



TOWN OF BROOKLINE, NEW HAMPSHIRE SELECTBOARD

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Minutes Selectboard Monday, October 17, 2022

Selectboard members present: Eddie Arnold, Brendan Denehy, Dana Ketchen, Steve Russo, and Ed Perry along with Town Administrator Scott Butcher. Also present: Finance Committee members Brian Rater, Cindy Lacroix and (Tracey Perry via Zoom), Jeffrey Stewart, Tad Putney, and Patti Howard-Barnett.

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

Public Input and Announcements

Brendan said the “Ghost Train Race” was held over the weekend with several hundred participants. He said an estimated \$1,000 worth of food was donated by the racers for the food pantry. **Dana** thanked all of the volunteers who participated. **Eddie** thanked all who donated to the “fireworks fund” and said a deposit of \$807.78 (after the “Go Fund Me” fee deduction) was deposited into the town’s general fund. He said the \$807.78 should be separated from the unassigned fund balance at year-end so it is expended accordingly for the fireworks. **Eddie** said the Board signed a notice posted by the Town Clerk, notifying registered voters of the upcoming general election on November 8, 2022, from 7:00am-7:30pm at CSDA. He said Constitutional Amendment questions will be on the ballot and encouraged voters to educate themselves before election day.

Approve Minutes

Brendan moved, seconded by Steve, to approve the public minutes from the Monday, October 3rd meeting as written; Voted Yes 5-0.

Sign Warrants for Payment

Dana moved, seconded by Ed, to approve Accounts Payable Warrant #41 in the amount of \$158,691.48, Payroll Warrant #42 in the amount of \$70,218.43 and Police Detail in the amount of \$682.50; Voted Yes 5-0.

Revisit Town Hall Structural Analysis Proposal

Eddie said it was suggested by the structural analysis firm that the town have a general contractor present during the inspection, to open some of the walls and see what we are dealing with. **Eddie** said this would be an additional expense to the \$3,500 the Board has already approved. **Dana moved, seconded by Ed, to approve up to \$1,500 to have a general contractor present during the analysis; Voted Yes 4-1, Eddie voted no.**

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Pierce Pond Dam

Scott said we have been approved by DES for 92% of the Pierce Pond grant funding and hopefully, by our next meeting, we will have clarification on closing the 8% gap and receiving full funding to proceed with what ever the Board decides to do.

1000 Gallon Propane Tank for Town Hall

Scott said at his meeting with the department heads, it was suggested we bury the propane tank in the ground since we have the equipment to do so, and we would be better off owning the tank. He said Absolute Mechanical already has the gas piping installed and can install the furnace on November 1st connecting to the propane tank above or below ground, whichever the Board decides. ***Dana moved, seconded by Steve, to purchase the underground propane tank for \$8,272 with the contract as written and the town will be responsible for the digging of the hole: Voted Yes 5-0.***

Re-Approval of Paving Contract with Continental Paving

Eddie said Continental Paving reached out to DPW Director **Mike Wenrich** and said they are willing to continue with the contract we had in place with them this year, moving into next year with the same pricing, and the stipulation that the liquid asphalt prices be allowed to fluctuate with the market which is the same as it was this year. **Eddie** said **Mike** told him they only do this with towns they enjoy working with. **Eddie** said this speaks highly of our Public Works Department and said this is a good opportunity to keep some savings in next year's budget. ***Ed moved, seconded by Brendan, to re-approve the paving contract with Continental Paving at \$85 per ton for ¾ inch top and \$85 per ton for winter binder; Voted Yes 5-0.***

TAP 2 Contracts

Brendan moved, seconded by Ed, to use unanticipated Highway Block Grant Funds and a portion of the bridge funds, not to exceed \$140k to cover the shortfall on the TAP 2 project; Voted Yes 4-1, Eddie voted no. Brendan moved, seconded by Dana, for Eddie to sign the engineering and construction contracts along with NHDOT documentation upon formal approval from NHDOT; Voted Yes 5-0.

7:02pm Preliminary 2022 Budget Reviews

7:03 Chair **Brian Rater** called the Finance Committee meeting to order and introduced Finance Committee members **Cindy Lacroix** and **Tracey Perry**.

Ambulance Dept - Jeffrey Stewart Proposed 2023 Opt 1 \$347,703 Opt 2 \$366,312

Building Dept – Steve Sacherski	Proposed 2023 \$97,135
Financial Administration – Scott Butcher	Proposed 2023 \$241,535
Legal Assistance – Scott Butcher	Proposed 2023 \$365,000
Insurance – Scott Butcher	Proposed 2023 \$101,661
Cable – Scott Butcher	Proposed 2023 \$16,475

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8:49pm Finance Committee Adjourned

Brendan said concerning the legal expense for the WFH lawsuit, we need to reach out to all departments and committees to see what savings they can find in their remaining budgets and reallocate them to our 2022 legal budget and have that information for our next meeting. He said when we look to the unassigned fund balance to offset the tax rate, the DRA is going to ask what we did to try and pay for this out of our budget first. **Brendan** said he would also like the Board to reach out to the SAU to let them know what we are up against in legal fees and ask if they could be conservative with their own budget to ease the overall burden to the taxpayer.

Open Government Implementation Group (OGIG)

Scott said we appointed 2 members to the OGIG, and one has since taken a consulting engagement and will not be available until mid-December. **Scott** said he questions if 2 members is even enough. He said he and **Michele** plan to participate, but with their own workload it will be hard to squeeze this in now. He said they have been talking to our current website vendor about enhancements and improvements that may be able to help with some of the objectives, but this isn't going to work like we originally envisioned. **Scott** said if there are people out there with IT/Website experience who are interested, we can certainly use the help.

Review Planning Board Plan

Dana asked what the role of the Selectboard is in commenting on this plan. **Scott** said he highly recommends that other Boards view plans before they are finalized so we can avoid problems down the road. The Board had no comments on the plan.

Discuss ARPA Funds Requests and Decision Timing

Scott said the department heads are anxious and are looking for some guidance on when decisions will be made on these funds so they can plan their budgets and warrant articles accordingly. **Eddie** suggested having a special meeting with ARPA funds as the primary focus, since there hasn't been enough time in our regular business meetings. The Board scheduled Monday October 24th at 6:00pm to decide on ARPA funds.

Board/Committee Updates

Economic Development Committee – **Steve** updated.

Energy Committee – **Brendan** updated.

Capital Improvements Plan – **Ed** updated.

Souhegan Regional Landfill District – **Eddie** updated.

Review Next Agenda

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

DRA/Setting Tax Rate

Department Wide Budget Savings

Setting General Election Schedule

Mail Folder

The Board reviewed the mail folder.

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9:33pm *Eddie moved, seconded by Dana, 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.*

10:26pm *Eddie moved and it was seconded, to come out of non-public session and seal the minutes; Roll Call Vote Yes 5-0.*

10:27pm meeting adjourned.

Minutes submitted by Sharon Sturtevant.

Eddie Arnold

Brendan Denehy

Dana Ketchen

Steve Russo

Ed Perry