



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, August 12, 2019*

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

Also present: Brian Rater, Linda Chomiak, Steve Russo, Lisa Markarian-Proulx, Gary Proulx, Chris Adams, Jill Powner, Patti Howard-Barnett, Doug Barnett, Loring Webster, Ann Somers, Tom Solon and Randy Haight.

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

Public Input

There was no public input.

Approve Minutes

Eddie moved, seconded by Drew, to approve the minutes from the Monday July 29, 2019 meeting as written; Voted Yes 3-0-1, Ron abstained. Eddie moved, seconded by Drew, to approve the minutes from the Monday August 5, 2019 meeting as written; Voted Yes 4-0. Eddie moved, seconded by Drew, to approve three sets of non-public minutes from the Monday July 29, 2019 meeting as written; Voted Yes 3-0-1, Ron abstained. Eddie moved, seconded by Drew, to approve two sets of non-public minutes from the Monday August 5, 2019 meeting as written; Voted Yes 4-0.

Sign Warrants for Payment

The Board approved Accounts Payable Warrant #31 in the amount of \$1,440,813.55, Payroll Warrant #32 in the amount of \$57,006.81, and Police Detail Payroll in the amount of \$1,825.

Appoint New Selectboard Member

Brendan noted that both candidates are qualified to serve on the Selectboard. He said that given we are about to start the budget season, he nominates **Steve Russo** to the Selectboard, which was seconded by **Ron. Drew** agreed that both candidates are qualified and it is a difficult decision. **Eddie** nominated **Chris Adams** to the Selectboard; there was no second. *The Board took a vote with three members voting for Steve Russo and Eddie voting for Chris Adams.* The Board signed the appointment slip for **Steve Russo**. **Steve** appeared before Town Clerk **Patti Howard-Barnett** and took the oath of office and took his seat as a Selectboard member.

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Addition of Drug Drop Box at Police Station

Brendan read an email from **Chief Quigley** announcing that a drug drop off box is now in the police station lobby and will be accessible during normal business hours - Monday through Friday from 7:00am to 3:00pm.

Notice of Intent to Appoint New Cemetery Trustee

Tad said **Ann Webb** notified the Board of her interest in the vacant cemetery trustee position by the deadline. He said a second individual expressed interest, but it was after the deadline. **Brendan** asked the current cemetery trustees in attendance if they approve of the Board giving notice to appoint **Ann**. **Brian Rater** and **Ann Somers** said yes. The Board then gave notice of their intent to appoint **Ann Webb** as cemetery trustee at the next Selectboard meeting on August 26th. **Eddie** said it is a good time to review other positions open for those who want to serve. **Tad** said there are alternate positions open on the Planning Board, Conservation Commission, and Zoning Board of Adjustment.

Jill Powner re Fire Station Horn

Jill asked the Selectboard if the Fire Department could come up with some other means of communication instead of the horn because of it being so loud, especially at night, for those who live in the neighborhood. **Drew** said, historically, prior to other means of communication, it was a means to call the volunteers to the station, but he's not sure it serves that purpose anymore. **Tad** said from the Fire Department's stand point, it is a good back up if technology fails in an emergency. **Jill** said then maybe it could be used as a backup. **Drew** and **Brendan** will discuss it with the Fire Wards when they meet next week.

YTD Expenses

Tad said through the end of July we were 58% of the way through the calendar year and have spent 56% of operating budget. He noted Financial Administration has spent 64% of the budget and a large part of that is the recent purchase of 17 new computers.

Review and Approve Affinity Inc. for Street Light Conversion Project

The Board reviewed the Affinity Inc bid for \$13,200, net of Eversource's rebate. **Tad** said we have \$19,000 in the budget for this project, which would allow us to expand the project to include the transfer station. ***Eddie moved, seconded by Ron, to accept Affinity Inc. as the vendor for the project; Voted Yes 5-0.***

Draft 2018 Financial Audit

Tad said the draft audit includes an "adverse opinion" for the government activities portion of the Town's financial statements. He said it directly results from a new standard known as GASB 75, which requires that we recognize the long-term costs of retiree health care costs even though we do not have any retirees currently in the plan. **Tad** said the Board has two options for addressing the issue: accept the adverse opinion or hire an actuary to estimate the cost. He noted the cost of getting an estimate is \$2,950 and it is good for two years, but is not in the budget. **Linda** said there may be government schedules on-line where you can get an estimate for this and not spend any money. **Drew** suggested that if we are going to estimate the cost, we should use an

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expert. *Eddie moved, seconded by Ron, to accept the adverse opinion due to the limited exposure that Brookline currently has for retiree health costs; Voted Yes 5-0.* **Tad** said the draft report shows the Town's unassigned fund balance at the end of 2018 was just over \$1,000,000, up from \$300,000 at the beginning of the year. He noted that figure, however, was subsequently reduced by two approved warrant articles in March totaling \$306,256 from the unassigned fund balance.

Open 2019-2020 Propane Bids

Eddie recused himself from the bid process due to his part-time employment with one of the bidders. **Drew** said Ciardelli's fixed price for propane fuel is \$1.349/gallon and \$95/hour for service. **Steve** said Rymes fixed price for propane is \$1.249/gallon and is \$125/hour for service. *Drew moved, seconded by Ron, to approve Rymes as our 2019/2020 propane provider at \$1.249/gallon; Voted Yes 4-0-1, Eddie abstained.*

Review and Sign MS-535 from Auditors

The Board reviewed and signed the MS-535 ("Financial Report of the Budget") as prepared by the auditors. **Tad** said this is the first form involved in setting the tax rate.

Review of NHDOT Comments re TAP-2 Sidewalk/Bridge Preliminary Plans

Tad said we received a letter back from NHDOT with minor comments on the preliminary plans and simply asking for the comments to be addressed in the final plans. He noted that we do not yet have NEPA approval, which includes cultural and historic resource review. **Tad** said once that is approved, we will receive the Notice to Proceed to final design. The goal is to get through final design by November, so we can go out to bid in early winter, which is a favorable time.

Lack of Gravel on Parade Route

The Board authorized **Brendan** to sign a letter to the NHDOT asking them to fill in spots along the parade route, once **Mike** has identified the areas that need it.

Review Task List

The Board reviewed the task list. **Eddie** asked about adding the Purchasing Policy to the list that is reviewed this year.

Review Mail Folder

The Board reviewed the mail folder.

Review Next Meeting Agenda

Tad noted that **Mike Wenrich** will be here to provide an update on the DPW garage. He also suggested we review the Investment Policy and Anti-Fraud Policy for potential revisions and re-adoption.

Melendy Pond

Brendan said that the Board is doing a final review of the new leases this evening and expects to mail out the new leases to current tenants later in the week. He said tenants will have until December 30th to sign a new lease.

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Brendan moved, seconded by Eddie, to go into non-public session per RSA 91-A:3 II (c) reputation and (d) lease of land; Voted Yes 5-0.

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

Other Matters

Drew invited **Steve** to move into **Val's** position as Selectboard Representative to the Planning Board and **Drew** will continue to serve as alternate. **Steve** agreed.

The Board set a special meeting for September 19th, at 6:30pm, to sign last minute 250th warrants before the parade.

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

7:47 pm meeting adjourned.

Minutes submitted by Sharon Sturtevant.

Brendan Denehy

Eddie Arnold

Ron Olsen

Drew Kellner

Steve Russo