



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

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*Minutes  
Selectboard  
Monday, June 12, 2023*

Selectboard members present: Eddie Arnold, Brendan Denchy, Steve Russo, Ed Perry, and Brian Rater, along with Town Administrator Scott Butcher. Also present: Karl Dowling, Graham Loff, and Charlie Corey.

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

**Public Input and Announcements**

**Fire Chief Corey** said the Fire Department has hired **Lisa Smith** of Hood Road in Brookline as the new Administrative Assistant. He said she started today.

**Approve Minutes**

*Brendan moved, seconded by Ed, to approve the public minutes from the Tuesday, May 30<sup>th</sup> meeting as written; Voted Yes 5-0. Brian moved, seconded by Steve, to approve 12 sets of non-public minutes from the Tuesday, May 30<sup>th</sup> meeting as written; Voted Yes 5-0. Ed moved, seconded by Steve, to approve 8 sets of non-public minutes from the Monday, May 15<sup>th</sup> meeting as written; Voted Yes 5-0.*

**Approve Warrants**

*Steve moved, seconded by Brian, to approve Accounts Payable Warrant #23 in the amount of \$1,869,241.20, Payroll Warrant #24 in the amount of \$77,911.47, and Police Detail in the amount of \$1,953.60; Voted Yes 5-0.*

**Appointments/Re-appointments**

*Brendan moved, seconded by Steve, to appoint Graham Loff to serve the remainder of the year as Member of the Finance Committee; Voted Yes 5-0. Steve moved, seconded by Ed, to appoint Johanna Shriver-Halligan, Kacie Petrin-Ellis, and Puneet Mangal as Alternate Members of the Library Board of Trustees until March 2024; Voted Yes 5-0. Brendan moved, seconded by Brian, to appoint Ian Murphy, Jan Reimers, and Chris Koffler, as Energy Committee Members until March 2024; Voted Yes 5-0. Steve moved, seconded by Brian, to appoint Roy Wallen as Alternate Member to the Conservation Commission until March 2024; Voted Yes 5-0. Steve moved, seconded by Brian, to appoint Diane Marsolini as Full Member to the Library Board of Trustees until March 2024; Voted Yes 5-0.*

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**Personnel Evaluation Form**

The Board discussed further edits to the Personnel Evaluation Form draft.

**7:01pm Bid Opening Town Hall HVAC Project**

The Board opened the following sealed bids: Absolute Mechanical \$64,600 Brookline NH, Wally's Heating and Air \$128,571.43 Nashua NH, Blouin HVAC Service \$65,150 Seabrook NH. The Board recognized the 3 bids and will review them and award the bid at a work session meeting on Wednesday, June 14<sup>th</sup> at 6:30pm.

**Review of Budget Expenditures and Revenues**

**Brendan** said this will be more useful in July, after the first tax bills come in.

**Townsend Hill Road Speed Bumps**

**Eddie** said the Public Works Director and the Chief of Police concluded that the speed bumps installed on Townsend Hill Road were not as effective as they had hoped. **Karl Dowling** of Townsend Hill Road said he was unaware that the speed bumps didn't work. **Eddie** said we are down to one working set since one set was damaged. **Karl** said in 2019 a survey reported 39% of the cars on Townsend Hill Road were driving on average over 40 mph with some over 50 mph when the speed limit is posted 25 mph. He said we still have the same issue with speeding now with an increase in the volume of traffic, and with greater speed comes greater road noise. **Karl** suggested posting blinking light speed limit signs, cutting overgrowth encompassing existing signs, reducing the width of the lanes, and posting "Local Traffic Only" and "No Thru Trucks" signs. **Graham Loff** of Russell Hill Road agreed the speed bumps did not work and suggested a stop sign on Townsend Hill Road before turning in to CSDA. **Eddie** said we can discuss this further with the Police Chief and the Public Works Director. **Brendan** said we approved the purchase of a speed sign at the same time as the speed bumps, where is it? **Brian** invited the public to send suggestions.

**Active Shooter Training Discussion**

**Scott** said Active Shooter Training is scheduled for Saturday August 19<sup>th</sup> 10am-3pm. He said Disaster Training will be coming up in October 2023.

**Board/Committee Updates**

**SRLD** - **Eddie** updated the Board.

**Planning Board** – **Brendan** updated the Board.

**Town Boundary Preambulation**

**Brendan** said this was done in the past and coordinates were located, but the report is out of date since this should be done every 7 years. **Eddie** said notice residents for volunteers and get this complete by the first snowfall.

**Any Other Old/New Business**

**Old - Budget Savings** - **Eddie** said in response to the request that the Department Heads try to find money in their budgets to offset the Legal budget, **Mike** said he could defer paving until next year. He said his paving budget is \$270k and ongoing projects will eat up a lot of that, but we could pull 100K if we defer some of the work until

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next year. **Scott** suggested deferring the website upgrade until next year. **Eddie** suggested forgoing the stipend increases for Selectboard Members totaling 7k. **Ed** said ultimately this is on us, when we went to Town Meeting knowing we had already spent half the Legal budget, he advised then that we put another \$100k in the budget. He said now if we defer things they will only cost more later. **Eddie** said in order to go to DRA we need to look at ways to cut spending first. **Brian** said let's get a better sense of what we will be needing when we are further into the year. **Eddie** suggested asking the Schools and the Library for funds they know now they may not need. **Brian** suggested 2% from each department budget is a fair ask. **Eddie** said ask committees and department heads to report by June 20<sup>th</sup> if they can save or defer.

**New - Guidelines for De-Escalation** - **Ed** drafted some guidelines for de-escalation of bad situations. The Board reviewed the document and will discuss it at the next meeting. **Ed** to reach out to NHMA for advice.

**New - Second Extension for the Tolling Agreement with Primex** - *Steve moved, seconded by Brendan, for Scott to sign the "Second Extension for the Tolling Agreement" with Primex; Voted Yes 5-0.*

**New - Environmental Air Quality Testing Agreement** - **Scott** informed the Board that he signed an environmental agreement for air quality testing with RPF. **Scott** said the Safety Complex also needs testing. He will get a quote.

**New - Donation Thank You Letter** - A thank-you letter was sent to Mark Lutton for his donation of \$400 for the tune-up/repair of the electric organ at the Chapel.

**Review Next Meeting Agenda Monday June 26th**

Savings against Budget  
Townsend Hill Road  
Personnel Review Form  
Media Guidelines  
Dept Head Review Schedule  
250<sup>th</sup> Celebration  
Non-Public 6pm Bill Quigley

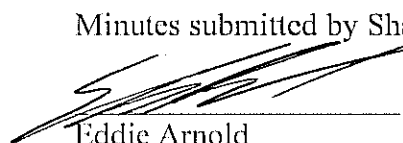
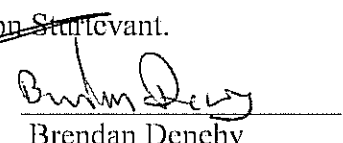
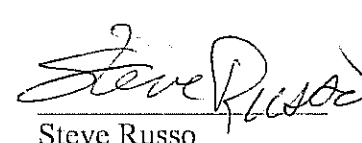
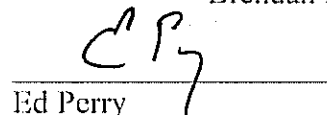
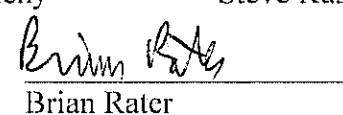
**Review Mail Folder** – The Board reviewed the mail folder.

8:23pm *Eddie moved, seconded by Brendan, to go into non-public session per RSA 91-A:3 II (a) (personnel); (c) (reputation) and (l) (legal); potentially others; Roll Call Vote Yes 5-0.*

9:28pm *Eddie moved, seconded by Ed, to come out of non-public session and seal the minutes; Voted Yes 5-0.*

9:28pm *Ed moved, seconded by Steve, to adjourn the meeting; Voted Yes 5-0.*

Minutes submitted by Sharon Sturtevant.

 Eddie Arnold	 Brendan Denchy	 Steve Russo
 Ed Perry	 Brian Rater	