



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, September 20, 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 **Tom Humphreys** for his time spent selling Annual Duck Race tickets for the Fire Department. **Tad** said over 500 Transfer Station permits were handed out during three scheduled days last week. **Dana** said she was happy to see it.

Approve Minutes

Eddie moved, seconded by Dana, to approve the public minutes from the Tuesday, September 7th meeting as written; Voted Yes 5-0. Eddie moved, seconded by Dana, to approve set 2 of the non-public minutes from the Monday, August 23rd meeting as amended; Voted Yes 5-0. Dana moved, seconded by Eddie, to approve sets 1, 2, 3, 4, 5, 6 and 8 of the non-public minutes from the Tuesday, September 7th meeting as written, and reserve set 7 for further discussion; Voted Yes 5-0.

Sign Warrants for Payment

Dana moved, seconded by Steve, to approve Payroll #38 in the amount of \$65,603.50, Police Detail in the amount of \$1,929.38, and Accounts Payable Warrant #37 in the amount of \$84,865.56; Voted Yes 5-0.

Clarification on Fuel Tax Credits; Implications for 2022 Budgeting

Tad said at the last Board meeting he shared that department heads were advocating for using per gallon prices of \$3.15 for gas and \$3.30 for diesel to develop 2022 budgets. He said a question was raised about the town receiving credit for federal and state fuel taxes. **Tad** said he has confirmed that our departments are set-up to have both fuel taxes, totaling 40.5 cents per gallon, credited on their monthly invoices. He said to factor in this credit, his memo to department heads asked that they use \$2.75 for gas and \$2.90 for diesel for 2022 budgeting.

*Minutes
Selectboard
Monday, September 20, 2021
Page 2*

Update on Building Energy Audit

Tad said the energy auditors will be evaluating the Town Hall and Fire Station insulation tomorrow at 1pm. He said he has been promised a final report from them by the next Board meeting.

Review Invoices for Payment from Public Works Equipment Cap. Res. Fund

Brendan moved, seconded by Eddie, to approve payment by the Trustees of the Trust Funds, from the Public Works Equipment Capital Reserve Fund, in the amount of \$1,328.88 for work done on Truck #253; Voted Yes 4-1, Dana Voted No.

Review and Approve Return of Balance From Police Cruiser Lease

Brendan moved, seconded by Eddie, to authorize Drew to sign the Acceptance and Payment Request Form with Municipal Leasing Credit Corporation for the balance in escrow of \$432.27 to be paid back to the town's general fund; Voted Yes 5-0.

Review Seasonal Parking Restrictions on Potanipo Hill Road

Yvonne Gutierrez said, from the Grove's standpoint, everything went smooth this year with the new seasonal parking restrictions on Potanipo Hill Road. Abutter **Jay Kramarczyk** agreed the signs worked well, but said one of the lowest "Parking Without Trailers Permitted" signs was placed a little too high up the hill from what the Board had approved and should be placed in the right spot next year.

Grove Season Recap – Yvonne Gutierrez

Yvonne said the Grove had a very successful 2021 season with 419 memberships sold, which was more than she has seen in a long time. **Yvonne** said the revenue goal this year was \$37,000 and actual revenue was \$47,675. She said year-to-date expenses are at \$36,604. She said they provided 1,227 parking placards and asked that people hold on to them because they will be updated with new stickers for next season. She said she will be posting a sticker update time in late April 2022 and if anyone loses their placard, they will need to cover the minimal cost of replacing it. **Dana** said she has concerns about the placards being shared with other people. **Yvonne** said she shared the placard data list with the police, so when they went in the parking lot to check for placards, they could randomly check the license plate and make sure it matched the name on the list. **Yvonne** said they were also able to address the six requests received for improvements this year. **Tad** said he would like to commend **Yvonne** and her staff, as well as **Chief Quigley** and his department, for taking on the task of keeping the Grove running smoothly. He said the phone didn't ring at the Town Hall this summer with any complaints and that speaks volumes for the job that **Yvonne** and everyone else did.

Discuss Results of Employee Survey on COVID

The Board reviewed results from about 70 surveys that were sent to employees.

Question#1: What is your COVID-19 Vaccination Status?

- | | |
|---|--------|
| • Fully vaccinated | 81.97% |
| • Unvaccinated, but have previously contracted COVID-19 | 6.56% |
| • Unvaccinated, and have not previously contracted COVID-19 | 11.48% |

*Minutes
Selectboard
Monday, September 20, 2021
Page 3*

Question #2: What are your thoughts on COVID-19 vaccine mandates?

- Fully Support 25.81%
- Neutral on Subject 16.13%
- Against Them 58.06%

Question #3: What can the town do to motivate people to get vaccinated against COVID-19?

After reviewing the 38 varied responses to this question, the Selectboard agreed to encourage any employees who are unvaccinated to speak with their healthcare provider for guidance on COVID vaccines. **Dana** said it would be important to understand each employee's vaccination status. **Drew** asked **Tad** to contact NHMA for guidance on whether we can ask employees about vaccination status and, if so, is there a certain way that it should be done. **Steve** said he thinks if employees are not vaccinated it is a good idea for them to wear a mask at work. **Brendan** agreed.

Review Quotes for Public Works Surveillance and Key FOB Systems for Approval

Tad said three quotes were sought to equip the new public works facility with surveillance cameras and a key FOB system. He said given the combined value of the systems exceeds \$15,000, Selectboard approval is required per the Public Works Building Committee charter. **Tad** said OneSource was the low bidder at \$20,211.01 and they have provided similar systems for other town buildings and we have been pleased with their service. He said the two other bidders came in at \$38,853 and \$41,990. **Dana** asked if there are any ongoing fees. **Tad** said there is a \$61.00 charge per month for cloud-based storage for the key FOB system. **Dana** asked if it was possible to get a multibuilding discount for ongoing costs. **Tad** said he will follow-up with OneSource. **Eddie moved, seconded by Brendan, to approve the selection of OneSource to install the surveillance and key FOB systems at the Public Works Facility; Voted Yes 5-0.** **Dana** said, for the record, the cost of this will come out of the Public Works owner's contingency funds.

Review MS-535 for Approval

Tad said this form is required by the Department of Revenue Administration for the tax rate setting process. He said it is a report prepared by the auditors showing the actual expenditures and revenues from 2020. **Dana moved, seconded by Steve, to approve the MS-535; Voted Yes 5-0.**

Social Media Policy

Tad said legal counsel has reviewed the draft and suggested one edit, which has been made. **Eddie moved, seconded by Steve, to approve the Social Media Policy as amended; Voted Yes 5-0.**

Complaints Regarding Town Employees at Meetings

Brendan moved, seconded by Dana, to approve the "Complaints Regarding Town Employees Protocol" as amended; Voted Yes 5-0.

*Minutes
Selectboard
Monday, September 20, 2021
Page 4*

Discuss Annex

Tad said we want to make sure we are using this space as efficiently as possible. He said **Drew** suggested reaching out to the architect that worked on the public works facility to see if he could provide some thoughts on the structural integrity of the building and how to use it more efficiently. **Tad** said he has a meeting with the architect tomorrow morning to discuss.

Public Works Project Update

Tad said the roof was completed on Saturday, which will allow for rough plumbing and electrical to begin. He said installation of exterior siding should be completed by the end of the month and the base of the salt shed is almost complete. **Tad** said the architect was on-site last week and filed a report that identified no issues. He said the owner's contingency is currently at about \$47,000 and we expect to have about \$15,000 left in the ledge allowance that will be moved to the owner's contingency.

Committee Updates

- **Drew** provided an OGWG update
- **Steve** reviewed the School and Town Services Study Committee's work
- **Eddie** provided an SRLD update

Review Mail Folder

The Board reviewed the mail folder.

Review Next Meeting Agenda

It was agreed the following items would be on the next meeting's agenda:

- Guidance for seeking employee status re COVID vaccinations
- Preliminary 2022 budget discussions
- Annex update from architect
- Apparatus list from all departments
- Speed bumps on Townsend Hill Road and speed feedback sign update

7:53pm *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.*

8:45pm *Drew moved, seconded by Eddie, to come out of non-public session and seal the minutes; Voted Yes 5-0.*

8:46pm meeting adjourned. Minutes submitted by Sharon Sturtevant.

Drew Kellner

Eddie Arnold

Brendan Denehy

Dana Ketchen

Steve Russo