



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE**

**BOARD of SELECTMEN**

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*Minutes  
Board of Selectmen  
Monday, July 23, 2012*

Selectmen Clarence Farwell, Darrell Philpot, Karl Dowling and John Carr were present along with Town Administrator Tad Putney.

Also present were Nashua Telegraph reporter Danielle Curtis, Keith Thompson, Helen Ballou, Ann Somers, Loring Webster, Lynne Abt and Ron Pelletier.

**Camp Tevya**

Clarence reported that Camp Tevya donated \$300 for the July 4<sup>th</sup> fireworks.

**Minutes**

*Karl moved, seconded by Darrell to approve the 4 sets of non public session minutes of July 16<sup>th</sup>.*

*Voted yes 4-0*

*Karl moved, seconded by Karl to unseal number 1 of the non public session minutes of July 16<sup>th</sup>.*

*Voted yes 4-0.*

*Darrell moved, seconded by Karl to approve the public session minutes of July 16<sup>th</sup>. Voted yes 4-0.*

**Warrants**

The Selectmen approved Warrant # 42 in the amount of \$15,530.23 and payroll in the amount of \$43,627.74.

**Mixed Use Committee Charter**

The Selectmen signed the Mixed Use Committee Charter.

**Budget Committees**

Tad reported that 25 out of the 36 peer group towns have a budget committee based on information from the Dept. of Revenue Administration. Darrell said he'd like to know the up side and down side of towns that have recently adopted budget committees and looks to the Finance Committee to provide such information if they wish to pursue it.

**PSNH**

Tad said PSNH has drafted a license agreement for an abandoned section of railroad right-of-way deeded to the town in November 2002. PSNH wants permission to construct and maintain a 345,000 (345kv) six-phase electric transmission line with a 7#8 alumoweld static wire and a 24 fiber optical ground wire over and across the railroad right-of-way. The question is the fee the town wants for use of the property. The selectmen agreed to start by asking for \$8,100 which is the amount in the budget for electricity for the town hall.

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#### **Brookline Hazard Mitigation Plan Update**

Nashua Regional Planning Commission has drafted the **Brookline Hazard Mitigation Plan Update 2012** with input from the department heads of the police, fire, ambulance and road agent Jerry Farwell. This document is needed in order to receive funds from FEMA. The selectmen will stop in during the week to review it before next Monday.

#### **Hood Rd.**

Road Agent **Jerry Farwell** was in to discuss the upgrade to Hood Road. Jerry wants to straighten the intersection to approximately a 90 degree intersection. He asked if the selectmen wanted to put it out to bid in which case we would need engineered plans at a cost of \$4,000 - \$5,000. Jerry said we have town specifications and it will take about 5 years to complete the upgrade to the Milford town line. ***Darrell moved, seconded by Karl to have the road agent rebuild Hood Road and have the town engineer perform the inspections and acceptance of the upgrade. Voted yes 4-0.***

#### **Website**

**Lynne Abt** gave a presentation on her recommendation for a Content Management System for the town's website. She said there are presently 6,631 files. Lynne recommends Joomla software. She said it would cost \$5,500 to get it up and running and about \$7,000 annually. **Tad** questioned whether we want to see what other towns are doing for their websites. **Darrell** asked whether we can use cable fees for the website. **Tad** said he would look into it. Lynne said she is done working on the website at the end of July.

#### **Personnel Plan**

The selectmen reviewed the revised Personnel Plan. **Tad** said the LGC has reviewed the plan and made recommendations. **Clarence** questioned the section on meal periods. It was agreed to increase the paid meal period from 30 minutes to 45 minutes as town personnel help people during lunch time. **Karl** questioned that the holidays aren't listed. **Tad** said that was done to save space and employees will be given a list of holidays at the end of the year. **Tad** said make up time was included for exempt employees to differentiate from non exempt employees who are eligible for compensatory time. **Sue Adams**, who worked on the personnel plan, suggested highlighting the changes in a session with full time non union employees. **Darrell** suggested we get the employees feedback on the revised plan. The other selectmen agreed.

#### **Police – Addition to Safety Complex**

**Ann** said the next meeting of the building committee is early August. They will be looking at bid contracts.

**Tad** reported the bond proceeds (\$1,390,000) have been received.

#### **Audit**

**Tad** said he and Rena met with Mike of Plodzik & Sanderson last Friday. They weren't planning to write a letter but **Tad** asked them for one to put on the website. The unreserved fund balance has gone from \$915,000 in 2010 to almost \$1,150,000 in 2011 due to increased revenues, such as motor vehicle

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fees and interest on delinquent taxes. Mike said we need a fund balance policy due to a new GASB rule and he is sending us a sample policy.

**Sidewalks – T.E. Grant**

**Tad** said he had received a preferred layout of the sidewalks and will be meeting with some abutters next week.

**Beaver Dam – B-65-11**

**Tad** said he spoke to a trapper who said there may be 4 beavers at the site. It would cost \$25 per beaver now but would be free in the fall. **Ron** suggested waiting until fall because there are probably babies there now. It was agreed Tad will pass this information to Carol Burgess and Wendi Herne.

**Gen. Business**

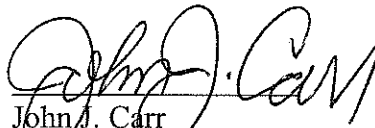
Meeting adjourned at 8:20 pm.

Minutes submitted by Rena Duncklee.

  
Clarence L. Farwell

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Karl D. Dowling

  
Darrell Philpot

  
John J. Carr