



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, August 21, 2023*

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

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

Public Input

Eddie said Active Shooter Training was held on Saturday and was very informative. **Brian** said the Friends of the Library are holding a book drop this Saturday from 9-12 at the Annex, for people to donate used books they no longer need. **Scott** said Mason Road will be closed on Thursday from 9-10am for the pedestrian bridge placement.

Approve Minutes

Brendan moved, seconded by Ed, to approve the public minutes from the Monday, August 7th meeting as amended; Voted Yes 5-0. Brendan moved, seconded by Steve, to approve set 3 of the non-public minutes from the Wednesday, July 26th meeting as written; Voted Yes 5-0. Brian moved, seconded by Steve, to approve 6 sets of non-public minutes from the Monday August 7th meeting as written; Voted Yes 5-0.

Approve Warrants

Steve moved, seconded by Brian, to approve Accounts Payable Warrant #33 in the amount of \$177,354.79, Payroll Warrant #34 in the amount of \$77,513.62 and Fire & Police Detail in the amount of \$4,974.38; Voted Yes 5-0.

Public Works Update

Mike requested permission from the Board to pay for a tool he has charged on the town credit card with Public Works Revolving Account funds. *Brendan moved, seconded by Brian, to use \$2,880 from the Public Works Revolving Fund for the purchase of a tool for the Public Works Dept; Voted Yes 5-0. Brendan moved, seconded by Ed, for Eddie to sign the NH Public Works Mutual Aid Program Agreement; Voted Yes 5-0.* **Mike** reviewed his 5 Year plan for the Public Works Department with the Board. He said once approved by the Board; he would like to make it the official plan. **Mike** said due to the heavy rain this season, there are unanticipated road maintenance expenses. He informed the Board that he would like to use budget funds from Public Works "Drainage Improvements" for "Road Improvements". The Board had no objections.

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Mike said there are warrant article funds for Hood Road that will be expiring and need to be encumbered if not used by December. **Mike** said the estimated cost for paving the balance of dirt roads in town is 2 million, possibly less. **Brian** suggested a bond to finish all paving. **Mike** said since Hood Rd has funding already, he suggested paving the balance of that first then in one single year raise funds to do engineering and get a bond for paving the balance of dirt roads.

Discuss and Approve of Vehicle Transfer from Police to Public Works

Table until next meeting.

Discuss Health Officer Appointment

Brendan moved, seconded by Steve, to recommend to the Department of Health & Human Services (DHHS) the appointment of Jeffrey Stewart as the Health Officer for the Town of Brookline and Steve Sacherski as the Deputy Health Officer; Voted Yes 5-0.

Discuss Holding Public Hearing Re Lot H-43 Proposed Lot Line Adjustment

Brendan said Board members walked the proposed lot line adjustment back in June, along lot H-43 from Old Milford Rd along Main St and behind the property. He said there is currently a pile of construction debris on the property, impeding any acceptance by the Town. **Brendan** informed Jay Chrystal who will follow up with the owner to have the debris removed, once that is done, we can set the public hearing to accept it.

Discuss Town Hall Air Quality Results and Repairs to Building

Scott said there are still no results from the air quality testing. He plans to speak with Absolute Mechanical for advice on what can be done to improve the air flow downstairs. He said Team Engineering recently removed sheet rock and observed water flow from the rain for a week. **Scott** said the slate roofing contractor and Team Engineering will be here next week to evaluate the water situation and damage.

Update on TAP Project Schedule

Scott said we are moving forward on the bridge portion but sidewalk construction is still up in the air. He said **Tad** will reach out to **Mike** to get signs set up for Thursday.

Budget Review – YTD Revenues & Expenditures

Eddie said for the record, the Selectboard has asked departments and committees to hold 2% of their budget for unanticipated legal expenses this year. **Eddie** said as of the end of July we are 58.33% of the way into 2023 and have spent 57.52% of the budget so we are on the correct side of the numbers, notable budgets spent in the forefront of the year are Principal and Interest on Bonds, Regional Association, Health Agencies and Insurance, everything else except legal is where it should be.

Develop 2024 Budget Schedule

Scott reviewed the budget schedule with the Board and asked if there was anything they would like to change in comparison to last year. **Eddie** said the timeline as far as dates worked well last year, but in the years before last, the Selectboard and Finance Committee were given a complete budget packet via email and hardcopy in late

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September prior to budget reviews in October. He would like to see that happen again. **Brendan** said guidance from the Selectboard on fuel and salaries should be given to department heads by September 18th and preliminary warrant articles should be ready. **Eddie** said he would like to bring back the warrant article form.

Final Review of Revize Website Contract Sean Stewart via Zoom

The Board agreed to approve the agreement with Revize without the police department website portion and address that later. Scott said the payments will be spread over 5 years at 6k per year and \$3,800 per year after that. ***Brian moved, seconded by Steve, for Eddie to sign the website sales agreement with Revize; Voted Yes 5-0.***

Set Perambulation Schedule

Scott said we have 4-6 interested parties to do the perambulation walk. **Ed** agreed to head up the volunteers and create the schedule. **Brian** said to include a signed letter from the Police Chief.

Review and Approve Economic Development Committee Charter Renewal

The Board reviewed the updated Charter from the Economic Development Committee. ***Brendan moved, seconded by Ed, to approve the EDC Charter as amended; Voted Yes 5-0.*** Potential members need to express interest by September 14th.

Announce Public Hearing on Building and Fire Permit Fee Changes

Scott said we need to have the current fee list with the proposed new amounts plus any added fee categories and fees for the hearing. Tentative Meeting September 18th.

Board/Committee Updates

MPMC **Eddie** updated the Board.
Cemetery Trustees – **Brian** updated the Board.
Planning Board – **Steve** updated the Board.
Visioning Committee – **Brendan** updated the Board.
Energy Committee – **Brendan** updated the Board.

Any Other Old/New Business

Ed shared a draft of the Ad for the Drawing Contest at RMMS.
NIIMA Webinar on 91-A 12-1:30 tomorrow.
Reminder the Penny Sale is at RMMS on November 4th.

Review Items for Next Meetings Agenda

Vehicle Transfer from Police Dept to Public Works Dept
Town Hall Air Quality Results
Public Hearing Re Lot H-43
Building Permit Fees Finalize
PD Website revisit for new site
HR Consultant Review
Review Priorities List
Schedule Fire Dept Update
Perambulation

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Review Mail Folder

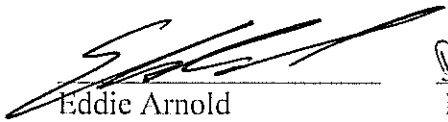
The Board reviewed the mail folder.

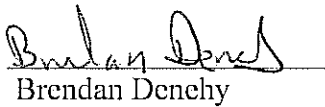
Eddie moved, seconded by Brendan, to go into non-public session per RSA 91-A:3 II (a) personnel, (c) reputation, and (l) legal) potentially others; Roll Call Vote Yes 5-0.

9:47pm *Eddie moved, seconded by Brendan, to come out of non-public session and seal the minutes; Roll Call Vote Yes 5-0.*

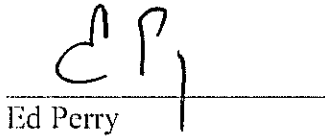
9:47pm *Brendan moved, seconded by Ed, to adjourn the meeting; Voted Yes 5-0.*

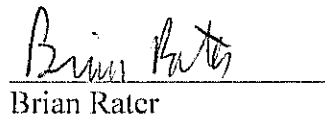
Minutes submitted by Sharon Sturtevant.


Eddie Arnold


Brendan Denehy


Steve Russo


Ed Perry


Brian Rater