



**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@brooklinenh.us

<http://www.brooklinenh.us>

*Minutes
Selectboard
Tuesday, May 31, 2022*

Selectboard members present: Eddie Arnold, Brendan Denehy, Dana Ketchen, Steve Russo, and Ed Perry along with Town Administrator Tad Putney. Also present: Bill Quigley, Jack Hebert, Angie Dacey, Charlie Corey, and Mike Wenrich.

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

Public Input

Eddie said he heard that **Brendan** did a great job with the Pine Grove Cemetery historical tour on Monday. He thanked **Brendan** and said he hopes to see more things like that in the future. **Dana** said she attended the tour, and it was wonderful. **Eddie** said he started a “Go Fund Me” page for the July 4th fireworks which has raised \$700 to date. **Tad** said the planter at the end of Bond Street has been hit again and he has received calls from two residents volunteering to restore it. **Mike** said from a plowing standpoint, he would remove it. **Dana** said she needs more history about it before deciding to remove it. **Eddie** said his family has observed an astonishing number of vehicles turning in and out of Bond Street on the wrong side of the planter. **Tad** suggested we take the offer to put it back together. **Eddie** said yes, for now, but we should evaluate it going forward. Members agreed.

Approve Minutes

Dana moved, seconded by Steve, to approve the public minutes from the Monday, May 16th meeting as written; Voted Yes 5-0. Dana moved, seconded by Steve to approve the public minutes from the Friday, May 27th meeting as written; Voted Yes 5-0. Dana moved, seconded by Steve, to approve set #1 of the non-public minutes from the Wednesday, May 11th meeting as amended; Voted Yes 5-0. Dana moved, seconded by Steve, to approve 9 sets of non-public minutes from the Monday, May 16th meeting as written, and to unseal set #5; Voted Yes 5-0. Dana moved, seconded by Steve, to approve the non-public minutes from the Friday, May 27th meeting as written; Voted Yes 5-0.

Sign Warrants for Payment

Steve moved, seconded by Ed, to approve Accounts Payable Warrant #21 in the amount of \$110,619.43, Payroll Warrant #22 in the amount of \$65,804.59 and Police Detail in the amount of \$472.50; Voted Yes 5-0.

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Eagle Scout Rank

Eddie read a letter to **William Scales** from the Selectboard congratulating him on achieving the rank of “Eagle Scout” through the successful construction of a pavilion on Richard Maghakian Memorial School grounds as his final project.

Announce Hiring of Town Planner

Eddie announced the hiring of **Michele Decoteau** as the new Town Planner. He said **Michele’s** first day was today and **Val** will be working with her throughout the month of June to achieve a smooth transition. He said **Michele** will also be managing the town website.

Announce Public Works Building Open House and Farewell to Val and Tad

Eddie said the Selectboard invites residents and community members to visit the new Public Works Facility at 42 North Mason Road on Saturday, June 25th from noon to 2pm to walk through the new building and wish **Val** and **Tad** well as they retire at the end of June. He said refreshments will be served.

Paving by NHDOT

Tad said NHDOT is paving parts of Route 130, South Main Street, Cross Road, and Pepperell Road this week. He said they will be taking the opportunity to cut out some pavement on the south side of the South Main Street intersection at Route 13 to reduce speeds of vehicles, heading north on Route 13, that turn onto South Main.

Chief Quigley re Introduction of Lieutenant Jack Hebert

Chief Quigley said it is his pleasure to announce our very first Lieutenant here in Brookline. He said **Jack** came to us with over 20 years of police experience and holds a master’s degree in criminal justice administration, as well as having successfully completed the FBI leadership course for supervision, leadership, and command training. **Bill** said he will retire some day and he is trying to avoid the extremely difficult situation that he walked into when he took the chief’s position. **Bill** said his plan is to keep working with his philosophies while at the same time transitioning some of **Jack’s** philosophies into the position, so in the future, if he does his job right, **Jack** can smoothly transition into the chief’s position. **Jack** said he is really looking forward to this opportunity. **Brendan** asked how **Jack’s** promotion affects patrol officer coverage. **Bill** said all shifts will still be covered as everyone is stepping up and he and **Jack** will cover shifts as needed.

Chief Corey re Periodic Fire Department Update

Charlie said we currently have 36 members and are in the process of signing on a new one to make 37. **Charlie** said in June of 2026 the Fire Department will be 200 years old and we would like to do some kind of celebration. He said we weren’t sure if the Selectboard had funds for some kind of parade with marching bands and fire trucks and they are open to any ideas. He said next year we plan on buying a new rescue truck to

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replace our 37-year-old Engine 4 as well as Rescue 1 we have now. He said it will hold 850 gallons of water and 2,500 feet of 5-inch hose and various rescue tools. **Charlie** said training is moving along and the State will be supplying new foam this fall. **Dana** suggested donating the old truck to a small town. **Brendan** invited the Fire Department to come in for an upcoming visioning discussion.

Yvonne Gutierrez re Update on Upcoming Grove Season

Yvonne said the Lake Host Program is planning on adding parking lines to regulate parking at the Lake Potanipo boat ramp. She said “No Swimming” signs in the boat ramp area have been posted and coordinated with NH Fish & Game for enforcement by the Conservation Officer and Brookline police. She said the boat ramp will be staffed from 8am to 5pm every day from June 18th to August 18th. **Yvonne** said the Melendy Pond boat ramp will be minimally staffed on busier days by Lake Hosts. She said parking at the Grove between May 15th and September 15th requires a parking placard and new placards will be issued and renewals will be provided on the next two Thursdays from 4pm-7pm at the Town Hall and, after that, placards will be issued/renewed at the Grove starting on June 12th when the season opens. She said we are pursuing online registrations for Grove memberships but are using paper forms (available on the website) at this time. She said beach hours will be 11am – 6pm everyday until August 20th. **Yvonne** said the beach sand has been delivered and the temporary fence between the boat ramp and the beach has been installed. She said all employees will be taking mandatory de-escalation and self-defense training with the Brookline police. She said the Summer School Program will be resuming their beach trips this year with supervision. She said she has invited Sundae Drive and the ice cream truck company to make regular stops at the Grove this year. **Yvonne** said she spoke with **Angie** at the Food Pantry to coordinate setting up a bin at the beach for donations. **Yvonne** said she reached out to the library to set up a take-a-book leave-a-book station this year and Tiki Torch Yoga will be held weekly on Sunday from 7:30pm to 8:30pm starting June 26th.

Angie Dacey re Welfare Update and Discussion

Brendan said this is a great program that is running very smoothly but we wanted to know if **Angie** needed anything from the Board. **Angie** said our community is so generous and she recently partnered with Hannaford for fresh produce at the pantry. She said down the road we could provide a literacy program to assist some residents. She said we recently had students complete volunteer hours for the National Honor Society which is great. **Angie** said we currently serve 12 households for various reasons. She said welfare funds are mostly spent on rent assistance, utilities, gas, and food vouchers. **Angie** said RMMS 3rd graders run a food drive, the Post Office recently ran a food drive, and the scouting food drive occurs in the fall. She said everyone involved has been wonderful. She said it may make sense in the fall to look at increasing the welfare budget for 2023 given recent inflation.

Announce Resignation of Library Trustee

Brendan moved, seconded by Steve, to accept the resignation of Karen Jew as Library Trustee effective June 15th, 2022; Voted Yes 5-0.

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Appointments and Notice to Appoint

Dana moved, seconded by Brendan, to appoint Mark Gath as Library Trustee until March 2024; Voted Yes 5-0. The Board gave notice to appoint Jennifer Morrissey as Library Trustee for the term June 16, 2022 - March 2025 at the next Board meeting.

Review and Approve 2022 “Bridge” Lease for 4 Eighth Street (Melendy Pond)

After some discussion, *Brendan moved, seconded by Steve, to authorize Eddie to sign the 2022 “Bridge” Lease Agreement for 4 Eighth Street on Melendy Pond; Voted Yes 5-0.*

Review 5 Years of Financials for Chapel and Brusck Hall; Cornerstone Rent

After reviewing the income and expense over the last five years *Dana moved, seconded by Ed, to authorize Eddie to sign the proposed annual rental agreement between the Town of Brookline and Pastor Damon Thomas, dba Cornerstone Bible Church with no change in rent; Voted Yes 5-0.*

Three-Year Contract for IT Services

Tad said the proposed contract increases 10.8% but has remained unchanged since 2019. He said the main drivers of the increase are storage cost, management software, and security software, which have all seen increases from 8% to 15% over the past three years. **Tad** said he reached out to the department heads, and they all supported continuing to have Spaulding Hill as our IT consultant. *Dana moved, seconded by Steve, to authorize Eddie to sign the three-year Agreement for IT consulting services with Spaulding Hill Networks, effective November 1, 2022, and to waive the purchasing policy requirement of three bids; Voted Yes 5-0.*

Review ARPA Spending Guidelines and Recommendations from Dept. Heads

Tad said at the May 16th meeting the Selectboard approved the following guidelines for spending ARPA funds (with at least three out of the four criteria being met): 1. Benefits a high percentage of Brookline residents; 2. Benefits the health and/or safety of Brookline residents; 3. Expected to be an expense in the future if not done now with ARPA funds; 4. Expected to be supported by residents if voted on at town meeting. **Tad** reviewed the department head recommendations for ARPA funds. He said the funds must be spent by the end of 2026 and encumbered by the end of 2024. The Board discussed other ideas to be considered for the funds.

Proposed Increase in Construction Debris and Tire Fees at the Transfer Station

Mike reviewed proposed increases in fees to better cover rising costs of disposal of tires and construction debris. *Brendan moved, seconded by Steve, to approve the construction debris and tire disposal fee increases at the Transfer Station effective June 16th, 2022; Voted Yes 5-0.*

Request to spend \$70,000 in Highway Block Grant Funds on Culvert Work

Mike said to balance the use of “Highway Block Grant” monies between capital purchases and infrastructure improvements, he is proposing to use approximately half of last year’s allocation of \$141,618 for gravel and drainage improvements on the roads

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we are resurfacing this year. ***Brendan moved, seconded by Ed, for \$70,000 to be used from the Public Works Revolving Fund for gravel and culvert work; Voted Yes 5-0.***

Steve moved, seconded by Ed, to take up the well and water survey question discussion tabled at the last meeting; Voted Yes 5-0.

Discuss Potential Questions for Well Water Survey for Residents

Eddie said we need to tailor these survey questions for both residents who do not have well water issues and those who do. The Board discussed the drafted questions for the survey. The Board agreed on the following survey questions:

1. Please provide the address for which you are answering this survey. This is to provide geographic data and to ensure duplicates are not counted.
2. Have you experienced issues with water quantity or quality in your well within the past 5 years? (Y/N).
3. If you answered yes to question 2, do you have any background information or data showing the problems you experienced and the remediation that occurred. (Y/N). If so, are you willing to make this information available to the Brookline Selectboard and/or designated committee? (Y/N).
4. Do you have any additional comments about well water you would like the Selectboard to review?

Dana moved, seconded by Ed, to purchase a subscription to “Survey Monkey” for the Town of Brookline not to exceed \$500; Voted Yes 5-0.

Review Next Agenda

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

- Library trustee appointment
- Schedule for visioning discussions
- Discuss holding sessions supporting mental health
- SRLD update
- Board/committee updates

Review Mail Folder

The Board reviewed the mail folder.

8:55pm Eddie moved, seconded by Dana, to go into non-public session per RSA 91-A:3 II (c)reputation and (l)legal and potentially others; Roll Call Vote Yes 5-0.

9:53pm Eddie moved, second by Brendan, to come out of non-public session and seal the minutes; Roll Call Vote Yes 5-0.

9:53pm meeting adjourned.

Minutes submitted by Sharon Sturtevant.

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Eddie Arnold

Brendan Denehy

Dana Ketchen

Steve Russo

Ed Perry