



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

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*Minutes  
Selectboard  
Tuesday, December 27, 2022*

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

**Brendan** said the first stage of the TAP 2 Sidewalk project has started, so be aware of trees marked to come down on South Main St and Mason Rd. **Ed** said he was touched by how many wonderful people in town reached out to wish him well while he was down, this town is a true joy to represent. **Eddie** said we received a onetime bridge payment (special highway block grant) in accordance with SB401 from NHDOT in the amount of \$103,652.18. A public hearing will be set for January 9<sup>th</sup> to accept the funds. **Sharon** said the town has received a reimbursement check from the State of NH for \$19,839.23 for the town's contribution to NHRS effective July 1, 2022, under HB1221 (Relative to the rate of business profits tax and relative to payment by the state to political subdivisions) in our case Group II members Police and Fire. She said we do not need a public hearing to accept the funds as they are a reimbursement percentage.

**Approve Minutes**

*Steve moved, seconded by Brendan, to approve the public minutes from the Monday, December 12<sup>th</sup> meeting as written; Voted Yes 4-0-1, Ed abstained.*

**Sign Warrants for Payment**

*Steve moved, seconded by Ed, to approve Accounts Payable Warrant #51 in the amount of \$254,755.41, Payroll Warrant #52 in the amount of \$72,511.83, and Annual Sick-Time Buy-Out in the amount of \$28,270.09; Voted Yes 5-0.*

**Review Requests to Encumber 2022 Funds**

*Brendan moved, seconded by Steve, to encumber 2022 funds of \$9k for fire equipment, \$20k for Pierce Pond Dam engineering, and \$19,452 for a police cruiser lease payment. Brendan amended the motion, seconded by Steve, to encumber 2022 funds of 9k for Bergeron Protective Clothing and \$6,768 for Fire Tech & Safety contingent upon a proper agreement prior to year-end, 20k for Pierce Pond engineering and 19,452 for a police cruiser 1 year lease payment ; Voted Yes 5-0.*

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**Approve Melendy Pond Leases for Hinds and Nutter**

*Dana moved, seconded by Brendan, for Eddie to sign the Melendy Pond leases for Hinds and Nutter as recommended by the MPMC; Voted Yes 5-0.*

**Renewal of Agreement with Pepperell Community Media**

*Brendan moved, seconded by Steve, to renew the 1 year agreement with Pepperell Community Media; Voted Yes 5-0.*

**Vacation Carry Over Requests**

*Brendan moved, seconded by Ed, to wave the 1 week maximum rule and approve all requests to carry over vacation hour balances into 2023 due to extenuating circumstances where applicable; Voted Yes 4-1, Dana voted no.*

**Building Dept Permitting Software**

*Ed moved, seconded by Steve, to accept the \$7,500 purchase of Cloud Permit Software and allow the Chair to sign the associated documents; Voted Yes 5-0.*

**Discuss Town Report Cover Submissions**

Scott said there were no submissions since the last meeting. He said the bid process to publish the town report will be completed by the end of the week. **Brendan** said we should include the ARPA funds received and expensed in the town report.

**Discuss Street Naming and House Numbering Ordinance Procedures**

The Board reviewed the town ordinance for the “Street Naming & Numbering System” that the Selectboard approved in April 2022, and the new companion document “Street Naming & Numbering Procedure” submitted by the Town Planner. *Steve moved, seconded by Brendan, to accept and adopt the town ordinance street naming and numbering procedure authored by Town Planner Michele Decoteau; Voted Yes 5-0.*

**Formulate Warrant Articles for 2023 Town Meeting**

**Eddie** said this continues from the last meeting. **Steve** asked if we need a warrant article for the Planning Board members to be changed from being appointed by the Selectboard to being voted in at town meeting. **Eddie** said if the Planning Board wants to put something forward, we should honor that.

**Review Recommended Stipends from Finance Committee**

*Dana moved, seconded by Ed, to increase the annual stipend for the welfare officer position from \$6,000 to 7,500 in 2023; Voted Yes 5-0. Ed moved, seconded by Brendan, to accept all recommendations for stipend increases in 2023 from the Finance Committee; Voted Yes 4-1, Dana voted no due to the substantial increase for the Selectboard.*

**Department Head Evaluation Schedule**

**Eddie** said he has received everyone’s availability and will put together a draft schedule and email it out for confirmation. **Eddie** said he and **Ed** will update the current evaluation form.

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**Board and Committee Updates**

Energy Committee - **Brendan** said Keith McBrien from EEI and 603 Solar toured the Fire Station and Safety Complex on Friday and confirmed the location for the solar array on the Fire Station. **Brendan** said he was pleased with the tour. ***Brendan moved, seconded by Steve, to move forward with the 24 kilowatt solar panels on the Fire Station with the \$85k of ARPA funds.*** **Dana** said her concern is using the ARPA funds for the solar project when we have water problems in the Town Hall building with immediate needs that are not being addressed. She said she would rather see the solar project go to town meeting as a warrant article and use the ARPA funds for Town Hall repairs. ***The Board Voted Yes on the motion 4-1, Dana no.*** Eddie suggested going to town meeting with a warrant article for the Town Hall repairs.

**Pay Increases for 2023**

**Scott** said peer town ranges were from 4.5%-7% with more towns on the higher end. **Eddie** said 2 out of 4 towns in the SRLD were at 7% & 9%. **Eddie** said we couldn't compete with inflation last year, but this year we should try to get a little closer. **Scott** said employee health care premiums went up so that cuts into their raises. ***Brendan moved, seconded by Ed, to make the 2023 salary increase for non-union employees 7%; Dana said she thinks we should do an average of 5.75%; Voted Yes 4-1 Dana voted no.***

**Old and New Business**

**Steve** said a person sent a letter saying they spent 30k lowering their well pump in the last four years and claiming that Skillings and two other companies said they will no longer service the area. **Brendan** said give a copy of the letter to the Planning Board.

**Items for Next Agenda**

Bridge Fund Hearing to accept and where to direct it  
Review Budgets Before Hearings on 23<sup>rd</sup> and 24<sup>th</sup>  
Tap Project Funds Review  
Finalize WA Town Hall Rehab Project  
Announce Public Office Sign up Dates  
Pick Town Report Cover

**Review Mail Folder**

The Board reviewed the mail folder.

8:21pm ***Eddie moved, seconded by Ed, 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.***

9:22pm ***Eddie moved, seconded by Brendan, to come out of non-public session and seal the minutes; Roll Call Vote Yes 5-0.***

**Approve Additional Minutes**

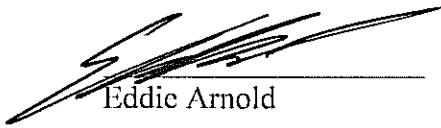
***Brendan moved, seconded by Steve, to approve 6 sets of non-public minutes from the Monday, December 12<sup>th</sup> meeting as written; Voted Yes 4-0-1, Ed abstained.***

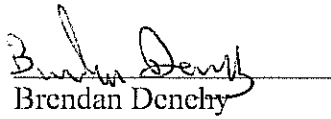
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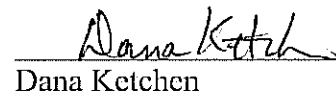
*Dana moved, seconded by Brendan, to approve the non-public minutes from the Monday, November 28<sup>th</sup> meeting as written; Voted Yes 5-0.*

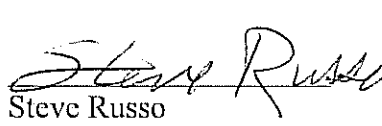
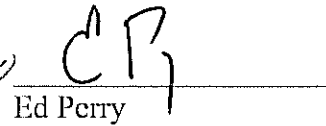
9:25pm meeting adjourned.

Minutes submitted by Sharon Sturtevant.

  
Eddie Arnold

  
Brendan Denchy

  
Dana Ketchen

   
Steve Russo Ed Perry