



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, September 10, 2018*

Selectboard members present: Brendan Denehy, Eddie Arnold, Tom Humphreys, Valerie Ogden and Ron Olsen along with Town Administrator Tad Putney. Also present: Peter Cook, Shawn Jackson, Tom Solon, Webb Scales and Ann Somers.

6:30pm Brendan opened the meeting with the Pledge of Allegiance.

Public Input

Tom said he has lived on his road for 12 years, which abuts Laurel Crest Drive, and in speaking to some of the residents of Laurel Crest, they say it has not been resurfaced in 25 years. **Tom** asked that the resurfacing of Laurel Crest be recorded as a formal request and that it be done before the snow flies. He requested a response at the next Selectboard meeting from the DPW Director as to when he is going to do it. **Eddie** read a letter on behalf of the Selectboard thanking **John Carr** for his nine years of service as Health Officer. **Eddie** announced the posting for the Health Officer position, adding that it pays an annual stipend of \$1,100, serves a three-year term, and is appointed by the State of New Hampshire. The application deadline is Friday, September 28, 2018.

Approve Minutes

Ron moved, seconded by Eddie, to approve the minutes from the Monday, August 27th 2018 meeting as written; Voted Yes 4-0-1, Val abstained. Eddie moved, seconded by Tom, to approve 2 sets of non-public minutes from the Monday, August 27th 2018 meeting as written; Voted Yes 4-0-1, Val abstained.

Sign Warrants for Payment

The Board signed Accounts Payable Warrant #37 in the amount of \$1,307,355.52, Payroll Warrant #38 in the amount of \$58,115.10 and Police Detail Warrant in the amount of \$2,042.50.

Review Year-to-Date Expenses

Tad said at the end of August we were 67% of the way through the year and had spent 65% of the operating budget. He noted "highways" is only at 44% spent because paving has not been done yet. He said all bond-related expenses have been paid for the year.

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Old Business

Tad said the Transfer Station Evaluation Committee has asked that he come back to the Board and ask them to reconsider allowing a Planet Aid collection bin for used clothing at the Transfer Station as it is needed to keep up with the items that are being left.

Eddie moved, seconded by Ron, to authorize Brendan to sign the two-year agreement to host a Planet Aid collection bin, which provides the town with 5 cents per pound collected, and strike the “exclusivity” provision from the contract; Voted Yes 4-1, Val voted no.

Appointments

Tom moved, seconded by Eddie, to appoint Chris Adams to the Melendy Pond Planning Committee; Voted Yes 5-0.

Announce Primary Voting September 11, 2018 from 7am to 7:30pm at CSDA

Brendan provided a reminder that primary voting is tomorrow.

Peter Cook re Elderly exemption

Peter said there are three pre-set age brackets for the elderly exemption: age 65-75, 75-80 and over 80. He said two town meetings ago we changed the asset threshold to bring us in line with other towns and raised it from \$75,000 to \$100,000. He said the change has resulted in a minimal increase in the number of residents getting an elderly exemption. He noted the income criteria to qualify is \$30,000 if single and \$40,000 if married, which has not changed in years. **Peter** said there will be a warrant article at Town meeting to adjust the elderly exemption valuation amounts to account for the recent town-wide revaluation and he will propose a further increase in the asset threshold. **Tad** said within a month **Peter** will be back with a specific recommendation, including peer town data on elderly exemptions and a rough estimate of cost implications.

Ambulance Chief Jackson re Ambulance Staffing for 2019

Chief Jackson said he wanted to share some 2019 budgeting assumptions with the Selectboard. He reminded the Board about the recent Fair Labor Standards Act compliance issue, which will require staffing model changes for the ambulance and result in a budgetary impact for 2019. **Shawn** noted that current staffing provides two providers for 24/7/365 coverage in order to be able to transport a patient and that equals 17,500 hours per year. He said that he and **Jan**, as full-time staff, provide about 4,160 hours of coverage per year, therefore leaving at least 13,300 hours of coverage per year by the volunteers. **Shawn** noted that the Brookline ambulance volunteers are trained, certified, and licensed to the exact same standards as every other EMS provider in the state.

Shawn said that the value of the annual coverage provided by the volunteers is significant and noted total values based on different frames of reference:

- At minimum wage: approximately \$97,000/year
- At the prior on-call rate: approximately \$123,000/year

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- At prevailing wage rates for EMTs, AEMTs, and Paramedics: ranges from \$187,000/year to \$267,000/year depending on the level of coverage

Shawn estimated about 1,264 hours of daytime coverage are needed per year to cover for his and **Jan's** paid time-off and administrative duties. He said that currently the members are volunteering to provide daytime coverage due to the FLSA issue, but it is not a long-term solution. He said members have met several times to discuss potential staffing models to provide optimal coverage during the day when he and **Jan** are off. He said he will be proposing a staffing model that will pay volunteers who provide daytime coverage, but the staffing model is still up in the air. He said the majority of ambulance personnel wish to remain volunteers, however, they have said that if the service begins billing, they will want to be paid. He said that all staffing models that have been discussed would result in an increase in the salary line item. He projected that a "call pay" approach, like the fire department, would result in a budget increase of \$38,000 - \$47,000.

Shawn said that another impact on the budget will be having all of **Jan's** time allocated to the ambulance budget. He said that currently 10 hours a week of **Jan's** pay is allocated to the Emergency Management budget, but those duties should be done by the new Emergency Management Director, so her time can return to 100% paramedic. **Shawn** projected that the reallocation of the salary portion would result in an \$11,300 increase to the ambulance salary line for 2019.

Shawn said on a positive note that he has proposed about a \$27,000 increase in Mason's contribution to our annual ambulance costs, which would help offset some of the increased costs for next year. **Eddie** asked if the on-call pay would be available to selected personnel or to all. **Shawn** said that FLSA requires it be applied to all members as we cannot have some paid and some volunteering for the same job.

Draft Charter to Study Ambulance Billing

Shawn said town meeting will have to vote to permit billing as a prior vote determined billing was not permitted. He referenced a draft charter for a committee to study billing for ambulance services. **Eddie** said he is not in favor of the charter. **Brendan** said he thinks we need to have the information to present both sides, so we should go through the evaluation process. **Eddie** said he looks at the Fire Department and they do the call pay and it works with 2 full-time and 1 part-time. **Ron** thinks we should go through this process because either way we go, the costs end up on the homeowner. **Val** said she is in favor of having the warrant article to allow for billing. **Tad** noted the timeline would be a 2019 warrant article to allow for billing and, if it passes, then the balance of 2019 would be used to prepare for implementation of billing effective January 1, 2020. **Tom** said he is in favor of moving the charter forward. **Brendan** asked who on the board is in favor of the charter and they voted yes 4-1, with **Eddie** voting no. The Board members signed the charter. **Tad** said he will attempt to get membership of the committee finalized at the next Board meeting.

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Tom Solon Interim Update from MPPC

Tom provided an update on the work of the Melendy Pond Planning Committee. He asked the Board if they have a frame of reference in mind for determining the “market rate” for rents. He also noted the committee is interested in knowing the Board’s desired objective of rental income. If we were to extend the leases, is the objective of the rental income to simply offset the future demolition costs of the buildings, or do we want to collect monies above those costs. **Tom** also asked if the Board wants the committee to seek a legal opinion on legal recourse for the costs of removing structures. **Brendan** suggested taking about 15 minutes at our next meeting to discuss the committee’s inquiries further. **Tad** said he will prepare a memo to the Board identifying the items on which the Committee needs guidance from the Board. **Eddie** said that forestry management of the land, including logging for revenue, has been recently discussed by the committee and could be implemented in the near-term.

Open Propane Bids

The Board opened the propane bids for the year. **Eddie** recused himself and moved into the audience. The bids were: Rymes Propane & Oil at \$1.449/gal, Ciardelli Fuel at \$1.549/gal and Irving Energy at \$1.575/gal. **Ron moved, seconded by Tom, to select Rymes Propane & Oil as the propane vendor for the 2018/2019 year; Voted Yes 4-0-1, Eddie abstained.**

Review of Purchasing Policy

Tad said the policy has not been updated since 2012 and noted several recommended edits. **Eddie moved, seconded by Tom, to amend the Purchasing Policy as recommended; Voted Yes 5-0.**

Small Business Request for Halloween

Tad said he had an inquiry from a resident and small business owner suggesting that businesses be invited to set up tables on the Town Hall lawn to promote their businesses during Halloween. He said that while he wants to support businesses, he is concerned that some residents would be put-off by the mixing of business promotion and trick or treating. **Eddie** said he feels it is a good idea, but not at the Town Hall and suggested using the Ball Park parking lot for the businesses. The Board opposed the idea of business promotion during trick or treat.

Mail Folder

The Board reviewed the mail folder.

Next Meeting Agenda

Tad noted the following items for the next meeting’s agenda:

- Provide requested guidance for Melendy Pond Planning Committee
- Review 2017 Audit
- Appoint Ambulance Billing Study Committee members
- Mike Wenrich in for periodic discussion with the Selectboard

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Brendan moved, seconded by Eddie, to move into non-public session per RSA 91-A:3 II (a) personnel and (b) hiring; Roll Call Vote Yes 5-0.

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

Eddie moved, seconded by Ron, to adjourn the meeting; Voted Yes 5-0.

Meeting adjourned 8:19pm.

Minutes submitted by Sharon Sturtevant.

Brendan Denehy

Eddie Arnold

Tom Humphreys

Valerie Ogden

Ron Olsen