



**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 May 4, 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, Ambulance Chief Shawn Jackson, Public Works Director Mike Wenrich, Pam and Al Mariano (Alamo), and Josif Bicja (Hoyle Tanner).

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. **Brendan** asked each Board member to state where they are, why they are there, and if anyone is present with them. All members responded.

Public Input

Brendan acknowledged the recent passing of former Brookline Police Chief **Lou Nadreau** who served as chief from 1990 to 1996 and long-time resident **Rolf Bremmer**. They will both be missed. **Tad** said the posting for the DPW position is on the town website and the deadline for applications is the end of the week.

Approve Minutes

Eddie moved, seconded by Drew, to approve the public minutes from the Monday, April 20, 2020 meeting as written; Roll Call Vote Yes 5-0. The Board decided to hold off on approving the non-public minutes until the next meeting when all members have had a chance to review them.

Sign Warrants for Payment

Eddie moved, seconded by Ron, to approve Accounts Payable Warrant #17 in the amount of \$1,339,011.73, Payroll Warrant #18 in the amount of \$57,056.28, Police Detail in the amount of \$2,625 and 250th Warrant in the amount of \$6,230.43; Roll Call Vote Yes 5-0.

Announce Changes to Town Website and Town Email Addresses

Tad said the town website address has changed to www.brooklinen.h.us (now missing the "." before "nh"). He noted a similar change to all town employee email addresses and that a mailing was sent out last week to all residences and P.O. boxes with the information.

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Review Letter Commemorating Del and Rogene Porter's 75th Anniversary

Brendan read a letter congratulating Del and Rogene Porter on their 75th wedding anniversary, which is tomorrow.

COVID-19 Update - Emergency Management Director David Coffey

- State of NH hospitalizations are 11%, down from 15%, deaths at 3%. 47 first responders quarantined, 22 tested positive.
- NH Public Health shows seven cases in the Town of Brookline.
- Emergency Order #17 has been extended to May 31.
- PPE is available through the State of NH at no cost to local businesses.
- Last day for the food program and providing meals to students will be May 12.
- Obtained additional PPE for Emergency Services in Brookline.

Brendan said the Governor announced in his press conference that additional money is coming to NH towns from the state. **David** said there will be stipends for full and part time emergency responders, but we are waiting for more information. **Shawn** said he has not seen any guidelines on eligibility yet. **David** said he is keeping track of all COVID-19 related expenses. He said FEMA reimbursement for related emergency expenses is 75%. **Drew** asked if we have had communication with Camp Tevya in terms of if or when they will be open again. **David** said he did reach out to them, but has received no reply yet. **Tad** said he did hear from the new director and he said a decision has not been made and they are waiting on further guidance.

Review Preliminary Re-Opening Plan

David reviewed a template of things that will change as we move to open gradually. He said we will be getting input from department heads and staff as well as the state. **Tad** said there is a department head meeting on Wednesday, so we can get the dialogue started. He said we are not looking to open tomorrow, but it is important for us to plan now for that eventuality concerning supplies and custodial requirements. **Tad** said, based on the guidance from the governor, he does not think we will be opening the Town Hall in May, and then we will see what the governor says for June. **David** said we will be watching to see the number of cases and hospitalizations as businesses slowly open again. **Eddie** said some town employees have expressed concerns about opening to the public and putting their family members, who already have compromised health, at risk. **Brendan** said we can monitor things and dial back, if needed. **Tad** said from the town hall's perspective, we are moving forward with online services, and should see that come into play by the end of May. He said we will be increasing our service to residents while not opening the doors and that should afford us the luxury of being very deliberate in opening to the public. **Eddie** said he has heard from some town employees who reported residents taking their frustrations out on them and he would like to remind the public that just because the town employees are employed by the taxpayers, does not mean they aren't human beings. **Eddie** said this behavior is inappropriate. The Board discussed how they feel about resuming meetings at town hall and the opinions were mixed. **Drew** suggested a hybrid approach: if we resume at the town hall, those who still wish to Zoom should be able to.

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Josif Bicja (Hoyle Tanner) Bond Street Bridge Engineering Preliminary Plans

Josif reviewed with the Board the preliminary plans for the Bond Street bridge and the NHDOT standard requirements for approach railings. He said, with regard to the north approach railing, there is no room at the fire station quadrant to add any amount of railing as the snow is plowed in that area. **Josif** said across from the fire station, on the sidewalk side, there is also a concrete pilaster and no approach railing. He said we could not cost effectively add a railing in this quadrant as there are underground utilities and a utility pole that cannot be relocated. **Josif** said if the town is okay with the bridge matching the existing conditions, we will submit a design exception in the form of a standard letter to NHDOT stating why it is impractical to meet their design standard for additional railings. *Drew moved, seconded by Dana, to seek a design exception from NHDOT for the Bond Street bridge north approach; Roll Call Vote Yes 5-0.*

Approve Shoreland Permit Fee Paid from Bond St. Bridge Cap. Reserve Fund

Drew moved, seconded by Eddie, to approve the letter to the Trustees of the Trust Funds, asking they make timely payment of \$400.00 to the Treasurer - State of NH from the Bond Street Bridge Capital Reserve Fund for the shoreland permit; Roll Call Vote Yes 5-0.

Signage Recommendations for Averill Road Area – Director Mike Wenrich

Mike said concerning the dirt section of Averill Road and the narrow right of way there, he came up with suggested signage and a speed limit of 20mph to calm traffic. **Mike** said these signs are not small and he is planning to speak to the property owners and see if they are willing to allow the signs on the edge of their property. Board members agreed with **Mike's** proposed signage plan. *Dana moved, seconded by Eddie, to approve a 20mph speed limit for the gravel portion of Averill Road; Roll Call Vote Yes 5-0.*

Alamo Outdoor Seating

Tad said he received an email from the owners of the Alamo Restaurant asking the Board to consider approving temporary outdoor seating in advance of formal approval from the planning board. **Pam Mariano** described the temporary outdoor seating they are looking to provide as a way to help their business during these challenging times. **Brendan** said the Selectboard could approve it on an interim basis and then the Planning Board would hear the case at their June meeting. *Drew moved, seconded by Eddie, to permit temporary outdoor seating at the Alamo Restaurant for 90 days from the date of opening with the following conditions; 1) Approval of the State Liquor Commission; 2) Full adherence to the restaurant guidelines issued by the governor's re-opening task force; 3) Submission of a plan and complete application for outdoor seating submitted to the town by May 29th for review at the June 18th planning board meeting 4) Inspection by the Fire Department prior to opening; and 5) Obtaining an electrical permit in the event of any outdoor electrical work. Roll Call Vote Yes 5-0. Drew moved, seconded by Eddie, to authorize Brendan to sign a letter of support for the temporary outdoor seating to be sent to the NH Liquor Commission; Roll Call Vote Yes 5-0.* **Brendan** said, for the record, we are doing this because of an emergency situation and are not setting a precedent with this decision.

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Review Emergency Management Operations Center Project Timeline

Tad proposed the project timeline for the relocation of the Emergency Management Operations Center to ensure completion of the project in 2020. Members supported the timeline.

Appointment to BudCom Study Committee

Dana moved, seconded by Drew, to appoint Eric Pauer as member to the BudCom Study Committee; Roll Call Vote Yes 5-0. Drew moved, seconded by Eddie, to appoint Gaylord Sledge as member to the BudCom Study Committee; Roll Call Vote Yes 5-0.

Appointments to DPW Building Committee

Drew moved, seconded by Eddie, to appoint Todd Croteau and Cindy LaCroix to serve as the at-large residents on the DPW Building Committee; Roll Call Vote Yes 5-0. Mike said he feels the DPW Building Committee meetings will not be productive if done remotely. The Board discussed the pros and cons of the DPW Building Committee meetings being held remotely and in the upper auditorium of the town hall while still social distancing. **Brendan** said his concerns are for us to be done in time for town meeting and to be “shovel ready” as soon as possible. He recommended the DPW Building Committee conduct their first meeting remotely and then figure out whatever works for them and report back to the Board.

Review Preliminary 2020 Paving Plan

Mike reviewed the 2020 paving plan including: Blueberry and Cranberry Lane, Bohannon Bridge, Millbrook and Parker Road, Captain Douglas Drive and Eddy Avenue. He said the total road length is 10,615 feet or 2.01 miles. **Mike** said all these roads are showing mostly good structure making them great candidates for an overlay without major roadway work being required. Board members did not voice any objections.

Reimbursement for Work at Melendy Pond

Brendan said at the Melendy Pond Management Committee (MPMC) meeting last week they discussed the fact there is no current formula for reimbursement to the DPW for winter maintenance or other work that is done there. He said the MPMC wants to ensure that any labor costs spent by public works employees are covered by Melendy Pond funds and not town taxpayers. **Tad** said, by way of reference, Brookline pays Hollis \$1,000 per year for them to plow/sand Brookline’s portion (800 feet) of Iron Works Lane. **Tad** said we are proposing the town be paid \$1,750 per year for winter maintenance of Melendy Pond Road and \$50 an hour for any additional labor **Mike** does on the property. It was agreed we will add a Melendy Pond expense line item and a revenue line item to the public works budget next year for tracking purposes. *Eddie moved, seconded by Drew, to approve charging the Melendy Pond Revolving Fund \$1,750 per year for winter maintenance and \$50 per hour for other labor done by Mike on the property; Roll Call Vote Yes 5-0.*

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Review Sole Source Request for Radio Upgrades

Shawn said the Fire Department made a significant investment in a scalable radio repeater system in 2018 designed and installed by the current owner of Modular Communications. He said it is highly recommended we go with the same company for the next stage of equipment upgrades and therefore deviate from the three-bid requirement. ***Eddie moved, seconded by Drew, to accept the sole bid of \$59,128.28 from Modular Communications.*** **Dana** asked if these were the funds in the amount of \$60,000 that were raised and appropriated at town meeting as a warrant article, **Shawn** said yes, the funds were appropriated for a capital reserve account so monies not spent can rollover. **Shawn** explained that there are two other certified providers of the equipment, but both are more than 100 miles away. He said one is in Connecticut and the other is in Maine. **Drew** expressed a desire to give them an opportunity to bid on supplying the equipment. ***Eddie amended his motion, seconded by Drew, to accept the sole bid from Modular Communications for “Phase I” only of this project; Roll Call Vote No 4-1, Eddie Voted Yes.*** ***Drew moved, seconded by Ron, to direct Chief Jackson to open the process back up for competitive bid, for the opportunity to provide a solution to the Radio Tower Phase I Project, with sealed bids due by Friday May 15, 2020 at 12:00 Noon; Roll Call Vote Yes 4-1, Eddie Voted No.***

Recreation Plans for Upcoming Grove Season

Tad said the Recreation Commission does not have a manager for the Grove for the upcoming year and the COVID-19 uncertainty makes planning difficult. This combination has led to the following plan for the upcoming season. He said the Recreation Commission wanted to share their preliminary plans with the Board for comment:

- Without a manager, the Recreation Commission will be managing the Grove operations jointly
- Memberships and swimming lessons will be eliminated
- There will be no lifeguards; appropriate signage will be posted
- The beach will be manned for approximately five hours per day (hours to be determined) by one or two individuals collecting day pass fees, daily raking, clean-up, and ensuring attendees are Brookline residents or their guests.

Tad said he spoke with Primex about eliminating lifeguards and they told him, while they recommend lifeguards, it is not required and some towns have opted to eliminate them. **Tad** said Primex told him if the Town does decide to eliminate them, signage is key. **Drew** suggested looking into a hybrid position between Lake Host and Recreation Commission. **Tad** said he will reach out to **Rich Vertullo** to attend the next meeting.

Review ACH Controls Procedure

Defer to next meeting.

Approve Police Cruiser Lease Paperwork

Drew moved, seconded by Ron, to authorize Brendan and Eddie to sign the lease paperwork for the new police cruiser; Roll Call Vote Yes 5-0.

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Review Mail Folder

The Board reviewed the mail folder.

Items for Next Meeting Agenda

- Review Purchasing Policy
- Review Emergency Operations Center Relocation Bid Package
- Review ACH Controls Procedure
- Review Radio Bids
- Follow-up Discussion about Grove with Rich Vertullo

Other Business

Drew said the Conservation Commission has plans to put forward a grant application for funding trail maintenance at Hobart Fessenden. He said the deadline of May 15, 2020 falls short of the Selectboard's next meeting and, if by chance, they need Board approval, the conservation commission may be requesting a short meeting to do so.

9:10pm 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.

9:47pm meeting adjourned.

Minutes submitted by Sharon Sturtevant.

Brendan Denehy

Eddie Arnold

Ron Olsen

Drew Kellner

Dana Ketchen