



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, July 13, 2020*

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

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

Public Input

There was no public input.

Approve Minutes

Eddie moved, seconded by Drew, to approve the minutes from the Monday, June 29th meeting as written; Voted Yes 5-0. Dana moved, seconded by Eddie, to approve sets 1-3 and 5-8 of the non-public minutes from the Monday, June 29th meeting as amended; Voted Yes 5-0.

Approve Warrants for Payment

The Board signed Accounts Payable Warrant #27 in the amount of \$2,502,369.18, Payroll Warrant #28 in the amount of \$61,653.33 and Police Detail in the amount of \$2,651.26. Tad said there were a total of two checks voided from the previous two expense warrants. He said a check to Wells Fargo Real Estate Tax Services (in the amount of \$9,033.67) was voided at the request of the Tax Collector from Warrant #25, amending the warrant total to \$351,470.71. He said a check to Milford Regional Counseling Services (in the amount of \$750) was voided from Warrant #23 because they closed their doors. This results in an amended warrant total of \$217,811.68.

Review Bids for 2020 Paving Contractor

Mike said bids for 2020 paving were sought via sealed bids. The two companies that responded were R&D Paving, who he has worked with before with great results, and Newport Construction, who he met with, resulting in a positive feeling about their abilities to handle the job. Bid results: R&D Paving Bid – total of \$175,670.00
Newport Construction Bid - \$167,546.90. *Eddie moved, seconded by Drew, to accept Newport Construction's bid of \$167,546.90; no vote. Eddie moved, seconded by Drew, to amend his motion and accept Newport Construction's bid of \$77.77 per ton for "machine method top", \$125.00 per ton for "hand method top", and \$30.00 per ton for "shoulder gravel". Voted Yes 4-1, Ron Voted No.*

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Review Recommendation for EOC Relocation Contractor

Tad said, after reviewing the two bids opened at the last Selectboard meeting, he and Emergency Management Director David Coffey are recommending Paxor Construction for the EOC relocation project. *Eddie moved, seconded by Drew, to accept the Paxor Construction bid for the EOC relocation project in the amount of \$27,538.10 (and not to exceed \$27,600); Voted Yes 5-0.*

Initial Review of 2020-2026 Capital Improvements Plan Submission Items

Tad reviewed the following items he has included on the draft submission for the Capital Improvements Plan on behalf of the Selectboard:

\$10,000 for Facilities Capital Reserve Fund in a 2021 Warrant Article (third of three years) - Rated Necessary.

\$1,500,000 for DPW Facility in a 2021 Bond – Rated Urgent. (**Tad** noted this is a placeholder figure to be refined in the coming months).

\$300,000 for Bond Street Bridge in a 2023 Bond (80% Reimbursable) – Rated Necessary.

\$TBD for Solar/Energy Conservation – Rated Desirable.

\$15,000 for Pierce Pond Dam engineering work in the 2021 operating budget - Rated Necessary.

Tad noted he put in a placeholder with a TBD amount for the replacement of the Town Hall windows. He said a number of them have failed seals. **Brendan** said they were put in in the 1980's. It was suggested that the Town have an energy audit conducted and use the findings from the audit to inform on potential window replacement and other energy saving opportunities.

Agenda Items Process

Dana said she is uncomfortable with items being added to the agenda by a Board member from a conversation or anonymous source. She said she would like to see an email or document in writing stating who it is from before an item is put on an agenda.

Dana moved that for people with complaints they would like addressed at the Board level, they send an email or letter to the Board; there was no second.

Update on Souhegan Regional Landfill District (SRLD)

Eddie updated the Board with the latest activity in the SRLD and said their next meeting is next Thursday, so he will have an update for the next meeting.

Committee Updates

Drew updated the Board with the latest activity from the BudCom/Study Committee.

Eddie updated the Board with the latest activity from the DPW Building Committee.

Election Preparation

Brendan reviewed the Secretary of State's plan for elections and suggested the Town Clerk/Tax Collector and Town Moderator be part of the Town's planning and communication plan for the upcoming elections. **Tad** will ask them to attend the August 10th Board meeting to discuss the upcoming elections and advanced communications to residents.

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Other Business

Tad said the Town Hall generator is no longer operational. He said he spoke with **Brian Fessenden** about it and it will cost about \$3,000 to fix it or \$4,000-\$4,500 to replace it. He said it is about 12 years old. However, **Tad** said it is not sized appropriately for the building. **Tad** said **Brian** suggested potential installers to meet with and added we may be looking at a cost between \$5,000 and \$10,000. **Eddie** asked if this falls under Facilities Capital Reserve Fund. **Tad** said it may. **Brendan** suggested we try to purchase it with budgeted funds if possible, and if not, we can use the Facilities Capital Reserve Fund.

In response to an email from resident **Chris Adams**, **Tad** said the motor vehicle connection at Town Hall to the state was down for about a week. He said we worked through the issue with our IT firm and it was fixed using current equipment and therefore we avoided needing to buy new equipment.

Review Mail Folder

The Board reviewed the mail folder.

Next Meeting Agenda

Agreed upon items for the next meeting agenda include:

Discuss Grove parking and a potential restriction to residents only

Finalize Capital Improvements Plan submission

Discuss Transfer Station employee use of new DPW facilities

SRLD update

Discuss potential project submissions to the NHDOT 10-Year Plan

7:50pm Brendan moved, seconded by Eddie, to go into non-public session per RSA 91-A:3 II (c) reputation; Board may discuss additional non-public topics; Roll Call Vote Yes 5-0.

8:29pm It was moved, and seconded, to come out of non-public session and seal the minutes; Roll Call Vote Yes 5-0.

8:30pm meeting adjourned. Minutes submitted by Sharon Sturtevant.

Brendan Denehy

Eddie Arnold

Ron Olsen

Drew Kellner

Dana Ketchen