



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Tuesday, September 5, 2023*

Selectboard members present: Eddie Arnold, Brendan Denchy, Steve Russo, Ed Perry, and Brian Rater, along with Town Administrator Scott Butcher.

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

Public Input

Brendan said the Planning Board is now circulating the Master Plan Survey for the public to take part in. **Eddie** announced the Touch a Truck Event this Saturday from 10am-2pm at the Public Works Facility, 10am-11am is a sensory friendly hour with no lights, horns, or sirens.

Approve Minutes

Brendan moved, seconded by Steve, to approve the public minutes from the Monday, August 21st meeting as written; Voted Yes 5-0. Brian moved, seconded by Steve, to approve sets 1-7 as written and set 8 as amended, of the non-public minutes from the Monday, August 21st meeting; Voted Yes 5-0. Brendan moved, seconded by Steve, to unseal set 7 of the non-public minutes from the Monday, August 21st meeting; Voted Yes 5-0.

Approve Warrants

Steve moved, seconded by Brian, to approve Accounts Payable Warrant #35 in the amount of \$1,199,712.98, Payroll Warrant #36 in the amount of \$75,792.17 and Police & Fire Detail in the amount of \$4,882.50; Voted Yes 5-0.

Discuss Payroll and Financial Software Solutions

Scott said the proposal from Paychecks to outsource payroll is 13k-14k for set up and services in the first year, and an estimated 10K annually after that. He said Paychecks will collect payroll hours electronically by department and process once approved by the department head. He said employees will have the ability to get their payroll information and related forms as needed through a secure online portal. **Scott** said this is a much higher level of payroll service than what we currently have at a cost of 9k annually, plus they have a support team as opposed to the one person we currently have. **Eddie** said he has used the Paychecks payroll system as an employee and thought it worked very well. **Steve** said a friend of his gave positive feedback on Paychecks for

8

*Minutes
Selectboard
Tuesday, September 5, 2023
Page 2*

their company use. *Steve moved, seconded by Brian, to approve and have Eddie sign the contract with Paychecks for the year beginning January 1, 2024; Voted Yes 5-0.* **Scott** said we also looked at the Edmunds Gov Tech financial system at an initial cost of 46k with an annual cost 35k to move from QuickBooks financial software and simplify municipal budgeting, and bring payroll in house, but there is not enough time to implement all of that by January 1st 2024. **Eddie** said he feels moving to the Edmunds Financial System at 35k annually from 0 with Quickbooks is just too expensive. He said we could reach out to peer towns and find out what they use and work on getting a few more quotes from other companies. The Board agreed we have some time.

TAP 2 Project

Scott said the project had previous shortfalls and now has additional shortfalls due to change orders. He said we are behind schedule due to these change orders and rain fall. Previous vendors fell through for sidewalk construction, but they have now secured a subcontractor for the sidewalks. **Scott** said the condition of the soil is a problem and we will now need base gravel. He said flagging time was added and we saved in drainage areas and curbing but we are still over by 3k. **Eddie** said Dubois and King were paid to professionally engineer this project and they dropped the ball multiple times with the drawings and now the town and the state are being asked to pick up the slack. He said this went to the DOT for approval and they didn't catch any of these things. He feels Dubois and King should be held accountable. **Scott** said everyone owns a piece of this including the contractors that bid on the specs should have noticed that they didn't seem right and should have asked for them to be amended. **Eddie** said these things were missed, and now the town is being asked to foot the bill. **Brian** said it's not like this is something new, installing a sidewalk is one of the most common things to build, it is established science and he is baffled by this. **Brian** suggested closing down South Main and redirect traffic around to Cross Road and eliminate flaggers. **Scott** said they considered that but too many people live on the road, and we would still need flaggers. **Brian** then suggested a one way street for a few weeks with no flaggers. **Eddie** said the town should write a letter to Dubois and King to call them out on this and request a response from them. They knew from 2017 about the soil along there, this is unacceptable. The Board agreed.

Review Bond Street Bridge RFQ Responses

Scott has copies of 6 quotes for the Board to review and would like a decision by the next meeting. **Eddie** said there was a subcommittee for the engineering phase. He said he will look back on firms that bid before to see what comments are in the notes.

Discuss Holding Public Hearing on Town Acceptance of Lot H-43

Brendan said he has not spoken with Jay about the removal of the construction debris but we can hold a public hearing on acceptance of the lot, and vote at a later date. **Scott** will post the notice for the public hearing on September 18th.

Announce Public Hearing on Bldg Dept Fee & Fine Changes-Preliminary Review

Scott will post the notice for a public hearing on September 18th for this and Fire Dept

Minutes
Selectboard
Tuesday, September 5, 2023
Page 3

and Transfer Station fee increases as well. **Eddie** said the Police Chief is seeking a fee for frequent offenses concerning dog fines.

Discuss The Need for a Town Dog Kennel for Animal Control

Brian said **Mike** estimated that creating new kennels would cost between 50k-60k. He suggested 25k to outfit one side of an existing building at the Transfer Station with a pen and added drainage to hose down the area, heat/AC, etc. It was suggested that we reinstate the stipend for a dog officer since the funds are already factored in the Police Department budget. **Ed** said other towns report liability coverage on buildings is valid if the building is used for the intended purpose, so we would be covered. **Brian** said 25k is a lot of money. **Brian** said you would have to transport dogs hundreds of times to even compare to the cost of the 25k which is not likely. He also pointed out that the police fire range in close proximity to the proposed dog kennel might be problematic for the dogs. **Brendan** pointed out that there is a body of water in close proximity to the proposed kennel where we would be hosing down canine waste. The Board discussed a revolving fund to direct dog fines and fees.

Review Selectboard Priorities List

The Board discussed the ongoing list and added updates. Revisit next meeting.

Human Resources Consultant Status

The Board reviewed the MRI Agreement in the amount of \$8k to look at our pay scale classifications and job descriptions. **Scott** said Primex can help with HR policies and suggested Lee Smith review the final agreement. **Brian** said we should ask how the data is collected, is it historical or current. The Board decided to wait to receive that information and revisit this next meeting.

Transfer Possession of Police Cruiser to Public Works Department

Ed moved, seconded by Brian, to approve the transfer of the retired Police Department cruiser to the Public Works Department; Voted Yes 5-0.

Town Hall Air Quality Test Results

Brendan moved, seconded by Ed, to table this item until the next meeting; Voted Yes 5-0.

Discuss Town Hall Repair Project

Scott said Old Time Roofing, Morin, and Team Engineering met here last week. One issue is there is a stone foundation letting water into the building. It appears there are no roof leaks but there are broken slates that should be repaired. There is standing water in the vault and the solution is to uncover the vault to see how to make it watertight. They discussed ideas to direct water away from the building. It would be less expensive to take steps outside than it is to try to do it inside.

Schedule Updated Meetings with Library and Fire Department

Both departments agreed to be here for the next meeting.

*Minutes
Selectboard
Tuesday, September 5, 2023
Page 4*

Budget Review – YTD Revenues and Expenditures; 2024 Budget Schedule

Eddie said as of the end of August we were 66.67% of the way through the year and have spent 57.52%. He said with the exception of line items that are paid ahead, we are in line with everything else. k

Board/Committee Updates

NHMA Right to Know Webinar - **Brendan** reviewed with the Board.

Any Other Old/New Business

Perambulation Ed informed the Board that the members need to be approved by the Selectboard.

Review Items for Next Meetings Agenda

Public hearing
SB Priority List
FD & Library Reviews
Air Quality Results
HR Contract

Review Mail Folder

The Board reviewed the mail folder.


8:46pm Eddie moved, seconded by Brian, 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.

9:39pm Eddie moved, seconded by Brendan, to come out of non-public session and seal the minutes; Roll Call Vote Yes 5-0.

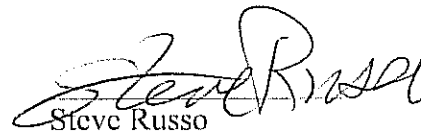
9:40pm Meeting adjourned.

Minutes submitted by Sharon Sturtevant.

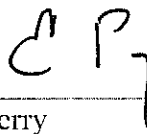
Eddie Arnold



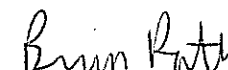
Brendan Denchy



Steve Russo



Ed Perry



Brian Rater