



TOWN OF
BROOKLINE, NEW HAMPSHIRE

BOARD of SELECTMEN

P.O. BOX 360 – 1 Main Street
BROOKLINE, NH 03033-0360

Telephone (603) 673-8855
Fax (603) 673-8136

Selectmen@brookline.nh.us <http://www.brookline.nh.us>

Minutes
Board of Selectmen
Monday, February 4, 2013

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

An open house was held in the meeting room from 5:00 to 6:30 pm for Russ Heinselman as he is moving out of town. Russ has donated his time as the IT person for the town hall, library, ambulance and fire department for over 20 years as well as treasurer for many years and other positions.

The meeting opened with the Pledge of Allegiance.

Darrell presented Russ with a plaque and gift from the selectmen. **Melanie Levesque** presented Russ with a citation from the House of Representatives and another from Governor Maggie Hassan. **Wes Whittier** presented Russ with a silver bowl and plant from the ambulance service.

Minutes

Karl moved, seconded by John to approve the January 23rd and 24th public session minutes. Voted yes 3-0.

Warrants

The selectmen approved Warrant # 6 in the amount of \$1,041,865.79 and payroll in the amount of \$43,428.83.

Mason Ambulance Service Contract

Tad said he and **Wes** went over expenses to come up with a recommendation of Mason's cost for ambulance service (attached). **Tad** said he and **Wes** met with the Chief in Mason and agreed on \$14,306 for this year which is a 30% increase over last year. *Karl moved, seconded by John to accept \$14,306 as Mason's stipend for ambulance service in 2013. Voted yes 3-0.*

Recreation Commission

Carol Anderson-Farwell submitted her resignation as manager of the Grove. **Rich Vertullo** was present as the only member of the Recreation Commission. The Grove Manager has always been appointed by the Recreation Commission. It was agreed we should follow the personnel plan in hiring the manager. **Rich** will work with **Carol** on a job description. He said **Carol** estimated 20-25 hours per week. **Rich** said he would like to fill the vacancy by March 15th, if possible. **Tad** was asked to check with the LGC. **Rich** said we need a committee if Old Home Days is going to continue. He feels 5 people would be a good committee. Right now it's scheduled for August 22 – 24. **Tad** will check with **Hollis** on how they handle Old Home Days.

Minutes

Board of Selectmen

Monday, February 4, 2013, Pg. 2

DuBois & King – Sidewalks

Jeff Adler of DuBois & King was present with a preliminary design for the Main Street and Milford Street sidewalk project. **Felix Monius** said the sidewalk by his property will cut off his use of his land agriculturally. He feels what the town is doing is illegal. Mr. Monius asked the town to hire him a lawyer that understands agricultural land. **Darrell** said the town won't hire him an attorney but the town will consult with the LGC attorneys. **Jeff** said the sidewalk is within the state right of way. **Brian Rater** asked the time frame of the project. **Jeff** estimated construction will take 6-8 weeks and it will be done this year. **Kevin Monaco** of Milford Street asked what the state requires for slopes adjacent to sidewalks. **Jeff** said 3-1 is typical. **Monaco** said the state told him the road by his house was a 2 rod road. **Jeff** said according to the state, it was a 3 rod road. He said he would like to see any paperwork Mr. Monaco has on the width of the road.

Pepperell License and Consulting Service Agreements

Tad asked if the selectmen wanted town counsel to review the License Agreement and Agreement for Consulting Services with Pepperell Community Media Inc. He said LGC has reviewed them. The selectmen agreed it was not necessary for town counsel to review them.

Treasurer

John moved, seconded by Karl to appoint Robert Rochford as treasurer until March Town Meeting. Voted yes 3-0.

NRSWMD

Darrell signed the paperwork appointing Tad Putney as Brookline's Nashua Regional Solid Waste Management District Representative.

Fire Dept. Grant

Darrell signed the paperwork to get reimbursement for a State Homeland Security Grant in the amount of \$604.13 for ICS 300 training for two people.

Conservation Commission

Darrell signed the paperwork for the purchase of lot H-69 from John and Barbara Glow for \$22,500. The funds will come from the conservation commission land acquisition fund.

Milfoil Grant

Darrell signed additional paperwork for the Milfoil Grant.

Audit

A questionnaire was received from Plodzik & Sanderson for the selectmen to complete. **Tad** was asked to email it to the selectmen. They will complete it individually and return it to Tad.

Town Meeting Warrant

The selectmen reviewed the warrant. They will sign it at their next meeting. **Darrell** asked Tad to estimate the tax rate based on the proposed budget and warrant articles.

Minutes

Board of Selectmen

Monday, February 4, 2013, Pg. 3

Transfer Station

The selectmen discussed changing the hours of the transfer station to make them the same on Tuesdays and Thursdays. *John moved, seconded by Karl to have both days open from 12:30 to 8 and leave Saturday hours from 8 am to 4 pm, therefore not changing the number of hours for the week. Hours will be effective February 12th. Voted yes 3-0.*

Skating Rink

Tad said Scott Knowles approached him after a parent asked him about having a fire pit at the skating rink. Since it's on town property Scott wanted the selectmen's approval. The selectmen agreed as long as they put a screen over it and a barrier around it.

Non Public Session

Darrell moved, seconded by John to go into non public session under RSA 91-A: 3, II (e) (litigation). Voted yes 3-0.

On returning to public session *Darrell moved, seconded by John to seal the minutes. Voted yes 3-0.*

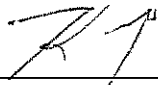
Gen. Business

Meeting adjourned at 8:20 pm.

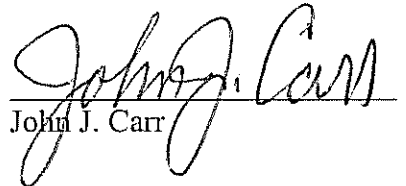
Minutes submitted by Rena Duncklee.



Darrell Philpot



Karl D. Dowling



John J. Carr

Background Information for Proposed 2013 Mason Ambulance Contract

Overview:

A total of 67 calls were made to Mason in 2012; represents 20% of the 333 total calls for the year.
22 of the 67 calls were done during the working hours of paid Attendants.

Objective:

Align Mason contract with all variable expenses, plus larger capital costs that directly benefit Mason.

Cost Item	Amount	Notes
Salaries:	\$3,277	22 day calls at 3 hours each X 2 Attendants at \$24.83 per hour each.
Fuel:	\$895	Total 2013 budget is \$4,475. 20% is \$895.
Vehicle Maintenance:	\$472	Total 2013 budget is \$2,360. 20% is \$472.
Oxygen:	\$160	Total 2013 budget is \$800. 20% is \$160.
Medical Supplies:	\$1,300	Total 2013 budget is \$6,500. 20% is \$1,300.
Office Supplies:	\$215	Total 2013 budget is \$1,075. 20% is \$215.
Equip. Maintenance:	\$900	Total 2013 budget is \$4,500. 20% is \$900.
Health Insurance:	\$2,794	Total 2013 budget is \$20,955, but one-third of time on emergency mgmt. [\$20,955 X 67% X 20% = \$2,794]
Cost of Ambulance ¹	\$3,600	
Cost of Defibrillators ²	\$693	
Total Costs:	<u>\$14,306</u>	

Recommendation: Charge \$14,306 for 2013 (30% increase); utilize this framework for determining charges in future years.

¹ Expected cost of new ambulance is \$180,000 and life expectancy is 10 years.
Resulting cost per year is \$18,000. 20% of \$18,000 is \$3,600.

² Cost of new defibrillators is \$51,977 and life expectancy is 15 years.
Resulting cost per year is \$3,465. 20% of \$3,465 is \$693.