



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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***Minutes
Selectboard
Monday, May 1, 2023***

Selectboard members present: Eddie Arnold, Brendan Denehy, Steve Russo, Ed Perry, and Brian Rater, along with Town Administrator Scott Butcher. Michele Decoteau, Ken Madsen, Mike Wenrich, Bill Quigley, Joseph Sawyer.

6:00pm **Eddie** opened the public meeting, *then moved, seconded by Brendan, to go into non-public session per RSA 91-A:3 II (a) (personnel); Roll Call Vote Yes 5-0.*
6:30pm **Eddie** resumed the public meeting with the Pledge of Allegiance and read the ground rules for hybrid meetings.

Public Input and Announcements

Joseph Sawyer said he was here to release himself from this town. **Brian** said the Friends of the Library will be holding their annual book sale at the Annex on Saturday May 20th from 9am-4pm. He said if you have books to donate, the book drop will be held this Saturday at the Annex from 9am-12pm. **Eddie** read an announcement from Ambulance Chief **Jeffrey Stewart** for this year's EMS week from Sunday May 21st through Saturday May 27th with an open house on Saturday May 20th 1pm-4pm at the Safety Complex. **Brendan** said having attended the open house last year, it is really worth going to. He said there is also a video on the BAS Facebook page about why the BAS members serve, that is really worth watching. **Eddie** announced the following upcoming events: American Legion Post 74 and Boy Scout Troup 260 Spaghetti Dinner at the Community Church on May 13th from 5pm-7:30pm; Highschool Prom that same evening in Hollis; Starting May 15th parking placards will be required and restricted to Brookline residents only, at the Max Cohen Memorial Grove; Friday May 19th at 7pm there will be a Brookline Fire Dept dinner and comedy show fundraiser for Dave Joki and Dave Flannery at the Brookline Event Center, tickets are available at the Fire Dept.

Approve Minutes

Brendan moved, seconded by Steve, to approve the public minutes from the Monday, April 17th and April 24th meetings as written; Voted Yes 5-0. Steve moved, seconded by Brendan, to approve the public minutes from the Monday, April 3rd meeting as amended; Voted Yes 5-0. Brendan moved, seconded by Steve, to approve the non-public minutes from the Wednesday, April 12th meeting as written; Voted Yes 5-0. Steve moved, seconded by Brendan, to approve 3 sets of non-public minutes from the Monday, April 24th meeting as written; Voted Yes 5-0. Brian moved, seconded by Ed, to approve 5 sets of non-public minutes from the Monday, April 17th meeting as written; Voted Yes 5-0.

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Approve Warrants

Brendan moved, seconded by Steve, to approve Accounts Payable Warrant #17 in the amount of \$1,805,912.07, Payroll Warrant #18 in the amount of \$74,398.51, and Police Detail in the amount of \$288.75; Voted Yes 5-0. Eddie noted in Payroll #16, a check in the amount of \$239.95 was paid from the wrong account and has been voided, reducing the total payroll to \$73,718.26. The error was corrected in Payroll #18.

Site Walk for Lot H-43 – Set Date

The Board set a date for Sunday May 7th at 1pm to walk the site of Lot H-43 across the street from Sargent Road and Old Milford Road.

Storm Water Management Plan for Post Office Drive

Sam Foisie with Meridian Land Services spoke on behalf of his clients. He said in 1999 the recorded plan shows shared drainage easements served the lots on the maps. At that time, a storm water management plan and maintenance agreement were not recorded. In 2004 the Safety Complex was built. Through no fault of the applicants, they can't get site plan approval until the storm water maintenance agreement is in place. The Town is one of the private parties involved. At this time the applicants need to sign a document agreeing to storm water maintenance and they are asking for the town's blessing. Michele said once we have the town's blessing, we can put together a plan to protect the pond and the rest of the lot owners. She said we need a storm water master plan to keep the water clean. Trees would need to come out and it would need to be inspected on a regular basis. Eddie suggested a site walk before giving the town's blessing. Brendan said we could walk the property on Sunday when we do the other site walk and discuss agreeing to use town resources at the May 17th meeting.

Public Works Director – Loader Purchase; Review Bids Received

Mike reviewed the bids he received for the purchase of a new loader. He said he would recommend the Hyundai HL955A for \$237,232 and the dealer is located right down the street. Mike requested additional funds for unknown equipment attachments needed and a two-way radio. *Ed moved, seconded by Brendan, to approve funds not to exceed \$245k from the Public Works Revolving Fund for the purchase of a Hyundai HL955A Loader with attachments and two-way radio; Voted Yes 5-0.*

Appointments/Re-appointments 2023

The Board gave notice to appoint Alan Rosenberg as Alternate Commissioner to the Nashua Regional Planning Commission (NRPC) and Ken Madsen as Alternate Member to the Planning Board at their next meeting. The Board gave notice to re-appoint Kristen Austin as Deputy Treasurer and Jaye Duncan as Member to the Recreation Commission at their next meeting. The Board signed the appointment slip for Steve Russo as Commissioner to the NRPC as previously voted in the affirmative.

Energy Committee Draft Charter

The Board had a few minor edits to the draft Energy Committee Charter. Brendan said the state passed community energy government entity legislation a few years ago that allows towns and counties to choose an alternate resource for electricity as a group program seeking out the lowest bid and automatically including everyone in the

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jurisdiction, unless they specifically opt out. **Brendan** said this has created towns joining together to create larger pools and even lower prices. He said part of the committee's charter will be to research this program to see if there are any drawbacks that we are not aware of. He said as a Board, we can earmark the funds from the savings and use them in other areas. **Brendan moved, seconded by Ed, to approve the 2023-2025 Energy Committee Charter as amended; Voted Yes 5-0.**

Continue Discussion on Selectboard Priority List 2023-2024

The Board reviewed the list of priorities; Town Hall AC units; HR policy review; Hiring of part-time administrative assistant at Town Hall (new position); Employee review process; Finish TAP project chasing savings where possible.

Town Hall Portico Project

Scott said at this time we are working with Team Engineering to find bidders who are interested in doing the project.

Update on ARPA Funds Commitment & Balance

Scott said to date we have paid out \$152k of the pledged ARPA funds with an unpledged balance of \$7,371.

Update on New Part-Time Administrative Assistant Position

Scott said we are scheduled to interview 6 candidates on Wednesday for the Administrative Assistant position here at Town Hall. He said once the offer letter is accepted, and the background check is complete, we hope to hire by the end of May.

Road Acceptance Policy Update

Scott said the Planning Board had minor edits to the Road Acceptance Policy draft. He said we are now waiting for Public Works Director feedback. We could have an effective date of July 1, 2023.

Grant Writer Discussion

Ed said applying for grants is a time consuming process and suggested hiring a part-time person paid by the hour to focus on grant writing for the town. **Eddie** suggested subcontracting a grant writer. **Scott** said he doesn't think any one person will have expertise in the varied types of grants the town applies for and suggested reaching out to congress and the senate for contacts. **Ed** said maybe it starts with a committee. **Eddie** said post something on the website and see if anyone is interested in volunteering their expertise. **Brendan** said reach out to committee chairs and department heads for feedback. **Brian** said there are grants available for cemeteries.

Board/Committee Updates

NRPC - **Steve** updated.

Cemetery Trustees - **Brian** updated.

Planning Board - **Brendan** updated.

MPMC - **Eddie** updated.

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Any Other Old/New Business

Mason Road Bridge Area – Remind folks we have enlarged the Grove parking lot and ask Ed Sweat Co to limit their footprint while under construction. Have the Recreation Commission announce trucks and equipment will be there.

Review Mail Folder

The Board Reviewed the mail folder.

Review Next Meeting Agenda

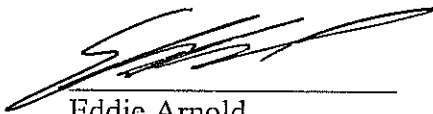
Appointments & Reappointments
Grant Writer Interest
HVAC and Portico Bid Specs
Storm Water Plan
Town Boundaries (need more Information).


8:17pm *Eddie moved, seconded by Steve, 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.*

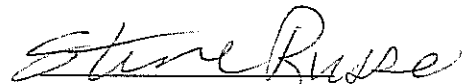
9:22pm *Eddie moved, seconded by Ed, to come out of non-public session and seal the minutes; Voted Yes 5-0.*

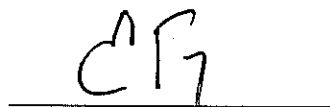
9:23pm Meeting adjourned.

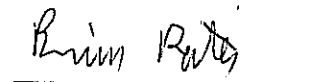
Minutes submitted by Sharon Sturtevant.


Eddie Arnold


Brendan Denehy


Steve Russo


Ed Perry


Brian Rater