



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, October 18, 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.

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

Public Input

Drew said the 100-mile Ghost Train Trail Race held this past weekend from Saturday morning to Sunday afternoon was a success with almost 300 runners. He said this is a big fundraiser for the conservation commissions of both Brookline and Milford.

Brendan congratulated **David Torrisi** who, after five years of service with the Brookline Police Department and having passed a written exam, has been promoted to the rank of Master Patrol Officer.

Approve Minutes

Dana moved, seconded by Eddie, to approve the public minutes from the Monday, October 4th meeting as written; Voted Yes 5-0. Dana moved, seconded by Eddie, to approve the public minutes from the Thursday, October 11th meeting as written; Voted Yes 5-0. Dana moved, seconded by Eddie, to approve 7 sets of non-public minutes from the Monday, October 4th meeting as written; Voted Yes 5-0. Dana moved, seconded by Eddie, to approve sets 1 and 2 (set 2 was previously unsealed) of the non-public minutes from the Thursday, October 11th meeting as written; Voted Yes 5-0.

Sign Warrants for Payment

Dana moved, seconded by Eddie, to approve Payroll Warrant #42 in the amount of \$66,266.65, Police Detail in the amount of \$3,018.76, and Accounts Payable Warrant #41 in the amount of \$87,661.84; Voted Yes 5-0.

Review HealthTrust Rate Information for 2022 and 2021 Return of Surplus

Tad said for 2022 there is an 8.1% decrease in health insurance equating to about a \$17,000 savings for the town, a 1.5 % decrease for dental insurance, and 0.7% increase in short-term disability coverage. **Brendan moved, seconded by Dana, to authorize Drew to sign the annual commitment letter with HealthTrust; Voted Yes 5-0.** **Tad** said HealthTrust will be returning to the town a little more than \$29,000 in surplus for

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2021 and it will be provided in the form of a credit against our December 2021 invoice.

Public Works Building Update

Tad said while construction remains on time and within budget, we have learned that the fire pump for the sprinkler system is now not due to ship until February 1st due to supply chain issues. While the building will be completed in December, it could delay occupancy until later in February. **Tad** said the owner's contingency is currently at about \$26,000.

Review of Capital Reserve Fund Balance Information

Tad reviewed with the Board capital reserve fund balances as of the end of September.

Public Hearing Per RSA 32:11, I Emergency Expenditure: \$75,000 for Legal Costs

6:47pm Drew opened the Public Hearing. **Drew** read a draft letter to DRA seeking approval for an emergency expenditure of \$75,000, to come from the unassigned fund balance, to cover unanticipated legal costs resulting from a recently filed lawsuit against the town. **Graham Loff**, 90 Russell Hill Road, said he is in favor of seeking the emergency expenditure as he would rather pay to appropriately defend the town against the suit than potentially incur a more significant expense if we do not do so.

6:51pm Drew closed the Public Hearing. ***Brendan moved, seconded by Eddie, for the Board to approve the letter to DRA Commissioner Stepp, requesting the emergency expenditure of \$75,000, as drafted; Voted Yes 5-0.***

Review of Building Energy Audit Report

Keith McBrien reviewed the summary findings from his energy audit report of town buildings. It was decided that **Keith** will attend another Board meeting in November or December to spend more time discussing potential projects to pursue and prioritization of them. **Keith** noted the projects include a lease option, which reduces the upfront costs to the town.

7:10pm 2022 Open Budget Reviews

Ambulance: Jeffrey Stewart - Proposed 2022 budget: \$273,279 Up 7%

Jeffrey congratulated BAS member **Rui Loura** for reaching the level of AEMT. Warrant article proposed for \$17,851: 7-months pay for part-time ambulance employee. It was agreed to add \$11,200 to the 2022 ambulance budget to replace existing AEDs across town facilities with another \$11,200 in the 2023 budget to cover the balance of AED replacement costs.

Fire Department: Charlie Corey - Proposed 2022 budget: \$557,673 Down 5.3%

Warrant article proposed for \$50,000: Add to Fire Truck Capital Reserve Fund
Charlie said they are waiting on an estimate for the replacement of the rear (non-metal) part of the roof, so the proposed budget for the building will be increasing.

Conservation Commission: Drew Kellner - Proposed 2022 budget: \$43,940 (Level)

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Cable Access: Tad Putney - Proposed 2022 budget: \$15,860 Down 7.2%
Warrant article proposed to close Cable Access Fund and move the remaining balance to the General Fund.

Cemeteries: Brian Rater - Proposed 2022 budget: \$20,000 Up 11.1%
Increase due primarily to planned tree work at Pine Grove Cemetery.

Economic Development: Tad Putney - Proposed 2022 budget: \$2,500 Up 78.6%
Increase due to reinstating chili cookoff and postage increase for three newsletter mailings.

Planning & Zoning: Tad Putney - Proposed 2022 budget: \$83,901 Up 71.4%
Increase due to expanding the Town Planner position back to full-time with **Valerie Rearick's** retirement mid-2022.

Debt Service: Tad Putney - Proposed 2022 budget: \$350,128 Up 31.3%
Includes second to last bond payment for Ambulance Facility and first bond payment for new Public Works facility (interest only) in 2022.

8:07pm Close of budget reviews.

Review Fire Pick-Up Lease Documents for Approval

Eddie moved, seconded by Dana, to authorize Drew to sign the Equipment Lease/Purchase Agreement with Municipal Leasing Credit Corp for the new Ford F250 Crew Cab Pick-Up, plus equipment; Voted Yes 5-0.

Review Invoices for Payment from Public Works Equipment Cap Reserve Fund

Eddie moved, seconded by Brendan, to authorize payment by the Trustees of the Trust Funds, from the Public Works Equipment Capital Reserve Fund, in the amount of \$1,894.61, for work done on Truck #253; Voted Yes 4-1, Dana Voted No.

Review Proposal for Architectural and Structural Review of Annex

The Board reviewed a proposal by Lauer Architects to conduct an architectural and structural review of the building. **Tad** suggested creating a committee of Annex stakeholders next spring, once it is emptied of public works items, and charging the committee with developing recommendations on the future use of the building. He said the recommendations may include moving forward with the architectural and/or structural review.

Review Mail Folder

The Board reviewed the mail folder. **Eddie** said there is correspondence from NHMA concerning the "Freedom to Vote Act" and its requirement on local municipalities to open up early voting for 15 consecutive days prior to some elections would have a significant financial and volunteer impact to the town. Following extended discussion, *Dana moved, seconded by Eddie, for Tad to write a letter to our NH congressional delegation asking them to take into consideration the logistical challenges smaller towns would face if the Act is passed as currently drafted; Voted Yes 4-1, Brendan Voted No.*

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8:36pm *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.*

9:13pm *Drew moved, seconded by Eddie, to come out of non-public session and seal the minutes; Voted Yes 5-0.*

9:14pm meeting adjourned.

Minutes submitted by Sharon Sturtevant.

Drew Kellner

Eddie Arnold

Brendan Denehy

Dana Ketchen

Steve Russo