



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

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*Minutes  
Selectboard  
Monday, January 9, 2023*

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, Brian Rater, Peter Cook.

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 on Thursday night the library is holding a soup tasting and the Historical Society will be awarding the Boston Post Cane to Rogene Porter.

**Approve Minutes**

***Brendan moved, seconded by Dana, to approve the public minutes from the Tuesday, December 27<sup>th</sup> meeting as written; Voted Yes 5-0. Dana moved, seconded by Steve, to approve 7 sets of non-public minutes from the Tuesday, December 27<sup>th</sup> meeting as written; Voted Yes 5-0.***

**Sign Warrants for Payment**

***Dana moved, seconded by Steve, to approve Accounts Payable Warrant #1 in the amount of \$1,162,245.64, Payroll Warrant #2 in the amount of \$79,591.98, and a special Fire Department Final Payroll of \$432.00; Voted Yes 5-0. Eddie noted on Warrant #47 dated 11/28/22 a check to the NHDMV for \$15 was voided, reducing the total amount to \$232,688.68.***

**Announce Upcoming Elections and Seats up for Vote in 2023**

The following seats for 3-year terms are up for vote in 2023: Town Clerk/Tax Collector, 2 Selectboard, 1 Board of Assessors, 1 Fire Ward, 1 Finance Committee, 2 Library Trustees, 1 Town Trustee, 1 Cemetery Trustee, 1 Planning Board. The following seat for a 1-year term is up for vote in 2023: Town Treasurer. The filing period with the Town Clerk's office opens January 25<sup>th</sup> and closes February 3<sup>rd</sup>.

**Chief Stewart Brookline Ambulance Service 2022 4<sup>th</sup> Qtr Report**

**Chief Stewart** said call volume was up 6.4% in 2022 and was within the range of a 5-year average increase of 7.4%. He said refusal of ambulance transport rates are going down and that is a positive thing since he considers them a liability. **Chief Stewart** said the Ambulance department expended 83% of the budget due to using American

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Rescue Plan Act funds (ARPA) for the AED project, and not using budgeted funds for increasing staff this year as expected. He expressed his appreciation and gratitude to the Members of the Brookline Ambulance Service who provided the majority of ambulance coverage and patient care to the residents and visitors this past year. He said despite the increasing call volume, they still rose to the occasion and provided fantastic patient care, giving approximately 12,000 hours of patient coverage. Given the age and condition of our 2009 ambulance, **Chief Stewart** discussed his strategic timeline for the purchase of a new ambulance in 2024, with funds from the ambulance equipment revolving account, funded by the annual Mason mutual aid ambulance agreement.

**Approve 2023 Mason Automatic Mutual Aid Ambulance Agreement**

**Chief Stewart** said the formula for calculating the cost of this agreement was established through collaboration of the parties involved around 2018-2019. He said we use a 5-year look back on volume to create a percentage rate, which is then applied to the ambulance operational components of our budget which, in turn, generates the cost of the agreement, this year the cost is \$85,625.04. *Dana moved, seconded by Ed, to authorize the Ambulance Chief and Selectboard Chair to sign the "2023 Mason LAMA Agreement".* **Eddie** and **Chief Stewart** pointed out 2 typos in the contract. *Dana amended her motion, seconded by Ed, to include the corrections to the contract as discussed; Voted Yes 5-0.*

**7:00pm Eddie Opened the Public Hearing per RSA 31:95-B** and read the notice "to accept and spend unanticipated revenue in the amount of \$103,652.18 from a special onetime bridge payment per Senate Bill 401 (SB401) for maintenance, construction and re-construction of municipally owned bridges". **Dana** said it is her recollection that we haven't made any decisions on how we will spend these funds. *Brendan asked to make a point of order and close the public hearing, choose to accept the money, then discuss how to spend it; Eddie agreed.* **7:02pm Eddie Closed the Public Hearing.** *Dana moved, seconded by Steve, to accept the amount of \$103,652.18 from the onetime bridge payment for SB401; Voted Yes 5-0.* **Eddie** said some of these funds have been earmarked for the TAP 2 project, leaving the balance to be used for bridge repair by the Public Works Department, unless we designate it to the Bond Street Bridge project. He said depositing the funds into the public works revolving account assures that they will be expended following the parameters of SB401. **Dana** said her concern is that the allocation of the funds be clearly documented and made readily accessible. **Eddie** said any expenditures out of that account will need Selectboard approval and will be published in the town report by the Treasurer at yearend. *Steve moved, seconded by Brendan, to deposit the onetime bridge payment in the amount of \$103,652.18 for SB401 into the Public Works Revolving Fund; Voted Yes 5-0.*

**Energy Committee Report**

**Brendan** said the report is as written and advised that the Energy Committee sunsets after town meeting in March 2023 so we need to think about how to move forward so the committee can plan. **Eddie** suggested rechartering after town meeting with a new energy committee for 1-year. **Brendan** suggested a 3-year committee with members appointed annually. *Steve moved, seconded by Ed, to accept the Energy Committee's full report dated 12/7/22; Voted Yes 5-0.* **Eddie** thanked **Brendan** for all his help.

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**Pierce Pond Dam Engineering Assessment Grant Update**

*Dana moved, seconded by Steve, for the Chair to sign the Certificate of Vote of Authorization to enter into an American Rescue Plan Act Fund grant agreement with NHDES to fund a Dam improvement project and further to authorize Scott Butcher, Town Administrator to execute any documents which may be necessary to effectuate this grant agreement; Voted Yes 5-0.*

**Award Town Report Printing Contract 600 Books/250 Pages**

Ram Companies Bid \$2,657.40 – The Country Press Bid \$2,412.20 – R.C. Brayshaw Company Bid \$2,259.00. *Brendan moved, seconded by Dana, to accept R.C. Brayshaw's bid of \$2,259; Voted Yes 5-0.* Ann Somers (via zoom) suggested that everyone submitting reports for the book use Microsoft Word with Times New Roman font size 12 and Headings with font size 14 bold, with narrow margins.

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

*Dana moved, seconded by Steve to accept the "Street Naming and House Numbering Ordinance Procedures;" Voted Yes 5-0.*

**Final Budget Review Before Budget Hearings**

Scott said department heads are still making budget changes but should be done soon. Eddie for the final budgets to be in electronic form before the next meeting.

**Review Warrant Articles for 2023 Town Meeting**

Scott reviewed a list of preliminary warrant articles for town meeting. He said the CIP should be driving our warrant articles from year to year. The Fire Department has asked the Board to revisit the ARPA fund distribution. **Brendan** said we should also revisit the fire trucks and equipment purchasing timeline. The Board agreed to form a list of ARPA fund information and how much the items purchased actually cost to see what is left.

**Department Head Reviews**

The Board reviewed the "current employee review form" and an example of the "New Ipswich employee review form." **Eddie** said he likes the format of New Ipswich form. He said we can tweak our current form for this year so reviews can take place in a timely manner and implement broader changes for next year.

**Job Descriptions and Classifications**

Scott said we need to standardize and format job descriptions and asked if we should do it ourselves or use a consultant. He said classification of jobs is critical, listing duties, responsibilities, structure, and parameters, because several people do similar jobs, but we need to elevate some based on workload and responsibility. **Scott** said labor cost will accelerate if we don't. NHMA has a salary survey. **Eddie** likes the idea. **Jeff** said as a department head, he is frustrated with the lack of HR structure in town. He said as department heads we need to mitigate risk. **Eddie** said let's put it in the budget and invite **Chief Stewart** into a non-public session in the near future.

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**EEI After the Fact Contract.**

**Dana** said the contract EEI sent contains inaccurate information. **Scott** said add our terms and conditions to their version of the contract. **Scott** to reach out to EEI to get more information.

**Board/Committee Updates**

SRLD – **Eddie** said there are bi-partisan supported bills at the state level about composting. **Dana** said we should set an example at town buildings. **Eddie** said the schools are already on board. **Eddie** said we now have a diesel-powered compactor and effective Feb 1 Mont Vernon, and Brookline will be fueling equipment ourselves instead of paying a hauler.

Planning Board - Steve the Planning Board will be meeting with the Attorney to discuss "Lots of Record."

**Old and New Business**

There was none.

**Next Meeting Agenda**

Ambulance Purchase Permission

Fire Dept Matrix and ARPA

Budget Hearing

**Review Mail Folder**

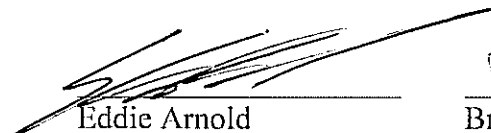
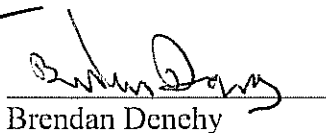
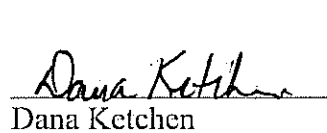
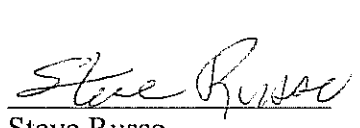
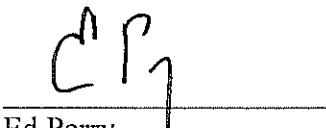
The Board reviewed the mail folder.

9:03pm *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.*

10:34pm *Brendan moved, seconded by Ed, to come out of non-public session and seal the minutes; Roll Call Vote Yes 5-0.*

10:34pm meeting adjourned.

Minutes submitted by Sharon Sturtevant.

 Eddie Arnold	 Brendan Denchy	 Dana Ketchen
 Steve Russo	 Ed Perry	