



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

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*Minutes  
Selectboard  
Monday, May 16, 2022*

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

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

**Public Input**

**Eddie** read a memorandum from Ambulance Chief **Jeffrey Stewart** recognizing BAS members who have achieved service milestones: 5 years of service, EMT's Deena Biesecker-Hall and Graham Loff; 15 years of service, Paramedic Francis Gavin; 20 years of service, EMT's Patricia Havice-McCubrey and Timothy McGettigan. He thanked them for their dedicated, compassionate, and professional service to residents and visitors of Brookline and Mason and reminded the public of the Open House in honor of EMT week at the Safety Complex on Saturday, May 21<sup>st</sup> from 1pm-4pm.

**Brendan** noted the American flags displayed on the streets by the Lions Club are looking very nice. He also reminded people of the Memorial Day ceremony on Monday, May 30<sup>th</sup> at 9:30am on the Town Hall lawn and said at 10:30 he will be giving a historical tour of the Pine Grove Cemetery.

**Approve Minutes**

*Dana moved, seconded by Steve, to approve the public minutes from the Monday, May 2<sup>nd</sup> meeting as written; Voted Yes 5-0. Dana moved, seconded by Steve, to approve the public minutes from the Monday, May 9<sup>th</sup> meeting as written; Voted Yes 5-0. Dana moved, seconded by Steve, to approve the public minutes from the Wednesday, May 11<sup>th</sup> meeting as written; Voted Yes 5-0. Dana moved, seconded by Steve, to approve eight sets of non-public minutes from the Monday, May 2<sup>nd</sup> meeting as written, and unseal sets #3 and #6; Voted Yes 5-0. Dana moved, seconded by Steve, to approve the non-public minutes from the Monday, May 9<sup>th</sup> meeting as written; Voted Yes 5-0. Dana moved, seconded by Steve, to approve set #2 of the non-public minutes from the Wednesday, May 11<sup>th</sup> meeting as written; Voted Yes 5-0.*

**Sign Warrants for Payment**

*Dana moved, seconded by Brendan, to approve Accounts Payable Warrant #19 in the amount of \$230,373.86, Payroll Warrant #20 in the amount of \$65,917.90, and Police Detail in the amount of \$866.25; Voted Yes 5-0.*

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**Announce Promotion of Jack Hebert to Police Lieutenant**

**Eddie** read a letter from **Chief Quigley** announcing the promotion of **Jack Hebert** to the rank of Lieutenant effective May 15, 2022.

**Approve Purple Heart Community Proclamation**

**Brendan** read the “Purple Heart Community Proclamation,” to honor Purple Heart recipients. *Dana moved, seconded by Steve, for the proclamation to take effect on May 30, 2022; Voted Yes 5-0.*

**Review of Year-to-Date Expenses Through April**

**Tad** said we were a third of the way through the year at the end of April and had spent 30% of the operating budget. **Tad** said there are no areas of concern. **Dana** said she would like to check in with the Welfare Officer and see how she is doing. **Tad** said he will see if she is available for the next meeting. **Brendan** said given the economy, we should ask her if she is seeing any concerns with her budget.

**Discuss Needed Maintenance at Chapel and Brusch Hall**

**Chapel - Tad** said there is water leaking through the Chapel roof at both chimneys and our slate roof resource said the leaks can be fixed by installing new lead and copper flashing around them for the estimated cost of about \$7,000. **Tad** said the good news is we have been advised that slate repairs are not needed on the Town Hall roof this year. He said we had budgeted \$5,000 each for slate repairs at the Chapel and Town Hall this year, so assuming the estimate is accurate, we will have about \$3,000 left in the budget after the slate repairs are completed at the Chapel.

**Brush Hall – Tad** said as he previously noted we need to replace seven windows that have become a safety hazard. He said the Lion’s Club will contribute \$2,500 towards the repairs. He said the total cost is \$6,655 which was not budgeted for. He said we also have about \$3,000 in rotted clapboards that need to be replaced on the side of the building and we had \$1,000 budgeted for that work.

**Tad** said he is asking the Board to approve the completion of all repairs and use the Town Facilities Capital Reserve Fund for the unbudgeted portion of about \$3,000.

*Dana moved, seconded by Brendan, to approve the repairs for the Chapel and Brusch Hall as outlined with the cost over budget to be paid from the Town Facilities Capital Reserve Fund not to exceed \$3,500; Voted Yes 5-0.*

**Review Annual Rental Agreement with Cornerstone Bible Church for Approval**

**Tad** said the 12-month rental agreement with Cornerstone Bible Church is ending at the end of May. He said they currently pay \$80 per week (\$55 for the Chapel and \$25 for Brusch Hall) and that rate has been in place since 2015 when it was increased from \$75 per week. *Brendan moved, seconded by Steve, to increase the rent to \$90 per week. Buddy* said the church does a lot of work every year that the town does not have to pay for. *Voted No 3-2, motion failed. Brendan moved, seconded by Dana, to extend the rental agreement for 30 days; Voted Yes 5-0.* **Tad** will draft a 30-day agreement for the next meeting. **Dana** requested an income and expense report for the Chapel and Brusch Hall, which **Sharon** will generate for the next meeting.

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**Approve Fire Truck Payment from Fire Truck Capital Reserve Fund**

*Dana moved, seconded by Ed, to approve payment of \$7,174.34 from the Fire Truck Capital Reserve Fund for equipment for the new fire pickup; Voted Yes 5-0.*

**Update on Conservation Bond Process**

**Tad** said we received a letter dated May 3<sup>rd</sup> from the NH Municipal Bond Bank stating the loan had been approved. He said the Board Resolution and all Loan Agreements have been signed and are in the process of being sent back to the Bond Bank. **Tad** said at this point he will have a due diligence call with bond counsel on Wednesday and the proceeds are due to be wired to the town on July 12<sup>th</sup> or 13<sup>th</sup>, which will allow us to proceed with the closings for the parcels approved at town meeting by the end of July.

**Notice to Appoint Library Trustee**

*Dana moved, seconded by Brendan, to give notice to appoint Mark Gath as Library Trustee at the next meeting; Voted Yes 5-0. Dana moved, seconded by Brendan, to give notice to appoint Jen Morrissey as Alternate Library Trustee for 1 year at the next meeting; Voted Yes 5-0.*

**Appointment to Energy Committee**

*Brendan moved, seconded by Eddie, to appoint Chris Koffler to the Energy Committee; Voted Yes 5-0.*

**Update on Guidance for ARPA Spending**

**Tad** said at the last meeting the Board had asked for legal clarification on ARPA spending. He said we received confirmation from NHMA that we have significant latitude on spending the funds. **Tad** said the funds are not allowed to be spent on: contributions to pension funds, legal settlements or paying down debt. He said the staff attorney at NHMA said some towns are using it to pave roads and replace culverts and one town is using it for a solar project as it was in their Capital Improvements Plan. **Tad** said she told him the feds want the money spent, but are also encouraging public input and transparency. He said he has asked the department heads to put together a preliminary list of suggestions for the May 31<sup>st</sup> Board meeting. **Tad** said he thinks this is a good thing for his successor to work with the department heads on and we may want to consider developing guidelines that can be used for the Board to assess potential spending of the funds.

**Dana** read draft APRA guidelines prepared by **Tad**:

- Benefits a high percentage of Brookline residents
- Benefits the health and/or safety of Brookline residents
- Expected to be an expense in the future if not done now with ARPA funds
- Expected to be supported by residents if voted on at town meeting

*Dana moved, seconded by Brendan, to accept the “ARPA Fund Spending Guidelines” as amended, with a requirement that at least three of the four guidelines be met to use the funds; Voted Yes 5-0.*

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**Update of \$50,000 GOFERR Equipment Grant Program**

**Tad** said all NH municipalities are eligible for a grant program for up to \$50,000 per municipality (90% reimbursement with a 10% match by the town) for equipment. He said the applications are due June 3<sup>rd</sup>, but we would like to submit it early so that if anything is not eligible, we have time to make an adjustment. He said we have identified five items to include in the application:

- 2 Nitronox field units, which allows Advanced EMTs to treat pain: \$9,000
- Ballistic vests for police: \$9,222 (need to be replaced)
- Town Hall meeting room upgrades for remote meetings: \$1,818.17
  - Laptop: \$1,158.19
  - Monitor: \$579.99
  - Wall mount for monitor: \$79.99
- Radio battery analyzer for communication equipment: \$2,800
- Equipment, food & staffing costs for three COVID-19 Vax Clinics \$10,727.20 (if this is not accepted, we have \$3,700 in sign costs we can submit in its place).

**Tad** suggested that the Board consider also adding one of the two recently purchased mobile message boards, originally planned for ARPA funds, to this grant (\$15,500) for a total of \$49,067.37. *Dana moved, seconded by Ed, to move \$15,500 from an ARPA expense to a GOFERR Equipment Grant Program expense; Voted Yes 5-0.*

**Review Correspondence from Health Officer re Draft Well and Water Ordinance**

**Eddie** reviewed an email from the Health Officer that states “at the present time, a health or safety concern does not exist such that the adoption of the ordinance is warranted.” *Dana moved, to take water quality testing off the table for this Board; there was no second. Brendan moved, seconded by Eddie, to table the discussion; Voted Yes 3-2, Steve and Ed voted no.*

**Discuss Potential Questions for Well Water Survey of Residents**

Deferred to next meeting.

**Discuss Establishing a Committee to Evaluate Ambulance Billing**

**Dana** said she met with **Jeffrey** and discussed the 2018 Ambulance Billing Evaluation Committee report. She said the primary reason ambulance billing was voted down was the ambulance personnel were all volunteers at the time, but now they are per diem employees. **Brendan** said he chaired that committee and ambulance members did not want the service to be billed. He said billing has associated costs and he does not see that anything has changed. **Brendan** said the 2019 town meeting vote was strongly against ambulance billing and it was decided to revisit the topic in five years which would be 2024. **Dana** said we are only looking for what is already covered by insurance, not people who individually cannot pay. **Brendan** said this is the one service that seniors get for free. **Steve** said wait until 2024. **Brendan** and **Ed** agreed. **Eddie** said he would look to charter a committee earlier if residents express interest.

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**Visioning Discussion: Transfer Station and Souhegan Regional Landfill District**

**Eddie** said we continue to look at expanding and following trends in the recyclable market. He said another coming opportunity is composting. He said the state is researching the topic and he thinks within 5-10 years we will be required to do composting at the Transfer Station. He noted composting removes weight from the trash compactor, which saves taxpayer money. **Eddie** said an education campaign is needed.

**Review Next Agenda**

It was agreed the following topics will be discussed at the next meeting:

- Resident survey of water and wells
- ARPA spending ideas from department heads
- Chief Corey re periodic update
- Announce hiring of Town Administrator
- Schedule for visioning discussions

**Review Mail Folder**

The Board reviewed the mail folder.

**8:25pm** *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.*

**9:08pm** *Eddie moved, seconded by Steve, to come out of non-public session and seal the minutes; Roll Call Vote Yes 5-0.*

**9:08pm** meeting adjourned.

Minutes submitted by Sharon Sturtevant.

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Eddie Arnold

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Brendan Denehy

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Dana Ketchen

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Steve Russo

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Ed Perry