



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

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*Minutes  
Selectboard  
Monday, October 5, 2020*

Selectboard members present: Brendan Denehy, Eddie Arnold, Ron Olsen, Drew Kellner and Dana Ketchen along with Town Administrator Tad Putney.  
Also present: Police Chief Bill Quigley and Jack Hebert.

**6:15pm - Brendan** called the meeting to order. *Brendan moved, seconded by Eddie, to go into non-public session per RSA 91-A:3 II (b) hiring; Roll Call Vote Yes 5-0.*

**6:29pm - Brendan moved, seconded by Eddie, to come out of non-public session and not seal the minutes; Roll Call Vote Yes 5-0.**

**6:30pm - Brendan** reopened the public meeting with the Pledge of Allegiance.

**Public Input**

None.

**Appointments**

**Chief Quigley** introduced new police officer **Jack Hebert** and said he comes to us with 22 years of police experience. He said he has outstanding qualifications, extensive training, and holds a master's degree in Police Administration. *The Board signed the appointment slip for Jack Hebert to serve as a Full-Time Police Officer for the Brookline Police Department.*

**Approve Minutes**

*Eddie moved, seconded by Ron, to approve the public minutes for the Monday, September 21<sup>st</sup> meeting as written; Voted Yes 5-0. Ron moved, seconded by Drew, to approve six sets of non-public minutes for the Monday, September 21<sup>st</sup> meeting as written; Voted Yes 5-0.*

**Sign Accounts Payable and Payroll Warrants**

*The Board signed Accounts Payable Warrant #39 in the amount of \$1,153,392.93, Payroll Warrant #40 in the amount of \$62,162.42, and Police Detail in the amount of \$2,887.50.*

**Sign General Election Warrant**

*The Board signed the General Election Warrant.*

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**Discuss Halloween**

**Chief Quigley** said, historically, the decision to allow trick-or-treating has fallen to the police chief. He said this year concerns have been raised about trick-or-treating for several reasons, including because the costume masks are not efficient by themselves and wearing them over another face covering can be detrimental. **Chief Quigley** said if people come out anyway, it could be dangerous crossing streets in the dark. He suggested having officers in the center of town and on patrols around town. **Tad** said one concern is if towns around us cancel, it will add people to our streets. **Drew** suggested we allow Halloween for town residents only and publicize the CDC Guidelines for Halloween. **Brendan** said the NHMA guidance allows the Selectboard to regulate public ways. ***Drew moved, seconded by Eddie, to allow for Trick or Treating on October 31<sup>st</sup> from 6-8pm for town residents and based on the state's guidance regarding trick-or-treating.*** **Chief Quigley** said he will post the information on social media.

**Tax Rate Setting**

**Brendan** said the Department of Revenue Administration (DRA) provides us with the preliminary tax rate and the Board determines what portion, if any, of the Unassigned Fund Balance it wishes to use to reduce the tax rate. **Tad** said it is typically set by late October, so **Patti** can print the tax bills with a December 1<sup>st</sup> due date. He said the SAU has advised they are running up to two weeks behind on filing the needed forms with the Department of Education, so taxes may be due closer to December 15<sup>th</sup> this year.

**Other Business**

**Eddie** informed the Board the Souhegan Regional Landfill District signed a new contract with DC Slocumb for hauling of items from the Transfer Station.

The Board reviewed a payment request for the ambulance conversion project. ***Eddie moved, seconded by Drew, to approve \$1,084.05 to be paid out of the Public Works Equipment Capital Reserve Fund for the ambulance conversion project; Voted Yes 5-0.***

**6:52pm - Brendan** recessed the meeting at the Town Hall to resume in a Zoom session after moving to remote locations.

**7:10pm - Brendan** reconvened the meeting in a Zoom session under Executive Order #2020-04 and Emergency Meeting Orders #12 & #23, which allow for remote meetings. Selectboard and Finance Committee members all stated they were at their homes, alone in the room, and were there due to social distancing.

**Preliminary 2021 Budget Reviews**

**Tad** said we begin the preliminary 2021 budgeting process with a proposed 2.2% increase over the approved levels for 2020. **Tad** reviewed the summary of the proposed 2021 budgets by department as well as a preliminary list of 2021 warrant articles. He said the Selectboard had previously discussed having departments with proposed budgets exceeding 2% come in and review them. He said there are a total of

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nine budgets exceeding the 2% level; about half will be discussed tonight and the rest at the next meeting. **Brendan** said the preliminary budget discussions are conducted in the Fall, final budget hearings take place in January, and then we proceed to town meeting in March with the proposed 2021 budget for approval.

**Fire Department** – **Chief Corey** proposed a 2021 operating budget of **\$601,086**, which includes a lease payment of \$201,687 for the newest fire truck. **Dana** said this results in an increase of 55.1% over last year. **Eddie** asked that there be a straw poll regarding the new pick-up truck. Four Board members said the costs should be in the operating budget and **Eddie** said it should be deferred to a future year. **Dana** said she thought it should be a warrant article. **Charlie** also said the fire department is seeking a warrant article for \$45,000 to be put into the Fire Truck Capital Reserve Fund.

**Sanitation/Transfer Station** – **Director Wenrich** proposed an operating budget of **\$346,420**.

**Highways, Streets, and Bridges** – **Director Wenrich** proposed an operating budget of **\$778,302**. He also said there are three public works-related warrant articles:

- Bond article for a new DPW facility (total cost still to be determined)
- Warrant article to move the highway block grant funds (\$147,919 last year) into the DPW Equipment Capital Reserve Fund
- Warrant article for Hood Road improvements (\$60,000, but subject to modification)

**Personnel Administration** - **Tad Putney** proposed a budget of **\$728,816**.

**Review Schedule for Remaining Budget Discussions**

**Tad** noted the following budgets for review at the next meeting:

- Police Department
- Executive
- Cable Access
- Communications
- Recreation Commission

**Next Meeting Agenda**

**Tad** noted the following additional items for the next agenda:

- 2021 revenue review
- Review information related to the treatment of Land Use Change Tax funds
- Solar Committee Report Due

***Brendan moved, seconded by Eddie, to go into non-public session per RSA 91-A:3 II (c) reputation and (d) real estate; Roll Call Vote Yes 5-0.***

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***9:05pm Brendan moved, seconded by Eddie, to come out of non-public session and seal the minutes; Roll Call Vote Yes 5-0.***

9:06pm meeting adjourned.

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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Dana Ketchen