



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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***Minutes
Selectboard
Monday, April 17, 2023***

Selectboard members present: Eddie Arnold, Brendan Denehy, Steve Russo, Ed Perry, and Brian Rater, along with Town Administrator Scott Butcher. Also present: Keith McBrien (EEI), Jeffrey Stewart, Mike Wenrich and Charlie Corey.

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

Public Input and Announcements

Eddie read a letter from **Ambulance Chief Jeffrey Stewart** announcing the retirement of Advanced Emergency Medical Technician (AEMT) **Glenn Spargo** from the BAS and thanking him for 27 years of dedicated service.

Approve Minutes

Brendan moved, seconded by Ed, to approve the public minutes from the Monday, April 3rd meeting as amended; Voted Yes 5-0. Ed moved, seconded by Steve, to approve 2 sets of non-public minutes from the Monday April 3rd meeting as written; Voted Yes 5-0.

Approve Warrants

Steve moved, seconded by Ed, to approve Accounts Payable Warrant #15 in the amount of \$296,483.23, Payroll Warrant #16 in the amount of \$73,958.21, and Police Detail in the amount of \$420; Voted Yes 5-0.

Sign Contract with EEI for Fire Station Solar Panel Project

Keith said he added more detailed language to the contract as requested by **Scott**. *Brendan moved, seconded by Steve, to allow the Chair to sign the updated contract with Energy Efficient Investments (EEI) for the Fire Station Solar Panel Project; Voted Yes 5-0.* **Brendan** said the timeline for the project is set for this summer.

Update on SB2 Warrant Article from Town Meeting

Scott said after town meeting there was discussion on whether the SB2 warrant article was noticed properly. He said town counsel advised it was noticed properly well in advance, along with the other warrant articles, and included in the budget hearings and warrant review, and did not see an issue with the process. **Eddie** said he misspoke at town meeting when he said, “we didn’t hold a hearing for this warrant article”, he should have said “we didn’t hold a *special* hearing for this warrant article”.

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Public Works Director-Loader Purchase; Road & Transfer Station Projects

Mike proposed the first draft of the winter policy and noted the Board's preliminary edits. He proposed a loader purchase for 2024 and said let's start discussing it now because it could be up to a year wait. He said he plans to hire a driver/laborer and excavator operator in 2024 and would like the loader to arrive before the new hires. **Mike** said he plans to remove the islands at Mason & Dupaw Gould and Milford & Springvale intersections. He discussed plans at the Transfer Station to move the resident salt pile down below and shelter it with the old sand shed. He said he plans to relocate the Still Good Area, Textiles, Book Room, and PD firing range. **Mike** said he will be removing the garage that is in no condition for use and will be building a new structure on the existing foundation to use as a center for recyclables, education, and possibly composting. He said ARPA funds will be used for a new concrete pad under the metal dumpster, and the SRLD plans to put a concrete surface under the trailers.

Ambulance Q1 Report-Ambulance Chief Jeffrey Stewart

Jeff said calls are up 9% in Q1 but on target and there is a decrease in refusal rate. Mason Fire has increased staffing, so they are handling more. He said the budget is spot on and he has published internal and external job postings for part-time staffing. **Jeff** said he is still actively recruiting call members, at no cost for training because it is paid for through Workforce Safety and ARPA funds. The Board thanked **Jeff** for his very comprehensive report and had no questions.

Road Acceptance Policy Discussion

The Board reviewed **Scott's** draft of the Road Acceptance Policy and are now waiting for the Planning Board and Public Works review. **Brendan** encouraged those who are currently in the middle of this process to meet these standards.

Discuss Development of Business Permits

The Board reviewed examples of what other towns are doing for businesses. **Eddie** said he feels this practice infringes on people's rights and is not business friendly. He said this should be voluntary and we shouldn't charge a fee. **Ed** said we should require proof of insurance for food trucks. **Brian** said he is more concerned with businesses who may have hazardous materials. **Scott** said businesses are asking what we require to conduct business in Brookline. **Ed** said keep it to a page or two and focus on liability protection for the town. **Charlie** said when you communicate with people things go a lot easier. The Board agreed to reach out to NHMA for more information.

Fire Truck Lease and ARPA Funds Discussion/Approval

Eddie said by his calculations, if we use \$100k of the ARPA funds toward the purchase of the fire truck, it saves the taxpayers an additional \$15k. **Brendan moved, seconded by Ed, to use \$100k of ARPA funds toward the purchase of a new fire truck; Voted Yes 4-1, Brian voted no. Brian moved, seconded by Steve, for the Chair and Vice Chair to sign the Equipment Lease Purchase Agreement, Lease #0331C123 between the Town of Brookline and Municipal Leasing Corp in the amount of \$742,511 for a new fire truck; Voted Yes 5-0.**

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Fire Warden, Deputy Fire Warden & Issuing Agent Reappointments

Steve moved, seconded by Ed, to approve the re-appointment of the following Deputy Fire Wardens: Scott Boggis, Peter Bretschneider, Charles Corey Jr, Barry Doyle, David Flannery, Meaghan Fricke, Richard Gribble, David Joki, and Jean-Paul Royea. The following Issuing Agents: Sheryl Corey and Stacey Rivard and Fire Warden: Charles Corey Sr; Voted Yes 5-0.

Town Meeting Recap and Discussion of Budgeting Process

Brendan said in planning for the budget process moving forward, we need to have all of the budgets in by October. He also said delaying the public hearings for two weeks moved us into a time crunch with state deadlines and town meeting. He suggested scheduling Monday, Tuesday, and Wednesday to keep things in the process earlier and have the extra time, if needed, to get everything done, before town meeting. **Ed** suggested the concept of a committee for digitization and better use of technology. He said Microsoft Outlook comes with a suite of applications that we could be using to update documents live and help us get away from paper. He said we could show edits and changes to documents as they happen and have a record of the changes. **Brian** said he likes the idea but in recent training he learned to be cautious of multiple people editing documents online to avoid de facto meetings. **Brian** also suggested using expected revenue for the budgeting process. He said a worksheet for department salaries would also be helpful. **Eddie** said let's use this list of ideas to implement a new process for budget season. **Scott** suggested looking at municipal accounting software.

Board Appointments/Reappointments for 2023

Brendan moved, seconded by Steve, to reappoint Archer Batcheller as Full Member and Charlotte Pogue as Alternate Member to the Zoning Board of Adjustment until March 2026; Voted Yes 5-0. Brendan moved, seconded by Brian, to appoint Steve Russo to the Nashua Regional Planning Commission; Voted Yes 5-0.

Develop Selectboard Priority List for 2023-2024 Term

The Board reviewed and updated the Selectboard Priority list.

Board/Committee Updates

Ed updated the Board on the SRLD.

Brendan updated the Board on the Conservation Commission.

Items for Next Meeting's Agenda

Selectboard Timeline

Energy Committee Charter

Road Acceptance Policy

Bid Specs for Town Hall Repairs

Scaled HVAC Bids

Discuss Part-Time Grant Writer

Other Old/New Business

There was none.

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Review Mail Folder

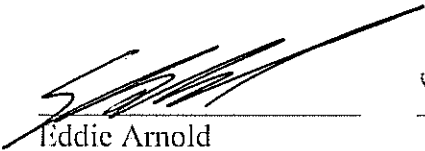
The Board Reviewed the mail folder.

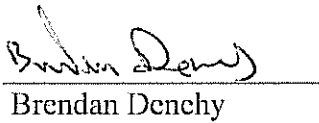
8:29pm *Eddie moved, seconded by Brendan, to go into non-public session per RSA 91-A:3 II (c) reputation and (l) legal, potentially others; Roll Call Vote Yes 5-0.*


9:54pm *Eddie moved, seconded by Steve, to come out of non-public session and seal the minutes; Voted Yes 5-0.*

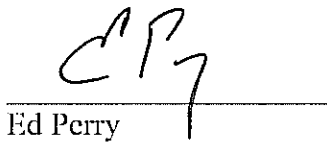
9:54pm Meeting adjourned.

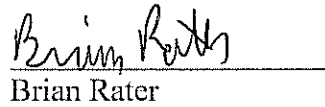
Minutes submitted by Sharon Sturtevant.


Eddie Arnold


Brendan Denchy


Steve Russo


Ed Perry


Brian Rater