



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, March 23, 2020*

Selectboard members present: Brendan Denehy and Eddie Arnold along with Town Administrator Tad Putney. Participating via telephone: Board members Ron Olsen, Drew Kellner, and Dana Ketchen and Emergency Management Director David Coffey.

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

Brendan announced we are operating this meeting under Governor Sununu's emergency order #12 relative to COVID-19, which allows a meeting to take place without a quorum present in the meeting room. **Brendan** asked the Board members on the phone to state why they are not present, where they are calling from and if anyone is with them. **Ron Olsen, Dana Ketchen** and **Drew Kellner** all stated they are practicing social distancing due to the COVID-19 virus, calling in from their respective homes and had family members in their homes.

Public Input

Brendan announced the telephone number to call if people watching would like to join the meeting.

Elect Chair

Ron moved, seconded by Drew, to elect Brendan Denehy as Chair of the Selectboard; Roll Call Vote Yes 5-0.

Elect Vice Chair

Brendan moved, seconded by Drew, to elect Eddie Arnold as Vice Chair of the Selectboard; Roll Call Vote Yes 5-0.

Approve Minutes

Eddie moved, seconded by Drew, to approve the minutes of the Monday, March 9, 2020 meeting as written, Roll Call Vote 4-0-1, Dana abstained. Eddie moved, seconded by Ron, to approve the minutes of the Wednesday, March 18, 2020 emergency meeting as written; Roll Call Vote 5-0. The Board accepted as written, and signed, five sets of non-public minutes for the Monday, March 9, 2020 meeting, and two sets of non-public minutes for the Wednesday, March 18, 2020 meeting.

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Approve Warrants for Payment

The Board approved Accounts Payable Warrant #11 in the amount of \$118,652.56, Payroll Warrant #12 in the amount of \$59,101.35, and Police Detail in the amount of \$200; Roll Call Vote Yes 5-0.

Selectboard Appointments to Committees/Boards

- Planning Board – **Brendan** (Alternate: **Drew**)
- Conservation Commission – **Ron** (Alternate: **Drew**)
- Budget Committee Study Group – **Drew** (Alternate: **Dana**)
- Melendy Pond Management Committee – **Brendan** (Alternate: **Eddie**)
- DPW Building Committee – **Dana** and **Eddie** (Alternate: **Brendan**)
- Economic Development Committee – **Eddie** (Alternate: **Dana**)

Tad suggested we have a standing agenda item at future Selectboard meetings for an update from the DPW Building Committee to keep all five Board members in the loop and allow input to go back to the committee through **Dana** and **Eddie**. **Brendan** reminded the Board that last year they voted to give the Chair the authority to appoint alternates in emergency situations. *Drew moved, seconded by Ron, to give the Chair the authority to appoint alternate members to committees and boards in an emergency situation; Roll Call Vote Yes 5-0.*

6:45pm - Emergency Management Director Coffey – re COVID-19

United States:

- 42,000 Cases – 573 Deaths.

New Hampshire:

- 101 positive cases, 9 in Hillsborough County, 1 death, 11 patients hospitalized, 850 people being monitored at home, 34 first responders quarantined.

From the State of NH Emergency Manager Conference Call:

- No “stay in place” advisory at this time; State Lab testing is looking at 5-7 days for results, similar times for private labs.

Brookline Status

- Gas stations, daycares and restaurants are open (limited take-out hours).
- Five community memos have been released to date by the Selectboard sharing information with citizens

Brendan asked **Director Coffey** to confirm **Governor Sununu’s** order today to reduce the size of gatherings from 50 to 10. **Director Coffey** confirmed that is correct. **Tad** said we have closed town facilities to the public as of noon today with the exception of the Transfer Station, which will remain open for its normal business hours at this time. **Tad** said he, the emergency services departments, and **Director Coffey** had a conference call late this afternoon and one thing that came out of the call was concern for our seniors. He said we are asking them to contact the Police Department weekdays between the hours of 7am and 3pm starting tomorrow to share their name, address and phone number, so the Town can include them in outreach efforts, including errands to the grocery store or pharmacy.

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Tad thanked **Donna Quigley** for spearheading the senior outreach idea. **Tad** said while our buildings are closed to the public, we do have our employees still coming to work and continuing with their regular hours. He said the volume of work for the Town Clerk/Tax Collector's office will drop off significantly and noted **Patti** has the authority to make changes in that office as an elected official. He said we will stay with the status quo for the current pay period and may look at changes, in consultation with **Patti**, for the next Board meeting. **Brendan** suggested using this time to organize and do projects or training that time did not allow for in the past. **Eddie** asked if cleaning is still being done in the buildings after closing the doors to the public. **Tad** said it is.

Re-Appoint Deputy Treasurer

The Board signed the slip to re-appoint Kristen Austin as Deputy Treasurer for a term of one year expiring in March 2021.

Notice to Re-Appoint Full and Alternate Members

The Board gave notice to re-appoint the following individuals at the next Board meeting:

Christopher Duncan as Full Member to the Planning Board.

George Foley as Full Member to the ZBA.

Charlotte Pogue as Alternate Member to the ZBA.

Jordan Bailey as Full Member to the Conservation Commission.

Eric DiVirgilio as Alternate Member to the Conservation Commission.

Jerry Jaworski as Alternate Member to the Conservation Commission.

Jaye Duncan to the Recreation Commission.

Sign 2020 MS-232

Brendan and Eddie signed the 2020 MS-232 Form detailing the appropriations from town meeting. A third Board member will sign the form tomorrow morning.

Discuss Online Payments for Motor Vehicle Registrations and Tax Payments

Tad reviewed two separate contracts from Avitar that are needed to move to online payments for motor vehicle registrations and tax payments. **Tad** said he, **Patti** and the town treasurer had a conference call with TD Bank on Friday. He said we learned the first step in the process is for **Patti** to write a letter to the Department of Motor Vehicles requesting we become a "single check town" as opposed to writing two checks (one to the town and one to the state) when registering a vehicle. He said that process will take about two weeks for approval. Once approved, we will work with Avitar to set up the online registrations and tax payments through their software and our website provider. He said this work will take approximately four weeks. **Tad** said we are looking to make the online payments effective May 1st. He said the credit card fee would be paid by the resident, so the Town will receive 100% of what it is due. For tax payments, he said the cost is approximately \$1,400 for the balance of 2020, which includes a one-time set up fee of \$1,000. For clerk/motor vehicle registrations, the cost is \$1,550 for 2020, which includes a one-time set up fee of \$750. **Tad** said the costs are not significant, and as we move forward, postage will be saved from reduced

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mailings to residents. **Tad** said the monthly costs to the Town after 2020 would be \$50 per month for online tax payments and \$100 per month for clerk/motor vehicle registrations. *Eddie moved, seconded by Dana, to proceed with establishing online motor vehicle registrations and tax payments; Roll Call Vote Yes 5-0. Eddie moved, seconded by Drew, to authorize Brendan to sign both contracts with Avitar relating to the online payments for tax and motor vehicles; Roll Call Vote Yes 5-0.*

Discuss Next Community Communication

Tad said the Selectboard is due to send out the next COVID-19 communication to the community tomorrow afternoon. We will encourage seniors to reach out to the Police Department for assistance. **Tad** said **Brendan** noted in the mail folder there is an item from Spectrum offering 60 days of free internet to new customers with children in grades K-12 or college students, so we will include the offer in the communication. **Eddie** said there are businesses in town that are still open, in some cases by appointment, and we should encourage residents to continue to support them. **Brendan** said these are the businesses we reach out to when fundraising and now is the time to give back.

Discuss 5-Year DPW Staffing and Equipment Plan

Eddie said he was approached by a resident at town meeting who asked for a copy of the five-year plan for the DPW. **Tad** said after town meeting DPW Director **Mike Wenrich** told him he feels he is in a good position to do an updated five-year DPW plan. The Board reviewed a comparison **Tad** prepared of the DPW Study Committee's initial five-year plan from 2017 with what has actually occurred to date. **Eddie** said **Mike** would like to come in and speak with the Board before proceeding with the ambulance conversion project. **Ron** and **Dana** said they think it is a good idea.

Review Historic Monthly Spending and Revenue

Tad said, at **Brendan's** suggestion, we pulled together data showing the average bank balance by month for January through September over the last couple of years. **Tad** said it also shows revenues and expenses incurred each month. **Tad** said it is helpful to see the significant bank balances in January and July that coincide with tax revenues. He noted as we get to May the balance is reduced and speaks to the need to be mindful, especially this year, of our expenses. **Tad** said it's good information for the Board to be aware of as we move forward with the monthly expense reports. **Brendan** suggested, at this time, departments and committees check in with the Selectboard before purchasing any big ticket items.

Review Selectboard Proposed Meeting Schedule

Tad said the only Selectboard meeting due to be changed this year would be moving the Labor Day, September 7th meeting to Tuesday, September 8th. **Dana** asked if there is a formal procedure for notifying the Board of vacations or being out sick. **Brendan** said it is informal and we usually just let **Tad** know.

Review Mail Folder

The Board reviewed the mail folder.

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Next Agenda

Tad noted the following items for the next agenda:

- Review draft Charter for Melendy Pond Management Committee
- Review draft Charter for Budget Committee Study Group
- Review draft Charter for DPW Building Committee
- **Mike Wenrich** – discuss ambulance conversion project
- **Susan Fournier** – proposed solar project in Milford

7:40pm - *Brendan moved, seconded by Eddie, to go into non-public session per RSA 91-A:3 II (c) reputation, to seal the minutes and adjourn the meeting immediately following; Roll Call Vote Yes 5-0.*

Meeting adjourned 8:00pm.

Minutes submitted by Sharon Sturtevant.

Brendan Denehy

Eddie Arnold

Ron Olsen

Drew Kellner

Dana Ketchen