



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, June 26, 2023*

Selectboard members present: Eddie Arnold, Brendan Denchy, Steve Russo, Ed Perry, and Brian Rater, along with Town Administrator Scott Butcher. Also present: Michele Decoteau, Lorie Stevens, Andrew Rezzarday, and Bill Quigley.

6:02pm **Eddie** opened the public meeting and *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** *moved, seconded by Brendan, to come out of non-public session and seal the minutes; Roll Call Vote Yes 5-0.* Public meeting resumed.

Public Input and Announcements

Ed thanked the Library and the Brookline Public Works Department for the field trip they hosted today for the kids at the Public Works Building showing off the town trucks. **Eddie** announced the Transfer Station will be closed on Tuesday July 4th in honor of Independence Day. Fireworks are planned for Tuesday evening July 4th over Lake Potanipo with a rain date of Saturday evening July 8th.

Approve Minutes

Brendan *moved, seconded by Steve, to approve the public minutes from the Monday, June 12th meeting as written; Voted Yes 5-0. Brian* *moved, seconded by Brendan, to approve the public minutes from the Wednesday, June 14th meeting as written; Voted Yes 4-0-1 Steve abstained. Ed* *moved, seconded by Steve, to approve 7 sets of non-public minutes from the Monday, June 12th meeting as written; Voted Yes 5-0.*

Approve Warrants

Steve *moved, seconded by Brian, to approve Accounts Payable Warrant #25 in the amount of \$57,080.79, Payroll Warrant #26 in the amount of \$73,592.17 and Police Detail in the amount of \$5,906.25; Voted Yes 5-0.*

Eagle Project Discussion - Andrew Rezzarday

Eagle Scout **Andrew Rezzarday** proposed his Eagle Scout project plans for a double bench that converts to a table to be placed on the Town Hall lawn near the stop sign across from the Community Church. The Board suggested asking the landscaping company what they would like to see for a platform underneath and agreed to the location with considerations taken for the new VFW Monument planned for the same area. **Michele Decoteau** will be coordinating with **Andrew** on the project, and securing the bench still needs to be addressed.

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Police Department Update – Chief Quigley

Bill said there have been 50 motor vehicle crashes this year, which is on track to be the highest year yet mostly due to inattentive driving, very few due to road conditions. 24 domestic disturbances resulting in 6 arrests. 1148 car stops, 50% less than last year at this time. 27 arrests including 4 DWI, 2 drug possessions (down because of law changes), 5 assaults, 2 thefts, 1 possession of child porn, 3 resisting arrests. Calls for service there have been 5 suicidal and 47 loose dog calls, though we do have fines, people don't seem to mind paying them because we have repeat offenders all the time. 11 Identity theft investigations, 1 theft by extortion of pornographic images, and 1 aggravated felonious sexual assault investigation. **Bill** said there is a lot of public education available through the FBI and he also suggested public service announcements. **Brian** suggested increased fines for repeat loose dog offenders. **Ed** said this is an opportunity to fund a kennel to help deal with the situation. **Scott** will put on the agenda to post a public hearing. **Bill** said the new cruiser came in (paid for with ARPA funds) and they are passing on the old cruiser to the Public Works Dept.

Budget Savings Discussion

Eddie said most dept heads responded and said they can save about 2% of their budgets. **Scott** said we built in 60% increases for electricity but may not need it if Eversource's rates go down.

Personnel Evaluation Form

The Board discussed edits to the newest iteration of the personnel evaluation form. Next step send to dept heads for feedback.

Townsend Hill Road Speed Bumps

The speed sign was being stored at the Safety Complex. It is now set up on Townsend Hill Road and monitoring traffic going over the speed limit.

Board/Committee Updates

Union Discussions - **Eddie** and **Brian** need to initiate plans.

Energy Committee, Visioning and Conservation – **Brendan** updated the Board.

Perambulation of Boarders - Interest has been expressed from volunteers.

Old/New Business

Old Business - **Ed** said NHMA has an employee training video on how to handle 1st amendment auditors. He said they suggest Dept Heads clearly mark the public and private areas in their buildings because although people are allowed to record, the employees are also handling non-public information that we have to make sure is secured. **Ed** reviewed steps like, introduce yourself, ask what they need, and direct them where to go, or refer them to the Town Administrator or Selectboard. He said sometimes it will be us, or require a call to legal, but whatever kind of guidance, we don't want employees to be put on the spot, with a camera in front of them, knowing they are supposed to be transparent, there is potential for mistakes to be made. Just use basic guidelines that don't restrict anyone's rights but clarifies their responsibility. **Ed** said he will send the link to the webinar this week for the Board to review.

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Old Business - TAP 2 Project – Scott said we should still meet completion by end of August. Budget wise we are where we need to be. Should we have a Grand Opening?

Old Business - Nation's 250th Celebration - Brian said do we want to put together a committee and start organizing for 2026. **Eddie** said we should start this year and also for the Fire Dept 200th celebration. **Brian** and **Brendan** to work on draft charter.

Old Business - Department Reviews: The Board discussed having department reviews with various additional employees.

Old Business – HR Duties & Requirements - Scott said we will be implementing a new payroll system by the end of the year, as we are losing our current payroll company. He said we are having the employees update their W4 Forms (recommended annually by the IRS) and including an emergency contact sheet for them to fill out. We are also introducing an Employee Change Form to track hire dates, wage/position changes, etc. **Scott** informed the Board we have met with Edmunds Gov Tech about Financial/Payroll Software, and we will reach out to at least 2 other companies for information/pricing. Our current payroll company will support us into 2024 if needed. **Brendan** suggested offering the emergency contact form to elected officials/volunteers.

Old Business – Building Permit Software - Scott said the building permit software focus is to get it done in July with the Fire Dept, Building Department and our new assistant Harold. He said we will be revisiting fees that are on the below average side.

Old Business – Phone System – Scott said we are still looking at a new phone system to reduce costs and have more functionality.

Old Business – Bond St Bridge Project Engineer – Scott said we need to select and engineer for the Bond St Bridge contract and go out to bid soon. DOT wants to go out to bid later this year.

Old Business – Website Replacement – Scott said he is hoping to have 3 scenarios for Website replacement, by next meeting, maybe less than we budgeted for.

Old Business - Town Hall Repairs & Fire Dept Solar - Scott said we had a recent water problem downstairs pooling on floor away from exterior walls, maybe a roof issue. **Scott** reached out to the roofing company. Air Quality testing is coming soon. HVAC work will be done every Thursday in July. **Brendan** said EEI is waiting on Eversource about Solar.

Eddie said send thank you to Decco for providing a flagpole for the Public Works Bldg.

Review Next Meeting Agenda Monday July 10th

Employee media

Website Update

Bond St Bridge

Personnel Eval

Review Mail Folder

The Board Reviewed the mail folder.

7:43pm *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.*

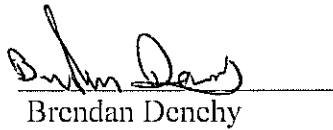
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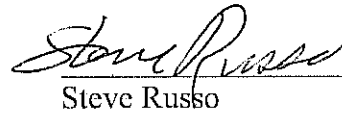
8:42pm *Eddie moved, seconded by Ed, to come out of non-public session and seal the minutes; Voted Yes 5-0.*

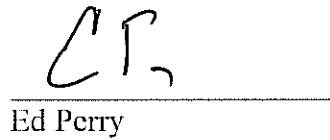
8:43pm *Ed moved, seconded by Brendan, to adjourn the meeting; Voted Yes 5-0.*

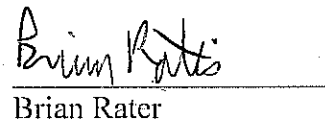
Minutes submitted by Sharon Sturtevant.


Eddie Arnold


Brendan Denchy


Steve Russo


Ed Perry


Brian Rater