



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

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*Minutes  
Selectboard  
Monday, November 29, 2021*

Selectboard members present: Drew Kellner, Eddie Arnold, Brendan Denehy, Dana Ketchen, and Steve Russo along with Town Administrator Tad Putney.

**6:30pm Drew** opened the meeting with the Pledge of Allegiance and reviewed the rules for hybrid meetings.

**Public Input**

**Drew** thanked all who participated in the Thanksgiving Day 5K Run/Walk. He said the Conservation Commission raised \$2,200 to support their conservation efforts. **Drew** said we have a condensed agenda this evening out of respect for the beginning of Hanukkah. **Brendan** reminded folks about the annual “Tree Lighting” ceremony on Sunday, December 5<sup>th</sup> at 4:00pm on the Town Hall lawn, followed by a visit from Santa at the Fire Station. He said the Friends of the Library will be inside the Town Hall selling refreshments and the Community Church’s Soup/Chili Fair will be happening across the street. **Brendan** also said the “Celebration of Lights” sponsored by the Women’s Club will be happening on Saturday, December 11<sup>th</sup> from 6pm-8pm. **Drew** said the State of NH announced plans to provide free at-home COVID testing kits, allowing 4 per household. He said orders may be made at [www.sayyeshometest.org](http://www.sayyeshometest.org). **Drew** said there is no town funding involved. **Dana** said people are encouraged to contact their doctor if they test positive.

**Approve Minutes**

*Eddie moved, seconded by Dana, to approve the public minutes from the Monday, November 15<sup>th</sup> meeting as written; Voted Yes 5-0. Eddie moved, seconded by Dana, to approve 9 sets of non-public minutes from the Monday, November 15<sup>th</sup> meeting as written; Voted Yes 5-0.*

**Sign Warrants for Payment**

*Dana moved, seconded by Eddie, to approve Accounts Payable Warrant #47 in the amount of \$833,283.71, Payroll Warrant #48 in the amount of \$72,607.91, Fire Department Call Pay Year-End Warrant in the amount of \$34,106.21, and Elected Officials Year-End Stipends in the amount of \$29,050; Voted Yes 5-0.*

**Reminder of Vacancy: Trustee of Trust Funds**

**Drew** said individuals interested in this position are asked to send an email to the Town Administrator at [tputney@brooklinenh.us](mailto:tputney@brooklinenh.us) referencing their relevant background

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experience, by Wednesday, December 8<sup>th</sup>. He said once appointed to this position, the term will run for the balance of the 3-year term - until March 2024.

**Reminder of Upcoming Vacancy: Welfare Officer**

**Drew** said the Welfare Officer assists people in need and coordinates with the food pantry and the Neighbors Helping Neighbors Fund. He said it comes with an annual stipend of \$6,000 and individuals interested are asked to contact the Town Administrator at [tputney@brooklinenh.us](mailto:tputney@brooklinenh.us) by Wednesday, December 8<sup>th</sup>.

**Review Melendy Pond Sublease Agreement (2 Ninth Street) For Approval**

**Tad** said tenants on Melendy Pond are permitted to sublease with the condition that they come to the Melendy Pond Management Committee in advance and obtain permission. He said more recently, we have codified a sublease agreement in writing with these subtenants whereby they are committing to assume the rules and obligations of the underlying lease. **Tad** said this particular lease is due to expire on April 1, 2022, and the sublease has been approved by the Melendy Pond Management Committee, signed by the sublessees and now needs the approval of the Board. *Dana moved, seconded by Brendan, for Drew to sign the Sublease Agreement for 2 Ninth Street; Voted Yes 5-0.*

**Review Potential Abatement Request for 189 Old Milford Road.**

**Tad** said he drafted a letter from the Selectboard to the Board of Assessors requesting an abatement for the most recent tax bill of \$370 for 189 Old Milford Road. He said this address is part of the Melendy Pond property and the lease expired in September, which was prior to the October through March time period that the taxes relate to. *Brendan moved, seconded by Eddie, for the Selectboard to request the Board of Assessors abate the current tax bill of \$370 for Lot M-17 (189 Old Milford Road); Voted Yes 5-0.*

**Discuss Option of Using Revolving Fund for Fire Truck Purchases**

**Tad** said following the last Selectboard meeting, he reached out to DRA seeking greater flexibility for paying fire truck lease payments. **Tad** said he was advised that recent legislation passed (Senate Bill 87), effective August 30, 2021, that now allows capital reserve funds to pay for multiple payments under a lease/purchase agreement, not just the final payment. **Tad** said he spoke with **Chief Corey** who said the information does not change the Fire Departments proposed 2022 operating budget. The Board discussed the pros and cons of creating a revolving fund for the Fire Department. *Eddie moved, seconded by Brendan, for the Fire Department to pay for the new Ford F250 pick-up out of the Fire Truck Capital Reserve Fund and split the 2022 payment for 5E2 between the Fire Department budget and Fire Truck Capital Reserve Fund as proposed by Chief Corey; Voted Yes 4-1, Dana Voted No.*

**Energy Audit Review, Prioritization and Lease Options – Keith McBrien of EEI**

**Keith** reviewed recommendations from the Final Investment Grade Audit and noted the following potential projects: Town Hall: LED lighting, replace boiler, and attic insulation. Fire Station: LED lighting and attic insulation work. Safety Complex: LED

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lighting, insulation work in the attic and solar panels on the roof. Library: LED lighting. It was agreed that an Energy Committee should be chartered soon after town meeting to review the recommendations and complete needed work that would result in a warrant article for funding energy conservation efforts at the March 2023 town meeting. ***Eddie moved, seconded by Brendan, to add \$3,200 to the 2022 General Government Buildings budget for LED lighting at the Library; Voted Yes 5-0.*** Drew said the Board is interested in completing this list except for the boiler at the Town Hall, which will be done separately.

**Update on Process for Revising the Personnel Plan**

**Tad** said he provided the Board with initial “tracked changes” updates to the Personnel Plan, which was last updated in September 2017. He said he will be meeting with department heads this week to get their input on the plan. He said he is planning to spend time with the Board reviewing all proposed changes at the December 13<sup>th</sup> meeting and asked Board members to send him suggested revisions in advance of the meeting. **Tad** said he would like to adopt the revised plan at the December 27<sup>th</sup> Selectboard meeting, so it is effective for the beginning of the new year.

**Sign Thank You Notes for Clarence Farwell and Rebecca Purdin**

The Board signed thank you notes.

**Review Mail Folder**

The Board reviewed the mail folder.

**Next Meeting Agenda**

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

- Setting date for annual department head evaluations
- Update on ARPA funding
- Update on TAP-2 project
- Review draft Code of Conduct
- Review Personnel Plan revisions
- 2022 budgeting update

8:12pm ***Drew moved, seconded by Eddie, to go into non-public session per RSA 91-A:3 II (c) reputation and (l) legal; potentially others; Roll Call Vote Yes 5-0.***

8:48pm ***Drew moved, second by Eddie, to come out of non-public session and seal the minutes; Voted Yes 5-0.***

8:49pm meeting adjourned.

Minutes submitted by Sharon Sturtevant.

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Drew Kellner

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Eddie Arnold

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Brendan Denehy

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Dana Ketchen

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Steve Russo