



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, September 18, 2023*

Selectboard members present: Eddie Arnold, Brendan Denehy, Steve Russo, Ed Perry, and Brian Rater, along with Town Administrator Scott Butcher. Also Present: Jeffrey Stewart, Bill Quigley, Charlie Corey, and Patti Howard-Barnett.

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

Public Input

Brendan made the following statement; *“In September 2021, the Town of Brookline was sued by Brookline Opportunities LLC and Tamposi Bros Holdings LLC regarding workforce housing in Brookline. At the Court’s suggestion, the two sides will be participating in mediation in October to try and find a mutually agreeable solution to settle the lawsuit.”* **Eddie** said we had a very successful and well attended Touch-A-Truck event 2 weeks ago, with over 300 visitors compared to last year’s 250, so it is growing. **Brendan** said the public is invited to fill out the survey for the Masterplan on the website until September 24th. **Eddie** said the Fire Department Open House is on Saturday September 30th at 11:00am followed by the Duck Race at 1:00pm.

Approve Minutes

Brendan moved, seconded by Ed, to approve the public minutes from the Tuesday, September 5th meeting as amended; Voted Yes 5-0. Brendan moved, seconded by Brian, to approve and unseal set 1 of the non-public minutes from the Wednesday, July 26th meeting as written; Voted Yes 5-0. Brian moved, seconded by Brendan, to approve 4 sets of non-public minutes from the Tuesday, September 5th meeting as written; Voted Yes 5-0.

Approve Warrants

Brian moved, seconded by Ed, to approve Accounts Payable Warrant #37 in the amount of \$728,028.37, Payroll Warrant #38 in the amount of \$77,688.71, and Police & Fire Detail in the amount of \$4,016.26; Voted Yes 5-0.

Public Hearing - Fee & Fine Adjustments

7:00pm **Eddie** opened the Public Hearing per RSA 41:9-a. 7:02pm Closed Public Hearing. *Brendan moved, seconded by Ed, to approve the fee and fine increases for Building & Code Enforcement Permits, Fire Department Permits, and Police Department-Animal Control fines, effective November 1, 2023; Voted Yes 5-0.*

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Fire Department Update

Charlie said the Fire Department has been having computer/printer issues for some time now. He said IT fixed some today but not all. He reported there are 3 volunteers moving away at the end of the year, but we have new people applying. Calls are up 36% from last year, and he feels a full time administrative assistant would help with the workload created by this. **Charlie** said he and Ambulance **Chief Stewart** are moving to a program (already covered within the current budget) that is connected to the State of NH for reporting calls. He said this will set up the data in the system for the town in the future, keeping it in line with the Department of Safety. **Charlie** said the last old fire truck to be replaced will be Rescue 2 in 2026.

Library Update – Postponed

Discuss Next Step for Bond Street Bridge Engineering Oversight Contract

The Board discussed the contract bids and narrowed it down to 4. **Scott** will reach out to the firms to confirm possible dates Sep 25th, Sep 27th or Week of Oct 9th.

Conservation Commission Accept Resignation and Give Notice to Appoint

At their last meeting, the Conservation Commission regretfully accepted the resignation of **Tom Rogers** as Full Member and recommended **Drew Kellner** as his replacement. The Selectboard gave notice to appoint **Drew Kellner** as Full Member to the Conservation Commission until March 31, 2025, at their next meeting.

Assignment of Lease for Lot 12C at Melendy Pond

Eddie said the new “Lessee” understands the assignment of the lease, affidavit of legal residence elsewhere, and has read and signed the camp lot rules and regulations.

Brendan moved, seconded by Ed, for Eddie to sign the Assignment of Lease for Lot 12C at Melendy Pond; Voted Yes 5-0. Add warrant article to town meeting 2024 for permission to renew Melendy Pond leases at the 5 year mark on Jan 1, 2025.

Police & Library Webpages

Eddie said the library was unavailable for this discussion. **Bill** said he is not against updating the Police Department webpage, but they have a lot going on right now and will need to implement the new page on the new town website at a later date.

Discuss Town Hall Repairs

Scott said Morin Construction & Team Engineering will have an update on the project by next Monday. **Scott** shared the Town Hall air quality test results from RFP Environmental and there are no serious concerns outside of the vault space.

Safety Complex Air Quality Test

Brian moved, seconded by Ed, to accept the scope of services for preliminary indoor air quality testing in the amount of \$1,955 at the Brookline Safety Complex from RFP Environmental; Voted Yes 5-0. Make clear to RFP the Selectboard expects better response time with test results than the last time.

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Selectboard Priority List - Highlights

The Board reviewed the most recent priority list. No response from spectrum on cable contract, reach out to Hollis and Pepperell to see what they have done, send letter to FCC? Discussion of Pierce Pond Dam engineering in progress, note: encumbered funds will need to be spent by the end of 2023. We need to address IT issues and get better support. The Safety Complex Generator cost is \$70K-\$80K. Brooklinenh.GOV domain has been registered (Keep “.US” emails for now). New alarm monitoring company is top priority (Hollis ends in 2024). SAU election material storage: Voting booths are now stored in the lower level of Town Hall. A meeting with SAU and the Selectboard is suggested. Get estimates on paving all dirt roads for engineering studies. Hood road completion planned for 2024.

Approve Perambulation Members

Brian moved, seconded by Brendan, to approve; Will Walker, Jeff Jew, Bruce Smith, Roy Wallen, Chris Drescher, Elizabeth Labont, and Kate Elkins as perambulation members to act on behalf of the Selectboard; Voted Yes 5-0. Police Chief Quigley reminded the Board that it is hunting season, so have the members wear orange vests or hats while in the woods.

HR Review Agreement

Scott said the response he received from MRI about the data being historical or relevant was, “they use relevant data”. *Steve moved, seconded by Brendan, to accept the Compensation and Classification Study Agreement with MRI in the amount of \$8,000; Voted Yes 5-0.*

Update on TAP 2 Project Schedule

Scott said the punch list was reviewed at the meeting today and the completion date has been moved to October 13th. He said the equipment sitting across from the Grove will be moved by the end of September.

Budget Review – YTD Revenues & Expenditures

Send an email to department heads to find 2% in their budget.

Review 2024 Budget Schedule

Brendan moved, seconded by Brian, to set the preliminary place holder for non-union employee wage increases at 2.5%; Voted Yes 4-1 Steve voted no. Brendan moved, seconded by Ed, to set preliminary fuel prices at \$3.70 per gal for gas, and \$4.29 per gal for diesel; Voted Yes 5-0. The Board set Friday October 20th as the deadline for preliminary budgets and warrant articles to be sent to **Scott** from each department. The Selectboard and Finance Committee will receive budget packets during the week of October 23rd. Preliminary budget discussions will take place on Monday October 30th and Wednesday November 1st at joint Selectboard and Finance Committee meetings. **Eddie** said if information from DRA comes in before October 16th then we will set the tax rate at that meeting, if afterward, we can call a special meeting, or set it on October 30th.

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Town Clerk Discussion on New Voting Machines

Patti said they no longer make parts for the 2 voting machines we currently have. She said our current vendor, LHS, has hundreds of state approved Dominion Image Cast Precinct Tabulator voting machines made the same year as ours with more advanced features at a cost of \$6k each. **Patti** said it is important to address now since we have multiple elections coming up. The Board suggested putting them in the budget for 2024 and pulling them out if needed. **Patti** will send paperwork for the Board to review.

Board/Committee Updates

SRLD Ed updated.
MPMC Eddie updated.
CC Brendan updated.
Cemeteries Brian updated.
Health Jeff updated.

Any Other Old/New Business

MS 535 Form - *Brian moved, seconded by Brendan, to approve the MS 535 2023 Form for the 2022 Budget as audited; Voted Yes 5-0.*

Dubois & King Letter - *Brian moved, seconded by Brendan, to approve the letter to Dubois & King regarding the Brookline NH Sidewalk and Pedestrian Bridge Project; Voted Yes 4-0-1, Steve abstained. Eddie asked Scott to draft a similar letter to DOT.*

Public Hearing for Lot H-43 - *Eddie said we still need to hold a public hearing for lot H-43. The debris has not been removed but we can go ahead with the public hearing contingent upon the removal of it if the time doesn't lapse. (Check RSA).*

Move Selectboard Meeting – *The Selectboard moved their Monday Oct 2nd meeting to Wednesday October 4th at 6:30pm.*

Review Items for Next Meetings Agenda

Close part of Scabbard Mill Hill for Ghost Train Race
Appoint Drew Kellner to Conservation Commission
Announce Welfare Director Resignation

Review Mail Folder

The Board reviewed the mail folder.

9:23pm *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.*

10:29pm *Eddie moved, seconded by Ed, to come out of non-public session and seal the minutes; Roll Call Vote Yes 5-0.*

Appeal ZBA Finding for Case #454

Brendan moved, seconded by Ed, to appeal the ZBA's finding for case #454 based on no specified number of units, no phasing in as part of the decision, and it is outside the Growth Management Ordinance; Voted Yes 5-0.

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10:31pm *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