



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

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*Minutes  
Selectboard  
Monday, July 26, 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, Charlie Corey, Jeffrey Stewart, Dona Eaton, Betsy Solon, Kim Rogers, Rudy Borkowski, Joe Kagenski, Steven Spader, Christine Spader, Sue Banfield and Susan Laub.

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

**Public Input**

**Drew** asked that any public comments having to do with personnel or reputation be addressed to the Town Administrator, and if it has to do with the Town Administrator, it can be addressed to the Board. He said we haven't run into that situation, but it did come up with some other towns, so he wanted to mention it.

**Approve Minutes**

**Eddie moved, seconded by Dana, to approve the public minutes from the Monday, July 12<sup>th</sup> meeting as written; Voted Yes 5-0. Dana moved, seconded by Brendan, to approve the non-public minutes (sets 3–7) from the Monday, July 12 meeting as written, and reserve the non-public minutes (sets 1 and 2) for further discussion; Voted Yes 5-0.**

**Sign Warrants for Payment**

**Dana moved, seconded by Eddie, to approve Accounts Payable Warrant #29 in the amount of \$111,848.54, Payroll Warrant #30 in the amount of \$65,038.08, and Police Detail in the amount of \$5,656.89; Voted Yes 5-0. Tad** said the warrant includes a final payment to Atlas, for the July 4<sup>th</sup> fireworks, and the amount has been reduced by \$2,000 due to the finale accidentally going off early.

**Sign Updated Cash Receipts Policy**

**The Board signed the updated cash receipts policy it approved at the last meeting.**

**Appointments**

**Eddie moved, seconded by Steve, to appoint Guy Wadsworth as Representative to the Souhegan Regional Landfill District; Voted Yes 5-0. Eddie moved, seconded by Steve,**

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*to appoint Adam Goff as a Member to the Finance Committee; Voted Yes 5-0.*

**Property/Liability and Workers Compensation Insurance Premium Holiday**

**Drew** said our insurance company has informed us that we have received a “premium holiday reduction” on our property/liability coverage of \$10,571.35 and our workers compensation coverage of \$14,246.81. **Tad** said the discounts will be reflected in the 2022 premiums.

**Approve Letter for NRPC to Assist in Updating Hazardous Mitigation Plan**

*Dana moved, seconded by Eddie, to authorize Drew to sign the letter to the State Homeland Security and Emergency Management Group letting them know we are going to partner with NRPC to update our Hazardous Mitigation Plan; Voted Yes 5-0*

**BAS Quarterly Update – Chief Jeffrey Stewart**

**Chief Stewart** reviewed the BAS Q2 activity report with the Board. He also reviewed a job description that had been drafted for Emergency Medical Response (EMS) Providers. The Board did not have any suggested changes. **Chief Stewart** also sought comments from the Board on updated Standard Operating Guidelines (SOGs). Board members were pleased with the Guidelines as drafted.

**Update on Public Works Building Bond Sale**

**Tad** said we locked in an interest rate of 1.84%. He said this results in reduced costs over the 20-year life of the bond of about \$274,000 compared to the assumed interest rate of 2.5%.

**Update on Public Works Facility Project**

**Tad** said the well has been drilled and it is 320 feet deep. It has a yield of 20 gallons per minute. He said plumbing work continues this week before the slab is poured. **Tad** said they expect to pour the slab by the end of this week or beginning of next week.

**Update on American Rescue Plan Act (ARPA) Funding**

**Tad** said the town has been allocated just over \$570,000 of ARPA funding that will be received in two different installments, but the limitations on the use of these funds have not been expanded since we last talked about it. He said at the next meeting, on August 9<sup>th</sup>, the Board will have to accept or reject the funds and the State’s advice is to accept them and then decide how we will spend the funds by the end of 2026. **Tad** said there are three different areas that have been identified as potential uses for the funds at this early stage: extend fiber to the 25% of the town that will not be supplied with the fiber optics upgrade by Consolidated currently underway; mental health sessions for suicide awareness and prevention; and “stop the bleed” training and equipment for the schools. **Drew** read the notice for the public hearing scheduled for August 9<sup>th</sup> at 7:00pm to accept the funds.

**Discuss Future Use of Annex (4 Main Street)**

**Tad** reviewed the last ten years of expenses for the Annex. He said before 2014 the annual expenses were between \$3,000-\$4,000 a year, but now we are looking at \$1,000

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a year as we no longer heat the building. **Dona Eaton** explained the benefits and convenience the Annex provides for the Friends of the Library and ultimately to the town for their book sale fundraisers. She said these funds purchase museum passes and provide music and reading programs for the Library. **Dona** said the net gain between proceeds and expenses in the last five years is \$7,764. She said if the town wants to continue these programs without the Annex, the Library budget would need to be increased. **Chief Corey** said the Fire Department is happy to move the antique fire truck out of its bay at the Annex twice a year for the Friends book sales. He said they are also looking for a place to be able to display the antique fire equipment where people can see it. **Betsy Solon** said, on behalf of the Library Trustees, they will have to increase the budget for travel costs and the cost of a storage unit if the Annex is no longer an option for book drop and storage.

**Update on Status of Library Being Open To the Public**

**Kim Rogers** said, on behalf of the Library Trustees, they have opened their doors to the public once again, but are still requiring masks because of unvaccinated children. She said they will soon be announcing the appointment of a new Director who will be starting on August 30<sup>th</sup>.

**Discuss Beaver Dam Adjacent to Wallace Brook Road**

**Tad** said at the last department head meeting we did a state-required emergency test presuming a breach of the Pierce Pond Dam at the intersection of Averill Road and Route 13. He said the drill involved a call to E911 and then cascading calls to various departments and contacts and it was a worthwhile drill. He said the drill led to a discussion about other dams in town that might be at risk and one that came up was a beaver dam adjacent to Wallace Brook Road. He said he and **Mike** went to look at it and found the dam has grown over time and is now about a foot above the dual six-foot culverts that go under Wallace Brook Road. **Tad** said it is a concern, if the culverts get blocked, there could be a wash-out of a portion of Wallace Brook Road as well as Averill Road further downstream. He said reducing the water level on a gradual basis by five feet and putting in a “beaver box” was raised with the Conservation Commission a few weeks ago and they supported the idea. **Mike** said further west in Jaffrey, they had seven inches of rain recently that impacted 42 roads and a bridge in one day. He said this is an easy way to diminish the possibility of that kind of destruction. The residents in attendance from Wallace Brook Road and Averill Road felt that a five-foot reduction was a lot for the ecosystem to handle and felt it would cause the water to dry up and the wildlife to disappear. **Drew** suggested a compromise at a two-foot reduction and more research on what would be installed to deceive the beavers. **Mike** said the common struggle every day is that people get used to the way it has been for a while, but at one point it wasn’t like that at all, and then it is a challenge to try to revert to what it should be. **Tad** suggested starting with a one-foot reduction, more research, and then revisit. Members agreed.

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**Update on Route 13/South Main Street Highway Safety Audit**

**Tad** said we have received the final report of the road safety audit for the intersection of Route 13 and South Main Street. He said the DOT safety engineer will now bring the audit recommendations before the DOT Highway Safety Improvement Program Committee and meet with the DOT Commissioner's office. With their endorsement, they will then make a formal presentation to the Selectboard in August.

**Driveway Ordinance**

The Board reviewed a draft of a proposed driveway ordinance and suggested some edits. **Drew** asked about where an applicant would appeal an item from the ordinance. Board members agreed it would be best for appeals to go to the Planning Board. **Tad** said he would contact NHMA legal for guidance. A Public Hearing will be held at the next Board meeting, so the ordinance can be adopted, if acceptable, in advance of the August Planning Board meeting where they are looking to revise the current driveway regulations.

**Committee Updates**

**Drew** updated the Board on the OGWG committee's work

**Steve** updated the Board on the School & Town Services Study Committee's work

**Eddie** updated the Board on the Public Works Building Committee's work

**Review Mail Folder**

The Board reviewed the mail folder.

**Next Agenda**

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

- Open propane bids
- Public Hearing on draft Driveway Ordinance
- Public Hearing to accept ARPA Funds
- Review draft Social Media Policy
- Discuss on-line training offered through Primex

8:33pm *Drew moved, seconded by Dana, to go into non-public session per RSA 91-A:3 II (c) reputation and (l) legal; Roll Call Vote Yes 5-0.*

9:36pm *Drew moved, seconded by Eddie, to come out of non-public session and seal the minutes; Voted Yes 5-0.*

**Public Works Bond Documents**

*Drew moved, seconded by Eddie, to authorize the Board members to sign the Public Works bond documents; Voted Yes 5-0.*

9:38pm meeting adjourned.

Minutes submitted by Sharon Sturtevant.

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Drew Kellner

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Eddie Arnold

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Brendan Denehy

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Dana Ketchen

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Steve Russo