



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, July 27, 2020*

Selectboard members in attendance: Brendan Denehy, Eddie Arnold, Ron Olsen, Drew Kellner (by phone) and Dana Ketchen along with Town Administrator Tad Putney.

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

Public Input

None.

Approve Minutes

Eddie moved, seconded by Ron, to approve the public minutes from the Monday, July 13th meeting as written; Roll Call Vote Yes 5-0. Eddie moved, seconded by Dana, to approve 5 sets of non-public minutes from the Monday, July 13th meeting as written; Roll Call Vote Yes 5-0. Eddie moved, seconded by Dana, to approve set number 4 of the non-public minutes from the Monday, June 29th meeting as amended; Roll Call Vote Yes 5-0.

Approve Warrants for Payment

The Board signed Warrant #29 in the amount of \$293,380.25, Payroll Warrant #30 in the amount of \$59,979.60, and Police Detail in the amount of \$4,698.75.

Announce Job Posting for Full-Time Police Officer

Brendan announced the job posting for a new, full-time police officer position. **Tad** added that the application deadline is August 14th at 3:00pm.

Town Clerk/Tax Collector Hours and Upcoming Friday Closures

Brendan announced the Town Clerk/Tax Collector's office will be closed on the following Fridays: August 7th, August 21st, September 4th and September 18th. He said going forward, the office will no longer be open on the last Saturday of the month, but will continue to be open on Wednesday evenings from 5:00pm to 8:00pm. **Brendan** said registration renewals, dog licensing, and tax payments can be processed online or through the mail.

Year to Date Expenses and Revenues

Tad said at the end of June we were 50% of the way through the year and had spent 46% of the operating budget. He said Welfare has expended 63% of its budget, but

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the rate of spending has dropped noticeably in the past two months. **Tad** also noted we have paid 100% of the principal and interest on long-term bonds for 2020. **Tad** said on the revenue side, year-to-date through June, when you look at the total it is a little bit skewed because we have not received Meals and Rooms Tax revenue, which doesn't come until December, but we are told we can expect the estimated amount of \$271,000. He also said we have received about 50% of the Highway Block Grant, but the balance will be about 7% less than what we estimated, so we can expect a total of about \$135,000 instead of the estimated \$147,000. **Tad** said Yield and Timber revenue is below what we were expecting, but there are still a number of invoices outstanding, so we expect to end the year around the \$10,000 we estimated. **Tad** said income from departments is at 53% of the estimate for the year, so we are in good shape there. **Eddie** asked if we have sent out invoices for the temporary charge accounts for construction debris yet. **Tad** said no, but we will be shortly. **Tad** said the collection rate of the latest tax bills, as of July 1st, was 91% compared to a rate last year of 93.4%. He said the 2.5% difference on a total of \$9.9 million is a difference of about \$250,000, but that tax payments continue to come in.

Review Selectboard's 2021-2026 Capital Improvement Plan (CIP) Submission

Tad said the CIP submission is due at the end of this month, so this is our last meeting in advance of that deadline. **Tad** reviewed adjustments he made since discussions at the last meeting. He said the Pierce Pond Dam will likely be reclassified and will require an engineering study to identify work that may be required. He said the Dam Bureau will provide the town with a reasonable time period to complete the work. He said he has estimated \$20,000 for the engineering study, but it is largely a guess at this point. **Tad** also said the Transfer Station may require a modest facility for employees, in order to provide running water and a bathroom. He said the DPW Building Committee has estimated the cost at \$50,000. **Dana** said emergency funding may be available for the building, if we qualify. Members agreed to move forward with the CIP submission as presented.

Grove Parking Lot

Tad said should the Board wish to restrict parking at the Grove, it would need to pass an ordinance stating the parking rules/limitations and the fines for violation, so the police can enforce them. He noted the following three alternatives: restrict parking to town residents (and using transfer station stickers as proof of residency), restrict parking to Grove members only (more restrictive), or status quo – no restrictions imposed. **Tad** said he and **Chief Quigley** are recommending restricting parking to town residents only from Memorial Day to Labor Day with the ordinance to go into effect next year. The Board discussed holding a public hearing, likely via Zoom, to hear the opinions of the residents in September. **Drew** suggested some of the parking issues could be addressed by staffing the beach earlier in the season, even if just on weekends, and that may avoid the need for an ordinance.

Discuss NHDOT 10-Year Plan and Potential Project Submission

Tad provided a summary of the two intersection projects that are in the 10-year plan. He said the addition of a left turning lane southbound on Route 13 approaching Old Milford Road is scheduled for engineering work in 2021 and construction in 2026. He

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said safety improvements at the intersection of South Main Street and Route 13 are currently scheduled for construction in 2029, but that he has spoken with Executive Councilor Pignatelli and Senator Levesque and both have committed to push for moving construction up to 2024 in the next plan. **Tad** said should the Town have any additional projects (on state roads), they must be submitted to the Nashua Regional Planning Commission (NRPC) no later than August 31st. **Brendan** suggested submitting safety improvements at the intersection of Mason Road and Route 13. Specifically, he said the approach to Route 13 is too low, so it is difficult to see southbound on Route 13 due to the guardrail. He also said the road design makes it so northbound vehicles on Route 13 that turn onto Mason Road cut into the travel lane of eastbound vehicles approaching Route 13 from Mason Road. Members agreed to submit safety improvements for this intersection to the NRPC.

SRLD

Eddie updated the Board on the last SRLD meeting.

Transfer Station Senior Hours

The Board discussed potential changes to Transfer Station hours, including the possibility of reinstating senior hours following a request from a resident. There was discussion of modifying the Tuesday hours to 8-4. **Drew** agreed with the idea of switching the hours earlier on Tuesday, but keeping the later hours on Thursday, so that between the two weekdays they offer a broader mix of hours covering the morning through evening. **Brendan** suggested **Mike** attend the next meeting with a recommendation for Transfer Station hours. It was agreed that making changes in the hours once is better than multiple changes over the coming months. **Mike** will attend the next meeting.

Review Ambulance Conversion Invoices for Payment

Eddie moved, seconded by Ron, for the Board to sign the letter asking the Trustees of the Trust Funds to make timely payments from the Public Works Equipment Capital Reserve Fund for invoices totaling \$85.86; Roll Call Vote Yes 5-0.

Committee Updates

Drew provided an update on the BudCom Study Committee. **Brendan** provided an update on the Solar Committee and **Eddie** provided an update on the DPW Building Committee.

Change Selectboard's Scheduled September 8th Meeting

Brendan noted the Board is scheduled to meet on September 8th, but that is the day of primary voting. He suggested the Board meet on Monday, August 31st instead and that three members will be needed to sign the warrants on Tuesday, September 8th. **Tad** said he can bring them to the polls for signature. **Dana** expressed concern about the Board going from August 31 to September 21 without a meeting. It was noted another meeting can be scheduled, if needed.

Review mail folder

The Board reviewed the mail folder.

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Next Meeting Agenda

Tad said there has been a request to appoint **Tom Rogers** to replace **Jordan Bailey** as one of the town’s representatives on the Wild and Scenic Committee. The Board agreed to have the mentioning of this serve as “notice” with the appointment scheduled for the next meeting. It was agreed that other agenda items would include:

- Discussion with election officials about the operations of the upcoming elections in September and November, including regular communications to residents
- Summary of COVID-19 expenses to be submitted for reimbursement
- Discussion of health insurance cost savings alternatives

8:06pm - 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.

Meeting adjourned at 8:47pm.

Minutes submitted by Sharon Sturtevant.

Brendan Denehy

Eddie Arnold

Ron Olsen

Drew Kellner

Dana Ketchen