



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

**P.O. BOX 360 – 1 Main Street
BROOKLINE, NH 03033-0360**

Telephone (603) 673-8855, ext. 213
Fax (603) 673-8136

Selectboard@brookline.nh.us

<http://www.brookline.nh.us>

*Minutes
Selectboard
Monday, March 9, 2020*

Selectboard members present: Brendan Denehy, Eddie Arnold, Ron Olsen, Drew Kellner and Steve Russo along with Town Administrator Tad Putney.
Also present: Brian Rater, Ann Somers, Loring Webster, David Coffey, Mike Wenrich and David Partridge.

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

Public Health Announcement

Eddie read a letter from the Superintendent of SAU 41 announcing the closing of all schools tomorrow as a precaution due to a staff member being tested for the COVID-19 virus. **Brendan** said the polls at CSDA will open as planned Tuesday, March 10th from 7:00am - 7:30pm for town and school all-day voting, and Wednesday, March 11th the annual town meeting will begin at 7:00pm.

Public Input

Drew said that one of his children suggested there be something fun at the polls for kids to vote on. He said it would be a great real-time lesson in civics. The Board liked the idea and will pursue it next March. **Brendan** said the Fire Department has announced that due to the change in weather and lack of snow, we are now on summertime burning rules, requiring a burning permit.

Approve Minutes

Eddie moved, seconded by Steve, to approve the minutes from the Monday, February 24, 2020 meeting as written; Voted Yes 4-0-1, Drew abstained. Eddie moved, seconded by Steve, to approve six sets of non-public minutes from the Monday, February 24, 2020 meeting as written; Voted Yes 4-0-1, Drew abstained.

Sign Warrants for Payment

The Board signed Accounts Payable Warrant #9 in the amount of \$1,022,394.03, Payroll Warrant #10 in the amount of \$57,856.22, and Police Detail in the amount of \$200.

*Minutes
Selectboard
Monday, March 9, 2020
Page 2*

Notice to Appoint

The Board gave notice to re-appoint **Kristen Austin** as Deputy Treasurer at the next Selectboard meeting.

Grove Manager Position Opening

Eddie read the posting for the part-time seasonal Grove Manager position. Interested candidates should contact Town Administrator Tad Putney by Friday, March 27, 2020 at 673-8855 ext. 213 or email tputney@brookline.nh.us. Applications are available on the town's website.

Fresh Pond Ice Company Historical Marker

The Board signed the letter of support for the placing of the Fresh Pond Ice Company Historical Marker on Route 13.

Pending Opening for Cemetery Sexton

Tad said **Jerry** came to see him last week and said he does not want to be nominated as cemetery sexton at town meeting this year; he is choosing to give up the position. **Tad** said according to an RSA, cemetery trustees may appoint a cemetery sexton. **Drew moved, seconded by Eddie, to recommend the cemetery trustees appoint the next cemetery sexton; Voted Yes 5-0.**

Approve Payment for Bond Street Bridge Engineering Work

Eddie moved, seconded by Drew, for the Board to sign a letter to the Trustees of the Trust Funds requesting they provide timely payment to Hoyle Tanner for invoice #11 in the amount of \$1,245.89 from the Bond Street Bridge Capital Reserve Fund; Voted Yes 5-0.

Discuss Officer at Polls Tomorrow

Tad said the plan to have an officer at the polls tomorrow has been cancelled since the school will now be closed on voting day.

Discuss Concurrent Voting of Two Warrant Articles at Town Meeting

Tad said, in the interest of time, both town counsel and the moderator concur with allowing concurrent voting at town meeting for warrant article 19 and petition warrant article 21 as both requiring a 1-hour ballot vote. Board members agreed.

Emergency Management Director Coffey re COVID-19 Update

Director Coffey said COVID-19 is a highly infectious disease with SARS type symptoms. He said it is a new strain that has never been seen before and is spread through community contact from coughing and sneezing in the air yet it appears to be a fragile virus that can easily be cleaned off surfaces. Good hygiene and housekeeping can control it during the incubation period. He said the first symptoms are fever, cough and difficulty breathing and can be mild to severe. The State of NH has two commercial testing labs with a 24-hour turn-around time for results. He said there have been only two cases in NH that tested positive and are being treated. He said state and

*Minutes
Selectboard
Monday, March 9, 2020
Page 3*

local governments are in regular contact for updates. **Director Coffey** said we have the supplies we need to fight this and the state will help out if we need it. **Brendan** said he wants to make sure the Board is taking care of decisions it needs to be making.

Director Coffey said the Department of Health and Human Services takes charge of decisions like quarantines.

Discuss Continuance of Government Services – COVID-19

Tad said we have been looking at options for departments that are hard to cover in order to keep continuity like the Town Clerk/Tax Collector's office. **Drew** suggested contacting **Grace LaBombard**, who recently retired as Deputy Town Clerk/Tax Collector, to see if she would be willing to step in, if needed. **Tad** said the Building Department and Transfer Station can have some levels of continuity and some Town Hall employees may be able to work from home. **Brendan** said **Ambulance Chief Jackson** said the BAS is refreshing their training.

Review Mail Folder

The Board reviewed the mail folder.

Discuss Potential Adjustment to 2020 Snow and Ice Management Budget

Mike said after looking at the 5-year average in the Snow and Ice Management budget, he feels comfortable dropping his proposed budget another \$20,000 and recommends adjusting it on the floor of town meeting. The Board agreed.

Discuss Potential Adjustment to the Library Budget – David Partridge

David said in 2019 we transitioned from one staff member serving half time as the Children's Librarian and half time as the Assistant Director to having a full time Assistant Director. This was not correctly calculated in the 2019 budget and left us with a \$13,800 deficit in the salary line item, which was covered by other library funds. He said the 2020 proposed budget was calculated on a 3% increase of the 2018 budget rather than the 2019 budget, which results in a budget shortfall of \$9,038 if the 2020 salary line is not increased. *Steve moved, seconded by Ron, to increase the salary line item for the proposed 2020 Library budget by \$9,038 to \$204,148; Voted Yes 5-0.*

Adjust Total Proposed 2020 Town Budget

After factoring in the decrease in the public works proposed budget and increase in the library proposed budget, *Eddie moved, seconded by Drew, to increase the total proposed 2020 town budget to \$5,060,864; Voted Yes 5-0.*

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.

7:40pm meeting adjourned.

*Minutes
Selectboard
Monday, March 9, 2020
Page 4*

Minutes submitted by Sharon Sturtevant.

Brendan Denehy

Eddie Arnold

Ron Olsen

Drew Kellner