



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](mailto:Selectboard@brooklinenh.us)

<http://www.brooklinenh.us>

*Minutes  
Selectboard  
Monday, July 25, 2022 Revised*

Selectboard members present: Eddie Arnold, Brendan Denehy, Dana Ketchen, Steve Russo, and Ed Perry along with Town Administrator Scott Butcher. Also present: Jeff Stewart and Jay Chrystal.

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

**Public Input**

**Brendan** thanked our emergency responders for their services during last Thursday's storm. He also said please be mindful of the fact that we are currently in "severe" drought conditions." **Scott** said we have received final copies of our 2021 Annual Financial Report from the auditors.

**Approve Minutes**

**Brendan moved, seconded by Steve to approve the public minutes from the Monday, July 11<sup>th</sup> meeting as written; Voted Yes 4-0-1, Dana abstained. Brendan moved, seconded by Ed, to approve sets 1, and 3-8 of the non-public minutes from the Monday, July 11<sup>th</sup> meeting as written; Voted Yes 4-0-1, Dana abstained. Dana moved, seconded by Ed, to approve set 7 of the non-public minutes from the Monday, June 27<sup>th</sup> meeting as amended; Voted Yes 5-0.**

**Sign Warrants for Payment**

**Steve moved, seconded by Brendan, to approve Accounts Payable Warrant #29 in the amount of \$266,748.75, Payroll Warrant #30 in the amount of \$71,783.11, Public Works Project Warrant #16 in the amount of \$5,100 and Police Detail in the amount of \$682.50. Dana** asked why there is another payment for the public works project when the last payment was supposed to be the "final" payment. She said she didn't know about this expense until seeing it tonight and she is not happy about it. **Eddie** said the Building Committee made the decision months ago to have the work done for the building to be complete but held off on paying the invoice to Denron Hall until they knew what was left of the bond proceeds. **Dana** said so there was no way for her to know about this expense before tonight unless she read the Building Committee's minutes. **Eddie** said yes but there were multiple purchases that the committee made under the charter and this was certainly within the jurisdiction of the committee to ok the purchase. **Dana** said she feels like when the Board approved the "final" payment for the building, it would have been a good opportunity for **Eddie** to say there were still

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a few things pending, because then we had the discussion about the remaining bond funds, and she didn't expect this. **Eddie** said to be perfectly honest he forgot that they had not paid this invoice and accepts full responsibility for the oversight. **Dana** said she appreciates him saying that. *Voted Yes 4-1, Dana voted no.* **Eddie** noted there was an amendment to the June 13<sup>th</sup> Warrant due to a Health Services recipient changing their name and address and the check for \$250 was "returned to sender" and voided, the revised warrant amount is \$1,767,641.31.

**Transfer Station**

**Brendan** said a few weeks ago we had an evaluation of the public works director and part of the discussion was likelihood of creating a full-time position at the Transfer Station in the coming year. He said he is announcing that tonight so we can begin discussions before heading into the budgeting process. **Dana** said she would like to get the Transfer Station on the list for visioning discussions. **Eddie** said it was included in the SRLD discussions and he talked to **Mike** about allowing room for composting but the rest are minor changes and improvements. **Dana** said she thinks it should be included in our formal visioning with departments.

**Approve and Sign Assignment of Lease for 3 Second Street on Melendy Pond**

**Eddie** said this is not an additional new lease, it is a transfer of an existing new lease to a new owner. *Dana moved, seconded by Steve, for Eddie to sign the new lease agreement; Voted Yes 5-0.* **Scott** said we can review the "landowner consent and release form" received by the town from new owner's lender, at tomorrow's Melendy Pond Management Committee meeting to determine if it is needed. *Brendan moved, seconded by Dana, for Eddie to sign the "landowner consent and release form" assuming an affirmative vote to do so at the MPMC meeting; Voted Yes 5-0.*

**Approve and Sign Documents for Conservation Commission Land Acquisition**

*Dana moved, seconded by Brendan, to approve the amendment in section 2 to the purchase and sales agreement for Lot D-62; Voted Yes 5-0. Dana moved, seconded by Brendan, to accept the closing documents for Lot D-62 and allow the Chair to sign in multiple places within those documents; Voted Yes 5-0.* **Dana** clarified these are the final closing documents for the five parcels approved for purchase at town meeting. *Dana moved, seconded by Brendan, to accept the closing documents for Lots A-1, A-4, A-5, B-78, B-80, and B-100 and allow the Chair to sign in multiple places within those documents; Voted Yes 5-0.* **Jay Chrystal** came later in the meeting and asked if the purchase and sales paperwork has all been completed for the land purchases. **Eddie** said it was reviewed and signed by the Board and **Buddy Dougherty** earlier in the meeting with a few places left for **Buddy** to sign. **Jay** asked if we have figured out a conduit to get the money into the escrow account for the closing. **Scott** said past practice for the town has not been a wire transfer it has been a bank check generated by the treasurer who he has contacted to make that happen. **Jay** said the closing will happen Thursday or Friday.

**Amended Political Signs Policy**

**Ed** expressed concern for signs with vulgar language being allowed where families and children would be passing by. **Brendan** said it is a state law that signs are allowed in

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the state right of way between the road and public and private property, but if the property owner abutting the space doesn't agree with the sign, they may remove it. **Eddie** said, advice from NHMA states that if the town owns the land a sign is on and doesn't agree with what it says, they may remove it. The Board signed the amended Prohibition of Political Signs Policy that it approved at the last meeting with the addition of "Between the Transfer Station and Public Works entrances on North Mason Road."

**Private Functions at the Grove.**

**Eddie** said we received an email from a resident regarding the Recreation Commission allowing group yoga classes at the Max Cohen Memorial Grove, the resident's concerns are that members and residents are not allowed to use the beach during those times because the yoga class has booked the beach to be used privately, and the Grove was donated to the town for private use by its residents. **Eddie** said the email asks that the Selectboard take immediate action and not delay until future meetings. He said he feels this should go to the Recreation Commission first since the property is under their jurisdiction. **Scott** said this group meets from 7:30pm-8:30pm on Sunday nights when the Grove is closed. **Dana** said she doesn't think reserving the whole beach is right. She said she is open for discussion on this to send some sort of recommendation to the Recreation Commission. **Eddie** said we need to be cautious with recommendations. He said the complaint has merit but he doesn't think the Selectboard should weigh in on this unless it is brought to the Recreation Commission and the resident wants to appeal their decision. **Yvonne** said yoga is a meditative practice and families with children make noise and it is disruptive to what they are trying to accomplish in the class. She said we also allow the church to hold their services on Sundays during the summer prior to opening and they do require that the Grove be closed. **Yvonne** said also for 17 years we held swimming lessons from 8am to 11am Monday through Friday and closed the beach. **Dana** said it is different because it is a business for profit.

**Board and Committee Updates**

There were no updates.

**Review Mail Folder**

The Board reviewed the mail folder.

**Chief Stewart – Brookline Ambulance Service 2<sup>nd</sup> Quarter Report**

**Jeff** reviewed the Q2 Report for the BAS. He said he is concerned about staffing and sustainability since **David Muse** gave his notice to step down after 11 years and 2 college students are busy with studies. **Jeff** said if the expectation of the Board is 24/7 coverage with 2 members on, he needs to adjust the budget for 2023 as we do not currently have 24/7 coverage. He said there is no duty to act in the State of NH unless your scheduled, but the membership has always stepped up and met the need of the residents. **Brendan** said the BAS has created such a good service to the town over the years. **Eddie** asked **Jeff** to provide a cost estimate for an intermediate step toward the goal for complete coverage. **Dana** said the BAS structure is changing so we need to look at soft billing for ambulance coverage. **Jeff** said he has concerns about the increase in demand on members.

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**Review Charter for Open Government Implementation Group**

**Eddie** suggested adding to the charter “Working with the Town Administrator and Town Planner on implementing changes to the website.” and “Complete an implementation plan by October 31<sup>st</sup>. **Dana** said it’s important to have a conversation about why former members of the OGWOG will not return. She said they had recommendations the Selectboard was not in favor of and instead of allowing the group to go forward, the Selectboard shut it down. **Eddie** said the previous group did not provide a report and was very last minute. **Brendan** said the committee was an “open government group” and yet did not provide any meeting minutes or information, he agreed it was too last minute. *Steve moved, seconded by Brendan, to accept the Open Government Implementation Group charter with amendments; Voted Yes 5-0.* **Eddie** said he will serve as Selectboard Rep for this group.

**Well Water Survey Results**

**Eddie** said there have been 114 responses to date but 108 original responses by the deadline. He said 19 had quality issues and 25 had quantity issues but some only one time, 14 had consistent issues with quantity. **Dana** said, 35% of the responses reported both quantity and quality issues in the last 5 years. She said 50% out of 44 have background data and all the problems people listed are individual homeowner problems, only a handful of people have ongoing problems. **Steve** said he had problems in the last 20 years and he would have liked to know if there was a problem in the area beforehand. **Ed** said we need to have a deeper conversation about this. *Dana moved to table the discussion, there was no second; motion failed.* **Eddie** said this is only at the Selectboard level because the health officer has jurisdiction over quality and we only have 19 issues with that. The Board continued with much of the same discussion. **Ed** suggested that a non-public meeting might be needed. **Dana** said the Town of Windham has seven people on staff to handle the work related to putting an ordinance in place. **Steve** said the Town Administrator in Windham told him they are not affected by it much; it is the builders who have to deal with it.

**Discuss Energy Committee’s Town Hall HVAC Recommendations**

**Brendan** apologized for the lateness of the report and reviewed it with the Board. He said the Energy Committee reviewed the energy audit EEI provided a couple of years ago and has focused on a review of the Town Hall heating and cooling systems and identified two possible locations for solar panels. He said we have worked with EEI and Absolute Mechanical to get estimates, and **Scott** and **Sharon** did some energy research on how much oil and electricity the town hall is using so we have good data there. **Brendan** said the current Town Hall heating and cooling systems are at “end of life” condition. He reviewed four possible options for Town Hall: 1. Continue with current oil furnace and AC units. 2. Replace current oil furnace and AC units and split first floor into two zones. 3. Install propane furnace (or two smaller furnaces) and replace/install AC units. 4. Install five variable Refrigerant Flow (VRF) units (heat pumps) to replace current furnace/AC system and add small electric water heater. **Brendan** said EEI has identified two solar locations: The Fire Station roof which would produce 14.5 kilowatt hours annually and installation cost would be \$33,600 and the Safety Complex roof which would produce 80 kilowatt hours annually and installation cost would be \$192,000. **Eddie** asked if we could get some numbers on which one

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would be a better return on the investment. **Brendan** said for funding options we have \$15,000 earmarked for the Town Hall furnace replacement in 2022, possible more from 2022 budget, EEI Leasing Options, ARPA Funds, and Town Facilities Capital Reserve. **Eddie** said he would like to get away from oil and use propane, and electric is an option if we have solar capabilities. **Dana** said she is leaning toward the 3<sup>rd</sup> option. **Ed** said he agrees with **Eddie**. **Brendan** said hopefully he will have more data for next meeting.

**Structural Analysis of Town Buildings**

**Dana** said there has been no full evaluation of this building before like for insulation, old pipes, etc. She said could we do something like a home inspection. **Steve** said home inspectors are not qualified to perform structural analyses. **Scott** said he noticed on the 3<sup>rd</sup> floor auditorium walls there was some cracking near the ceiling. **Steve** said if they are horizontal cracks that's bad. **Scott** said they are. **Eddie** said let's seek 3 bids from engineering firms. **Brendan** suggested reaching out to Kurt Lauer, who was the structural engineer on the public works building and previously advised us on the structure of the Annex.

**Eddie** asked **Scott** for an update on Pierce Pond Dam. **Scott** said SLR gave what we need for the grant application at no cost. He said the other firm will meet with him to discuss bidding on the job.

**Review Next Agenda**

It was agreed the following topics will be discussed at the next meeting:


HVAC Energy Committee  
Bids for Structural Analysis  
Timeline  
Visioning


**8:56pm** *Eddie moved, seconded by Brendan, to go into non-public session per RSA 91-A:3 II (c) reputation and (l) legal and potentially others; Roll Call Vote Yes 5-0.*

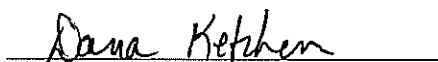
**10:05pm** *Eddie moved, second by Brendan, to come out of non-public session and seal the minutes; Roll Call Vote Yes 5-0.*

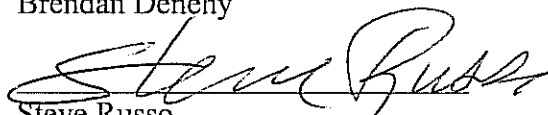
**10:05pm** meeting adjourned.

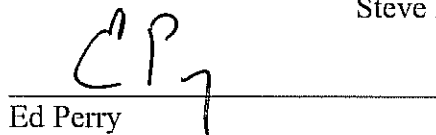
Minutes submitted by Sharon Sturtevant.

  
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Eddie Arnold

  
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Brendan Denehy

  
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Dana Ketchen

  
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Steve Russo

  
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Ed Perry