



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, August 17, 2020*

Selectboard members present: Brendan Denehy, Eddie Arnold, Ron Olsen, Dana Ketchen and Drew Kellner (via phone) along with Town Administrator Tad Putney. Also present: Jan Watt.

6:31pm Brendan opened the meeting with the Pledge of Allegiance.

Brendan said we received news from **Fire Chief Corey** that the grant for the forestry truck was approved. **Brendan** read a congratulatory letter from the Selectboard to **Chief Corey**.

Announce Resignation of Shawn Jackson

Brendan announced the resignation of **Ambulance Chief Shawn Jackson**. He said **Jan Watt** has agreed to continue to serve as acting chief. **Jan** expressed her thanks for **Shawn's** service to the town.

Discuss Items and Process Related to Hiring Shawn's Replacement

Brendan said **Tad** had prepared a discussion guide with four topic areas. He asked **Tad** to go through the document. **Tad** said the first topic was whether the ambulance service should remain a separate entity or be folded under the Fire Department as in some other towns. **Tad** said the question had been asked a few years ago and it was decided to keep it separate. **Jan** suggested keeping it a separate entity as we currently have. **Drew** agreed and added that we need to remember Brookline's Fire Department operates under the Fire Wards. Board members agreed to keep it separate.

Tad identified several options for the hiring process:

1. Do it on our own
 - No cost, except staff time
 - Will result in a smaller candidate pool
2. Do part on our own, but also use an "oral board" to review candidates and recommend finalists to the Board as we did in 2018
3. Hire a search firm. He said **Justin Romanello**, Bureau Chief for the Division of Fire Standards & Training & EMS recommended Municipal Resources Inc.
 - Would be 90-day process to start date; includes 30-day advertisement window.
 - Approximate \$6,500 cost.

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- Alternatively, **Tad** said MRI could just assist on an hourly basis if we want to work jointly with them on the search.

Eddie moved, seconded by Ron, to retain Municipal Resources Inc.; Roll Call Vote Yes 5-0.

Board members agreed that it is important to have input and involvement at the outset of the search from BAS and the other emergency services heads. Further discussion will occur on the potential involvement of at least one BAS member in the selection process. **Jan** said she would like one or two BAS members involved and thinks it is important to have the other emergency heads have involvement with the finalists.

Tad also identified several job content items for discussion so the posting and job description can be updated:

- “Chief” or “director” title. **Brendan** said he prefers “chief”. **Tad** said he thinks “chief” is a level higher than “director”. The Board agreed to go with “chief”
- **Tad** noted the internal posting salary range was \$60,000-\$72,000. He said MRI suggested we post an “up to salary” figure and note it will be “commensurate with experience”. There was consensus to go with a maximum figure **Tad** proposed
- Members agreed that a minimum of four years supervisory/management experience should remain
- **Tad** recommended using a more comprehensive background check, similar to the process used in our hiring of police officers, that includes a review of prior personnel files. Board members agreed.
- A majority of the board members agreed that we should post a requirement that the new hire live within 20 minutes of town. **Eddie** said he is not in favor of the new hire taking a town vehicle home if they live out of town. **Brendan** and **Ron** disagreed. **Drew** noted that he will want to have an agreement on the potential use of a town vehicle for transportation to and from home at the time of hiring.

8:05pm meeting adjourned. Minutes submitted by Sharon Sturtevant.

Brendan Denehy

Eddie Arnold

Ron Olsen

Drew Kellner

Dana Ketchen