



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, November 1, 2021*

Selectboard members present: Drew Kellner, Eddie Arnold, Brendan Denehy, Dana Ketchen, and Steve Russo along with Town Administrator Tad Putney. Also present: Finance Committee Members Brian Rater, Adam Goff, and Cindy LaCroix.

6:00pm Drew opened the meeting with the Pledge of Allegiance and reviewed the rules for hybrid meetings.

Public Input

Drew read a memo from **Police Chief Quigley** to **Master Patrol Officer David Torrissi** commending him for his investigative skills when responding to a report of a stolen company vehicle from a local business on October 24th. Though unable to locate the vehicle at the time, while off duty on October 30th, he recognized the stolen vehicle in Lunenburg, MA and reported it to the local police department. The vehicle was returned to its rightful owner. **Brendan** congratulated the Library for hosting a successful “Trunk or Treat” at RMMS on Saturday. He said this may be the start of a new Brookline tradition. **Drew** said the **Conservation Commission** is hosting the annual 5K Run/Walk on Thanksgiving morning and sign-ups are underway on the Facebook page. **Eddie** reminded everyone that “603” is now required when making telephone calls in NH. He also said there is information on Facebook regarding the annual “Tree Lighting”, which is back this year and accepting donations. **Drew** said **Steve** requested that an update from the School and Town Services Study Committee be added to tonight’s agenda and it will be discussed later in the meeting.

Approve Minutes

Eddie moved, seconded by Dana, to approve the public minutes from the Monday, October 18th and 25th meetings as written: Voted Yes 5-0. Eddie moved, seconded by Dana, to approve sets 1 thru 4 and 6 thru 9 of the non-public minutes from the Monday, October 18th meeting as written, reserving set 5 for further discussion; Voted Yes 5-0.

Sign Warrants for Payment

Dana moved, seconded by Steve, to approve Accounts Payable Warrant #43 in the amount of \$686,048.09, Payroll Warrant #44 in the amount of \$66,240.69 and Police/Fire Detail in the amount of \$2,441.25; Voted Yes 5-0. Tad said for the

*Minutes
Selectboard
Monday, November 1, 2021
Page 2*

record we would like the minutes to reflect a correction to the pay-related warrants from the October 18th Selectboard meeting. He said it was discovered that a firefighter errantly received “regular pay” and should have received “detail pay” at a different rate and on a different warrant. He said, once corrected, the regular gross payroll warrant was reduced by \$208.24, to \$66,058.41 and the detail pay gross warrant was increased by \$498.75, to \$3,517.51. *Dana moved, seconded by Eddie, to accept the clarifications of Corrected Payroll #42 and Corrected Detail Pay from the Monday, October 18th meeting as amended; Voted Yes 5-0.*

Review Bids for Annual Report Printing

Tad said we received three bids for the town report printing by the noon deadline on Friday:

- Country Press at \$2,550.87. **Tad** said we have used them successfully in recent years.
- R.C. Bradshaw at \$1,810. **Tad** said he spoke to the Town Administrator in Sutton, NH who has been in the role for 23 years and R.C. Bradshaw has printed their town report for 23 years. He said she gave a very positive referral. **Tad** said he spoke with R.C. Bradshaw and was advised they can work within our report timeline with the same format as our previous printer.
- Ram Printing at \$2,450.

Eddie moved, seconded by Dana, to accept the bid for \$1,810 from R.C. Bradshaw for the printing of the 2021 Annual Town and School Report; Voted Yes 5-0.

Review Bids for 1996 Fire Truck

Drew said we received two bids by the deadline. He said one was from **Kyle Smith** for \$4,000 and the other was from JAW Sales for \$5,250. **Eddie** said the bid is less than we were hoping for and he sees more value in the powertrain on the truck. He said there was interest from the DPW in keeping the powertrain as a back-up in case something happened to one of our vehicles. **Eddie** said he thinks this is something we should evaluate further. *Dana moved, seconded by Steve, to accept the bid of \$5,250 from JAW Sales for the 1996 KME Renegade Pumper Fire Truck; Voted Yes 4-1, Eddie Voted No.*

Review and Approve Performance Guarantee for Write Road Construction

Tad reviewed the information from the Planning Board and Town Engineer recommending a Performance Guarantee in the amount of \$110,700 for Wright Road construction. *Dana moved, seconded by Steve, to approve the Performance Guarantee of \$110,700 for Wright Road; Voted Yes 5-0 Yes.*

Review and Approve Final Lease Payment For New Ambulance

Eddie moved, seconded by Dana, to approve the final lease payment of \$54,695 for the new ambulance with funds coming from the Ambulance Revolving Fund; Voted Yes 5-0.

*Minutes
Selectboard
Monday, November 1, 2021
Page 3*

Review and Approve Fire Pick-Up Acceptance and Payment Request Form

Tad said a \$10,000 down payment will be paid from the 2021 operating budget at the time of delivery of the 2022 Ford F250 pick-up truck next week, with the balance paid in a one-year lease out of the 2022 budget. **Dana** asked if we could change to a two-year lease. **Tad** said he thinks so, but will confirm. *Eddie moved, seconded by Steve, to authorize Drew to sign the Acceptance and Payment Request Form to Municipal Leasing Credit Corporation for the 2022 Ford F250 Fire Pick-up; Voted Yes 5-0.*

Review and Approve Payment for Engineering - Bond St Bridge Cap Res Fund

Tad said we received an invoice for Bond Street Bridge engineering services from Hoyle Tanner. **Drew** said this brings the total engineering costs to date to \$160,103.62 with an 80% reimbursement from the state. **Tad** said he believes construction is scheduled for 2024. *Dana moved, seconded by Steve, to approve payment of \$6,810.62 for engineering work done on the Bond St Bridge with funds to come from the Bond Street Bridge Capital Reserve Fund; Voted Yes 5-0.*

School and Town Services Study Committee Work Update

Steve said the study committee completed their work and submitted information to the Planning Board on Friday. He said on Thursday the committee will meet with the Planning Board and a public hearing will be held later to discuss the committee's proposed ordinances, which may change after meeting with the Planning Board on Thursday.

7:01 Continuation of Preliminary 2022 Budget Reviews

Election and Registration: Linda Saari - Proposed 2022 budget: \$10,425 Up 78.2% Increase due to three elections in 2022 versus one in 2021. She noted no additional funds are in the budget for the Freedom to Vote Act. She suggested we would need to revisit the budget in January if the Act is signed into law.

Library: Karen Jew – Proposed 2022 Budget: \$336,792 Up 20.7% Increase due to miscalculated medical insurance and omission of social security in last year's budget. **Brian** offered to work with them and come back to the next Selectboard meeting with updated numbers.

Health Agencies: Tad Putney – Proposed 2022: \$25,300 Up 2.2% Increase due to Souhegan Valley Collaborative Bus Ride requested increase of \$500. **Tad** will clarify if a \$1,000 donation to Keystone Hall should be added following its consolidation with Harbor Homes.

Public Welfare: Tad Putney – Proposed 2022 budget: \$15,000 Level **Tad** said he would like this to remain level and make more use of the Neighbors Helping Neighbors Fund, with a recent balance of \$31,800, as a back-up, if needed. **Brendan** said the food pantry, which supports both Brookline and Hollis, also helps to off-set the welfare budget.

Emergency Management: David Coffey – Proposed 2022 budget: \$21,500 Level

*Minutes
Selectboard
Monday, November 1, 2021
Page 4*

Financial Administration: Tad Putney - Proposed 2022 budget: \$215,640 Up 3.1% Increase due to postage, internet speed upgrade, and IT support disaster recovery equipment to get back on-line in 24 hours as opposed to two weeks.

Personnel Administration: Tad Putney – Proposed 2022 budget: \$712,601 Up 4.7% **Tad** said we have received actual figures for 2022 health insurance and the costs will be declining 8.1%, which has reduced the initial figures we estimated.

Legal: Tad Putney – Proposed 2022 budget: \$285,000 **Tad** said this is currently a placeholder for the workforce housing lawsuit and may be modified during the January budget hearings.

Executive: Tad Putney - Proposed 2022 budget: \$248,575 Down 0.7% **Tad** said “overtime” is separated from the “salaries” line this year for tracking and reporting purposes. **Brendan** suggested the Finance Committee make reviewing the annual stipends a task in 2022 for the 2023 budget.

Gen. Gov’t Buildings: Tad Putney - Proposed 2022 budget: \$283,593 Up 32.9% Increase largely due to new Public Works building, new furnaces needed for the Town Hall and Safety Complex, a metal roof for the Fire Station, and increase in oil/propane prices.

Insurance: Tad Putney – Proposed 2022 budget: \$75,228 Down 14.9% Decrease due to premium holidays for insurance.

Identify Any Budgets for Further Discussion at November 15th Meeting

The Board agreed to have further discussions with the Library, Fire Department, Health Agencies, and Town Clerk/Tax Collector.

Consider Approving Substantial Completion of Public Works - Site and Salt Shed

Tad said North Branch Construction has advised that for **Mike** to use the Public Works site and salt shed for its intended purpose (storing salt and sand for winter), the Board needs to accept them as “substantially complete.” He said, however, the document needs to be accompanied by a punch list that includes costs and a timeline for completion, which we will have tomorrow. **Brendan moved, seconded by Eddie, to authorize Drew to sign the “substantial completion of the Public Works site and salt shed” document upon receipt of the project punch list, associated costs and timeline; Voted Yes 5-0.**

Discuss Draft Warrant Article and Modeling for New Leases at Melendy Pond

Tad said the Melendy Pond Management Committee is recommending if a warrant article is put forward for new Melendy Pond leases, any tenant that signs a new lease by January 1, 2023 would need to pay a “new lease assessment” equal to the higher rent they would have paid in 2020, 2021 and 2022, in fairness to those who signed new leases with higher rental rates in 2019, plus a delayed signing fee of \$1,000. Members decided to discuss this topic further at the next Board meeting.

*Minutes
Selectboard
Monday, November 1, 2021
Page 5*

Review Mail Folder

The Board reviewed the mail folder.

8:46pm *Drew moved, seconded by Eddie, to go into non-public session per RSA 91-A:3 II (c) reputation, (d) land, (l) legal, and potentially others; Roll Call Vote Yes 5-0.*

9:50pm *Drew moved, second by Eddie, to come out of non-public session and seal the minutes; Voted Yes 5-0.*

9:51pm meeting adjourned.

Minutes submitted by Sharon Sturtevant.

Drew Kellner

Eddie Arnold

Brendan Denehy

Dana Ketchen

Steve Russo