



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday September 9, 2019*

Selectboard members present: Brendan Denehy, Eddie Arnold, Ron Olsen, Drew Kellner and Steve Russo along with Town Administrator Tad Putney.

Also present: Ann Somers, Finance Committee member Brian Rater, Planning Board Co-Chairs Eric Bernstein and Rosie Rosenberg.

6:30pm **Brendan** opened the meeting with the Pledge of Allegiance.

Public Input

Ann commented on how nice the decorations outside the Town Hall look. **Drew** said he feels the 250th Anniversary Celebration has brought out the good in people everywhere. **Brendan** noted that we still need volunteers to help with the 250th Parade.

Approve Minutes

Eddie moved, seconded by Steve, to approve the minutes from the Monday, August 26, 2019 meeting as written; Voted Yes 5-0. Eddie moved, seconded by Steve, to approve the minutes from the Tuesday, September 3, 2019 meeting as written; Voted Yes 5-0. Eddie moved, seconded by Drew, to approve five sets of non-public minutes from the Monday, August 26, 2019 meeting as written; Voted Yes 5-0.

Sign Warrants for Payment

The Board signed Accounts Payable Warrant #35 in the amount of \$1,259,695.27, 250th Anniversary Warrant #18 in the amount of \$4,399.27, Payroll Warrant #36 in the amount of \$58,281.23 and Police Detail Payroll in the amount of \$887.50.

Notice of Intent to Appoint Two Finance Committee Members at 9/23 Meeting

Brendan said **Graham Loff**, **Dennis Comeau** and **Dana Ketchen** expressed interest in serving on the Finance Committee. The Board gave notice to appoint two of them at the September 23rd meeting.

Notice of Intent to Appoint Library Trustee and Alternate Library Trustee

Brendan said the Library Trustees nominated **Kate Finnegan** as Library Trustee and **Kim Rogers** as Alternate Library Trustee. The Board gave notice to appoint them at the September 23rd meeting.

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Review Year-to-Date Revenues and Expenses

Tad said as of the end of August we were 67% of the way through the expense year and had spent 63% of the budget. He noted that we have had a number of unexpected expenses, so he views total spending as on track to be close to the total budgeted. **Tad** said as of mid-August we were 65% of the way through the revenue year and had received 58% of expected revenues. He said we are in good shape as the figure will jump to 72% when State of NH Meals and Rooms tax payment is received.

Approve Closure of Town Roads for 250th Parade

Tad said he spoke with **Chief Quigley** and confirmed the Board should approve road closures for Bond St, Meetinghouse Hill Rd, Steam Mill Hill Rd, Elm St, Old Milford Rd (from Rocky Pond to Route 130) and Cross Road, from approximately 12:30pm-5:00pm on September 21st (Parade Day). ***Eddie moved, seconded by Drew, to approve the town road closures for September 21st at the requested times; Voted Yes 5-0.*** **Tad** said the following state roads will also be closed for the parade; Route 130 from the intersection of Route 13 to the intersection with Bohannon Bridge Rd and South Main St from Route 130 to Oak Hill Rd.

Reserve Town Hall Parking Lot for Designated 250th Parade Parking

Drew moved, seconded by Ron, to close the Town Hall parking lot for designated parade sponsor parking; Voted Yes 5-0.

Review Ambulance Chief's Request to Commute from Home with Town Vehicle

Tad read **Shawn's** email which states that due to the geographic and topographic location of his home, there is poor two-way radio reception with no ability to transmit on his portable radio back to Brookline should there be an emergency. **Shawn** stated that he has been able to compensate by using an online mobile phone application that streams radio broadcasts through the internet. That broadcaster, however, has ceased streaming the audio from Brookline. **Shawn** requested that he be allowed to use the town-owned Dodge Durango strictly for commuting to and from his home and emergency calls. **Drew** suggested we try to replicate the radio connection. **Eddie** suggested **Shawn** pay for a percentage of the fuel used to commute. **Brendan** said let's research options and revisit this on September 23rd with Chief Jackson.

Discuss Proposed 3-Year Contract for IT Services

Tad said our three-year contract with Spaulding Hill Networks is up October 31, 2019. He said while their cost has increased, it is still lower than other quotes we received back in 2016. **Tad** said given the comparatively lower cost and the Department Heads desire to continue with Spaulding Hill's services, he asked that the Board waive the requirement to obtain proposals from other firms. ***Eddie moved, seconded by Drew, to waive the requirement for additional proposals and authorize Brendan to sign the three-year contract with Spaulding Hill Networks; Voted Yes 5-0.***

Review Proposed 3-Year CAP Agreements with Primex re Insurance Costs

Eddie moved, seconded by Drew, to adopt and authorize Brendan to sign the Resolutions for Primex Workers Compensation and Property & Liability CAP Agreements; Voted Yes 5-0.

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Joint Review of 2019-2024 CIP with Planning Board & Finance Committee

Brendan said every year the Capital Improvement Plan (CIP) comes out at the end of the budgeting process, but it is most helpful to have it at the start of the budgeting cycle. **Rosie** outlined the process and said the CIP is designed to map out proposed capital improvements over a six-year window. **Brian** said the Finance Committee looks at the CIP for long-term tax impacts. **Brendan** said there are currently no proposed personnel costs in this document. **Rosie** said a companion document to the CIP, which focuses on staffing, would be helpful. ***Eddie moved, seconded by Drew, to have the departments provide six-year staffing projections by the end of November; Voted Yes 5-0.*** **Rosie** said we need help collecting data from departments. **Eddie** said he will help if he can.

Discuss 2020 Budget Guidance re: Fuel Prices and Preliminary Pay Increases

Tad said based on recent research, he recommends a preliminary 2020 gas price of \$2.75/gal and diesel price of \$3.25/gal for budgeting. He also recommended preliminary pay increases of 3%. The Selectboard and Finance Committee agreed.

Review Proposed Revisions to Appointments Policy

Tad said the Appointment Policy has not been updated in seven years, so he has proposed edits to make it current. ***Eddie moved, seconded by Drew, to accept the Appointment Policy as amended; Voted Yes 5-0.***

Review Latest Invoice for Bond Street Bridge Engineering Work

Drew moved, seconded by Steve, to have the Trustees of the Trust Funds pay Hoyle, Tanner & Associates \$13,704.76 for the latest invoice covering preliminary engineering work on the Bond Street Bridge Project; Voted Yes 5-0.

Other Business

Brendan read a thank you letter to **Grace LaBombard** for her outstanding service while **Patti** was out. **Eddie** said progress is being made on the DPW six-wheeler and **Mike** would like to know if the Board is ok with him buying new equipment instead of used to add to the vehicle. The Board agreed.

Review Mail Folder

The Board reviewed the mail folder.

Review Next Meeting Agenda

Tad said at the September 19th meeting the Board will review parade invoices. He said the preliminary agenda items for the September 23rd meeting include appointments of Finance Committee members and Library Trustees, Chief Corey for a periodic discussion with the Board and a follow-up discussion with Chief Jackson.

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

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

Drew moved, seconded by Eddie, to adjourn the meeting; Voted Yes 5-0.

7:52pm meeting adjourned.

Minutes submitted by Sharon Sturtevant.

Brendan Denehy

Eddie Arnold

Ron Olsen

Drew Kellner

Steve Russo