



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

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*Minutes  
Selectboard  
Monday, October 4, 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**

**Roger Odgen** asked when the seasonal “no parking” signs will be removed on Potanipo Hill Road. **Mike Wenrich** said he plans on removing them tomorrow.

**Approve Minutes**

*Eddie moved, seconded by Steve, to approve the public minutes from the Monday, September 20<sup>th</sup> meeting as written; Voted Yes 5-0. Eddie moved, seconded by Dana, to approve set 7 of the non-public minutes from the Tuesday, September 7<sup>th</sup> meeting as written; Voted Yes 5-0. Eddie moved, seconded by Steve, to approve 7 sets of non-public minutes from the Monday, September 20<sup>th</sup> meeting as written; Voted Yes 5-0.*

**Sign Warrants for Payment**

*Dana moved, seconded by Eddie, to approve Warrant #39 in the amount of \$1,048,029.50, BPW Warrant #6 in the amount of \$511,752.30, Payroll #40 in the amount of \$63,721.44, and Police Detail in the amount of \$2,073.75; Voted Yes 5-0.*

**Discuss Continued Closure of Town Clerk/Tax Collector’s Office on Fridays**

**Tad** said **Patti** would like to remain closed on Fridays for the remainder of the year to utilize her paid time off that has built up. **Tad** said the general public has largely become aware that she is closed on Fridays and those who do come in are made aware they can renew registrations and pay taxes online. The Board asked that the town website reflect the Friday closures through the end of the year and they supported **Patti’s** request.

**Announce Town Planner Valerie Rearick’s Retirement Effective June 30, 2022**

**Tad** said **Valerie Rearick**, our Town Planner, has decided to retire effective June 30, 2022 after 22 years of service. **Tad** thanked **Valerie** for her many contributions here at the Town Hall. *Dana moved, seconded by Eddie, to accept the resignation of Valerie Rearick, effective June 30, 2022; Voted Yes 5-0.*

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**Review Year-to-Date Expenses**

**Tad** said through the end of September we were 75% of the way through the year and had spent 67% of the operating budget. **Tad** reviewed savings against budget vs unplanned expenses to date, leaving a shortfall of about \$20,000 at this time, assuming \$100,000 in additional, unanticipated legal expenses for the balance of the year.

**Discuss Impact of Legal Costs on 2021 Budget**

**Tad** said in the recent lawsuit filed against the town concerning work force housing, we anticipate up to \$115,000 in legal fees for 2021, but some of the costs may actually slip into 2022. The Board discussed designating a set amount of funds from the “unassigned fund balance” to offset these legal costs, assuming approval of DRA. **Brendan moved, seconded by Steve, to designate \$75,000 from the “unassigned fund balance”, subject to DRA approval, for unanticipated legal costs in 2021; Voted Yes 5-0. Tad** said a public hearing is required for this process and will be included in the next Selectboard agenda.

**Review Listing of Town Vehicles**

The Board reviewed a list of town vehicles and equipment.

**Review Results of 2020 Financial Audit**

The Board reviewed the completed 2020 Audit Report. **Tad** said the unassigned fund balance at the end of 2020 was \$895,467, down about \$100,000 from the end of 2019. He said the auditors, as they did in 2018 and 2019, provided us with an “adverse opinion” due to GASB 75, which requires that we recognize long-term costs for retiree health care at a cost of \$3,000 to complete the analysis. **Tad** said in prior years the Board has opted not to incur the expense, in part because the NH Bond Bank has advised us they do not treat the adverse opinion as detrimental to the town’s ability to secure bond financing. **Tad** said the auditors provided recommendations consistent with “best practices”, including: having written documentation of the processes used for year-end close-out of financial reports; developing a disaster plan; documenting organizational structure to show supervisory responsibilities; and having the town, rather than the auditors, maintain the list of capital assets. **Tad** noted several additional operational/transitional recommendations by the auditors will be reviewed with the Treasurer, Library, and Conservation Commission. **Dana moved, seconded by Eddie, to accept the 2020 Audit Report; Voted Yes 5-0. Brendan moved, seconded by Eddie, not to pursue GASB 75; Voted Yes 5-0. Eddie moved, seconded by Steve, to share the Governance Letter with the Finance Committee; Voted Yes 5-0.**

**Discuss NHMA Guidance re Seeking Employee Vaccination Status**

**Tad** said he reached out to NHMA for guidance on whether the town could seek proof of vaccination status from its employees. He said they advised that the town does have the right and they provided further guidance on additional considerations for the Board should it be pursued. **Drew** outlined the recent anonymous employee survey results, stating that 82% of employees have been fully vaccinated, 6.5% had contracted COVID-19 and the remainder are not vaccinated. He said that about 90% of employees

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have some level of protection and 10% do not. **Drew** asked if the Board wants to proceed with seeking vaccination status from employees. **Dana** said she works in healthcare and the biggest stressor on them is unvaccinated people. **Dana moved, seconded by Steve, to seek vaccination status from town employees; Voted No 3-2, Dana and Steve Voted Yes.**

**Speed Bumps and Speed Feedback Sign – Mike Wenrich**

**Mike** said he hasn't had time to set up the speed feedback sign. **Brendan** said he would like to see the sign being used. **Mike** said he will be removing the speed bumps soon from Townsend Hill Road now that it is getting cold. **Drew** said he travels on them regularly and they are slowing vehicles down. **Chief Quigley** said the police have noticed a decrease in speed since the speed bumps were installed.

**7:20pm Preliminary 2022 Budget Reviews Begin - Finance Committee Chair, Brian Rater,** introduced himself and members **Adam Goff** and **Cindy LaCroix**.

**Police Department – Chief Quigley - Proposed \$999,887 Up 4.5%**  
Includes a 3.2% increase in the salaries line due to union pay increases of 2.9%, a hiring bonus, a pay increase for a sergeant for internal equity, and an increase in educational incentives.

**Pest Control – Chief Quigley – Proposed \$200 Level**

**Highways, Streets & Bridges – Director Wenrich – Proposed \$742,012 Down 2.1%**  
**Mike** said he has a warrant article to add a third full-time public works employee with a pro-rated cost of \$58,003 for seven months in 2022.

**Sanitation – Director Wenrich – Proposed \$369,350 Up 2.9%**

**Recreation Commission – Member Rich Vertullo – Proposed \$43,750 Up 5.8%**  
Includes \$2,000 for playground mulch and sand, if needed, and \$2,000 for tree trimming.

**Revaluation of Property – Peter Cook – Proposed \$32,147 Down 2.6%**

**Building Inspection – Tad Putney – Proposed \$52,865 Up 33.2%**  
Includes cost for a drafting table, printer, plan printer, training, and clerical position. Further research on a plan printer needed.

**Regional Association – Tad Putney – Proposed \$3,989 Level**

**Communications – Tad Putney – Proposed \$129,016 Up 2.9%**  
**Tad** noted a 3% increase in Hollis Dispatch payment per our 3-year contract.

**Patriotic Purposes – Tad Putney – Proposed \$10,500 Up 109.7%**  
Memorial Day flags/flowers (\$500) and 4<sup>th</sup> of July fireworks (\$10,000) pending actual contract from Atlas.

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**8:48pm Preliminary 2022 Budget Reviews Ended**

**Building Energy Audit**

**Drew** noted the Board had just received the building energy audit report. The Board agreed to invite **Keith McBrien** to the October 18<sup>th</sup> Board meeting for a brief overview of the report.

**Review Mail Folder**

The Board reviewed the mail folder.

**8:53pm Drew moved, seconded by Eddie, to go into non-public session per RSA 91-A:3 II (c) reputation and (l) legal and potentially others; Roll Call Vote Yes 5-0.**

**10:19pm Drew moved, seconded by Eddie, to come out of non-public session and seal the minutes; Voted Yes 5-0.**

10:19pm 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