



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, June 13, 2022*

Selectboard members present: Eddie Arnold, Brendan Denehy, Dana Ketchen, Steve Russo (via Zoom) and Ed Perry along with Town Administrators Tad Putney and Scott Butcher.

6:30pm Eddie opened the meeting with the Pledge of Allegiance and read the ground rules for hybrid meetings.

Public Input

Brendan said the Brookline Ambulance Service is still looking for memberships and the Safety Complex will be one of the training sites for new recruits. He said also, the library will be closed tomorrow for construction and will reopen on Thursday.

Approve Minutes

Dana moved, seconded by Ed, to approve the public minutes from the Tuesday, May 31st and the Wednesday, June 1st meetings as written; Roll Call Vote Yes 5-0. Dana moved, seconded by Brendan, to approve 9 sets of non-public minutes from the Tuesday, May 31st meeting as written; Roll Call Vote Yes 5-0. Dana moved, seconded by Brendan, to approve the non-public minutes from the Wednesday, June 1st meeting as written; Roll Call Vote Yes 5-0.

Sign Warrants for Payment

Dana moved, seconded by Brendan, to approve Accounts Payable Warrant #23 in the amount of \$1,767,851.31, Payroll Warrant #24 in the amount of \$72,362.73, and Police Detail in the amount of \$420.00; Roll Call Vote Yes 5-0.

May 31st Warrant Revision

Eddie said an expense was paid on the May 31st warrant that had already been paid by credit card, so the check was voided reducing the warrant amount to \$110,551.41,

Announcement of Scott Butcher as Town Administrator

Eddie introduced our new town administrator, **Scott Butcher**. He said **Scott** comes to us with over 20 years of public and private sector business management experience having served as town administrator in Wilton NH and most recently New Ipswich NH. **Eddie** said **Scott** has served as a Selectman in Pepperell MA as well as Chairman of the Pepperell Board of Health. He said **Scott** started on June 6th and will be working with **Tad** until the end of June to ensure a smooth transition.

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Accept Resignation of Tad Putney as Town Administrator

Eddie announced the resignation of our Town Administrator **Tad Putney** effective June 30th, 2022. **Eddie** read **Tad's** resignation letter stating, the ten years he has worked as Brookline's first town administrator has been incredibly rewarding, and he is particularly grateful for the many people he has worked with during his tenure who helped him serve the residents of Brookline. **Eddie** thanked **Tad** for his many years of service and dedication to the town. **Eddie** said the town has agreed to use **Tad's** consulting services for the remainder of the year for the TAP Sidewalk Project and Melendy Pond, in exchange for continued coverage of 80% of his health insurance in 2022. ***Brendan moved, seconded by Ed, to accept Tad's resignation from his position as town administrator; Roll Call Vote Yes 5-0***

Reminder re: Public Works Open House June 25th

Eddie announced the open house for the new public works facility and the opportunity to bid farewell to retiring employees **Valerie Rearick** and **Tad Putney** on Saturday, June 25th from noon to 2pm at the new facility located at 42 North Mason Road. He said refreshments will be served. **Ed** said signs will need to be posted "for one day only" that parking will be allowed at the facility in the "no parking" areas.

Library Trustee Appointment and Thank You Letters

Dana moved, seconded by Ed, to appoint Jennifer Morrissey as Library Trustee until March 31st, 2025; Roll Call Vote Yes 5-0. **Eddie** read letters from the Selectboard to **Betsy Solon** and **Karen Jew** thanking them for their service as Library Trustees.

Review YTD Expenses

Tad said as of the end of May we were 42% of the way through the year and had spent 39% of the operating budget. He said two items to point out "Executive Overtime" is up but should be trailing off the second half of the year, and "Revaluation of Property" which has expenses that have been paid ahead.

Use of Electronic Devices During Selectboard Meetings.

Eddie said the Board is asking anyone who is present at a Selectboard meeting, to please be mindful and limit usage of electronic devices for personal use.

Memorandum of Agreement with NHDOT re: Purple Heart Signs

Dana moved, seconded by Brendan, to authorize Eddie to sign the memorandum of agreement with NHDOT for the purple heart community signs to be placed along state roads; Roll Call Vote Yes 5-0.

Addendum to Lease at 2 Second St on Melendy Pond

As recommended by the Melendy Pond Management Committee due to transfer of ownership, ***Brendan moved, seconded by Dana, to authorize Eddie to sign the addendum to lease for 2 Second Street at Melendy Pond; Roll Call Vote Yes 5-0.***

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2022 Bridge Lease 191 Old Milford Road on Melendy Pond

As recommended by the Melendy Pond Management Committee due to a new tenant signing a 2022 bridge lease and paying the prorated rent of \$1,984 for the balance of 2022, ***Brendan moved, seconded by Ed, to authorize Eddie to sign the 2022 bridge lease for 191 Old Milford Road on Melendy Pond; Roll Call Vote Yes 5-0.***

2023-2025 CAP Agreement with Primex

Tad said we received three-year CAP agreements from Primex that cap annual increases at 9% for property and liability ins. and 10% for workers comp. ins. if the town agrees to stay with Primex for coverage through 2025. ***Brendan moved, seconded by Dana, for the town to adopt the resolution to enter into a three-year cap agreement for property/liability and workers comp insurance; Roll Call Vote Yes 5-0. Brendan moved, seconded by Dana, for the town to accept the offer to enter into a three-year CAP program for property and liability insurance; Roll Call Vote Yes 5-0. Dana moved, seconded by Brendan, for the town to accept the offer to enter into a three-year CAP program for workers comp insurance; Roll Call Vote Yes 5-0.***

David Coffey re: Periodic Update Emergency Management

David said the Greater Nashua Public Health Network has asked to continue monthly meetings online, they have a dedicated emergency response person and public nurse that work around the region. He said we have five emergency generators and a ham radio at the fire station that can communicate with the emergency operations center (EOC) if communications shut down and CSDA can be used as a shelter if needed. He said our Hazardous Mitigation Plan is five years old, the hazards have not changed but we will provide an addendum with routine updates. He said we are working on mapping trails and a contact list for the EOC, and personal protective supplies are available, if needed. **Dana** thanked **Dave** for all he does for our safety. **Brendan** said the community emergency response team (CERT) explained how the SUV can transform into an EOC. **David** said they are currently seeking CERT volunteers.

Results of Sealed Bids for Work on Ben Farnsworth

Tad said we had four interested parties look at the job and we received three bids: RWC Enterprises \$35,000; CL Farwell Construction \$42,000; Daryl Pelletier \$39,500. ***Dana moved, seconded by Brendan, to accept RWC Enterprises bid of \$35,000; Roll Call Vote Yes 5-0.***

Update on Well Water Survey

Tad said the Board agreed to purchase Survey Monkey for \$500, but a resident suggested using Google Forms which is free. **Eddie** said it's worth trying out and the price is right. **Tad** drafted an introduction for the survey with a deadline for responses of June 24th. **Eddie** said the deadline is fine but hold open if possible and specify answers will be confidential. **Dana** said she is opposed to this going forward. **Eddie** said the Board voted to conduct the survey so we will move forward with it. **Ed** said we are only collecting information and are not committing to any decisions at this point.

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Review and approve Final Conservation Bond Documents

Brendan moved, seconded by Dana, for the Board to sign the Conservation Bond documents; Roll Call Vote Yes 5-0. **Tad** said the annual cost over 20 years will be between \$83,000-\$84,000.

Update on GOFFER Equipment Grant

Tad said on June 2nd we were advised that the state was disallowing reimbursement for our three COVID-19 clinics as they did not meet the threshold of \$250 in “equipment”. **Tad** said as a result, he amended our grant application to include both mobile message boards (taking the second from ARPA funding) and submitted it by the June 3rd deadline. He said this maxed out our application at the \$50,000 limit, the town pays 10% of the total cost. **Tad** said we are awaiting word on final approval and as a result of this change, we have NOT spent any ARPA funds yet.

Update on Bond Street Bridge Final Plan

Tad said Hoyle Tanner expects to submit final plans for the replacement of the Bond Street Bridge in the next week or two. He said once submitted, they will be reviewed and approved by NHDOT, and we will be ready to replace the bridge under the State Bridge Aid Program. **Tad** said the bridge is currently scheduled for replacement in FY2025 (begins October 2024), but could be sooner should additional bridge aid funding be made available. He said upon approval of the final plans, the town will receive reimbursement for 80% of its \$160,103 expenses to date and the funds will be put in the Bond Street Bridge Engineering and Reconstruction Capital Reserve Fund.

Update on Visioning Discussions

The Board agreed to set aside 10-15 minutes in the second meeting of each month for visioning discussions with department heads, committees, etc. **Tad** reached out with an email to the various groups.

Discuss Funding for Celebrations in 2026

Eddie said the Fire Department is talking about doing an antique fire truck show and parade and a possible fireman’s muster for their 200th Anniversary in June of 2026 but it is also the nation’s 250th anniversary, so the question is do we combine the two events or have separate celebrations. He said there is currently \$35,678 left over in the Brookline 250th revolving fund. **Brendan** said he was on the 250th committee and it was discussed the left over funds could be used for the next “big thing”. He said the funds could support the Lion’s Club 4th of July parade as well. **Eddie** said let’s discuss with the Fire Department and see what they want to do. **Ed** said given what people have missed over the past two years, more festivities is exactly what we need so people can get out and see each other and have fun.

Board/Committee Updates

Brendan provided an update on the Energy Committee and said the report to the Selectboard is due in July. **Eddie** provided an update on the Souhegan Regional Landfill District.

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Review Next Agenda

It was agreed the following topics will be discussed at the next meeting:

First pass at CIP

Results from Well Water Survey

Report MS 535 DRA

Is Energy Committee or Selectboard Doing Public Input

Review Mail Folder

The Board reviewed the mail folder.

7:55pm Eddie moved, seconded by Brendan, 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.

8:43pm Eddie moved, second by Brendan, to come out of non-public session and seal the minutes; Roll Call Vote Yes 5-0.

8:43pm meeting adjourned.

Minutes submitted by Sharon Sturtevant.

Eddie Arnold

Brendan Denehy

Dana Ketchen

Steve Russo

Ed Perry