



**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@brookline.nh.us

<http://www.brookline.nh.us>

*Minutes
Selectboard
Monday, December 5, 2016*

Selectboard members present: John Carr, Karl Dowling, Brendan Denehy and Tom Humphreys along with Town Administrator Tad Putney. Also present: Ann Somers

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

Public Input

Ann expressed appreciation for the people who picked up trash all along Route 13 on Thanksgiving Day. **Ann** also wanted to point out that the Library parking lot was extremely slippery today.

Approve Minutes

Brendan moved, seconded by Karl, to approve the public minutes from the November 21st meeting; Voted Yes 4-0. Karl moved, seconded by Brendan to approve 5 sets of non-public minutes from the November 21st meeting; Voted Yes 4-0.

Sign Warrants for Payment

The **Board** signed Warrant #49 in the amount of \$4,005,598.48 and payrolls of \$53,687.08, \$1,181.25 and annual Fire Department on call pay of \$24,200.58.

Review YTD Expenses and Year End Projections

Tad stated that YTD expenses as of November are at 84% of the budget while we are 92% through the year. Legal is expected to exceed its budget for the year. An estimated \$45,000 surplus is expected overall. The projected need for a speed trailer, additional fire fighter gear to prevent carcinogen exposure, a postage retainer payment and website enhancements were discussed and the Board agreed that spending the surplus on some of those items in 2016 is a possibility. It was agreed that the fire fighter gear and the speed trailer should be a priority and have longer lead times so those should be purchased first. The other items can happen quickly if there are still funds left at the end of 2016. ***Karl moved, seconded by Brendan to approve the purchase of a speed trailer and some of the fire fighter gear; Voted Yes 4-0.***

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Review Peer Survey Pay Data; Set 2017 Pay Increases

Tad presented data collected from 20 surrounding towns showing the median non-union pay increase for 2017 is 2.7% and the average is 2.4%. Tad recommended an increase of 2.5% for Brookline employees. *Brendan moved, seconded by Karl to approve the 2017 pay increases at 2.5%; Voted Yes 4-0. Brendan moved, seconded by Karl for the Town to make a one-time payment to each full-time employee to cover the increase in employee health premiums from 15% to 20% for 2017; Voted Yes 4-0.*

Notice to Appoint Food Pantry Coordinator & Overseer of Public Welfare

The Board provided notice to appoint Christine St.George as Food Pantry Coordinator and Jessica Royea as Overseer of Public Welfare at the next selectboard meeting.

Announce Annual Meeting Dates (And Snow Dates)

Tad reported that the Hollis Brookline Coop Annual Meeting date is Monday, March 13, 2017 (snow date March 16, 2017). All Day Voting will be Tuesday, March 14, 2017 7:00am - 7:30pm. Annual Town Meeting date is Wednesday March 15, 2017 7:00pm (snow date March 20, 2017). Brookline School District: Deliberative Session date is Monday, February 6, 2017 (snow date is February 7, 2017). All Day SB2 Voting for the Brookline School District is Tuesday, March 14, 2017 7:00am - 7:30pm.

Capital Assets Policy

Tad drafted a Capital Assets Policy and reviewed it with the Board. *Brendan moved, seconded by Karl to accept the Capital Assets Policy as written; Voted Yes 4-0.*

Discuss 250th Anniversary – Approach to Income and Expenses

Tad stated that there is \$9,000 left from the 225th Anniversary funds and we will soon have donations and expenses to deal with. The auditors suggested we have the Treasurer open a separate account and merge the previous and current funds and have the Selectboard authorize any expenses via a special warrant. The Board agreed and signed Special Warrant #1 for \$300.00 to book a DJ for the kick off of the 250th Celebration with a 2018 New Year's Eve Gala.

Sign 2017 Audit Engagement Letter

Karl moved, seconded by Brendan to authorize John to sign the 2017 Audit Engagement Letter; Voted Yes 4-0.

Sign Radio Tower Agreement

Karl moved, seconded by Tom, to authorize John to sign the Radio Tower Agreement; Voted Yes 4-0.

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Fire Wards and Fire Chief for Discussion of Organizational Structure

Present: Fire Chief Charlie Corey, Fire Wards David Santuccio, David Flannery & David Joki.

Karl stated that a hiring policy and performance review procedure needs to be put in place for the Fire Department. **John** suggested that an informal meeting between the Fire Chief, Fire Wards and two Selectboard members during the annual performance review discussions next month would be a positive step for communication. The Fire Chief and Fire Wards agreed.

John moved, seconded by Karl to go into Non-Public Session under RSA 91-A:3 (d) Land Acquisition and (e) Litigation; Voted Yes 4-0.

John moved, seconded by Karl to come out of Non-Public Session and seal the minutes; Voted Yes 4-0.

11 Meetinghouse Hill Rd

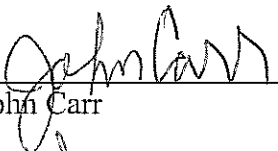
Brendan asked Tad for an update on the clean-up at 11 Meetinghouse Hill Road. **Tad** replied that he had reached out to the owner with no response as of today.

Town Meeting Vote

Tom asked the Board if a vote gets passed at Town Meeting with a very low voting turnout, can a resident then challenge the vote due to a poor turnout? The Board answered no.

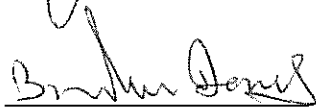
Meeting Adjourned 7:45

Minutes submitted by Sharon Sturtevant.

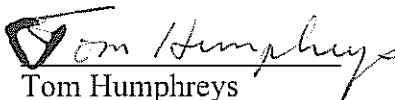


John Carr

Karl Dowling



Brendan Denehy



Tom Humphreys

12/05/16

Town of Brookline, NH
W#49-2016

Date	Num	Name	Memo	Amount
1010 - General Checking Acc't				
12/5/2016	49645	AT&T	W#49-2016	-42.08
12/5/2016	49646	Beltronics Inc	W#49-2016	-1,370.00
12/5/2016	49647	Brookline Library Trustees	W#49-2016	-21,281.89
12/5/2016	49648	Brookline School District	W#49-2016	-1,600,000.00
12/5/2016	49649	Brox Industries Inc	W#49-2016	-190.72
12/5/2016	49650	Central Paper Products Inc	W#49-2016	-29.72
12/5/2016	49651	Charter Communications	W#49-2016	-7.22
12/5/2016	49652	Computer Hut	W#49-2016	-597.98
12/5/2016	49653	Corelogic Tax Services	W#49-2016	-8,289.00
12/5/2016	49654	Daryl Pelletier	W#49-2016	-300.00
12/5/2016	49655	Eddy W Whitcomb	W#49-2016	-620.00
12/5/2016	49656	Electrical Supply of Milford	W#49-2016	-118.50
12/5/2016	49657	Eversource	W#49-2016	-3,479.86
12/5/2016	49658	FairPoint Communications	W#49-2016	-918.16
12/5/2016	49659	Gavin Remodeling Inc	W#49-2016	-13,620.00
12/5/2016	49660	Gerard Michaud	W#49-2016	-546.00
12/5/2016	49661	Granite State Concrete Co...	W#49-2016	-1,355.57
12/5/2016	49662	Great America Financial S...	W#49-2016	-156.65
12/5/2016	49663	Health Trust	W#49-2016	-25,065.67
12/5/2016	49664	Health Trust Inc	W#49-2016	-57.69
12/5/2016	49665	Hillsborough County Treas...	W#49-2016	-25.20
12/5/2016	49666	Hillsborough Cty Treasurer	W#49-2016	-690,453.00
12/5/2016	49667	Hollis/Brookline Co-op Sch...	W#49-2016	-1,600,000.00
12/5/2016	49668	LaBombard Engineering	W#49-2016	-200.00
12/5/2016	49669	Leggs Painting LLC	W#49-2016	-3,054.38
12/5/2016	49670	Leon Belesca & Sarah Smith	W#49-2016	-5.94
12/5/2016	49671	Massachusetts Dept. of Re...	W#49-2016	-352.00
12/5/2016	49672	Metropolitan Life	W#49-2016	-370.00
12/5/2016	49673	Monadnock Mtn Spring W...	W#49-2016	-44.25
12/5/2016	49674	Myra Emmons	W#49-2016	-38.13
12/5/2016	49675	Neptune Uniforms & Eqpt,...	W#49-2016	-295.85
12/5/2016	49676	Neutron Industries	W#49-2016	-145.05
12/5/2016	49677	NH Dept. of Health & Hum...	W#49-2016	-444.00
12/5/2016	49678	NH Fire Prevention Society	W#49-2016	-25.00
12/5/2016	49679	NH Retirement System	W#49-2016	-27,287.34
12/5/2016	49680	NH Superior Repair	W#49-2016	-35.50
12/5/2016	49681	Northeast Resource Recov...	W#49-2016	-396.89
12/5/2016	49682	Pepperell Community Medi...	W#49-2016	-592.50
12/5/2016	49683	Provencher Electric	W#49-2016	-475.00
12/5/2016	49684	Purchase Power	W#49-2016	-48.00
12/5/2016	49685	Rebecca Zimmerman	W#49-2016	-70.00
12/5/2016	49686	Sanel Auto Parts	W#49-2016	-63.92
12/5/2016	49687	Sharon Sturtevant	W#49-2016	-28.43
12/5/2016	49688	Shattuck-Malone Oil Co	W#49-2016	-509.87
12/5/2016	49689	Staples Credit Plan	W#49-2016	-375.86

12/05/16

Town of Brookline, NH
W#49-2016

Date	Num	Name	Memo	Amount
12/5/2016	49690	Staples Credit Plan - Amb	W#49-2016	-423.46
12/5/2016	49691	State of NH-Criminal Reco...	W#49-2016	-35.00
12/5/2016	49692	State of NH - DMV	W#49-2016	-15.00
12/5/2016	49693	Teleflex Medical	W#49-2016	-477.30
12/5/2016	49694	Town Hall Streams	W#49-2016	-250.00
12/5/2016	49695	Treas.St. of NH, COAF	W#49-2016	-224.00
12/5/2016	49696	U.S. Cellular	W#49-2016	-730.84
12/5/2016	49697	Verizon Wireless	W#49-2016	-160.06
Total 1010 - General Checking Acc't				-4,005,698.48
TOTAL				<u>-4,005,698.48</u>

John J. Carr

Brookline Denely

Thomas Humphreys

HJ

Special Warrant - 250th Anniversary Expenses

Warrant #1

Vendor/Check made out to:	Detail	Amount
Main Event	Deposit - Dec 31, 2018 New Year's Eve event: DJ	\$300.00

