



**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@brooklinenh.us

<http://www.brooklinenh.us>

*Minutes
Selectboard
Monday, July 12, 2021*

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

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

Public Input

There was no public input.

Approve Minutes

Eddie moved, seconded by Steve, to approve the public minutes from the Monday, June 28th meeting as written; Voted Yes 4-0-1, Dana abstained. Eddie moved, seconded by Steve, to approve 5 sets of non-public minutes from the Monday, June 28th meeting as written; Voted Yes 4-0-1, Dana abstained. Eddie moved, seconded by Steve, to approve the public minutes from the Thursday, July 1st meeting as written; Voted Yes 4-0-1, Dana abstained. Eddie moved, seconded by Steve, to approve and unseal the non-public minutes from the Thursday, July 1st meeting as written; Voted Yes 4-0-1, Dana abstained.

Sign Warrants for Payment

Eddie moved, seconded by Steve, to approve Accounts Payable Warrant #27 in the amount of \$2,605,049.77, Public Works Facility Special Warrant #3 in the amount of \$246,427.09, Payroll Warrant #28 in the amount of \$69,394.28, and Police Detail in the amount of \$2,454.39; Roll Call Vote Yes 5-0.

Update on Collection Rate for July 1st Tax Bills

Drew said as of July 8th **Patti** has collected just under 96% of the most recent tax bills that were due July 1, 2021. He said that is a higher than average level for this point in time.

Notice to Appoint

Drew said the Board gives notice to appoint **Maria Bechis** as Alternate Member to the Conservation Commission, **Guy Wadsworth** as Representative to the Souhegan Regional Landfill District (SRLD), and **Adam Goff** as Member to the Finance Committee at the next Board meeting. **Drew** thanked them all for stepping forward.

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Review Year to Date Spending

Tad said through the end of June we were 50% of the way through the year and had spent 49% of the operating budget. He said the percentages are closer than the last few months because in June we paid all remaining 2021 principal and interest bond costs for the year. **Tad** reviewed unexpected expenses and savings compared to our budget for the year and said unexpected savings are about \$70,000 above unexpected expenses. **Eddie** said he would like to separate the usage of electrical power at the Transfer Station while we are building the public works building. **Tad** said that will be possible when the temporary meter is installed. **Brendan** said he is glad to see the off-site improvement funds are being used for road projects around town.

Review and Approve 5-Year Septage Agreement with the Town of Merrimack
Brendan moved, seconded by Dana, to approve the 5-year septage agreement with the Town of Merrimack; Voted Yes 5-0.

Information on Consolidated's Plan to Enhance Fiber Service in Brookline

Tad said we have been advised that Consolidated plans to install upgraded fiber service to about 75% of Brookline by the end of September. He said it has been described as "symmetrical 2 gig service" that will provide constant upload and download speeds at no cost to the town. **Dana** said it might be possible to use ARPA funds to extend the enhanced service to the balance of the town.

Results of 2021 Paving Bids

Mike said the two front runners were R&D Paving and Newport Construction and we have used both before. He said Newport won the bid last year, but didn't complete the gravel portion on the sides of the roads. **Drew** suggested when invoices come in, holding a percentage is a good way to ensure all of the work gets completed. He said if we choose Newport Construction again, we can include the gravel portion from last year. **Tad** said the total difference between R & D and Newport on these estimates is about \$12,500. *Dana moved, seconded by Brendan, to move forward with the Newport Construction paving bid for the 2021 scope of work submitted by public works.* **Eddie** said he would like to have the tonnage prices included in the motion. *Dana moved, seconded by Brendan, to amend the motion to include asphalt at \$81.60 per ton, and gravel at \$20 per ton; Voted Yes 5-0.* **Eddie** confirmed that the funds for the gravel portion from last year were not spent. **Mike** said yes and noted the planned roads to be paved this year are: North Mason Road (from the Transfer Station to the cell tower site), Rocky Pond Road, and Rideout Road. **Dana** asked how much we spent on sidewalk maintenance last year. **Tad** referenced the latest town report and said the actual expenses for winter and summer maintenance on sidewalks in 2020 was \$21,474.

Review and Approve Two Payment Request Forms for New Police Cruiser

Dana moved, seconded by Brendan, to authorize Drew to sign the Acceptance and Payment Request Forms for a \$1,377.62 payment to Advanced Electronic Design Inc (Patrol PC) and a \$2,764.75 payment to Modular Communications LLC; Voted Yes 5-0.

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Final Review of 2022-2027 Selectboard Submission to Capital Improvements Plan

The Board discussed including \$175,000 in 2023 for a potential sidewalk grant project. **Tad** said the \$175,000 was the town's 20% match based on an estimated total project of \$875,000 for the next two projects identified in the 2017 Sidewalk and Trail Plan. **Eddie** said he doesn't feel the project should be on the CIP because we have a wonderful trail system in town and plenty of existing sidewalks. **Brendan** feels sidewalks should be on the CIP because they address safety concerns. The Board agreed to leave the sidewalk project in the CIP and survey the public before actually pursuing grant funding. **Brendan** mentioned that 2026 will be the 250th anniversary of the United States. **Tad** said the funds left over from the town's 250th could be used as seed money for the celebration.

Update Cash Receipts Policy

Tad reviewed minor edits he suggested to the Cash Receipts Policy, which was adopted in 2013. *Eddie moved, seconded by Dana, to approve the proposed updates to the Cash Receipts Policy; Voted Yes 5-0.*

Update on Public Works Project

Tad said the project is on time at this point, but the trusses have been delayed until mid-August. He said carpenters are scheduled to begin Aug 1st. **Tad** said the sale of the bonds will take place next Wednesday. He said recent analysis by the NH Bond Bank suggests an interest rate of around 1.75% and our bond cost projections, including at town meeting, had assumed 2.5%, so actual costs will be lower than expected.

Discuss Notice From Primex re Property & Liability Coverage

Tad reviewed a letter from Primex concerning upcoming changes in property and liability coverage beginning in January 2022.

Update on Sale of Fire Truck

Brendan moved, seconded by Eddie, to authorize Drew to sign the Listing and Marketing Commission Agreement with Brindle Mountain Fire Apparatus for the sale of the 1996 pumper truck; Voted Yes 5-0.

Review Mail Folder

The Board reviewed the mail folder.

Discuss Timing of Emergency Operations Plan Review and Tabletop Exercise

It was agreed the Board will conduct the review and exercise on October 11, 2021.

Employee Use of Vacation Time

Tad said at the July department head meeting he reminded all of the Board's request for them to take an active role in encouraging employees to take their vacation time during the year and reduce the requests for vacation carryovers. He said it is expected that the Personnel Plan will be updated by year-end and there was discussion of adding a provision that caps the amount of vacation that can be carried over at, perhaps, 40 hours.

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Discuss Review of New Driveway Ordinance at July 26th Meeting

Tad reviewed the suggested creation of a “Town Driveway Ordinance” that would streamline the driveway permit process and move driveway construction considerations out of the Planning Board’s purview. He said a draft will be ready for review at the July 26th Selectboard meeting.

Committee Updates

Drew said the Open Government Working Group met, but did not have a quorum, so there is not much to report. **Steve** updated the Board on the School and Town Services Study Committee meeting.

Other Business - Chapel Air Conditioning Offer

Tad said an offer was made by a Cornerstone Bible Church member to install a used air conditioning system at the Chapel and they are asking the town to contribute \$500.00. He said the system had been reviewed by **Kevin** at Absolute and he advised that it would be a great deal and value to the town. ***Dana moved, seconded by Eddie, to accept the proposal to install an air conditioning system in the Chapel for \$1,000, with the town paying \$500; Voted Yes 5-0.***

Other Business – Building Energy Audit

Tad said the energy audit will begin next week with visits to town buildings.

Next Meeting Agenda

It was noted the following topics would be on the next meeting’s agenda:

- Jeffrey Stewart - BAS update
- Review draft of Town Driveway Ordinance
- Discuss Annex Future (7pm)
- ARPA Update

7:43pm Drew moved, seconded by Eddie, to go into non-public session per RSA 91-A:3 II (c) reputation and (d) real estate, other matters may be discussed; Roll Call Vote Yes 5-0.

Drew moved, seconded by Eddie, to come out of non-public session and seal the minutes; Roll Call Vote Yes.

9:09pm meeting adjourned. Minutes submitted by Sharon Sturtevant.

Drew Kellner

Eddie Arnold

Brendan Denehy

Dana Ketchen

Steve Russo