



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

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*Minutes  
Selectboard  
Tuesday, June 1, 2021*

Selectboard members present via Zoom: Drew Kellner, Eddie Arnold, Brendan Denehy, Dana Ketchen and Steve Russo along with Town Administrator Tad Putney. Also present: Bill Quigley, Cindy Lacroix, and Mark Fessenden.

**6:30pm Drew** opened the meeting with the Pledge of Allegiance and said we are meeting under Executive Order #2020-04 and Emergency Meeting Orders #12 and #23, which allow for remote meetings. Selectboard members all stated where they were and that they were participating remotely due to COVID-19. **Drew** said NH Municipal Association guidance says as of June 12<sup>th</sup> municipalities need to return to in-person meetings.

**Public Input**

**Drew** said it was nice to have an in-person Memorial Day ceremony to kick off the season that will hopefully be more normal.

**Approve Minutes**

*Eddie moved, seconded by Steve, to approve the public minutes from the Monday, May 17<sup>th</sup> and Thursday, May 20<sup>th</sup> meetings as written; Roll Call Vote Yes 5-0. Brendan moved, seconded by Dana, to approve 7 sets of non-public minutes from the Monday, May 17<sup>th</sup> meeting as written; Roll Call Vote Yes 4-0-1, Eddie abstained.*

**Sign Warrants for Payment**

*Dana moved, seconded by Steve, to approve Accounts Payable Warrant #21 in the amount of \$953,108.14 and Payroll Warrant #22 in the amount of \$62,185.74; Roll Call Vote Yes 5-0.*

**Appointments and Notices**

As recommended by the Conservation Commission, *Dana moved, seconded by Steve, to appoint Drew Kellner as an Alternate Member to the Conservation Commission for a term ending March 31, 2024; Roll Call Vote Yes 4-0-1, Drew abstained.* The Selectboard gave notice to appoint **Dan Marcek** as an Alternate Member to the Zoning Board of Adjustment at their next meeting.

**Review Year-to-Date Expenses and Unexpected Savings**

**Tad** said year-to-date savings against the budget are about \$23,000 and unplanned expenses are about \$11,000 and therefore are netting out to about \$12,000 in savings at this point in the year.

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**Drew** said it is worth noting the Brookline Public Works building is a large unknown in terms of potential contingencies, so we want to make sure we maintain savings until the project's completion in the event there are unexpected items.

**Chapel Rental Agreement**

**Tad** said this is Cornerstone Bible Church's tenth year and their current rental agreement is \$55 per week for the Chapel and \$25 per week for Bruschi Hall. **Tad** said **Damon Thomas** said that they would like to meet at Bruschi Hall on Tuesday evenings from 6:30pm-8:00pm excluding the first Tuesday of each month at \$25 per use. The Board had no objections. *Dana moved, seconded by Eddie, to authorize Drew Kellner to sign the rental agreement between the Town of Brookline and Pastor Damon Thomas DBA Cornerstone Bible Church from June 1, 2021 thru May 31, 2022; Roll Call Vote Yes 5-0.*

**Discuss Returning Playground Donations**

**Drew** said this was a project that came up in 2018 when an active group in town was trying to raise money to upgrade the playground at the ball field, but was unsuccessful in reaching the critical threshold. He said the Women's Club has asked for their donation of \$1,000 to be returned, which brought up the question of other individuals who provided donations. **Drew** said **Tad** suggested we offer refunds to these individuals or give them the choice to redirect their donation to the Brookline Recreation Revolving Fund. He said there is also \$93 in cash from various donation events, which is difficult to track for return, so we are recommending that be put into the Recreation Revolving Fund. *Dana moved, seconded by Eddie, to authorize the return of playground donations to the five donors listed, with the option of them pledging their donation already made to the Brookline Recreation Revolving Fund, including the \$93 in cash donations; Roll Call Vote Yes 5-0.* **Drew** commended the group for their efforts and thanked them for their time. **Brendan** said at the time of the fundraiser, there were repairs needed at the playground which Recreation completed. He said we should look to the Recreation Commission to see if there is further maintenance we need to be budgeting for in the coming years.

**American Rescue Plan Act**

**Tad** said the American Rescue Plan Act (ARPA) will be providing over \$112 million to New Hampshire as part of the federal act. He said the state must distribute the funds to each municipality in the state based on its respective percentage of the state's population. **Tad** said the Town of Brookline (separate from the SAU) may receive around \$500,000. He said 50% of funds received by towns will be distributed within 30 days of the state receiving them, with the remaining 50% to be provided about one year later. **Tad** said the funds must be obligated by 2024 and expended by 2026. He said recipients may use the funds to: support public health expenditures, address negative economic impacts or replace lost public sector revenue as it relates to COVID, or invest in water, sewer, or broadband infrastructure. **Tad** said specifically prohibited uses of the funds include: reduction of taxes, payment to a pension fund, legal settlements, debt service, or infrastructure other than water, sewer, or broadband investments.

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

**Tad** said in December 2020 there was a joint Zoom meeting with NHDOT officials to discuss safety concerns for the intersection as part of a formal Highway Safety Audit. He said we recently received the draft report, which includes multiple alternatives for addressing the concerns. He said the alternatives vary from adding pavement markings (large arrows) at the entrance and exit to Stateline, to adding right and left turning lanes northbound on Route 13, to changing the intersection into a “roundabout”. **Tad** said there are concerns that a new business about 500 feet south of the intersection is expected to be added this fall and another business across from Stateline may also be added in the near future. He said the department heads wrote a joint letter to NHDOT advocating for a roundabout as the optimal long-term solution to the growing safety concerns. **Tad** said the estimated cost for a roundabout is estimated at \$2 million, but these are both state roads, so state and/or federal money would be used, not town funds.

**Chief Quigley – Periodic Police Department Update**

**Bill** said this year is no different than years past in that the Police Department has been very busy. He said **Officer Julian Dufresne**, after being hired in November, graduated on April 23<sup>rd</sup> from the Police Academy and finished his field training status last Friday. He said, as a result, we are at full complement and will now have two, if not three, cars on every evening shift moving forward. **Bill** said we have had fifty arrests so far this year, which puts us in line with last year. He said our main concern are the domestic disturbances that we’ve been responding to. He said there were six in May and four in April. **Bill** said we made two significant drug arrests in the last couple of months that were elevated to the point of possession with intent to distribute. **Bill** said we are concerned about the number of calls for both suicides and attempted suicides since the first of the year. **Drew** suggested ARPA funds might come into play here and could be of assistance in the future.

**Public Hearing re Making a Portion of Potanipo Hill Road a No Parking Zone**

**7:04pm - Drew** opened the public hearing and said this topic came up when we looked at restricting Grove parking to Brookline residents only. **Drew** said there were concerns that restricting parking in the Grove parking lot would push traffic onto Potanipo Hill Road. He said we have considered creating a no parking zone, but first want to have a public hearing for area residents to voice their opinions. **Tad** said another consideration is the planned pedestrian bridge at the bottom of Potanipo Hill Road, which may make parking on Potanipo Hill Road more appealing. **Ron Olsen** of 5 Potanipo Hill Road said he simply doesn’t think people should use the street as a parking lot. He said it has been his experience that people parking there have no regard for who lives there. He said he would like to see at least the first part of the road a no parking zone on both sides of the street. **Gary Proulx** of 6 Potanipo Hill Road said he is encouraged that the Board is considering addressing the problem on the road. He said there is a lot of traffic up and down the hill and generally the folks that are parking on the road have boat trailers and they are in a hurry to get back to the boat launch. He asked what portion of the road would be posted no parking. **Tad** said we are looking for feedback from residents on the road for just that topic as they are the ones who live there. **Gary** said he and his wife **Lisa’s** view is to ban parking on the road as a whole. **Eddie** asked if we should clarify that this no parking on the road should be year-round. **Jay Kramarczyk** of 6 Mason Rd

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shared some pictures to show the targeted area where the overflow parking happens. He said he is in favor of no parking at the beginning of the road and then no boat trailers beyond that point. **Jay** said one concern is the number of boats on the water, so limiting the boat trailer parking could limit that as well. **Tamara Sorrell** of 12 Potanipo Hill Road said she agrees with **Gary** on banning parking on the road as a whole. She said if that is not possible then ban trailer parking and she suggested residents with Grove tags be allowed to park if the Grove is full. **Roger Ogden** of 13 Potanipo Hill Road said he is concerned that having no parking at the bottom of the road only would impact residents at the top. He said he has seen how some of these trailers fly around the cul-de-sac. **Roger** said his family has used the ambulance service twice this past year and he can't thank them enough for making his family feel safe and taken care of, but when it's peak season and there are cars parked on both sides of his road, it is very difficult to get up and down the hill. He said even if you create a partial ban, people will just move up the hill. **Roger** asked if there will be another public hearing, so that when the Board decides what they are going to do, residents are alerted. **Drew** said we had not envisioned holding a second public hearing. **Tad** said in the interest of time for this season, the Board could make a decision as part of its agenda on June 14<sup>th</sup> and he would send out letters to residents of the road informing them of the meeting. **Drew** asked **Chief Quigley** for his opinion on the idea of being able to park on the road for parties at residents' homes. **Bill** said that would be a logistical nightmare for the police. He said in response to **Mr. Proulx's** comment about no parking on either side of the road unless they were having a gathering and calling the police station for permission for friends and relatives to park on the road, the first person who is not a friend or relative who sees cars on the side of the road is going to join them. **Bill** said in response to **Ms. Sorrell's** comment, Potanipo Hill Road is a public road, so we cannot allow residents only to park on a public road. We need to allow everybody or nobody as that is the way the law is written. **Drew** asked about posting "no trailers". **Bill** said if the concern is lake traffic you can specify "no boat trailers". **Bill** said the RSA says, even if there are no signs posted, you still have to allow safe passage for an emergency vehicle, and if there are cars blocking the way and the owners can't be located, the law allows us to tow them.

**7:27pm Drew** closed the public hearing and deferred the final decision to June 14<sup>th</sup>. **Eddie** said we need to be fair to everyone on the road and suggested no parking for the first 100 feet to keep the fire lane open and then the rest of the road post "no boat trailers". **Brendan** said we need to find out what the legal distance between signs is to determine how many would be needed. He said the estimated cost for a "no parking" sign with a pole is \$45, if we need customized "no boat trailers" signs, it will cost more. **Brendan** said by limiting the parking here, it may push the problem out to other areas on Mason Road or onto Route 13. He said there have been some negative comments about the pedestrian bridge that will be going in over the Nissitissit River, but he said the current situation discourages people who live on Mason Road and this end of town from walking because it is unsafe in the summertime. **Brendan** said he thinks the pedestrian bridge will encourage people to walk and therefore make room at the Grove for others to park. **Drew** said we are probably not going to bat 100% on the first shot at addressing the parking concerns, so if there are unintended consequences that occur from this, hopefully the public understands that we will adjust as we go.

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**Littering Discussion**

**Dana** said we currently have town clean up week in the spring with blue bags available at the Transfer Station and she wants to encourage people to keep our town as beautiful as we can using some simple measures. She said Brookline Public Works will provide blue bags year-round and the programmable sign trailer can be used to promote messages to keep Brookline free from litter. **Bill** said he does not like the sight of trash on the side of the road or at the trail head parking areas where it seems to be a problem. **Bill** said **Dana** reached out to him and asked what the law was and what the fine schedule could be if the Selectboard wanted to go that route. He said there is a state law, so he doesn't see the need for a town ordinance on littering. He said what we would ask is if people witness littering, they give us a call. **Drew** said the basic proposal is to extend the town clean-up from one week to all year long with bags available at the Transfer Station and **Dana** will continue to work on outreach. **Bill** said the fines for littering start at \$62 and can go as high as \$250. **Drew** suggested tapping **Jill Ketchen** to assist with outreach. He also suggested if people adopt cleaning 150 feet on both sides of their driveway, we will make significant progress. **Bill** suggested as we put outreach in writing, we should be sure to note we are still finding hypodermic needles on the roadside. He said if something like that is found, we ask they leave it alone, mark the area, and call the police to remove it.

**Street Numbering for Subdivision of Lot G-40**

**Tobin Farwell** said in 2007 we did a subdivision on Russell Hill Road and there was a 50-foot access, which was only allocated one house number. He said now we are looking to subdivide the 14-acre parcel into two lots and in laying it out we see there is adequate room for two driveways. **Tobin** said our thought process is that it can be one driveway, but you must have a maintenance agreement and it can be a headache because both people would have to agree on it and maintain it. He said we thought the path of least resistance was to have two driveways since we had the space to do it, but the town regulations follow the state addressing standards, which say create a common driveway with two separate house numbers. **Tobin** said they are appealing the requirement of a common driveway to the Selectboard. **Drew** said **Tad** provided a lot of the correspondence between **Emergency Management Director David Coffey** and **Jan Watt** as well as information from E911, so we have that as part of the public record. **David** said the E911 recommendation is a common driveway. He said he must follow the ordinance as stated. **Drew** said the ordinance that exists currently says it needs to be a common driveway and the houses can't have a fraction or a letter in the street numbering. **Drew** said the Planning Board has not weighed in on this case in terms of the numbering, but it is not a regulation that they can waive, so it is up to the Selectboard to either grant or deny the appeal. **Dana** said she is concerned about setting a precedence. **Brendan** said his concern is making a decision that leaves the Planning Board with no choice. ***Eddie moved, seconded by Steve, to stay with the town street numbering ordinance and the E911 recommendations and require a common driveway with house numbers off of that way; Roll Call Vote Yes 5-0.***

**Discuss Additional Information re Tree Cutting At/Adjacent to Transfer Station**

**Drew** reviewed a memo **Tad** put together on the history of tree removals at town facilities over the past eight years. **Drew** said an unresolved item from the last meeting is

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whether a tree committee should be established. He said he would bring it to the Conservation Commission and see if they were interested based on the fact the vast majority of the trees are within land the Conservation Commission manages.

**Discuss Renewal of Septage Agreement with the Town of Merrimack**

**Tad** said we recently received notification from the Town of Merrimack that our five-year septage agreement with them expired at the end of 2018. **Tad** said last year 477,000 gallons of septage from Brookline was processed at the Merrimack facility. He said he has provided a draft agreement, based largely on the past agreement, to Merrimack for their review. **Tad** said he expects we will soon have an agreed upon document for the Board's review and approval that will run from July 1, 2021 through June 30, 2026.

**Update of Public Works Project**

**Tad** said the project is running on schedule with a substantial completion date of December 6<sup>th</sup>, 2021. He said we had an unexpected issue last week when we discovered the building elevation would cause an issue with the shedding of drainage away from the building, so the civil engineer worked over the weekend to come up with two different alternatives that were the subject of a meeting this morning. He said those at the meeting agreed that raising the building 1.3 feet above its original plan would address the drainage concerns. He said the estimated cost for the adjustment is \$20,000-\$25,000, which is above the \$15,000 threshold for the Public Works Building Committee to approve. **Tad** said our current contingency is at \$79,000, but we also have a \$70,000 allowance for ledge, and we are in good shape relative to that allowance. **Brendan moved, seconded by Eddie, to authorize to spend up to \$25,000 for changes to the elevation of the Public Works building; Roll Call Vote Yes 5-0.**

**Mail Folder**

The Board reviewed the mail folder.

**Next Meeting Agenda**

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

- Potanipo Hill Road "No Parking Zone" Decision
- Septage Agreement with Merrimack, if finalized
- Public Works 2021 paving plan and update on six-wheeler project

**Mask Requirement – In-Person Meetings**

**Brendan moved, seconded by Steve, for those who are not vaccinated for COVID19 be required to wear a mask at in-person meetings; Roll Call Vote Yes 3-2, Drew and Eddie voted no.**

**8:33pm Drew moved, seconded by Eddie, to go into non-public session per RSA 91-A:3 II (a) personnel and (c) reputation, other matters may be discussed, and immediately upon coming out of non-public session, to seal the minutes and adjourn the meeting; Roll Call Vote Yes 5-0.**

9:09pm meeting adjourned.

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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