



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, March 21, 2022*

Selectboard members present: Eddie Arnold, Brendan Denehy, Dana Ketchen, Steve Russo, and Ed Perry along with Town Administrator Tad Putney. Also present: Steve Sacherski.

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

Public Input

There was no public input.

Elect Chair and Vice-Chair

Brendan moved, seconded by Dana, to elect Eddie Arnold as Selectboard Chair; Voted Yes 5-0. Steve moved, seconded by Eddie, to elect Brendan Denehy as Selectboard Vice-Chair; Voted Yes 5-0.

Approve Minutes

Dana moved, seconded by Steve, to approve the public minutes from the Monday, March 7th meeting as written; Voted Yes 4-0-1, Ed abstained. Dana moved, seconded by Steve, to approve 7 sets of non-public minutes from the Monday, March 7th meeting as written; Voted Yes 4-0-1, Ed abstained.

Sign Warrants for Payment

Brendan moved, seconded by Dana, to approve Accounts Payable Warrant #11 in the amount of \$197,697.45 and Payroll Warrant #12 in the amount of \$64,096.08; Voted Yes 5-0. Eddie noted Accounts Payable Warrant #3 (from January 24th 2022) has been reduced to \$139,744.38 as a check from that warrant for \$275 was lost, has been voided, and reissued on tonight's expense warrant.

Selectboard Appointments

The Board appointed the following Selectboard representatives:

- Planning Board: Steve Russo, Alternates: Brendan Denehy and Ed Perry
- Conservation Commission: Dana Ketchen, Alternate: Brendan Denehy
- Melendy Pond Management Committee: Eddie Arnold
- Capital Improvements Committee: Ed Perry
- Economic Development: Steve Russo
- Energy Committee: Brendan Denehy, Alternate: Dana Ketchen

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Brendan moved, seconded by Steve, to allow the Chair to appoint alternate representatives to attend meetings when needed; Voted Yes 5-0.

Appointments, Reappointments and Notices to Appoint

Brendan moved, seconded by Steve, to reappoint Marcia Farwell as Full Member and David Partridge as Alternate Member to the Zoning Board of Adjustment until March 31, 2025; Voted Yes 5-0. Steve moved, seconded by Brendan, to appoint Dan Marcek as Full Member to the Zoning Board of Adjustment until March 31, 2023; Voted Yes 5-0. The Board gave notice to reappoint Jay Chrystal and Tom Rogers as Full Members and reappoint Sean McNair as an Alternate Member to the Conservation Commission at the next meeting.

Review Police Chief Job Description for Approval

The Board reviewed the job description submitted by Chief Quigley as approved by the Commission on Accreditation for Law Enforcement Agencies (CALEA). There were a couple of minor edits discussed and a request that a final document be provided for approval at the April 4th meeting.

Proposed Increases in Building Permit Fees – Building Inspector Steve Sacherski

Steve reviewed the proposed increases in building permit fees. He said the changes factor in fees at peer towns and he noted our last adjustment in fees was in 2009. The Board gave input for changes and clarifications they would like to have included. Tad said a public hearing is planned for April 18th and we could look to make the changes effective June 1st.

Announce Sealed Bids Being Accepted for 2016 Ford Explorer Police SUV

Eddie read the bid notice: *The Town of Brookline is accepting bids as it sells a 2016 Ford Explorer SUV. The vehicle has served as a police car and has approximately 116,000 miles on it. It is to be sold as is/where is with no warranty. It is available for inspection at the town hall (1 Main Street) during normal business hours. Bids must be submitted in a sealed envelope clearly marked “Sealed Bid 2016 Ford Explorer”. The vehicle will be sold to the highest bidder. Faxed or emailed bids will not be accepted. Mailing address is Tad Putney, Town Administrator, Town of Brookline PO Box 360 Brookline NH 03033. The bids must be received by noon on Friday, April 15th in the Town Administrator’s office. The bids are scheduled to be opened in public at the Selectboard meeting which begins at 6:30pm on April 18th. Inquiries may be made to Tad Putney, Town Administrator at 673-8855 x 213 or tputney@brooklinen nh.us. Eddie said he will seek online bids.*

Select Bond Counsel for Conservation Bond

Tad said we received two bids for bond counsel services for the conservation bond; Divine Millimet for \$3,000 to \$5,000 and Drummond Woodsum, which we used for our last 2 bonds, for a fixed fee of \$3,500. *Dana moved, seconded by Steve, to accept the Drummond Woodsum bid for a fixed fee of \$3,500 and to authorize Tad to sign an agreement with them; Voted Yes 5-0. Tad said the bond funds will be available in mid-August.*

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Review and Finalize Selectboard Meeting Schedule Through 2023 Town Meeting

The Board finalized the meeting schedule after moving the October 31st Board meeting to November 1st to avoid Halloween.

Review and Complete Selectboard's Annual Audit Questionnaire

Tad said the auditors will be here next week for the 2021 financial audit. *Steve moved, seconded by Brendan, to authorize Eddie to sign the Selectboard's Annual Audit Questionnaire; Voted Yes 5-0.*

Readopt Investment Policy

Brendan moved, seconded by Dana, to readopt the Investment Policy for 2022; Voted Yes 5-0.

Discuss Purchase of Two Message Boards; Determine Funding Approach

Tad said the department heads have advised that in the event of extended power loss or other issues, two solar powered/battery back-up message boards would be useful in communicating with the public. He said they would also be used by public works and for publicizing town-wide events. He said three bids were received for two signs and ranged between \$31,000-\$33,500 delivered. *Brendan moved, seconded by Dana, to purchase the two message board signs from Wanco, not to exceed \$32,000 using ARPA Funds; and to waive the purchasing policy requirement for sealed bids as the purchase is over \$20,000; Voted Yes 5-0.*

Review and Approve MS-232

Dana moved, seconded by Brendan, to approve the 2022 MS-232 report and its total voted appropriation of \$7,829,976; Voted Yes 5-0.

Update on Well Water Regulations – Proposed Path Forward

Tad said legal counsel has advised that we could use RSA 147:1 for enacting a well water regulation. He said this involves the town's health officer, **Abbey Reville**, and the Selectboard to adopt the regulation. **Tad** said he asked **Abbey** to reach out to the people involved with the draft ordinance and then attend the April 18th Selectboard meeting to discuss the draft regulations. **Tad** said counsel has advised that implementing the regulation in only certain sections of town is an option. **Eddie** said let's hear what **Abbey** has to say before making any decisions. **Dana** said she has no interest in the draft well water ordinance although she thinks people should drill their well before building their house. **Steve** said there has been a lot of public interest at several Planning Board meetings about the topic. **Brendan** said if the law says this is a Selectboard process, not a town meeting process, then he would like more information before making any decisions.

Mail Folder

The Board reviewed the mail folder. **Brendan** said NHDOT will be resurfacing Route 130 from Route 13 to the Hollis town line, Pepperell Road from Route 130 to the state line and South Main Street from Route 130 down to Route 13.

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8:27pm *Eddie moved, seconded by Brendan, to go into non-public session per RSA 91-A:3 II (c) reputation and (l) legal; potentially others; Roll Call Vote Yes 5-0.*

9:40pm *Eddie moved, second by Brendan, to come out of non-public session and seal the minutes; Roll Call Vote Yes 5-0.*

9:40pm meeting adjourned.

Minutes submitted by Sharon Sturtevant.

Eddie Arnold

Brendan Denehy

Dana Ketchen

Steve Russo

Ed Perry