



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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

Telephone (603) 673-8855, ext. 213

Fax (603) 673-8136

Selectboard@brooklinenh.us

<http://www.brooklinenh.us>

*Minutes
Selectboard
Monday, September 19, 2022*

Selectboard members present: Eddie Arnold, Brendan Denehy, Steve Russo, and Ed Perry along with Town Administrator Scott Butcher. Also present: Tad Putney, Steve Sacherski, and Jeffrey Stewart.

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

Public Input and Announcements

Jeff Stewart said the Touch-a-Truck event had an outstanding turn out with 300-400 people including lots of kids. He thanked everyone who participated. **Scott** said Melanie Levesque asked if the candidates forum they filmed could be run on channel 192. The Board had no objections. **Scott** said he will contact Dave Pease to set it up. **Brendan** said the Friends of the Library are holding their annual book sale, and the Fire Department is having its annual duck race and open house, on Saturday October 1st.

Approve Minutes

Brendan moved, seconded by Steve, to approve the public minutes from the Tuesday, September 6th meeting as written; Voted Yes 4-0. Brendan moved, seconded by Steve, to approve 5 sets of non-public minutes from the Tuesday, September 6th meeting; Voted Yes 4-0.

Sign Warrants for Payment

Ed moved, seconded by Steve, to approve Accounts Payable Warrant #37 in the amount of \$93,937.56, Payroll Warrant #38 in the amount of \$71,007.25, and Police Detail of \$236.25; Voted Yes 4-0.

Discussion with Building Inspector re: Hours for 2023

Steve S said last year the School & Town Services Study Committee conducted a growth management study and found, based on the 2020 census, that the Town of Brookline grew at a rate of 12.98% over the past 10 years, the highest growth rate in the Nashua Regional Planning Commission (NRPC) region. **Steve** said he is currently scheduled to work 24 hours per week, but the workload is such that he can't keep up and expressed the need to expand to a full-time building official position. He said the current fire department administrative assistant works 33 hours a week, and 5 of those hours is spent working for the building department. **Steve** said the fire department wants to make the position full-time, so he is not sure where that leaves his department.

*Minutes
Selectboard
Monday, September 19, 2022
Page 2*

Steve said over the last 15-20 years there hasn't been a lot of money invested in the building department, we are lacking policies and procedures and it's creating confusion and conflict with contractors. He said we need to update the website, come up with policies and procedures that people can follow, and set consistent rules and regulations. **Steve** said he is also the Code Enforcement Officer but is not able to issue fines if the codes are not followed. He said in other towns the building official can issue fines and try their own cases in court. He said our building department is in a perpetual infancy stage. **Steve** said he conducted a peer town survey for wages and found the average hourly wage for a full-time building inspector is \$34.71. He said he estimates a 40% increase in the issuance of permits for 2022. **Steve** said he is currently working a significant number of hours over 24 per week and would like to move to a full-time schedule of 35 to 40 per week. **Ed** said based on these percentages we can see why you are busy. He said we can keep things as they are and get further behind, or we can expand the hours, and move the department into a better spot. **Ed** said he agrees with the fines and fees for code enforcement and was surprised to learn that it doesn't exist, in which case, we don't have laws we have suggestions. He said he's glad **Steve** brought this to the Board because it is important work that he does, but fairly thankless because **Steve** is one of our "No" guys who has to show up and say, "I'm sorry but you can't do it this way" and what the public has to understand is when he does that, he's protecting everyone else in the neighborhood. **Steve** said the building department revenue as of August 31st is just over \$24,000 and expenses are \$32,000, so we've subsidized the costs pretty well. He said he increased permit fees three months ago so he believes that will offset the cost of a full-time position. **Ed** asked how many hours does **Steve** need for a part-time assistant, **Steve** said about 10-15 hours per week. **Ed** said the next step would be to create a documented plan to move the building department out of the infancy stage. **Eddie** said we've been operating with the assumption that the building department revenues will cover the costs of the building department and it would be great if we continue to do so, but that might not be a reality. **Eddie** said the quick calculation for a building official at 40 hours a week is \$72K/Year not including benefits, so it's a large increase compared to what we are currently absorbing, but clearly there is a need for it. **Brendan** said we have a lot of building stock in town since the last growth spurt 20-30 years ago so we will be seeing construction renovations with existing buildings which ties into what **Steve** is presenting to us. **Brendan** said the 5 hours that the fire department admin is doing to support the building department was the first move to help with the department expansion. He said it would be helpful if **Steve** could make notes and share what is working for other towns on their websites. **Brendan** said what he has heard from the planning board side is that contractors want to see consistency between towns with policies, procedures and building codes. **Steve Russo** asked for a list of fines and fees that **Steve Sacherski** would like to see, **Steve S** said he will put that together. **Eddie** said I think we can all agree based on the information that has been provided to us there is a pressing need to expand the building department, but it is up to the voters, and he would support a warrant article going forward to town meeting in March. **Brendan, Ed, and Steve Russo** agreed. **Brendan** said we don't have to wait until March to get the fines and fees in place. **Steve** said he will work on that.

*Minutes
Selectboard
Monday, September 19, 2022
Page 3*

Review Town Hall HVAC Proposals

Absolute Mechanical Systems: **\$17,800** - Joyce Cooling & Heating: **\$23,349**

Ciardelli Fuel: **\$21,795** 1 large unit **\$22,705** 2 small units - Haffner's: **\$19,524**

Brendan moved, seconded by Steve to accept Absolute Mechanical's bid of \$17,800 for a propane furnace set up and related expenses; Voted Yes 4-0. Eddie noted that this does not include the removal of remaining oil or tank. **Brendan moved, seconded by Steve, to work with Ciardelli Fuel to install a 1,000 gallon above ground propane tank, including necessary work, with a cost not to exceed \$8,000; Voted Yes 4-0.** Scott to inquire with Ciardelli about the cost of owning vs leasing the tank. **Brendan** said between the cost of the furnace and propane tank the cost is \$25,800, plus whatever the cost to remove the oil tank is, it would be helpful for our next meeting to have a sense of where that money is going to come from. **Scott** said there is money in the budget for the furnace and he is reviewing if there is enough to cover all of it.

Review Propane Bids

Scott said he emailed five bid requests and received back only one sealed bid from Haffner's. He said Buddy Dougherty called him today and said Rymes had not received the email. Scott said he double checked his email to make sure they went out and it is unclear why they were not received. The Board decided to have **Scott** resend the requests and allow two more weeks to submit bids. **Brendan moved, seconded by Ed, to move the bid deadline to Friday, September 30th at noon, and open bids on Monday, October 3rd; Voted Yes 4-0.**

Review TAP Pedestrian Improvements Bids

Tad said at the special Selectboard meeting last Monday, the Board opened four bids for the construction of the TAP project. He said the TAP project is the proposed construction of a little over 2,000 feet of sidewalk along South Main Street from Route 130 down to the rail trail and includes a pedestrian bridge that crosses the Nissitissit River on South Main Street, and a second pedestrian bridge that crosses the Nissitissit River on Mason Road across from the town beach. **Tad** reviewed a table of costs and funds raised for the project with a projected total of \$1.9 million that includes 382k of the town's portion. He said the total town funds that have been raised is 250k leaving a shortfall of 130k. **Tad** said the construction bids came in high, but we have 10 years from 2017 to complete the project. **Eddie** said the town supports this project let's table this until spring or wait until next fall when bids may be lower. **Tad** said the project engineers are not sure we will see a reduction in prices. **Brendan** said he very much supports this project, let's have **Scott** see where we can find \$130k. **Tad** said let's wait for DOT to get back to us in a few weeks looking for our direction, and in the meantime he and **Scott** can take a look at what may be possible.

Primex CAP Agreement Review and Approve

Brendan moved, seconded by Steve; to accept the Primex CAP Agreement at 10% for workers compensation and 9% for property and liability: Voted Yes 4-0. Brendan moved, seconded by Steve, to have the Chair sign the documents; Voted Yes 4-0.

*Minutes
Selectboard
Monday, September 19, 2022
Page 4*

Health Trust FSA Agreement Review and Approve

Ed moved, seconded by Brendan, to approve the Health Trust FSA Agreement; Voted Yes 4-0.

2023 Budget Parameters (Cont'd)

Scott said he advised an average 5% increase in budgets (not addressing wage increases at this time) and gave department heads fuel usage guidelines. **Scott** said we need to address, the phone system, financial software, and IT improvement issues. The Board will set preliminary wage increase percentages on October 3rd.

Board/Committee Updates

Planning Board - **Steve** Updated the Board.

Energy Committee - **Brendan** Updated the Board.

Review Next Agenda

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

Preliminary Pay Increases

Budget Discussions

Tap Project

Stipends

Open Propane Bids

Mail Folder

The Board reviewed the mail folder.

7:56pm *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 4-0.*

9:33pm *Eddie moved, second by Steve, to come out of non-public session and seal the minutes; Roll Call Vote Yes 4-0.*

9:33pm meeting adjourned.

Minutes submitted by Sharon Sturtevant.

Eddie Arnold

Brendan Denehy

Dana Ketchen

Steve Russo

Ed Perry