



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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***Minutes
Selectboard
Monday, November 18, 2019***

Selectboard members present: Brendan Denehy, Eddie Arnold, Ron Olsen, Drew Kellner and Steve Russo along with Town Administrator Tad Putney.

Also present: Dana Ketchen, Dave Ketchen, Brian Rater, Ann Somers, Mike Wenrich, Greg D'Arbonne, Peter Cook, Tim Hill, Sara Dunton, Erica Hill, Lindsay Machado, Mary Young, Gary Young, Gary Jacobson, Tom Humphreys and Buddy Dougherty.

6:30pm Brendan opened the meeting with the Pledge of Allegiance.

Public Input

Tom asked the chair why the Board did not replace **Valerie Ogden** with another woman when she resigned earlier this year. **Brendan** said we posted the position and two qualified candidates came forward who both happened to be men; no women applied. **Drew** announced the first annual Turkey Trot Race on Thanksgiving Day starting at 8am on the Camp Tevya property. He said bibs are available at Town Hall and the entrance fee is \$20 with proceeds going to the Conservation Commission. **Brendan** announced the annual Tree Lighting will be on Sunday, December 1st at 4:30. **Buddy Dougherty** brought to the Board's attention that the NHDOT traffic study said they would fill in the drop-off from the edge of pavement along Route 13 across from Old Milford Road with pavement millings, but it has not been done.

Approve Minutes

Eddie moved, seconded by Ron, to approve the minutes from the Monday, November 4th, 2019 meeting as written; Voted Yes 5-0. Eddie moved, seconded by Drew, to approve 4 sets of non-public minutes from the Monday, November 4th, 2019 meeting as written; Voted Yes 5-0.

Sign Warrants for Payment

The Board signed Accounts Payable Warrant #45 in the amount of \$327,169.20, Payroll Warrant #46 in the amount of \$61,031.72, Elected Official Stipends in the amount of \$36,415.32 and Police Detail in the amount of \$400.

Announce Appointment of Deputy Town Clerk /Tax Collector

The Board signed the slip appointing **Nancy Deslauriers** as the new Deputy Town Clerk/Tax Collector.

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Announce SRLD Annual Budget Hearing

Eddie said Brookline's portion of the Souhegan Regional Landfill District budget for 2019 was \$179,467 and the proposed budget for 2020 is \$192,469. **Eddie** said a public hearing concerning the proposed budget will be held on Thursday, December 5, 2019 at 7pm at the Amherst Public Works Department. He said a report is available on the state website about New Hampshire's recycling initiatives.

Discuss Capital Reserve Fund for Revaluation in 2023

Tad said RSA 35:1 provides the town with the ability to establish a capital reserve or expendable trust fund to save funds annually toward the costs of the town-wide reappraisals which occur every five years. He said he will draft a warrant article for March's town meeting for this purpose.

Discuss Hiring Bookkeeper for Trustees of Trust Funds

Tad said the bookkeeper for the Trustees of the Trust Funds recently resigned after 14 years of dedicated service working out of her house. She had most recently been paid an annual stipend of \$1,600 from the annual town appropriation made to the cemeteries. He said the bookkeeper's most onerous financial reporting involves the cemetery funds. **Tad** said we posted the position internally for about two and a half weeks and **Sharon** was the sole interested party. He added that **Sharon** provides an ideal opportunity to bring the bookkeeping of the trust funds within the Town Hall. **Tad** said last week the Trustees unanimously voted to hire **Sharon** as the bookkeeper for the Town Trust Funds and increase the annual stipend to \$2,000 given the growing number of funds managed. **Tad** said the RSAs are not clear on whether the Trustees or Selectboard hire the bookkeeper, so he is seeking the Board's concurring approval to: hire **Sharon** as the trust funds bookkeeper effective today, add \$2,000 to the 2020 "Executive – Salaries" budget line for her annual stipend and reduce the 2020 "Cemeteries" budget line by \$2,000 for a \$0 net tax impact. **Tad** said he recently met with the Cemetery Trustees and they voted to reduce their 2020 budget from \$20,000 to \$18,000 consistent with the above recommendation. ***Drew moved, seconded by Eddie, to hire Sharon as the trust funds bookkeeper effective today, and to approve the increase/decrease adjustment of \$2,000 in the 2020 budgets for a \$0 net tax impact per the recommendation of the Cemetery Trustees and Tad; Voted Yes 5-0.***

Review Summary of Preliminary 2020 Budget

Tad reviewed the first pass summary of the proposed 2020 town budget showing an increase of 5.1% over 2019. He also reviewed a comparison of the actual 2019 versus preliminary 2020 appropriations, including tax-impact warrant articles, and noted it shows a preliminary increase of 13.7% over 2019. **Tad** said it is important to note that 2020 has 27, not 26, pay periods which yields a 3.8% increase in payroll costs. He also noted that this does not include revenue as it is an analysis solely based on expenses.

Review Preliminary Schedule for the Next Few Months

Tad reviewed a preliminary schedule over the next few months.

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Peter Cook and Greg D'Arbonne re Veteran Credits

Peter presented two potential warrant articles with respect to veterans: One, *shall we modify the provision of the previously adopted RSA 72:35 to increase the current tax credit of \$2,000 to the maximum allowable tax credit of \$4,000? This credit is for any person who has been honorably discharged or an officer honorably separated from the military service of the United States and who has total and permanent service-connected disability, or who is a double amputee or paraplegic because of service-connected injury, or the surviving spouse of such a person.* **Peter** said, four taxpayers are currently taking this credit. **Greg** said the credit is for veterans who are 100% disabled and cannot work or recover from injury. Two, *shall we modify the qualifying provisions of the previously adopted RSA 72:28 to be applicable to all qualified veterans? Under RSA 72:28-b, a person shall qualify for the all veterans tax credit if the person is a resident of this state who served not less than 90 days on active service in the armed forces of the United States and was honorably discharged or an officer honorably separated from service; or the spouse or surviving spouse of such resident, provided that Title 10 training for active duty by a member of the national guard or reserve shall be included as service under this paragraph; provided however that the person is not eligible for and is not receiving a credit under RSA 72:28 or RSA 72:35.* **Peter** said that this second warrant article would expand eligibility for the \$500 veterans tax credit.

Public Hearing re Gravel Portion of Averill Road

7:04pm - **Brendan** called the public hearing to order. **Mike** said his job is to listen to residents and bring their concerns to the Selectboard and some are concerned that the gravel portion of Averill Road is too narrow, and the sightline is poor, resulting in a dangerous situation. **Dave Ketchen** of 59 Russell Hill Road asked if **Mike** has looked at all options for widening that part of the road. He said it's not very long and suggested widening it back to the stonewalls and posting a 15 MPH speed limit sign, adding that a one-way should not even be brought to the table. **Tad** said he received emails from residents who could not attend the meeting. He said one suggested posting "no thru trucks" signs, another suggested, if it becomes a one-way, making it in the direction of Cleveland Hill Road for emergency vehicles. **Tad** said one suggested if there are concerns about the bus stop, residents should utilize the bus stop on West Hill Road at Beaver Pond. **Tad** also said in his communication with all three emergency service chiefs they said they do not recommend a one-way as it may increase speeds and the accident history shows only one accident in the past 13 years. He said one of the chiefs suggested reducing the speed limit to 25 MPH. **Greg D'Arbonne** of 65 Cleveland Hill Road said he agrees with **Dave** and the chiefs. **Gary Young** of 42 Russell Hill Road agrees with **Dave** and **Greg** - lower the speed limit and widen the road. **Mike** said the existing travel width of the road is about 17 feet, but he has no idea where the markers are on either side. **Mary Young** of 42 Russell Hill Road asked if there is a standard measurement of how wide a road is supposed to be. **Mike** said our current standards require 20 feet of road plus drainage. **Brendan** said historically Brookline's rights-of-way were 2 rods, which is 32 feet, or 3 rods, which is 48 feet. **Dana Ketchen** of 59 Russell Hill Road said is it a different standard because it is an old road and grandfathered. **Mike** said it is just the way it was put in. **Dana** said so

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there is no requirement. **Mike** said no. **Lindsay Machado** of 72 Russell Hill Road said she is against making it a one-way as it is already tricky enough. She said there is a significant gap between bus stops. It's not a problem of re-routing, but that more residents have moved in adding more children to bus routes that are already at capacity. She said she would like to see improvements to these stretches of road, so that we can add another bus stop. **Gary Young** asked if the town can purchase land to widen the road. **Brendan** said we do have the eminent domain option of the Town asking the property owners for the land, but we do not want to do that and where historical stonewalls are concerned, they are protected, so moving them is an issue. **Gary Jacobson** suggested declaring it a class six road. He said it was class six and state law says we are supposed to be notified when a road is upgraded, but there is no evidence that residents were notified. **Brendan** suggested that **Mike** meet with **Gary** to discuss boundary markers. **Sarah Dunton** of 79 Averill Road said that paving the road will make drivers go faster and won't improve their behavior on the road. **Sarah** suggested eliminating big trucks and dropping the speed limit. **Ron** suggested we restrict the size of the vehicles on a road. **Dave Ketchen** suggested putting a weight limit on the road. **Mike** said he needs to look into it. **Eddie** said he would like to hear from residents concerning **Mike's** letter to the Board suggesting a stop sign at Russell Hill where it meets Averill Road and West Hill Road. **Mike** said at the very least posting some signage and a speed limit change is something we can do in the near-term to improve the situation. **Eddie** said the Averill Road and Cleveland Hill Road intersection is also a problem, but signage might be enough. **Tim Hill** of 1 West Hill Road agrees with **Eddie**. **Sarah** said the Averill and Cleveland Hill "Y" intersection was created as a turnaround for the bus on their land and was never officially a road. **Buddy Dougherty** said if we read emails in a meeting, we should identify who they are from. **Buddy** said he likes the one-way idea and maybe we could put a stop sign when coming into the bottleneck area. He said he has had a near miss there recently while driving an oil truck. **Erica Hill** of 74 Russell Hill Road said she has heard a lot of good ideas. When towns grow it is a reality to take steps so people are safer, and she agrees with **Mike** - slower speed limits and added signage. **Drew** said winter will likely present an issue with the snow removal against the two stonewalls. He said stop signs and lowering the speed limit are good ideas, but snow management is a problem and there are no easements on record. **Drew** said he would like to see resolutions for road travel, snow storage and drainage issues through a joint dialogue between the Town and landowners. **Eddie** noted a new stop sign doesn't do a lot of good without a painted stop bar, so he would like to see that in addition to a stop sign. **Brendan** said the Board and **Mike** now need to take some time and think about the suggestions and come up with a plan for near and long-term action items. **Brendan** closed the hearing at 7:50pm.

Update DPW Building Effort

Tad said we are pursuing two parallel paths at this time. One involves building a new DPW garage at the transfer station property and the second is buying an existing garage that is for sale near Chrysanthi's. He said both an architect and engineering firm have been attending committee meetings and working on plans for a new building. **Tad** said at the December 2nd Selectboard meeting the contracts for architect and engineer will be before the Board for approval and they are estimated to total about \$50,000. He

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said that for the Board to sign the two contracts in 2019, monies from the 2019 operating budget are needed to cover the costs, even though some of the expenses would not be paid out until 2020. **Tad** also noted that the DPW Building Committee has discovered that the total costs of having a construction management firm involved in a new building could be as much as \$250,000, much higher than the 5% of project costs that were discussed as part of the Request for Qualifications process. He said we have learned that the 5% construction management fee is only a portion of the costs and does not cover the costs of on-site supervision of construction. He explained that another option is to hire a general contractor to build the building and manage the project. He said he and Mike have spoken with one potential general contractor and are expecting to get a projected cost from him by Thanksgiving. **Drew** said the project time crunch is self-imposed, if we feel it should be voted on at the 2020 town meeting. He said he thinks we need to prepare that it may be a 2021 project and we may be pushing too hard. **Eddie** said having a timeline helps keep things on track. **Dana** said the resources are foreseeable and it feels late in the game to her to be contracting for \$50,000. **Dana** said she would like to get some funding at this town meeting to go forward with a project timeframe that makes sense. **Brendan** said he will take ownership for not planning for the architect/engineering money. **Eddie** said the Board didn't either. **Tad** said the architect and mechanical engineer say we are on a good time line for designing the building for a March vote. **Steve** suggested after we look at the building tomorrow, we could inquire about renting it until the new building is ready.

Review Current Budget for DPW Architect and Engineering Funds

Tad reviewed projected year-end spending for 2019 and said it suggests there could be up to \$100,000 unspent, which would allow the Board to contract with the architect and engineer for the DPW garage. **Brendan** said it looks like we are in a position to earmark the \$50,000 for the architect and engineer. **Drew** said in the next few days we will have the site walk at the Route 13 property and another DPW Building Committee meeting, so he would like to wait until after these occur before addressing the contracts. The Board set a tentative special meeting for Monday, November 25th 6:30pm.

Review Invoices for Payment from DPW Equipment Capital Reserve Fund

Eddie moved, seconded by Drew, to authorize the Trustees to pay invoices totaling \$952.57 out of the Public Works Equipment Capital Reserve Fund; Voted Yes 5-0.

Discuss Accepting On-Line/Electronic Donations

Tad said there has been discussion about having the Town accept online donations for the fireworks and potentially other reasons. He said he spoke with Hollis and they have accepted online donations recently for their Old Home Days fireworks through PayPal. He noted the donations are done through the Old Home Days website, not the town site. **Tad** said he spoke with Brookline's website provider and confirmed we can set this up on the Town's website. He said he spoke with our bank and they advised us to open a separate account for donations, so we don't co-mingle donated funds with the General Fund. **Tad** said he spoke with Pay Pal and they said it can be set up for multiple categories. **Eddie** said we can set it up for Fireworks, Food Pantry and Ambulance. **Tad** will move forward with set-up.

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Review Mail Folder

The Board reviewed the mail folder.

Review Agenda Items for Next Meeting

New ambulance lease paperwork

Discuss DPW garage project

Schedule annual performance evaluations for department heads

Brendan moved, seconded by Eddie, to go into non-public session per RSA 91-A:3 II (c) reputation; Roll Call Vote 5-0.

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

Drew moved, seconded by Eddie, to adjourn the meeting; Voted Yes 5-0.

Meeting adjourned at 8:47pm.

Minutes submitted by Sharon Sturtevant.

Brendan Denehy

Eddie Arnold

Ron Olsen

Drew Kellner

Steve Russo