offset by, the receipt of \$152,000 from an Assistance to Firefighters Program grant. \$8,000 balance would come from the existing Fire Truck Capital Reserve Fund.
5. Fire Truck Lease/Purchase: Proposed \$140,410 first year's payment of three-year lease and down payment of \$177,500 would come from the existing Fire Truck Capital Reserve Fund.
6. If Article 5 fails: Fire Truck Capital Reserve Fund: Proposed \$150,000.
7. Hood Road: Proposed \$60,000.
8. Radio Capital Reserve Fund: Proposed \$60,000.
9. Full-Time Police Officer: Proposed \$51,403 in pay/benefits for 6 months in 2020.
10. Additional TAP-2 Funds: Proposed \$100,000 offset by \$80,000 from TAP Program; \$20,000 in taxes.
11. Reappraisal Capital Reserve Fund: Proposed \$16,590.
12. Interior Lighting Efficiency Project: Based on long projected pay-back, it was determined this article would be removed.
13. Facilities Contingency Fund: Proposed \$10,000 (last of three annual amounts).
14. Ambulance Donations: \$3,877.50 to be deposited into the Ambulance Service Expendable Trust Fund.
15. Melendy Pond #1: Proposed to allow for any “operational expenses” to be paid from the Melendy Pond Revolving Fund.
16. Melendy Pond #2: Proposed to allow the Selectboard to sign new leases if current tenants sell or abandon structures.
17. Melendy Pond #3 Proposed to allow the Selectboard to acquire or sell buildings on Lot B-55 (Melendy Pond property).
18. Expand Veterans' Tax Credit: modify qualifying provisions.
19. Increase Veterans' Tax Credit for Permanently Disabled: increase allowable tax credit from \$2,000 to \$4,000.
20. Rescind Unused Portion of 2018 Martin-Austin Bond: Rescind balance of \$400,000 that was not needed.

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Review Agenda Items for Next Meeting

Review pictures for annual town report
Review/sign police cruiser lease paperwork
Review/sign 2020 milfoil grant paperwork

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.

7:56pm meeting adjourned.

Minutes submitted by Sharon Sturtevant.

Brendan Denehy

Eddie Arnold

Ron Olsen

Drew Kellner

Steve Russo