



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Tuesday, September 7, 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

In response to a question from **Roger Ogden, Tad** said after September 15th the seasonal “no parking” signs on Potanipo Hill Road will be removed by public works, leaving the posts in place for use next year.

Approve Minutes

Eddie moved, seconded by Brendan, to approve the public minutes from the Monday, August 23rd meeting as written; Voted Yes 5-0. Eddie moved, seconded by Dana, to approve the public minutes from the Tuesday, August 24th meeting as written; Voted Yes 5-0. Eddie moved, seconded by Dana, to approve sets 1, 3, 4, 5, 6, 7, and 8, of the non-public minutes from the Monday, August 23rd meeting as written, reserving set 2 for further discussion; Voted Yes 5-0. Brendan moved, seconded by Eddie, to approve the non-public minutes from the Tuesday, August 24th meeting as written; Voted Yes 5-0.

Sign Warrants for Payment

Dana moved, seconded by Eddie, to approve Accounts Payable Warrant #35 in the amount of \$981,314.29, Public Works Special Warrant #5 in the amount of \$334,481.45, Police Detail in the amount of \$2,008.13, and Payroll Warrant #36 in the amount of \$62,792.22; Voted Yes 5-0.

Special COOP Meeting on October 5th (7pm) at the High School

Tad thanked **Tom Solon** for putting together additional background information for the meeting that is now available on the town website.

Shredding Event at the Transfer Station

Drew said the Millyard Bank is sponsoring a shredding event on September 18th from 10:30am to Noon at the Transfer Station where they will shred documents while you wait.

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Review Year-to-Date Expenses and Revenues

Tad said as of the end of August we were just under 67% of the way through the year and had spent 62% of the operating budget. He said there are three different budget line items to highlight. He said one is “Elections and Registrations”, which is at 100% of the year’s budget spent due to about \$2,000 that was spent for the unbudgeted tent rental and audio costs for the extra meeting day. **Tad** said the second is “Legal”, which is at 80% of the year’s budget spent, so we need to watch it. He said the third is “Sanitation”, which is at 69% of the year’s budget spent, but he said this is because we have already paid 75% of our Souhegan Regional Landfill District costs for the year. **Tad** said revenues are at 53% of 2021 projections, but this is expected to be low as we do not receive about \$271,000 in Meals & Rooms Tax until December and we are not doing the TAP project this year. He said other revenues look good.

Review and Approve Payment Request Form for Police Cruiser

Eddie moved, seconded by Steve, to authorize Drew to sign the Acceptance and Payment Request Form to Municipal Leasing Credit Corp in the amount of \$50,273.15 for the 2021 Ford Interceptor police cruiser; Voted Yes 5-0.

Review and Approve Melendy Pond Addendum to Lease for Lot 8/8A

Brendan moved, seconded by Eddie, to authorize Drew to sign the Melendy Pond Addendum to Lease for Lot 8/8A; Voted Yes 5-0.

David Coffey – COVID Update

Tad said the Board’s last discussion about COVID protocols was back in the middle of May. **Tad** shared with the Board a protocol review of where things stand today in Brookline. **David** said in the State of NH there is no current surge in hospitals and adequate ICU space available. **David** said currently there are no cases in the Brookline school system or the COOP. He said the CDC and the State of NH continue to recommend the universal guidance they have been following for the last couple of months.

Discuss COVID Protocols and Potential Changes

The Board discussed possibly using larger meeting spaces to allow for better spacing of meeting attendees. **Tad** was asked to test the Owl in other, larger rooms to see if hybrid meetings could be conducted in them with sufficient audio for Zoom attendees. **Drew** suggested using the survey software to anonymously poll town employees with a series of questions about whether or not they are vaccinated, do they plan to be, etc. The Board will discuss the results of the survey at its next meeting.

Potential March 2022 Warrant Article to Allow Melendy Pond Lease Extensions

Tad said in March 2019 voters approved a warrant article allowing for new leases at Melendy Pond, which could extend to 2032 under certain conditions, including significantly higher rent payments to the town. **Tad** said the new leases needed to be signed in 2019. He said ten new leases were signed by the deadline and the Melendy Pond Revolving Fund balance is expected to be around \$100,000 at year-end, which protects taxpayers from what could have been a financial burden for the removal of

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future structures. **Tad** said some tenants, who did not sign the new leases in 2019, have expressed interest in doing so. He said the Melendy Pond Management Committee met last week and has asked for guidance from the Selectboard regarding whether they would be open to another opportunity to extend leases, which would require town meeting approval. He said tenants could put forth a petition warrant article at March's town meeting looking for support for such an article, but if the committee is proactive in drafting language, we would have it available for the meeting should the Board wish to include it on the warrant. **Eddie** said it has been suggested that if further lease extensions are offered, they should require the new lessees to pay the increased rent they would have paid had they signed a new lease in 2019 out of fairness to those who did sign new leases in 2019. Some Board members agreed with this suggested approach. The Board advised the Melendy Pond Management Committee to move forward with drafting the language for a potential warrant article for March's town meeting.

Discuss Annual Town Meeting Dates

The Board set "all-day voting" for Tuesday, March 8th, the "business meeting" for Wednesday, March 9th (snow date Thursday, March 10th) and back-up dates for the business meeting of Saturday, March 12th (snow date of Sunday, March 13th) if protocols change and another daytime meeting is needed with an outside/tent option.

Discuss Preliminary 2022 Budget Guidance on Pay and Fuel

Dana moved, seconded by Eddie, to put forth a preliminary pay increase of 2.25% for non-union employees in 2022, that could potentially be increased based on peer data in December, but cannot be decreased; Voted Yes 5-0. Eddie moved, seconded by Brendan, to use \$3.15 per gallon for fuel and \$3.30 per gallon for diesel as preliminary guidance for the 2022 budget; Voted Yes 5-0. After additional discussion regarding the current treatment of federal and state fuel taxes, it was agreed **Tad** will get clarification and review the information with the Board at the next meeting.

Review Second Draft of Social Media Policy

Tad reviewed edits made to the first draft of the Social Media Policy since the last meeting. It was agreed that the policy should now be sent to town counsel for review.

Review Selectboard Task List

The Board reviewed the project task list for 2021-2022.

Review Draft Approach for Complaints Regarding Employees

The Board asked **Tad** to modify some language and will review it at the next meeting.

Update on Energy Audit

Tad said he reached out to EEI who said they are having supply chain pricing issues that have caused delays in audit report, but he expects to have a report next week.

Update on Public Works Facility

Tad said the trusses are in place and framing is wrapping up. He said the structural engineer visited the site recently and said he is very impressed with the structural

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integrity of the building. He noted additional measures have been taken, per the plans, for it to hold up to potential stresses given it is a municipal building that could serve as a shelter in the future. **Tad** said siding is arriving on site and may start going up this week and the retaining wall and salt shed foundation are nearly complete.

Update of Upgrades to Meeting Room

Tad said he met with an electrician and is awaiting a quote for hanging a monitor in the meeting room that would enable in-person meeting attendees to view the Zoom meeting and any items being shared on the screen. He said he will add the associated cost to the 2022 budget.

Committee Updates

Steve updated the Board on the School and Town Services Study Committee's work.

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:

- Update on Grove season – Yvonne Gutierrez
- MS-535 review and approval
- Follow-up on fuel tax
- COVID vaccination discussion
- Energy audit update

8:07pm Drew moved, seconded by Dana, 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.

9:26pm Drew moved, seconded by Eddie, to come out of non-public session and seal the minutes; Voted Yes 5-0.

9:27pm meeting adjourned.

Minutes submitted by Sharon Sturtevant.

Drew Kellner

Eddie Arnold

Brendan Denehy

Dana Ketchen

Steve Russo