



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

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*Minutes  
Selectboard  
Monday, May 17, 2021*

Selectboard members present via Zoom video conference: Drew Kellner, Eddie Arnold, Brendan Denehy, Dana Ketchen and Steve Russo along with Town Administrator Tad Putney. Also present: Jeffrey Stewart, Maria Bechis, Dennis Bechis, Ann Somers, Peter D'Agostino, and David Coffey.

**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** announced the passing of 18-year fire department veteran **Brian Moore** and asked for moment of silence in his honor.

**Approve Minutes**

*Eddie moved, seconded by Dana, to approve the public minutes from the Monday, May 3<sup>rd</sup> meeting as written; Roll Call Vote Yes 5-0. Brendan moved, seconded by Dana, to approve the public minutes from the Monday, May 10<sup>th</sup> meeting as written; Roll Call Vote Yes 5-0. Eddie moved, seconded by Dana, to approve 5 sets of non-public minutes from the Monday, May 3<sup>rd</sup> meeting as written; Roll Call Vote Yes 5-0.*

**Sign Warrants for Payment**

*Eddie moved, seconded by Brendan, to approve Accounts Payable Warrant #19 in the amount of \$197,097.76, Police Detail in the amount of \$1,575, Payroll Warrant #20 in the amount of \$66,606.42 and Public Works Building Warrant #1 in the amount of \$102,568.21; Roll Call Vote Yes 5-0.*

**Resignation of Building Inspector Romeo Dubreuil and Job Posting**

*Eddie moved, seconded by Brendan, to accept the letter of resignation from Romeo Dubreuil as Building Inspector/Code Enforcement Officer; Roll Call Vote Yes 5-0. Tad* expressed thanks to **Romeo** for his 7 ½ years with the town and wished him well in his new position at a town closer to his home. **Tad** said the position has been posted and the deadline for applications is noon on Friday, May 21<sup>st</sup>. **Dana** said she thinks that is a short window. **Eddie** said we are working without a Building Inspector now and he would like to see what we get with the normal posting timeline. **Tad** said we have three interested candidates, one of whom has submitted an application.

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**Posting of Deputy Town Clerk/Tax Collector Position**

**Tad** said **Patti** has posted a job opening for a part-time Deputy Town Clerk/Tax Collector. He said the position is designed to start at 14 hours per week on Tuesdays and Thursdays from 8am to 3pm and could expand to additional hours in the coming months. **Tad** said the deadline for applications is Friday, June 4<sup>th</sup> by 2pm.

**Closing of Town Clerk/Tax Collector's Office on Fridays from May 21 – Oct. 15**

**Tad** said **Patti**, being the sole practitioner of her office currently, is looking to close on Fridays May 21<sup>st</sup> through October 15<sup>th</sup>, so she can take vacation days.

**Review Year-to-Date Expenses**

**Tad** said as of the end of April we were one-third of the way through the year and had spent 28% of the operating budget. **Tad** said he doesn't see any budgetary concerns at this time.

**Appointments**

The Board gave notice to reappoint **Drew Kellner** as Alternate Member to the Conservation Commission at their next meeting.

**Approve Down Payment of Radio Upgrades from the Radio Capital Reserve Fund**

*Dana moved, seconded by Steve, to approve the down payment of \$30,000 to Modular Communications, from the Radio Capital Reserve Fund, for the next stage of the emergency radio upgrade project; Roll Call Vote Yes 5-0.*

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

Moved to next meeting as the representative of the appealing party was not present.

**Review and Approve Letter to NHDOT District 5 Regarding Mason Road**

The Board approved a letter to NHDOT addressing issues and complaints from residents concerning conditions on Mason Road.

**Update on TAP Sidewalk and Pedestrian Bridge Project**

**Tad** said we are waiting for final approval from the DOT on the TAP sidewalk and pedestrian bridge project. He said NHDOT bridge engineers have expressed concern that the proposed pedestrian bridge on South Main Street will place some pressure on the existing wingwalls of the vehicular bridge and they have asked for a design with no added pressure. **Tad** said he had a phone call on Friday with the project engineering team and he is hopeful in a matter of a few weeks we will see the final design completed and a fast approval of the plans from DOT. He said that he expects bids to be sought later this summer, but we may find that the pricing comes back high and we may elect to wait and re-bid for better prices in November/December, which would result in construction next spring.

**Jeffrey Stewart – Ambulance Department Reporting**

**Jeffrey** announced it is Emergency Medical Services Week and noted BAS personnel being recognized for years of service include: Jacob McGettigan – 5 years, David Muse – 10 years, Janice Watt – 25 years, Glenn Spargo – 25 years, Gary Arruda – 25

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years, and James Deffely – 30 years. **Jeffrey** reviewed the format and content he plans on using for quarterly reporting to the Board. Members agreed with the proposed approach.

**David Coffey – July 4<sup>th</sup> Parade and Fireworks**

**David** said the State of NH restrictions have been changed to general guidance. He said the Center for Disease Control has changed their guidance for fully vaccinated people and more information can be found on their website. **Drew** asked when we can move back to in-person meetings. **David** said there are no restrictions for that, however, the emergency order will remain in place for now, which allows meetings to be held as a hybrid of both Zoom and in-person if groups choose to do so. **Drew** asked about the parade and fireworks. **David** said fully vaccinated people do not need masks or social distancing, but people who are not vaccinated still need to follow mask and distancing guidelines for their own protection and the protection of others. **Dana moved, seconded by Eddie, to allow the Memorial Day ceremony, July 4<sup>th</sup> parade and fireworks to take place; Roll Call Vote Yes 5-0. Drew moved, seconded by Dana, for the signage at Town Hall to reflect CDC guidelines (if vaccinated, no mask required, if not, mask recommended); Roll Call Vote Yes 4-1, Eddie voted no. Dana** thanked **David** and those who assisted him on the successful COVID vaccination clinic that was recently held at the Safety Complex.

**Open Government Working Group Charter and Membership Review**

**Peter D’Agostino** said he drafted a charter for the committee including: purpose, organization, scope and administration - all subject to the Board’s approval. He said the purpose of the group is to identify ways to improve the dissemination of town information to residents with a committee made up of one Selectboard member, six at-large members (voting), four at-large members (non-voting), and a member of Town Hall staff to serve as secretary (non-voting). **Peter** said he put a member of the Town Hall staff as secretary to try to get something deliverable to the town in time for budget hearings, should we need to spend money. **Dana** said she read in the NH Municipal Association magazine there are funds available through the American Rescue Plan Act (ARPA) for just these kinds of things, until 2024. She said she hopes the new committee will be looking at accessing these funds. **Tad** said it is a little unusual to suggest a staff member as a committee secretary when normally the secretary role for a committee is filled by a committee member who takes the minutes and coordinates getting the agenda and minutes to him for posting. **Eddie** suggested changing the “non-voting” members to “alternate voting” members. **Brendan** said the charter should state “at the first meeting, the committee will vote on a Chair, Vice Chair and Secretary”. **Tad** said that could replace the 2<sup>nd</sup> bullet under “Administration” in the draft charter. **Dana moved, seconded by Eddie, to accept the Open Government Working Group (OGWG) Charter as amended; Roll Call Vote Yes 5-0. Dana moved, seconded by Eddie, to nominate Drew Kellner as Selectboard member to the Open Government Working Group, Drew accepted. Dana amended the motion, seconded by Eddie, to include accepting the ten names put forward as At-Large Members to the OGWG; Roll Call Vote Yes 5-0. Drew** said he was happy to see the number of people stepping forward and noted many names he has not seen before.

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**Discuss Potential Changes in Building Inspector Role**

**Tad** said he met with the Fire Engineers and **Chief Corey** last Monday and came up with recommendations for the Board's consideration, including:

- Moving the building inspector position under the Fire Chief
  - Brings both town inspectors under one department/reporting relationship
  - Enhances the ability for one inspector to fill in for the other when out
  - Consistent with recent (and successful) changes in Merrimack and Hudson
- Shifting some building inspector clerical duties to the fire department administrative assistant
  - Provides greater availability for permits 8:30am-2:30pm Monday-Friday
  - 2021 budget impact: \$2,500 for added clerical hours
  - Budget impact may be covered by hiring new inspector at a lower rate

The Board chose to continue the discussion of this agenda item in non-public session.

**Tree Cutting at the Transfer Station**

**Maria Bechis** sent an email expressing her displeasure with the number of trees removed from the public works building site as well as at the Transfer Station and said she wants to form a tree committee in town. **Eddie** said a memo from the Public Works department states the large pines taken down had been on the JLMC list for removal for a while. **Maria** said that all the trees were clear cut and it seems unlikely that all of these trees were diseased. She asked what documentation exists to say the trees were problematic and why was there no notification to residents as these are public lands and owned by Brookline. **Eddie** said this was the plan for construction and there will be a buffer created between the Transfer Station and the Public Works building with healthy, long-lasting hardwoods once construction is complete. **Drew** asked **Tad** to collect prior documentation about the removal of the trees at the Transfer Station for the next meeting.

**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:

- Public works paving plan and six-wheeler update
- Update on draft highway safety audit: Route 13/South Main Street intersection
- Chapel annual rental agreement
- 7pm - Public Hearing re "No Parking" area on Potanipo Hill Road
- Littering Discussion (if agenda is minimal, otherwise delayed to future meeting)
- Follow-up discussion on trees at the Transfer Station

**8:26pm Drew moved, seconded by Eddie, to go into non-public session per RSA 91-A:3 II (c) reputation and (l) legal, 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.**

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9:26pm meeting adjourned.

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