



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
BOARD of SELECTMEN  
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*Minutes  
Board of Selectmen  
Monday, May 23<sup>rd</sup>, 2011*

Selectmen Tad Putney, Clarence Farwell, Jack Flanagan, Darrell Philpot and Karl Dowling were present.

**6:15 pm – Non Public Session**

*Tad, Clarence, Jack, Karl and Darrell voted to go into Non Public Session under RSA 91-A:3, II (b) – (hiring) – Voted Yes 5-0.*

*6:35 pm – Return to the Public Session. Tad, Clarence, Jack, Karl and Darrell voted to seal the minutes. Voted Yes 5-0.*

6:40 pm – **Tad** called the meeting to order

Residents Dennis Skey, Chris Adams, Ann Somers, Helen Ballou, Loring Webster, and Reporter Hattie Bernstein attended the meeting.

**Vandalism at Ball Park on Mountain Road**

**Police Chief Bill Quigley** was present to give some information on what happened. Doug Barnett has been investigating and found the owner of the vehicle that was involved in the vandalism. The Board congratulated the Department. The Police Department already talked with the car's owner and they will discuss repair cost. **Bill** will keep the Board updated.

**Public Input**

**Pledge of Allegiance**

**Dennis Skey** asked why the Board does not say the Pledge of Allegiance before the start of the meetings. This is common practice in many towns.

***Darrell moved to amend the process of the meeting and say the Pledge of Allegiance at the beginning. Seconded by Jack. Darrell, Jack and Karl voted Yes. Clarence Abstained. Tad voted No. Voted 3-1-1.***  
The Pledge of Allegiance will be added to future agendas.

**Website Update - Transparency**

**Dennis** provided the Board with a spread sheet showing proposed actions to take to update how and what information is put on the website – this is part of the transparency process. **Dennis** said that audits, salaries, debt/bonds, trusts, property assessments, budget/expenditure breakdown, budget proposals, invoices are items that should be available. **Clarence** asked who was going to take care of all this. **Tad** said that he would like to ask Darrell and Karl to get together with Dennis and discuss how it could be done. **Darrell** said that they (with web/cable committee – Dennis) talked about creating a website. **Jack** said that Lynne Abt needs to be involved in the process. **Darrell** said that they talked about using the cable fund to get a quote. **Karl** said that they also addressed contact information on the website; for

example, elected officials should have a town email, not use their personal one to conduct town business.

**Dennis** informed the Board that he was going to join a “cable coalition group”, a consolidation of multiple towns.

**Darrell** said that, through BAE, he met with Charlie Bass who would be willing to meet with the Town.

**Jack** said that he too has been in contact with him. The Board decided it would like Darrell to invite Representative Bass to a future meeting.

#### Voting – Roll call

**Dennis** said that he would like to see roll call on every motion made by the Selectmen in order to see who and how Board members voted.

***Darrell moved to use roll call during subsequent meetings. Seconded by Karl. Voted Yes 4-1.***

***Clarence opposed the motion.***

#### 7:10 pm – General Business

##### Minutes

***Darrell moved to approve the May 16, 2011 public meeting minutes as written. Jack seconded. Voted Yes unanimously.***

##### Hollis Police Department

The Board signed a letter addressed to James Sartell, New Hollis Police Chief, to congratulate him on his recent appointment.

After Darrell asked, the Board agreed on sending a letter of appreciation to Chief Russell Ux and to congratulate him on his upcoming retirement. Tad will prepare and sign the letter on behalf of the Board.

##### Warrant

The Board signed the \$10,892.35 regular warrant including \$2,065.75 for PSNH.

##### Winterberry Road

A letter was mailed to Robert and Laureen **MacLean** asking them to stop by the Town Hall and sign a document attesting that they will surrender the cash bond in order for the town to complete and accept the road.

**Dennis LaBombard**, Town Engineer, provided the Board with a report dated May 20, 2011 after he looked at the condition of Road and estimated the cost of finishing the pavement.

##### Helen Ballou – Last Week’s Sunshine Presentation

**Helen** sent an email to the Board with comments on whose responsibility it would be to provide website updates and that there are existing RSAs that can prohibit volunteers from doing the work of town employees. Tad thanked Helen for her note and said that as the transparency effort moves forward we will need to be mindful of these rules, including contracting the NH Department of Labor.

##### Monius Property – Lot H-42

Following last week’s discussion, **Ann Somers** sent an email to the Board, which **Tad** read. **Clarence** said that he would walk the boundaries on Thursday.

## **Discussion – Town Administrative Position**

**Tad** presented information he gathered from the LGC showing which surrounding / similar size towns have a Town Manager or Town Administrator. The Board discussed the feasibility for Brookline to have a Town Administrator in the future. Many items need to be taken under consideration / questions asked such as:

- When it's time, there will be a need for a transition period.
- Talk to other towns that have added a Town Administrator, what we can learn from them.
- Adding another employee means need for extra space in the office; currently, space is limited.
- Rena needs to be involved in the discussion – Rena has been working for the town for over 30 years and she is the person who knows all the files / subjects.
- Question on whether or not this position is needed.
- If such position is created, would other existing positions be revised?
- How do we designate / set up our staff / organize the people we need?
- Town voters would have the ultimate say on this.

**Clarence** said that the Board needs to have a dialog with Rena first.

**Dennis Skey** asked if job descriptions could be made public. **Chris Adams** said that what we need is a description of jobs from all employees. Then we will see what we need / if we need a Town Administrator. **Dennis** also suggested looking at a Finance position. Some towns have both, Administrative and Finance positions.

**Tad** said that the Board would have a dialog with Rena at the next meeting. **Tad** will also contact the LGC and discuss how they have helped other towns, consider the addition of a town Administrator.

## **Road Bonds**

**Valerie** printed the list of road bonds that Rena keeps updated. She explained that about a month before the road bonds expires, the Town Engineer, Dennis LaBombard, is asked to look at the roads and the work that has been done since the current bond was issued. Dennis then provides the Planning Board with a report and recommendation to maintain, reduce or increase the bond. The Planning Board then makes a recommendation to the Board of Selectmen, who, in turn, contact the developer with a deadline to renew the road bond. Ultimately, it is the developer's responsibility to renew the bond prior to its expiration.

**Clarence** said that he would talk to the Road Agent about the cash road bond in place for Dupaw Gould Road.

## **Facilities Committee Charter**

The Board went over the 2011-2012 Facilities Committee Charter (draft) **Tad** prepared and reviewed the version proposed by **Ann Somers**. The goal is for the Board and the Committee to share information / coordinate. After a brief discussion, the Board decided to utilize the version Ann prepared.

***Darrell moved to adopt the Facilities Committee Charter for 2011-2012 as prepared by Ann Somers. Karl Seconded. Voted Yes unanimously 5-0.***

## **Town Bonds**

**Tad** presented the estimated bond interest and principal payments due up to 2015. By 2013, if we pursue the Police Department addition and if approved at Town Meeting, the town would have \$394,909 in bond debt.

Because of the low construction costs and low interest rates, it may be an optimal time to finish the Safety Complex. Low interest rates are not going to last.

**Loring Webster** said that the square footage for a new Police Department was reduced from 8,000 to 6,000 sq/ft. The Board will need to look at construction costs too.

Discussion about the addition to the Safety Complex will be continued at a future meeting.

**Personnel salaries, benefits**

**Chris Adams** asked when salaries and benefits would be discussed. **Tad** said that the Board starts with the union employees. Once we have reached an agreement, we talk about non-union employees. The Board would like to provide uniform benefits across all town employees.

**Memorial Day**

**Tad** announced that all Town Offices will be closed on Monday May 30, 2011 in observance of Memorial Day.

**Elm Trees project**

**Tad** announced that 15 new Elm trees have been planted along Route 130. **Clarence** said that Tad deserves a round of applause for the good job and continuing what Helen Fenske started. The Board congratulated Tad.

**8:30 pm – Non-Public Session**

*Tad moved to go onto Non Public Session under RSA 91-A:3, II (c) (reputation) and (e) (pending claims or litigation). Seconded by Jack. Tad, Clarence, Jack, Karl and Darrell voted Yes. Passed unanimously 5-0.*

*9:00 pm - Darrell moved to resume the Public Session and seal the minutes of the Non-Public Session. Seconded by Karl. Tad, Clarence, Jack, Karl and Darrell voted Yes. Passed unanimously 5-0.*

**4 Main Street – Former Ambulance Facility**

**Clarence** said that everything was all set with the reinforcement and John Phillips Carpentry will install 4 x 4 x 8 support posts - Total cost is \$150.00.

**Cornerstone Bible Church – Brookline Chapel/Brusch Hall Rental**

**Clarence** said that Damon Thomas and Calvin Sandford would like to have a yearly contract. Currently, they have a rental agreement for 3 months, signed late March 2011. Since the current contract expires at the end of June, the Board will make a decision at the next meeting.

**Next meeting**

The following items will be added to the June 06, 2011 agenda:

- Discuss a Town Administrator Position with Rena's input
- Chapel/Hall rental – Cornerstone Bible Church

**9:30 pm - Adjourn**

*Darrell moved to adjourn the meeting. Jack seconded. Voted unanimously 5-0*

Minutes submitted by Valérie Maurer

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Tad Putney

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Clarence L. Farwell

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Jack B. Flanagan

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Darrell Philpot

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Karl D. Dowling