



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

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*Minutes  
Selectboard  
Monday, November 4, 2019*

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

Also present: Finance committee members Brian Rater, Dana Ketchen and Graham Loff as well as Ann Somers, Loring Webster, Shawn Jackson and Roger Ogen.

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

**Public Input**

**Brendan** said he wanted to clarify the Board's statement made at the last meeting regarding the PSNH/Eversource settlement. He said that Eversource challenged three years of tax bills in a combined court case involving Brookline and about ninety other NH towns. He said the Selectboard and Board of Assessors discussed this with our attorney, who thought we would likely lose the case, which would cost the Town over \$200,000 to be paid immediately. Instead, the Town chose to settle the case for approximately \$150,000 which will be abated against Eversource's tax bills over the next three years.

**Approve Minutes**

*Eddie moved, seconded by Drew, to approve the minutes from the Monday, October 21, 2019 meeting as written; Voted Yes 5-0, Eddie moved, seconded by Drew, to approve six sets of non-public minutes from the Monday, October 21, 2019 meeting as written; Voted Yes 5-0.*

**Sign Warrants for Payment**

*The Board signed Accounts Payable Warrant #43 in the amount of \$320,066.24 and Payroll Warrant #44 in the amount of \$58,385.53.*

**Announce Public Hearing re Gravel Portion of Averill Road**

**Brendan** announced a Public Hearing will be held in the Town Hall Meeting Room at 1 Main Street on November 18, 2019 at 7:00pm to discuss options for addressing safety concerns on the gravel portion of Averill Road.

**Review Year-to-Date Expenses**

**Tad** said through the end of October, we were 83% through the year and had spent 75% of the operating budget. He said Cable Access, Planning and Zoning, Highways and Conservation Commission had spent under 50% of their 2019 budgets. **Tad** said the DPW Building Committee is moving forward with plans for the new garage. He said the \$20,000 in this

*Minutes  
Selectboard  
Monday, November 4, 2019  
Page 2*

year's budget for the facility is being spent on site engineering, but that no funds were set aside for an architect. He said in the case of the police station addition, the architect was paid out of bond proceeds, but that approach is not an option in this case and an architect's services are needed now in order to develop an accurate cost for the bond vote. **Tad** said the best option for the Selectboard to sign a contract in 2019 with an architect is to find funds in this year's budget. He suggested that he and Mike Wenrich will have information to review with the Board at the next meeting to identify funds in this year's budget for architectural services.

**Announce Denial of Fire Truck and Ambulance Grant Applications**

**Tad** said the applications for the New Fire Truck and the New Ambulance grants were officially denied. As a result, we will now move forward with putting the \$185,000 that was approved by voters in 2018 into a Fire Truck Capital Reserve Fund and further discuss leasing the new ambulance.

**Discuss Financing of New Ambulance**

**Shawn** said, given the denial of the grant, the new ambulance will need to be funded pursuant to 2019 warrant article #9. He said this article assumed financing a principal amount of \$250,000 at a projected interest rate of 4.70%, but interest rates have since dropped to 3.10%. **Shawn** said 2019 warrant article #10 approved a revolving fund for depositing all revenue received from providing ambulance services to the Town of Mason. He said the revolving fund has a current balance of \$98,851 and is expected to increase by \$19,420.50 per quarter in 2020 for an anticipated balance of \$176,533 by October 1, 2020. **Shawn** said he is proposing that we expend \$90,437 from the revolving fund as a down payment in order to reduce the amount of principal we finance to \$159,201, and to reduce our lease term from 5 years to 3 years. He said this would keep the annual lease payment the same as was approved by the voters (\$54,695) and would reduce interest that we pay over the life of the lease by \$10,611. **Shawn** said **Tad** reached out to the DRA and they confirmed that this approach is acceptable. **Drew moved, seconded by Eddie, to approve payment of \$90,437 from the revolving fund to pay down the principal on the new ambulance lease; Voted Yes 5-0. Drew moved, seconded by Eddie, to reduce the term of the lease from 5 to 3 years with a first installment due of \$54,695; Voted Yes 5-0.**

**Sign 2020 Mason Ambulance Contract**

After reviewing the contract, **Eddie moved, seconded by Steve, to accept the Mason Ambulance Service Contract for 2020; Voted Yes 5-0.**

**Review and Sign Atlas Fireworks Contract for July 4, 2020**

**Tad** said the contract increased 10% due to increased costs and the amount is \$9,625 for 2020. **Eddie moved, seconded by Steve, to authorize Brendan to sign the contract with Atlas Pyrovision Entertainment Group, Inc; Voted Yes 5-0.**

**Review Bids for Annual Town Report Printing**

The Board reviewed the bids for printing the annual town report: Keystone Press: \$2,896.17, Select Print Solutions: \$1,995.00, R.C. Bradshaw: \$1,950.00 and Country Press: \$1,895.87. **Tad** said Country Press has been our vendor for the last several years and have done an excellent job. **Ron moved, seconded by Drew, to accept the bid of**

*Minutes  
Selectboard  
Monday, November 4, 2019  
Page 3*

*\$1,895,87 from Country Press for the printing of the 2019 annual town report; Voted Yes 5-0.*

**Discuss Authorizing Chair to Sign Extension of Melendy Pond Lease**

**Brendan** said the Tuckers own a Melendy Pond camp and their lease ends next week. They are in the process of selling the building and the new buyer will be signing a new lease by the end of 2019. He said the Tuckers would like to sign a lease extension to the end of the year so a lease will be in effect until the closing. *Drew moved, seconded by Eddie, to authorize Brendan to sign the Extension of Lease for the Tuckers from the current expiration date to December 31, 2019; Voted Yes 5-0.*

**Review and Approve Bond Street Bridge Engineering Invoice for Payment**

**Tad** said this is the seventh invoice from Hoyle Tanner for the engineering of the Bond Street Bridge. *Eddie moved, seconded by Drew, to approve the disbursement of \$11,811.67 by the Trustees of the Trust Funds from the Bond Street Bridge Capital Reserve Fund payable to Hoyle Tanner; Voted Yes 5-0.*

**Review and Approve Invoice for Payment from DPW Equipment Cap. Res. Fund**

*Drew moved, seconded by Steve, to approve a total disbursement of \$7,850 by the Trustees of the Trust Funds from the DPW Equipment Capital Reserve Fund payable to Rydemore Truck Parts and Custom Coach; Voted Yes 5-0.*

**Review Selectboard's 2020-2025 Capital Improvements Plan Submission**

The Board reviewed and agreed on the following items for its Capital Improvements Plan submission:

- Facilities Maintenance Capital Reserve Fund: \$10,000 – 2020 Warrant Article
- Bond Street Bridge Construction: \$300,000 - 2023 short-term bond with 80% reimbursable from state bridge aid program
- Energy Conservation Efforts: \$10,000 – 2020 Warrant Article
- Moving Emergency Operations Center - \$29,000 - 2020 Operating Budget

**Update on Street Light Project**

**Tad** said Affinity will be swapping out 73 street lights with LEDs. He said the new lights will be delivered later this week. He said we are waiting for dates of installation and it should take about four days in total. **Tad** noted that the town's annual electric bill for street lights will be reduced by about 50% or \$6,000 once the project is completed.

**Review Mail Folder**

The Board reviewed the mail folder.

**Election & Registration – Linda Saari**

*Proposed budget of \$11,600. Increase due to increased stipends and 4 elections in 2020.*

*Minutes  
Selectboard  
Monday, November 4, 2019  
Page 4*

**Library - Pat Leonard**

*Proposed budget of \$268,474. Increase due to new bookkeeper with more duties, higher wages and increased health insurance.*

**Health Agencies - Rebecca Purdin**

*Proposed budget of \$24,840. Slight decrease over 2019.*

**Public Welfare – Rebecca Purdin**

*Proposed budget of \$15,000. Level-funded.*

**Emergency Management – David Coffey**

*Proposed budget of \$21,500. Comparable level with 2019.*

**Other Budget Areas - Tad Putney**

*Financial Administration - proposed budget of \$213,300. 1.3% increase due primarily to raises.*

*Personnel Administration - proposed budget of \$636,401. Increase due to health and dental insurance increases. **Tad** asked that we increase the maximum weekly payout under short-term disability for non-union employees to \$950/week, so it is consistent with that of union employees.*

*Communications - proposed budget of \$121,908. Increase primarily driven by 3% contractual increase in dispatch services via Hollis Communications.*

*Executive - proposed budget of \$240,625. Increase due to additional \$3,000 for potential auditor costs for GASB 75 analysis, 3% raises and some additional overtime.*

*General Government Buildings - proposed budget of \$209,164. Added \$5,000 for additional exterior lighting along Town Hall walkway from Bond Street.*

*Insurance - proposed budget of \$88,306. **Tad** noted actual 2020 rates set at \$43,693 for property & liability and \$44,187 for workers compensation.*

**Brendan** said January will be the next step in the budget process, which will include recommendations on each warrant article. He said our homework until then is to review proposed budgets, educate ourselves on proposed warrant articles and directing questions to department heads. **Brian** said the Brookline School District goal is to decrease the operating budget in 2020. He said the CSDA bond will be paid off, but we expect a warrant article for full-day kindergarten. He said there is money coming from the State to offset education costs, but we are not sure where or when it is coming.

**Next Meeting**

The Board agreed on the following items for the next meeting agenda:

- Public Hearing regarding the gravel portion of Averill Road
- Review of 2019 budget savings/unexpected expenses

*Minutes  
Selectboard  
Monday, November 4, 2019  
Page 5*

- Review Snow Policy
- Peter Cook re two exemption warrant articles

*Brendan moved, seconded by Eddie, to go into non-public session per RSA 91-A:3 II (c) reputation and (l) legal; Roll Call Vote 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 Drew, to adjourn the meeting; Voted Yes 5-0.*

Meeting adjourned at 8:40pm.

Minutes submitted by Sharon Sturtevant.

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Brendan Denehy

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Eddie Arnold

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Ron Olsen

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Drew Kellner

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Steve Russo