



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

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*Minutes  
Selectboard  
Tuesday September 6, 2022*

Selectboard members present: Eddie Arnold, Brendan Denchy, Dana Ketchen, Steve Russo, and Ed Perry along with Town Administrator Scott Butcher. Gerrell Smith and Buddy Dougherty.

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

**Public Input and Announcements**

**Buddy Dougherty** said he previously spoke to the Selectboard about what happens when boards and committees don't feel supported by them. He said at the last Selectboard meeting **Rich Vertullo** unloaded on **Dana**, then **Dana** was not supported by the Board. **Buddy** said when **Dana** was elected, she took a deep dive into the minutes of all boards, committees and commissions and discovered Recreation was missing minutes, so she asked **Rich** for the minutes, and he took offense. **Buddy** said meeting in public and recording meeting minutes is required. **Buddy** said he doesn't feel **Dana** was able to defend herself, she didn't think Recreation was doing a bad job, they were just missing minutes. **Dana** said she wanted to clarify for the record, that she and **Buddy** have not spoken since the last meeting so him speaking on her behalf is a surprise to her and she thanked him. **Buddy** questioned a recent Cemetery Trustee agenda that said the meeting place was the DPW building, which is not a public meeting place. **Eddie** apologized to **Dana** for the last meeting and said he let tensions rise too much and when it finally calmed down it seemed to him like it was going to pick back up. He said his intention was not to cut **Dana** off but to keep tensions low. **Eddie** said the Cemetery Trustees do meet at the DPW building because that is where all the cemetery records and maps are stored, and if that is the meeting place that is posted, residents should feel free to attend. **Brendan** said the tragic loss of a family's home to a fire in Brookline last Wednesday brought together the people in this town and he wanted to thank the emergency services and the town's people for their generosity. **Eddie** said he observed the same thing. **Eddie** reminded the public of the "Touch a Truck" event on Saturday, September 17<sup>th</sup> at the DPW Building.

**Approve Minutes**

*Dana moved, seconded by Steve, to approve the public minutes from the Monday, August 22<sup>nd</sup> meeting as written; Voted Yes 5-0. Dana moved, seconded by Steve, to approve 6 sets of non-public minutes from the Monday, August 22<sup>nd</sup> meeting as written; Voted Yes 5-0.*

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**Sign Warrants for Payment**

*Brendan moved, seconded by Steve, to approve Accounts Payable Warrant #35 in the amount of \$1,266,294.78 and Payroll Warrant #36 in the amount of \$71,926.05; Voted Yes 5-0. Dana* said, when there is an item number with no description of the item on the invoice, it would be helpful if the department heads could write in what it is.

**Planning Board Visioning Steering Committee Selectboard Representative**

*Eddie* said the Planning Board is seeking a member from the Selectboard to serve on the Visioning Steering Committee for the Master Plan. *Brendan* said he is already the Alternate Selectboard Representative on the Planning Board and would be happy to wear both hats if the Board has no objections. The Board had none.

**Radio Equipment Capital Reserve Expenditure**

*Brendan moved, seconded by Steve, to approve \$30,000 to be paid from, the Radio Equipment Capital Reserve Fund by the Trustees of the Trust Funds, to Modular Communications for communications equipment and labor; Voted Yes 5-0.*

**Review YTD Expenses**

*Scott* said we are 67% of the way through the year and have spent 61% of the budget. He said everything is tracking at or below where it should be, except for previously reviewed items paid ahead, and Legal. *Brendan* requested reviewing each plus and minus in the budget to date at the next meeting.

**Approve Amended Credit Card Policy**

*Brendan moved, seconded by Steve, to approve the credit card policy as amended, and set a credit limit of \$5,000 per department not to exceed a collective total of \$30,000 for all departments; Voted Yes 5-0.*

**Update on New Fire Panel for Town Hall**

*Scott* said the initial diagnostic call for \$408, and the \$4,651 for the replacement fire panel (which has been ordered), will be covered by insurance, less \$1,000 deductible.

**Update on Town Hall HVAC Recommendations**

*Brendan* said the Energy Committee received an overall estimate from Absolute Mechanical of \$60,000 to replace our current heating/cooling system on all 3 floors. *Scott* said Ciardelli is coming on the 12<sup>th</sup> to look at propane tank locations and a possible propane furnace. He said we still have Absolute Mechanical's original quote of \$16,680 from a year ago and Kevin said add \$2,000 to that. *Dana* said we don't have the luxury of time. *Eddie* said let's get a hard number from Absolute and let other vendors know we will be deciding on the 19<sup>th</sup> to get this on the schedule. He said we can waive the purchasing policy if necessary. *Dana* said request a timeline for install.

**7:05pm Open Public Hearing.** *Steve moved, seconded by Brendan, to accept \$123,147.68 in unanticipated "Special Highway Block Grant Funds" from the State of NH, Apportionment A, Senate Bill 401, to be deposited in the Public Works Revolving Fund; Voted Yes 5-0. Close Public Hearing 7:07.*

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**Discuss Proposed Expenditures for Remaining DPW Building Bond Proceeds.**

**Eddie** presented a list of items that the Public Works Building Committee previously approved as necessary to complete the public works building project. After some discussion, **Brendan moved, seconded by Eddie, to purchase all items on the list totaling \$38,411.11 from the balance of the public works building bond funds; Voted Yes 4-1, Dana voted no.**

**Review Paving Invoices**

**Brendan moved, seconded by Steve, to pay \$23,262.24 to Continental Paving from the Public Works Revolving Account (Highway Block Grant Funds); Voted Yes 5-0.**

**Review ARPA Funds Request**

The Board listed the following additional item requests for further review.

Building Department: Permitting Software.

Planning Board: Hydrogeological Study.

Conservation Commission: Cameras for Trail Heads.

Energy Committee: Fire Station and Safety Complex Solar Panels and TH Heat Pumps.

Welfare: Financial Management, CPR, Suicide Awareness, Adult Reading Classes, TH Basement Repairs.

**Discuss Upcoming Primary Election and Election Officials**

**Eddie** said voting day set up will be handled by **Tad Putney** and **Mike Wenrich**. Town Moderator **Peter Webb** and Town Clerk/Tax Collector **Patti Howard-Barnett** joined the meeting via Zoom. **Peter** said set up will be the same as prior elections and **Mark Fessenden** will be joining us to help. **Patti** said we cannot start setting up before 1:00pm on Monday because the school is now using the gymnasium for lunch. **Eddie** asked if the mask requirement has been lifted and **Patti** said yes. The Board worked on scheduling poll coverage for at least three Board members at all times throughout the day. **Linda Saari** joined the meeting via Zoom. **Linda** said we are going to have a “return to undeclared” table set up for voters who wish to do so, where they can stop and sign the book on their way out. She said to find out your voting status there is a link on the Town Website on the Town Clerk/Tax Collector “Voter Registration” page. **Linda** said poll workers should bring a lunch and please make sure it is NUT FREE.

**Finalize CIP Input**

The Board finalized their portion of the CIP Report for the Planning Board.

**Discuss 2023 Budget Parameters**

The Board agreed to have the Ambulance, Fire, Police, Public Works, and Library departments come in and review their budgets. Other departments that fall under a budget increase of less than 5% do not have to come before the Board. **Brendan** said the Board should offer budget guidance at the September 19<sup>th</sup> meeting before budget discussions in October. The Board discussed different strategies for 2023 wage increases. **Dana** suggested reviewing current payroll wage data at the next meeting.

**Discuss Warrant Articles for 2023**

The Board discussed potential Warrant Articles for 2023.

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**Appoint Open Government Implementation Group Members**

*Dana moved, seconded by Steve, to appoint Puneet Mangal and Kate Elkins as Resident At-Large Members to the Open Government Implementation Group; Voted Yes 5-0.*

**Appoint NRPC Transportation Technical Advisory Committee (TTAC)**

*Steve moved, seconded by Dana, to appoint Scott Butcher as Primary and Mike Wenrich as Alternate Representatives to the Nashua Regional Planning Commission (NRPC) Transportation Technical Advisory Committee (TTAC) for 2023-2024; Voted Yes 5-0.*

**Review Site-Plan Application for Lot J-019**

There were no comments.

**Board/Committee Updates**

Deferred

**Mail Folder**

Deferred

**Review Next Agenda**

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

Preliminary Pay Increases


Open Furnace and Propane Bids

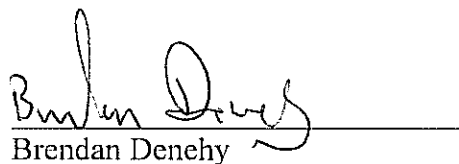
**9:10pm** *Eddie moved, seconded by Steve, to go into non-public session per RSA 91-A:3 II (c) reputation and (l) legal and potentially others; Roll Call Vote Yes 5-0.*

**10:55pm** *Eddie moved, second by Brendan, to come out of non-public session and seal the minutes; Roll Call Vote Yes 5-0.*

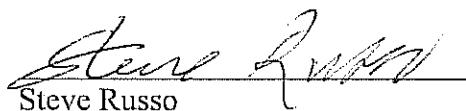
**10:55pm** meeting adjourned.

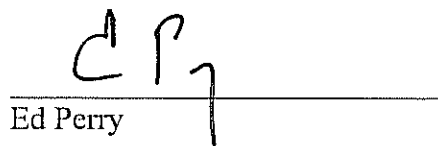
Minutes submitted by Sharon Sturtevant.:

  
Eddie Arnold

  
Brendan Denehy

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Dana Ketchen

  
Steve Russo

  
Ed Perry