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TOWN OF BROOKLINE, NEW HAMPSHIRE SELECTBOARD

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Minutes
Selectboard
Monday, December 11, 2023

Selectboard members present: Eddie Arnold, Brendan Denehy, Steve Russo, Ed Perry, and Brian Rater (via Zoom) along with Town Administrator Scott Butcher. Also present: Jeffrey Stewart, Tom Humphreys.

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

Public Input and Announcements

Tom Humphreys asked who issued the updated rules at the Transfer Station. Eddie said it was the previous DPW Director in an effort to move traffic through the facility timely and efficiently. Tom said he spends a lot of time there on behalf of the Fire Dept selling Duck Race tickets and no one asked him for his input. He said the new designated spot for civic groups will greatly reduce ticket sales. Eddie said any issues will have to be addressed with the new DPW Director. Jen Morrissey Laurel Crest Drive said she is concerned about the library employee parking at the Annex and having to walk in the dark to go home. She said she would like to see proper lighting and maintenance of the sidewalks during the winter months.

Approval of Minutes

Brendan moved, seconded by Steve, to approve the minutes from the Monday, November 27th meeting as amended; Roll Call Vote Yes 5-0. Brendan moved, seconded by Ed, to approve 6 sets of non-public minutes from the Monday, November 13th meeting and 4 sets of non-public minutes from the Monday, November 27th meeting as written; Roll Call Vote Yes 5-0.

Sign Warrants for Payment

Brendan moved, seconded by Ed, to approve Accounts Payable Warrant #49 in the amount of $4,491,538.86, (part of this total was paid ahead for deadline purposes $912,897 to Hillsborough County Treasurer, $8,619 to Roofing Company deposit for material and $500 to Reserve Account for postage meter), Payroll Warrant #50 in the amount of $84,607.87, Annual Sick- Time Buy Out in the amount of $30,679.28 and Police Detail in the amount of $840; Roll Call Vote Yes 5-0.

Town Report Submissions

Eddie will submit the report for Melendy Pond, Ed will submit the report for the Selectboard, and Brendan will submit the report for the Energy committee. Eddie said photo submissions for the Town Report are due by Fri Jan 5th for the Jan 8th meeting.

Review 2024 Selectboard Calendar
Budget Hearings are Jan 16th & 17th with Jan 18th reserved for snow day. Bond hearing will be held on Jan 22nd at the regular Selectboard meeting.

Public Hearing to Accept Unanticipated Special Highway Block Grant Revenue
7:01pm Eddie opened the public hearing to accept a one-time payment of $42,043.95 from the State of NH House Bill 2 for the maintenance, construction, and reconstruction of Class 4 and Class 5 Highways. There was no public input. 7:02pm Eddie closed the public hearing. ***Steve moved, seconded by Ed, to accept the one time unanticipated funds in the amount of $42,043.95; Roll Call Vote 5-0.*** Eddie said, as previously voted at the 2022 town meeting warrant article 8, any highway block grant funds received, will be deposited to the "Public Works Revolving Account".

Hollis Brookline Communications Contract Update
Brendan moved, seconded by Ed, to accept the Hollis Brookline Multi-Year Dispatching Agreement for 2024-2026, with the draft allocation for the Town of Brookline for 2024 being $216,893; Roll Call Vote Yes 5-0.

Fire Alarm Monitoring Selection
Eddie said the Fire Dept solicited 3 bids and received 2. They are recommending Minuteman's bid of $6,116.78 (includes a onetime fee of $912) for 1st year install and monitoring with an annual cost thereafter of $5,204.78 (typo error?). Monadnock's bid for monitoring was $2,520 annually. ***Ed moved, seconded by Steve, to accept Minuteman's bid contingent upon $345 annual cost for each location assuming Safety Complex and Public Works buildings are an error); Roll Call Vote Yes 5-0.*** If this is not an error, the Board needs to meet next week to discuss it. Chief Corey to reach out to Minuteman and clarify. ***Brendan moved, seconded by Steve, for Eddie to sign contract documents. Roll Call Vote Yes 5-0.***

HR Review Update
The Board reviewed MRI results from the first phase of the payroll data. The Board agreed to set up a Zoom meeting with Carol from MRI for further discussion.

TAP Update
Scott said the project is complete with a few punch list items planned for spring. Eddie said we need to calculate the overruns. The Board agreed to use Hoyle Tanner to calculate the cost of charging the overruns.

Bond St Bridge Update and Engineering Oversight Contract Review Defer

Hood Road Bid Selection Defer

Ambulance Bid Selection
After reviewing the bids, Jeff deferred recommendation until next meeting.

2023 YTD Spending Review Defer

Identify and Discuss Warrant Articles for 2023 Town Meeting Defer

Discuss Department Head Reviews
The Board Discussed the schedule for Dept Head Reviews.

Vacation Carryover Requests
Ed moved, seconded by Brendan, to approve vacation carryover requests for Scott, Charlie, Jeff, Steve, and Patti; Roll Call Vote Yes 5-0.

Town of Mason Ambulance Billing Discussion
The Board discussed feedback from the Town of Mason who asked if we could bill for Mason ambulance calls. The Selectboard is open to discussion but not for 2024.

Preliminary Wage Survey Results
Steve moved, seconded by Ed, to increase wages for non-union employees in 2024 by 4%; Roll Call Vote No 2-3, Steve and Ed voted yes. Ed moved, seconded by Brendan, to increase wages for non-union employees in 2024 by 3.5%; Roll Call Vote Yes 4-1 Steve voted no.

Board/Committee Updates Defer

Any Other Old/New Business
Pierce Pond Dam Scott said the contract expired Dec 1st and the SLR consultant retired unexpectedly with 2 out of 7 or 8 tasks completed. The timeline was unrealistic with the end date more like June 2024. Scott and Eddie will reach out to Emily at the Dam Bureau with an update.

Review Mail Folder the Board reviewed the mail folder.

8:35pm ***Eddie moved, seconded by Ed, to go into non-public session per RSA 91-A:3 II (c) (reputation) and (l) (legal); potentially others; Roll Call Vote Yes 5-0.***
10:15pm ***Eddie moved, seconded by Ed , to come out of non-public session and seal the minutes; Roll Call Vote 5-0.***
10:15pm ***Ed moved, seconded by Brian, to adjourn the meeting; Voted Yes 5-0.***

Minutes submitted by Sharon Sturtevant.

Eddie Arnold | Brendan Denehy | Steve Russo

Ed Perry | Brian Rater