



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, May 18, 2020*

Selectboard members via Zoom video conference: Brendan Denehy, Eddie Arnold, Ron Olsen, Drew Kellner, and Dana Ketchen along with Town Administrator Tad Putney. Also present; Emergency Management Director David Coffey, Recreation Commission member Rich Vertullo.

6:31pm Brendan opened the meeting with the Pledge of Allegiance. He said we are meeting electronically under Executive Order 2020-04 and Emergency Meeting Orders #12 and #23, which allow for remote meetings. The Board members all stated they were social distancing from their homes, some with others generally present.

Public Input

Drew said for the first time in eighty years, Camp Tevya announced they have made the difficult decision not to open for camp this summer due to the current public health situation.

Approve Minutes

Ron moved, seconded by Eddie, to approve the public minutes from the Monday, May 4, 2020 meeting as written; Roll Call Vote Yes 5-0. Eddie moved, seconded by Dana, to approve 8 sets of non-public minutes from the Monday, April 20, 2020 meeting, sets 1-5 out of 6 of the non-public minutes from the Monday May 4, 2020 meeting, and the non-public minutes from the Wednesday, May 6 and Thursday May 7, 2020 meetings as written; Roll Call Vote Yes 5-0.

Bids for Emergency Radio Upgrade Project

Tad said at the Board's direction from the last meeting, **Chief Jackson** sought bids from three Simco dealers within 200 miles of Brookline – one each in Maine, Connecticut and New Hampshire. **Tad** opened the one sealed bid we received - from Modular Communications in Mason, NH. He read the total cost of the installed system is \$64,917.28, less a trade in amount of \$5,800, for a final cost of \$59,117.28 for this project phase. **Tad** said the warrant article approved at town meeting was \$60,000 and suggested the bid now be submitted to Chiefs Jackson and Quigley for specification review. **Eddie moved, seconded by Ron, to accept the bid of \$59,117.28 from Modular Communications, conditional upon review of the specifications; Roll Call Vote Yes 5-0.**

*Minutes
Selectboard
Monday, May 18, 2020
Page 2*

Partial Payment to Radio Capital Reserve Fund

Tad said to start the process for the radio equipment upgrade, there is a requirement of 50% down when ordering the equipment. He said included in tonight's expense warrant is a \$30,000 payment to create the Radio Capital Reserve Fund, which is half of the sum approved in the warrant article at town meeting. By only including half the amount at this time, **Tad** said we will conserve cash. **Tad** said he wanted the Board to be aware of this item before approving tonight's warrant. Board members agreed to its inclusion in the warrant.

Sign Warrants for Payment

Eddie moved, seconded by Ron, to approve Accounts Payable Warrant #19 in the amount of \$289,052.11, Payroll Warrant #20 in the amount of \$57,360.13, and Police Detail in the amount of \$210; Roll Call Vote Yes 5-0.

Year to Date Expenses and Revenues

Tad said through the end of April we were 33% of the way through the year and had spent 27% of the operating budget. He said individual line items look okay year to date, noting that we have spent 55% of the Welfare budget so far, which is no surprise. He said we do have the Neighbors Helping Neighbors Fund to fall back on, if needed. **Tad** said for revenue, timber taxes are estimated to be \$10,000 for the year and we have not received anything yet, but three bills were recently sent out, so the full-year estimate is reasonable. He said Chapel and Brusck Hall revenues are down because they have been temporarily closed. **Tad** said recreation field fees have not come in yet, but **Rich** advised fees are expected as volleyball and baseball are both planning to open their seasons. **Tad** said Transfer Station fees for construction debris are down because we have not billed for charge accounts yet. He added miscellaneous fees are also down due to the decision to waive them temporarily.

Notice to Appoint

The Selectboard gave notice to appoint **Sean McNair** as an Alternate Member to the Conservation Commission at the next meeting.

COVID-19 Update - Emergency Management Director David Coffey

- State of NH is now testing through healthcare providers.
- Cases are falling with a slight increase for 1st responders.
- The State of NH has masks available for all businesses.
- School food program ending June 4th
- Food Pantry still in good shape.
- David picked up more PPE for emergency services in town.
- Initial information for FEMA reimbursement has been submitted.
- COVID-19 expenses incurred to date are \$6,263.

Timing of Opening Town Buildings

Tad said the governor's order limiting gatherings to 10 people or less continues through the end of May. He said we may have further guidance in time for the next

*Minutes
Selectboard
Monday, May 18, 2020
Page 3*

meeting on June 1st. **Tad** said it may be time to send another update to the public given recent developments. Board members agreed.

2020 Grove Operations

Rich said due to the lack of a manager position, the Recreation Commission will be overseeing daily operations of the Grove this season. **Brendan** said how do we do this with no lifeguards. **Rich** said we are not required to have lifeguards. We will have staff members there confirming the individuals are Brookline residents or their guests and keeping track of capacity. Swimmers will swim at their own risk and it will be clearly posted. **Brendan** said it is important to keep open communication with the public. **Rich** said the membership form from recreation will be sent soon to the Board for review. He said boundary markers will be put out, but there will be no raft. He said they are planning to have memberships and memberships with guests. **Brendan** said he appreciates the Recreation Commission stepping up.

Emergency Operations Center - Relocation Bid Document

Tad said he has a draft of the bid package for the EOC relocation and a due date of June 22. He said we have received advice from Fire Inspector **JP Royea** to add lighted exit signs. **Tad** said he would also like to get input from the Building Inspector on the document before finalizing it. Board members did not have any suggested changes.

Discuss COVID-19 Stipends for Emergency Responders

Following a discussion about state-sponsored stipends for emergency responders covering the period from May 4 through June 30, ***Drew moved, seconded by Dana, to approve an initial payment of up to \$300 stipends per week for full-time and up to \$150 stipends per week for part-time participating emergency responders, to be paid by the Town through the end of May, and fully reimbursed by the State of NH; Roll Call Vote Yes 4-0-1, Eddie abstained.***

Purchasing Policy Changes

Tad said after looking at peer town purchasing policies from Amherst, Wilton, Hollis and Milford and a joint meeting including the department heads, **Eddie** and **Dana**, he has proposed revisions to the current policy that aim to:

1. Simplify where possible
2. Require “soliciting” (and having supporting documentation) as opposed to “obtaining” bids
3. Specify that while price is important, “the best value for the town” will also be a key overall consideration.
4. Eliminate advanced Board approval for purchases under \$25,000.

Tad said documentation will be supplied with the invoice in the warrant for amounts over \$2,500. **Dana** said if aspects of the policy are not workable for department heads, they can come to the Board for adjustments. ***Eddie moved, seconded by Ron, to accept the purchasing policy changes as written; Roll Call Vote Yes 5-0.***

*Minutes
Selectboard
Monday, May 18, 2020
Page 4*

Update on Public Works Hiring Process

Tad said we received five applications by the deadline and **Mike** will set up three interviews. **Dana** suggested requiring drug and alcohol screening for driving positions. **Tad** will reach out to legal for advice.

Public Works Building Committee

Eddie said they had their first meeting last week remotely via Zoom. He said the next meeting is tomorrow night in the Town Hall auditorium with spaced out tables for distancing. **Eddie** said they will be creating a timeline to follow for work to be done. He said tomorrow night the main thing the committee will be focusing on will be the pros and cons of hiring a construction management firm.

Update from Souhegan Regional Landfill District (SRLD) Meeting

Eddie said at the last SRLD meeting the biggest topic was recycling. **Eddie** said we came up with district-wide changes to address expense and revenue considerations that will be implemented once plastics recycling begins again. **Eddie** said details will be posted soon on the town website and the Public Works Facebook page.

Department Head Memo re Stipend for Emergency Management Director

Tad read a letter from the department heads commending Emergency Management Director **David Coffey** on his work during the COVID crisis. They respectfully requested that the Selectboard provide **David** with his annual stipend in the near future, and further plan for an additional stipend later in the year that appropriately recognizes both his many hours of service and invaluable assistance to Brookline during the crisis. **Dana** asked for the amount of the stipend. **Tad** said \$7,500. ***Eddie moved, seconded by Drew, to release David Coffey's annual stipend at the next pay period and consider an additional stipend at the end of November; Roll Call Vote Yes 5-0.*** It was noted any supplemental stipend may qualify for COVID-19 reimbursement to the town.

Eversource Pole Attachment Application

Drew moved, seconded by Eddie, to authorize Brendan to sign the Eversource Pole Attachment Application allowing the town to attach flags to poles; Roll Call Vote Yes 5-0.

Review ACH Controls Procedure

The Board approved the adoption of the new ACH Controls Procedure. **Tad** said given the evolving nature of the town's new use of ACH transactions, it is recommended this procedure be reviewed annually, or as changes warrant.

Review Mail Folder

The Board reviewed the mail folder.

Building Inspector Cars

Tad said we are now in possession of the latest retired police cruiser. He said **Ed Arnold** had looked at both that car and the building inspector's current car to see which made the most sense for the ongoing use by **Romeo**. **Tad** said **Ed** noted brake work

*Minutes
Selectboard
Monday, May 18, 2020
Page 5*

and two catalytic converters are needed on the most recently retired police car. **Eddie** said he recommends keeping the current Building Inspector vehicle and selling the latest cruiser based on the comparison of likely work that needs to be done. Members agreed.

Items for Next Meeting Agenda

Discuss go/no-go on July 4th fireworks display
Follow-up on requirement of drug and alcohol/physical requirement for hiring process
Discuss approval of emergency responder stipends through June

8:10pm Brendan moved, seconded by Dana, to go into non-public session per RSA 91-A:3 (c) reputation (the Board may discuss other non-public topics), and upon coming out of non-public session and sealing the minutes, the Board will immediately adjourn; Roll Call Vote Yes 5-0.

Meeting adjourned at 9:09pm.

Minutes submitted by Sharon Sturtevant.

Brendan Denehy

Eddie Arnold

Ron Olsen

Drew Kellner

Dana Ketchen