



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

**P.O. BOX 360 – 1 Main Street  
BROOKLINE, NH 03033-0360**

Telephone (603) 673-8855, ext. 213  
Fax (603) 673-8136

[Selectboard@brooklinenh.us](mailto:Selectboard@brooklinenh.us) <http://www.brooklinenh.us>

*Minutes  
Selectboard Budget Hearing  
Tuesday, January 26, 2021*

Selectboard members present via Zoom: Brendan Denehy, Eddie Arnold, Ron Olsen, Drew Kellner, and Dana Ketchen along with Town Administrator Tad Putney. Also present: Brian Rater, Matt Mailloux, Dennis Comeau, Peter Webb, David Coffey, Roger Ogden and Eric Pauer.

**7:00pm Brendan** reopened the annual budget hearing that was continued from January 25<sup>th</sup> and said we are meeting under Executive Order #2020-04 and Emergency Meeting Orders #12 and #23, which allow for remote meetings. Selectboard and Finance Committee members all stated their location and that they were participating remotely due to COVID-19.

**Emergency Management – Director David Coffey**

Proposed budget of \$21,500. **David** said the budget was level funded from last year. **Dana** said she wanted to express how grateful she is that **David** is the Emergency Management Director for our town and we are lucky to have him during this pandemic. **David** said he appreciates the support of the Board and said it is a pleasure working with the other emergency departments.

**Library - David Partridge**

Proposed budget of \$282,072. **Tad** noted updates to the original budget packet, page 14, under “2020 Actual Expenditure” for the following figures:

Programs	\$4,137
Salaries	\$170,804
NH Retirement	\$8,418
Health and Dental	\$8,328
Payroll Expenses	\$3,555

**Tad** said the last three lines on this page have previously been captured by the Library and should be removed. **Tad** said Total Expenses in the left and middle columns at the bottom should now be \$276,993, which is the amount of money approved and paid by the town to the Library in 2020. **David** said the original budget numbers were mistakenly pulled from two different reports that differed in format and ultimately did not line up. **David** said the 2020 surplus is due to the Library employees not working their full schedule last year and that the library would be returning a total of \$52,325.92

*Minutes*  
*Selectboard Budget Hearing*  
*Tuesday, January 26, 2021*  
*Page 2*

to the town. **Roger Ogden** of 13 Potanipo Hill Road said this presentation does not really explain how the taxpayer's money was spent. **David** broke down the programs. **Dana** said it is unacceptable for us to receive changes in a budget on the day we plan to finalize it. **Dana** asked why the Library employees kept working and were not asked to file for unemployment when the Library closed last year. **David** said they worked reduced hours while working remotely and were not laid off. **Brendan** asked that we focus on the 2021 budget for this meeting, not last year's. **Roger** said he totally disagreed and said this is the only opportunity all year long for the people to sit and talk with the library or any department about their budget. **Brendan** said he disagreed and said residents can speak with the library trustees at their regular meetings. **Drew** asked if the Library has had a reduction in hours for January of this year. **David** said we are budgeting on a full schedule, but have already experienced reduced hours for January. **Drew** suggested they generate actual calculations for January, factoring 1/12<sup>th</sup> reduced cost and 11/12<sup>th</sup> full schedule costs. He said he would rather right-size the budget now over returning money to taxpayers at year-end, if possible. **Dana** said research on other libraries shows their budgets are being reduced this year. **David** asked what the Board would like him to do going forward. **Brendan** said on behalf of the Board, please give us the January actuals and adjust the budget for the February 8<sup>th</sup> meeting. **Roger Ogden** asked the Board if they agree with the Chair that discussion of expenditures from the previous year are inappropriate for this meeting. **Drew** said the general tone should be focusing on 2021 since 2020 is an outlier in every budgetary perspective, but he agrees that past budgetary items do play a large part in proposing and voting on future budgets. **Dana** said unemployment with benefits was available for reduced hours and she thinks there were opportunities missed. **Ron** said let's move on to the February 8<sup>th</sup> meeting and make some adjustments there. **Eddie** said he sees both sides and said taxpayers are welcome to sit with any board at their meetings, but residents do not take advantage of this as much as they could.

**Election and Registration - Linda Saari**

Proposed budget of \$4,850. **Linda** noted a significant reduction in the budget as there is only one election in 2021. She asked to change the "ballots" line item to \$900 and "software support" to \$1,800 due to clerical error. She said the total budget remains unchanged.

**Brendan** suggested adding a line item for personal protective equipment, Selectboard and Finance Committee members agreed to add \$1,000 for "PPE" and the revised budget was set at \$5,850.

**Revaluation of Property - Peter Cook**

Proposed budget of \$33,020. **Peter** discussed the petitioned veteran's tax credit warrant article that increases the credit from \$500 to \$750 and said the Board of Assessors was going to put it on the warrant, but it will now be presented as a petition warrant article. **Peter** reviewed the Disabled Veteran Exemption warrant article that modifies the qualification criteria so it is better aligned with the criteria for the elderly exemption.

*Minutes*  
*Selectboard Budget Hearing*  
*Tuesday, January 26, 2021*  
*Page 3*

**Economic Development - Tad Putney**

Proposed budget of \$1,400. **Tad** noted the budget is being reduced due to the cancellation of the Cook-Off.

**Financial Administration - Tad Putney**

Proposed budget of \$209,147. **Tad** noted the budget decreases 1.9% from 2020.

**Planning & Zoning - Tad Putney**

Proposed budget of \$48,951. **Tad** noted the budget decreases from 2020 as the Town Planner is now part-time.

**General Government Buildings - Tad Putney**

Proposed budget of \$214,205. **Tad** noted the budget is down 12% and propane and fuel oil pricing are lower this year. **Dana** asked about the “maintenance and improvements” items for the fire station. **Tad** provided the details he has for the planned expenses.

**Personnel Administration - Tad Putney**

Proposed budget of \$682,201. **Tad** said we are seeing lower expenses on health insurance for 2021 than was budgeted in 2020, but an increase in NH Retirement due to increased rates effective July 1, 2021.

**Executive - Tad Putney**

Proposed budget of \$250,450. **Tad** said the budget is up 3.7% and most is attributable to overtime. **Tad** was asked how many employees are included in the “salaries” line item and he said three.

**Debt Service -Tad Putney**

Proposed budget of \$266,581. **Tad** said this budget is down from last year.

**Cable Access - Tad Putney**

Proposed budget of \$17,095. **Tad** said we spent a little more than was budgeted last year due to the need for someone to monitor the Zoom meetings for broadcast on channel 192.

**Insurance - Tad Putney**

Proposed budget of \$88,446. **Tad** said we may receive a premium holiday due to a surplus, as in past years, but we have not heard any details yet, so we have not included it in the budget.

**Revenues - Tad Putney**

**Tad** reviewed the projected revenues for 2021.

**Warrant Articles**

**DPW Facility** – Bond for up to \$2.7 million

***Recommended by Selectboard 5-0; Recommended by Finance Committee 3-0***

*Minutes  
Selectboard Budget Hearing  
Tuesday, January 26, 2021  
Page 4*

**Operating Budget** - \$5,412,708.

*Dana moved, seconded by Eddie, to reduce the total operating budget by \$25,000 to \$5,387,708; Roll Call Vote Yes 3-2 with Drew and Brendan voting no. Drew moved, seconded by Ron, to table a vote on recommending the operating budget warrant article until the February 8<sup>th</sup> meeting; Roll Call Vote Yes 5-0.*

**Highway Block Grant Funds to DPW Equipment Cap. Reserve Fund** - \$144,871

**Matt** asked for the current balance in the fund. **Brendan** said about \$101,000. **Dana** moved to place \$60,000 of the amount to the Hood Road project and the balance of \$84,871 to the DPW Equipment Capital Reserve Fund, there was no second.

*Recommended by the Selectboard 4-1; Dana voting no. Not recommended by the Finance Committee 2-1; Brian voting for.*

**Radio Capital Reserve Fund (Phase 2)** - \$60,000

**Eric** asked what the \$60,000 will be buying. **Tad** said it will purchase transmitters, receivers and antenna equipment for the two towers that is needed once the police move to their own radio frequency. He said it does not include new radios. *Recommended by the Selectboard 5-0. Recommended by the Finance Committee 3-0.*

**Hood Road Improvements** - \$60,000

*Drew moved, seconded by Eddie, to table the vote until the February 8<sup>th</sup> meeting; Roll Call Vote Yes 5-0.*

**Fire Truck Capital Reserve Fund** - \$45,000

**Drew** said this follows a multi-year plan that was developed last year to smooth year-to-year costs for fire department equipment. *Recommended by the Selectboard 5-0.*

*Recommended by the Finance Committee 2-1; Matt voting no.*

**Reappraisal Capital Reserve Fund** - \$16,590

**Drew** said this sets aside a flat amount every year to have the money available for the next town-wide reappraisal. *Recommended by the Selectboard 5-0. Recommended by the Finance Committee 3-0.*

**Cable Access Funding** – Direct 50% of Annual Cable Franchise Fee to Cable Access Fund. *Recommended by the Selectboard 5-0. Recommended by the Finance Committee 3-0.*

**Facilities Capital Reserve Fund** - \$10,000

*Recommended by the Selectboard 5-0. Recommended by the Finance Committee 3-0.*

**Police Union Contract** – Three-year contract

*Dana moved, seconded by Drew, to table until the February 8<sup>th</sup> meeting; Roll Call Vote Yes 5-0.*

**Additional TAP-2 Grant Funds** - \$45,000 offset by an 80% grant

*Recommended by the Selectboard 4-1; Eddie voting no. Recommended by the Finance Committee 3-0.*

*Minutes  
Selectboard Budget Hearing  
Tuesday, January 26, 2021  
Page 5*

**Ambulance Expendable Trust - \$3,964 (Donations)**

***Recommended by the Selectboard 5-0. Recommended by the Finance Committee 3-0.***

**Disabled Exemption – Adjust criteria**

***Recommended by the Selectboard 3-2; Dana and Drew voting no. Recommended by the Finance Committee 3-0.***

**Revolving Fund For Conservation Commission Trail Maintenance**

***Drew moved, seconded by Eddie, move to table a vote until the February 8<sup>th</sup> meeting; Roll Call Vote Yes 5-0.***

**(By Petition) Veteran's Tax Credit – Increase from \$500 to \$750.**

***Not recommended by the Selectboard 3-2; Ron and Dana voting yes. Not recommended by the Finance Committee 3-0.***

**(By Petition) Adopt a Budget Committee**

***Not recommended by the Selectboard 4-0, with Dana abstaining. Not recommended by the Finance Committee 3-0.***

9:51pm **Brendan** recessed the budget hearing until 7pm on February 8<sup>th</sup>.

Minutes submitted by Sharon Sturtevant.

---

Brendan Denehy

---

Eddie Arnold

---

Ron Olsen

---

Drew Kellner

---

Dana Ketchen