



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, April 6, 2020*

Selectboard members via Zoom video conference: Brendan Denehy, Eddie Arnold, Ron Olsen, Drew Kellner and Dana Ketchen along with Town Administrator Tad Putney. Also present: Emergency Management Director David Coffey, Finance Committee members Brian Rater and Matthew Mailloux and resident Ann Somers.

6:30pm Brendan said we are meeting electronically under Executive Order 2020-04 and Emergency Orders #12 and #23. **Brendan** asked the Board members to state where they are, why they are there and who is with them. All members responded.

Public Input

Brendan announced the Hollis Brookline COOP meeting has been postponed to Tuesday, May 26th due to COVID-19 with a second night of the meeting on Wednesday the 27th, if necessary.

Approve Minutes

Eddie moved, seconded by Drew, to approve the minutes from the Monday, March 23, 2020 meeting as written; Roll Call Vote Yes 5-0.

Sign Warrants for Payment

Brendan moved, seconded by Eddie, to approve Accounts Payable Warrant #13 in the amount of \$1,422,533.47, Payroll Warrant #14 in the amount of \$56,823.27, and Police Detail in the amount of \$1,050; Roll Call Vote Yes 5-0.

Selectboard Re-Appointments to Boards

Eddie moved, seconded by Drew, to re-appoint Christopher Duncan as Full Member to the Planning Board, George Foley as Full Member to the Zoning Board of Adjustment, Charlotte Pogue as Alternate Member to the Zoning Board of Adjustment, Jordan Bailey as Full Member to the Conservation Commission, Eric DiVirgilio as Alternate Member to the Conservation Commission, Jerry Jaworski as Alternate Member to the Conservation Commission and Jaye Duncan as Member to the Recreation Commission; Roll Call Vote Yes 5-0.

*Minutes
Selectboard
Monday, April 6, 2020
Page 2*

COVID-19 Update

Emergency Management Director David Coffey provided the following update:

- The United States has 347,000 cases and over 10,000 deaths
- NH has 715 cases with 92 hospitalized, 132 first responders quarantined and 9 deaths with all over 60 and pre-existing conditions
- Community-based transmissions have been identified in every county in NH
- The CDC and the Department of Health and Human Services recommend the general public use homemade masks when unable to maintain social distance
- A new finger stick test is coming to NH next week to speed testing time
- Grocery stores are limiting people at one time and directing social distancing
- Fuel is readily available in town and our Food Pantry is fully stocked
- The Transfer Station is open on Wednesdays from 8am-noon for residents age 60 and up

Director Coffey said we continue to post the hours of operation for businesses and restaurants at the Emergency Operations Center. He said the emergency service departments continue enhanced operations and are planning for any surge of the virus that may occur. **Brendan** inquired on the status of COVID-19 federal funds. **Director Coffey** said the Town of Brookline has received a “Disaster Declaration” which begins the financial paperwork process for applying for federal funds. He said we are tracking purchases for supplies and equipment related to COVID-19. **Dana** said she has information to help small business owners navigate through the recently passed relief package. **Tad** asked that she email the information to him and he will send it out to our list of Brookline businesses tomorrow. **Brendan** said we don’t want to decide now, but when thinking about reducing costs due to COVID-19 uncertainty, we need to think about possibly canceling the July 4th fireworks. He said Atlas, with whom we have a contract for the fireworks and have paid 50%, would allow the deposit to be used for the 2021 fireworks display, if they are given more than a two week notice of a 2020 cancelation. **Dana** asked for the cost of the fireworks. **Tad** said \$9,625 for 2020. **Brendan** said maybe this is a year we could do what **Eddie** has been talking about and increase fireworks donations if we feel this is something the town can’t afford right now. **Tad** said he would prepare a list for the next meeting of other 2020 expenses for discussion of moving forward with them, tabling them, or putting them off this year. **Tad** invited the public to email him and express their opinions concerning the fireworks. **Drew** said Beaver Brook closed their trails due to overcrowding at the trailhead parking lots with up to 60 cars at one point last weekend. He said the Conservation Commission discussed warning people that if you drive by and the parking lot is full, keep going and find a lesser known trail or come back at another time. He said social distancing applies to parking lots as well as trails and we ask that people be responsible.

Announce Resignation of Deputy Town Clerk/Tax Collector

Tad said last week **Patti** received and accepted the resignation of the Deputy Town Clerk/Tax Collector. He said with the building closed, there is no pressing need to fill the position right now, but he and **Patti** discussed moving forward with the posting, application and interview process, so we will have a full complement in the Town Clerk/Tax Collector’s office when we open again.

*Minutes
Selectboard
Monday, April 6, 2020
Page 3*

Announce Requests for Bids: 1994 Fire Department Van

Tad said the town is accepting sealed bids for the purchase of a 1994 GMC van with about 64,265 miles on it that was previously used by the fire department. He said he will be posting the request to the website tomorrow and the van will be sold to the highest bidder “as is/where is” with no warranty. It will be available for inspection during normal business hours at the town hall, 1 Main Street. The bids must be received by noon on Monday, April 20, 2020 in the Town Administrator’s office. Faxed or emailed bids will not be accepted.

Update on DPW New Hire Process

Tad said he spoke to **Mike** last week about his plans to hire the approved second position for the Public Works Department. **Tad** said **Mike’s** plan is to post the job mid-April, have interviews in early May, with hiring effective the first half of June. **Drew** asked if any consideration should be given to extending the process to ensure a strong candidate pool. He said he is concerned there may be limited applicants in this timeframe. **Brendan** said he spoke with **Mike** last week and there have already been inquiries about when the process will start, so he is seeing interest in the position. **Dana** asked what the application procedure is and if the Selectboard reviews the job posting before it is posted. **Tad** said the process is largely managed by the department head and the Selectboard would be more involved if they were filling a department head position. **Brendan** said once a candidate is chosen by **Mike**, he would then come to the Selectboard with his recommendation and the Selectboard has final approval.

Update on TAP Sidewalk/Bridge Project

Tad said on Friday of last week we received word that the Department of Transportation had approved the project’s preliminary plans and has given us a “notice to proceed” to final design for the Transportation Alternative Program, which includes a sidewalk along a portion of South Main Street and a pedestrian bridge over the Nissitissit River on South Main Street, as well as a pedestrian bridge over the Nissitissit River on Mason Road. **Tad** said he met with the engineer for another walk through earlier today. He expects over the coming 3-4 weeks to work through the final plans with the hope we can still go out to bid and get this project completed this year.

Report on 2019 Audit

Tad said typically the audit is a week-long process where we have four auditors here at the town hall sitting in the meeting room regularly coming in to ask Patti, Sharon, Kristen or me for documentation to support various financial and expense related items. He said it was a bit challenging last week because the auditors were in four different remote locations and instead of being able to come in and pull a binder off the shelf, they were asking for us to copy, scan and email the information. **Tad** said it was more time consuming, but we felt it was critical to keep the ball rolling and hopefully receive the final audit report this year - usually in September. He said the bulk of the audit is complete, but they still will have to come on site for a half day or so when things quiet down.

*Minutes
Selectboard
Monday, April 6, 2020
Page 4*

Re-Adopt Code of Ethics

Eddie moved, seconded by Drew, to re-adopt the Recommended Code of Ethics as written; Roll Call Vote Yes 5-0.

Re-Adopt Investment Policy

Dana requested that the acronyms used in this policy be spelled out somewhere in the document for clarity. The Board agreed to amend for the acronyms. *Eddie moved, seconded by Drew, to re-adopt the Investment Policy as amended; Roll Call Vote Yes 5-0.*

Review Draft Charter for Melendy Pond Management Committee

After a brief discussion, *Eddie moved, seconded by Drew, to accept the charter for the Melendy Pond Management Committee as written; Roll Call Vote Yes 5-0.*

Review Draft Charter for BudCom Study Committee

Brendan said it was voted at town meeting that the Selectboard be tasked with convening a study committee on the issue of a budget committee. **Dana** said the charter says it is recommended that the committee attend school board meetings in July and August, but she recalls it was not supposed to have anything to do with the schools. **Brian** said that, per RSA, if a town creates a budget committee, it is not only for the town, it is for any school district that is enclosed entirely within the boundaries of that town. He said the Brookline School District is automatically included according to the RSA. **Brian** said he doesn't think that was the intent of the people who submitted the petition warrant article, but that is the way the RSA is written. **Brendan** said **Matt Mailloux** asked what RSA **Brian** was referencing. **Brian** said he will look it up and email the information to **Matt**. **Tad** said this makes sense because the warrant article was amended on the floor of town meeting to include a school board member on the committee. **Brendan** reviewed the timeline for the 2020 BudCom Study Committee. *Eddie moved, seconded by Dana, to approve the charter for the 2020 BudCom Study Committee as written; Roll Call Vote Yes 5-0.*

Review Mail Folder

The Board reviewed the mail folder.

Items for Next Meeting Agenda

Tad and the Board noted the following items for the next agenda:

- Open bids for the fire department van
- Update on year to date expenses
- Review expense items due to COVID-19
- Mike Wenrich re: Ambulance conversion project and DPW building committee charter
- Review 2020-2021 Selectboard tasks
- Review Hobart/Fessenden easement for closing
- Review bids for electrical work at the Safety Complex

*Minutes
Selectboard
Monday April 6, 2020
Page 5*

Meeting adjourned 7:34.

Minutes submitted by Sharon Sturtevant.

Brendan Denehy

Eddie Arnold

Ron Olsen

Drew Kellner

Dana Ketchen