



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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BROOKLINE, NH 03033-0360**

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*Minutes
Selectboard
Monday, March 18, 2013*

Selectboard members Darrell Philpot, Karl Dowling, John Carr, Sue Adams and Brendan Denehy were present along with Town Administrator Tad Putney. Also present were Ann Somers, Loring Webster, Brian Rater, George Deneault, Rich Vertullo, Buddy Dougherty and Helen Ballou.

Darrell opened the meeting with the Pledge of Allegiance.

Chairman

Karl nominated Darrell as Chairman for the year. Seconded by John and voted yes 4-0; Darrell abstained.

Vice Chair

Brendan nominated Karl as Vice Chair. Seconded by Darrell and voted yes 4-0; Karl abstained.

Brendan moved, seconded by Sue to change the name of the Board of Selectmen to Selectboard. Voted yes 5-0.

Darrell welcomed Sue and Brendan as the new members of the board.

Committees

Planning Board – **Brendan** agreed to serve on the planning board with **Darrell** as an alternate.

Capital Improvement Plan – **Karl** agreed to serve with **Sue** as an alternate.

Economic Development – **Sue** agreed to serve with **Darrell** as an alternate.

Conservation Commission – **Brendan** agreed to serve with **John** as an alternate.

Souhegan Regional Landfill District – **Jerry Farwell** for a 3 year term.

Nashua Regional Planning Commission – **Darrell** agreed to service with Karl as an alternate.

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Facilities Committee – **John** agreed to serve with **Brendan** as an alternate. **Jay Sartell** has expressed interest to serve on the committee.

The Selectboard agreed we should have a Facilities Committee this year since we need to decide what to do with the Annex, we will be renovating the town hall and to look at all buildings. **Tad** will develop a charter for review.

Minutes

John moved, seconded by **Karl** to approve the March 11th minutes. Voted yes 3-0; **Sue** and **Brendan** abstained.

Appointments

The Selectboard signed the following appointments:

Recreation Commission – **Eddy W. Whitcomb** until March 31, 2014; and **Thomas LaRoche** until March 31, 2015.

Finance Committee – **Dennis Skey** until March Town Meeting 2014.

Trustee of Trust Funds – **Clarence Farwell** until March Town Meeting 2014.

Ambulance Expendable Trust Fund

Brendan moved, seconded by **John** to approve **Wes Whittier's** request to withdraw \$474 from the Ambulance Expendable Trust Fund for the purchase of a battery as an upgrade for the two new PhysioControl LifePaks 15 Defib/Monitors approved at town meeting. Voted yes 5-0.

Hutchinson Hill Rd

George Deneault asked if the current Board was interested in installing a gate at the end of Hutchinson Hill Road. He was in last fall noting the extensive damage along Hutchinson Hill Road, equipment damage done during the logging operation and assault weapon activity in Brookline. He said they put cameras in the trees and there were people going through at 2:30 am. **Tad** said the abutters may be interested in putting up the gate but if damage is done, who's responsible for the repairs. **Darrell** said it would not be the town. **Darrell** questioned whether we have to put up signs for the surveillance cameras and asked if there is any increase in incidents or police activity. **Brendan** said if we put up the gate we should put up signs on either side of the gate. **Helen** questioned if there's any liability if someone gets hurt running into the gate. **Tad** will have a discussion with the LGC attorney.

Recreation Commission

Rich Vertullo asked about the maintenance of the fields and the purchasing policy. He said the same group of people have been taking care of the fields for at least 6 years. He said last year he didn't get bids for all items and asked if the maintenance can be looked at as day to day services. **Rich** said **Bud Knudsen**, **Tru Green** and **Vertullo Landscaping** have been working very well together to keep the fields in good shape. **Darrell** suggested that **Rich** get 3-5 year contracts for the fields. **Linda** suggested that **Rich** document what each business can provide and maybe talk to **Hollis** about combining services.

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Tad said he met with Rich to put together a job description for the grove manager. A notice will be put in the paper for interested parties to contact Tad by March 31st.

Library

Library Director **Myra Emmons** and Trustee **Helen Ballou** were present. **Tad** noted that the elevator at the library has not been functioning for about six weeks. Pine State Elevator has finally determined that the elevator needs a new controller at a cost of approximately \$25,000. He is checking with the insurance company on whether it may be covered. **Myra** said she contacted PSNH. They will do a line check to see if there was a power surge when the elevator failed. **Darrell** suggested the trustees look at their budget. **Karl** asked them to look into the Library Trust Fund held by the trustees. **Brian Rater** asked how much time they have to fix the problem per the ADA. **Brendan** asked if there might be any emergency grants available. **Myra** said she didn't know but they are under a time constraint.

2013 Operating Budget

The Selectboard made the following budget reductions based on the \$60,000 reduced at town meeting (breakdown attached).

Warrants:

The Selectboard approved Warrant #12 in the amount of \$244,363.67 and payroll in the amount of \$42,559.41.

Letters

The Selectboard signed letters of thanks and appreciation to Lynne Abt, David Partridge, Alan Rosenberg and Chris St. George for their work on the town website, Channel 13 and setting up the equipment to televise the town and school district meetings.

Reverse E9-1-1

The State of NH Division of Emergency Services and Communications are prepared to make the Reverse E9-1-1 system available to cities and towns. EMD Wes Whittier checked with Assistant Emergency Manager for Hollis and Wes recommends that no action be taken until he can do more research.

Wes Whittier

The National Registry of Emergency Medical Technicians has recognized Wes Whittier for achieving 30 consecutive years of being Nationally Registered as an Emergency Medical Technician. Congratulations Wes!

Goals

Tad asked if members of the Selectboard would like to use a future meeting to discuss and set goals for the coming year.

Darrell said we need to increase volunteerism.

Linda said we need goals for the finance committee and Selectboard.

Sue said we should combine purchases with other entities, i.e. the SAU.

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Brendan said we need to look at the Master Plan and CIP for our goals and the timeframes associated with each. He said we should have job descriptions for boards and committees so people know what's involved. **Sue** agreed saying we might get volunteers for short term projects.

It was noted the Annual Brookline School District Meeting is at CSDA on Wednesday at 7 pm.

Non Public Session

Darrell moved, seconded by John to go into non public session under RSA 91-A: 3, II (e) litigation. On returning to public session Darrell moved, seconded by Karl to seal the minutes. Voted yes 5-0.

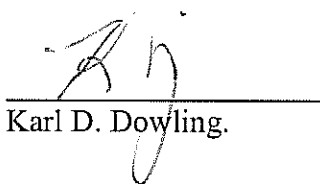
Gen. Business

Meeting adjourned at 9:00 pm.

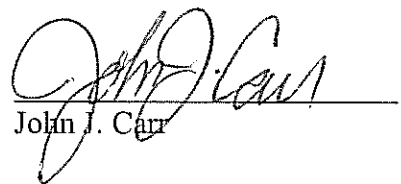
Minutes submitted by Rena Duncklee.



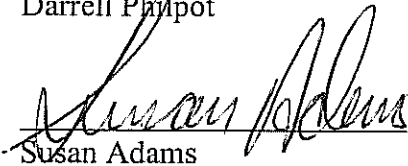
Darrell Philpot



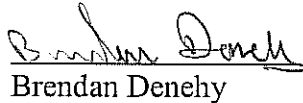
Karl D. Dowling.



John J. Carr



Susan Adams



Brendan Denehy

March 18th Reductions to 2013 Operating Budget

| Department | Line Item | Original Appropriation | Amount Reduced | Revised Appropriation |
|---------------------------|---------------------------------|---------------------------|-------------------|--------------------------|
| Executive | Chairman of Selectboard | \$1,500 | \$1,500 | \$0 |
| | Selectboard Member (4) | \$3,600 | +\$600 | \$4,200 |
| | Total Department Budget: | \$209,241 | \$900 | \$208,341 |
| Personnel Administration | Health insurance | \$272,534 | \$14,900 | \$257,634 |
| | Total Department Budget: | \$490,923 | \$14,900 | \$476,023 |
| General Gov't Buildings | Town Hall - Electricity | \$7,200 | \$1,000 | \$6,200 |
| | Fire Station - Main. & Improv. | \$12,800 | \$500 | \$12,300 |
| | Brusch Hall - Main. & Improv. | \$4,000 | \$2,000 | \$2,000 |
| | Total Department Budget: | \$137,212 | \$3,500 | \$133,712 |
| Cable Access | Equipment | \$11,000 | \$5,000 | \$6,000 |
| | Total Department Budget: | \$49,757 | \$5,000 | \$44,757 |
| Police Department | Salaries - Overtime | \$40,000 | \$1,000 | \$39,000 |
| | Administration | \$20,000 | \$1,000 | \$19,000 |
| | Total Department Budget: | \$635,312 | \$2,000 | \$633,312 |
| Building Inspection | Books & Training Material | \$100 | \$50 | \$50 |
| | Certification Courses | \$180 | \$130 | \$50 |
| | Communications | \$120 | \$70 | \$50 |
| | Equipment | \$100 | \$50 | \$50 |
| | Total Department Budget: | \$25,351 | \$300 | \$25,051 |
| Highways, Streets & Brid. | Sweeping | \$14,000 | \$10,000 | \$4,000 |
| | Paving/Patching | \$10,000 | \$5,000 | \$5,000 |
| | Sidewalks | \$30,000 | \$5,000 | \$25,000 |
| | Tree Warden | \$2,500 | \$1,500 | \$1,000 |
| | Resurfacing Town Roads | \$220,000 | \$2,400 | \$217,600 |
| | Total Department Budget: | \$628,850 | \$23,900 | \$604,950 |
| Sanitation | Contracted Services | \$15,000 | \$5,000 | \$10,000 |
| | Construction Debris | \$20,000 | \$1,000 | \$19,000 |
| | Total Department Budget: | \$273,663 | \$6,000 | \$267,663 |
| Public Welfare | General Assistance | \$20,500 | \$1,000 | \$19,500 |
| | Total Department Budget: | \$20,500 | \$1,000 | \$19,500 |
| Recreation | Ball Park Maintenance | \$26,410 | \$500 | \$25,910 |
| | Total Department Budget: | \$30,985 | \$500 | \$30,485 |
| Patriotic Purposes | Fireworks | \$7,000 | \$1,000 | \$6,000 |
| | Total Department Budget: | \$7,250 | \$1,000 | \$6,250 |
| Conservation Comm. | Main. of Conserv. Lands | \$2,000 | \$1,000 | \$1,000 |
| | Total Department Budget: | \$7,028 | \$1,000 | \$6,028 |

| | |
|--------------------------|-----------------|
| Total Reductions: | \$60,000 |
|--------------------------|-----------------|

03/18/13

Town of Brookline, NH
W#12-2013

| Date | Num | Name | Memo | Amount |
|--------------------------------------|-------|------------------------------------|-----------|-------------|
| 1010 - General Checking Acc't | | | | |
| 3/11/2013 | 44029 | Pepperell Family Pharmacy | W#12-2013 | -123.68 |
| 3/12/2013 | 44028 | CITGO | W#12-2013 | -68.44 |
| 3/18/2013 | 44030 | A-F Fuels | W#12-2013 | -216.51 |
| 3/18/2013 | 44031 | Absolute Mechanical Systems LLC | W#12-2013 | -280.00 |
| 3/18/2013 | 44032 | Aflac | W#12-2013 | -453.30 |
| 3/18/2013 | 44033 | Avitar Assoc of New England Inc | W#12-2013 | -383.02 |
| 3/18/2013 | 44034 | B & S Locksmiths Inc | W#12-2013 | -200.00 |
| 3/18/2013 | 44035 | Ben Senter Trucking | W#12-2013 | -2,420.00 |
| 3/18/2013 | 44036 | Benefit Strategies LLC | W#12-2013 | -250.00 |
| 3/18/2013 | 44037 | Business Card | W#12-2013 | -632.40 |
| 3/18/2013 | 44038 | C L Farwell Construction LLC | W#12-2013 | -19,100.76 |
| 3/18/2013 | 44039 | Charter Communications | W#12-2013 | -204.98 |
| 3/18/2013 | 44040 | Deanne Chrystal | W#12-2013 | -5.08 |
| 3/18/2013 | 44041 | DeMoulas Supermarkets Inc | W#12-2013 | -184.69 |
| 3/18/2013 | 44042 | Drescher & Dokmo | W#12-2013 | -428.75 |
| 3/18/2013 | 44043 | Eastern Propane & Oil | W#12-2013 | -1,000.49 |
| 3/18/2013 | 44044 | Eckman Construction | W#12-2013 | -186,910.88 |
| 3/18/2013 | 44045 | Electrical Supply of Milford | W#12-2013 | -97.36 |
| 3/18/2013 | 44046 | Elizabeth Solon | W#12-2013 | -10.00 |
| 3/18/2013 | 44047 | Ellen Fisher | W#12-2013 | -40.00 |
| 3/18/2013 | 44048 | Energy North Propane | W#12-2013 | -300.00 |
| 3/18/2013 | 44049 | Foundation Medical Partners | W#12-2013 | -436.50 |
| 3/18/2013 | 44050 | Fred Kline & Michelle Kline | W#12-2013 | -13.20 |
| 3/18/2013 | 44051 | Gall's Inc | W#12-2013 | -348.16 |
| 3/18/2013 | 44052 | Gecrb.Amazon | W#12-2013 | -103.37 |
| 3/18/2013 | 44053 | George Razzaboni | W#12-2013 | -1,152.00 |
| 3/18/2013 | 44054 | Harvey Recycling of Fitchburg LLC | W#12-2013 | -668.68 |
| 3/18/2013 | 44055 | Hillsborough County Treasurer | W#12-2013 | -6.46 |
| 3/18/2013 | 44056 | Hudson Trophy Co | W#12-2013 | -125.00 |
| 3/18/2013 | 44057 | Interstate Fire Protection | W#12-2013 | -148.00 |
| 3/18/2013 | 44058 | Jodi Tochko | W#12-2013 | -50.00 |
| 3/18/2013 | 44059 | John Leslie Consulting | W#12-2013 | -20.00 |
| 3/18/2013 | 44060 | JP Pest Services | W#12-2013 | -337.37 |
| 3/18/2013 | 44061 | Khiem Colburn | W#12-2013 | -12.00 |
| 3/18/2013 | 44062 | LexisNexis | W#12-2013 | -50.00 |
| 3/18/2013 | 44063 | Lisa Pigott | W#12-2013 | -33.00 |
| 3/18/2013 | 44064 | Louise Price | W#12-2013 | -50.00 |
| 3/18/2013 | 44065 | Massachusetts Dept. of Revenue | W#12-2013 | -352.00 |
| 3/18/2013 | 44066 | MD's Trash Removal Inc | W#12-2013 | -166.75 |
| 3/18/2013 | 44067 | Metropolitan Life | W#12-2013 | -1,400.00 |
| 3/18/2013 | 44068 | Neveretts Sew & Vac | W#12-2013 | -54.95 |
| 3/18/2013 | 44069 | NH Dept. of Health & Human Serv... | W#12-2013 | -502.00 |
| 3/18/2013 | 44070 | NH Superior Repair | W#12-2013 | -552.15 |
| 3/18/2013 | 44071 | Paul Harvey | W#12-2013 | -80.00 |
| 3/18/2013 | 44072 | Pitney Bowes | W#12-2013 | -32.98 |

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Town of Brookline, NH
W#12-2013

| Date | Num | Name | Memo | Amount |
|-------------------------------------|-------|-------------------------------------|-----------|--------------------|
| 3/18/2013 | 44073 | Pitney Bowes Global Financial Se... | W#12-2013 | -133.20 |
| 3/18/2013 | 44074 | Poseidon Air Systems | W#12-2013 | -745.00 |
| 3/18/2013 | 44075 | Professional Vehicle Corp | W#12-2013 | -310.50 |
| 3/18/2013 | 44076 | Provencher Electric | W#12-2013 | -1,088.00 |
| 3/18/2013 | 44077 | PSNH | W#12-2013 | -915.39 |
| 3/18/2013 | 44078 | Richard & Kathleen Barth | W#12-2013 | -12.93 |
| 3/18/2013 | 44079 | Rick Nicosia | W#12-2013 | -119.99 |
| 3/18/2013 | 44080 | Rodney C Woodman Florist Inc | W#12-2013 | -44.95 |
| 3/18/2013 | 44081 | Ruth Bobich | W#12-2013 | -98.32 |
| 3/18/2013 | 44082 | Shattuck-Malone Oil Co | W#12-2013 | -738.35 |
| 3/18/2013 | 44083 | Staples Contract & Commercial | W#12-2013 | -221.37 |
| 3/18/2013 | 44084 | Susan Chimento | W#12-2013 | -50.00 |
| 3/18/2013 | 44085 | Tad Putney | W#12-2013 | -29.98 |
| 3/18/2013 | 44086 | TDS Telecom | W#12-2013 | -160.54 |
| 3/18/2013 | 44087 | The Cabinet Press Inc | W#12-2013 | -117.00 |
| 3/18/2013 | 44088 | The County Stores Inc | W#12-2013 | -64.17 |
| 3/18/2013 | 44089 | Trustees of Trust Funds | W#12-2013 | -17,065.00 |
| 3/18/2013 | 44090 | Two Dave's Auto Inc | W#12-2013 | -197.00 |
| 3/18/2013 | 44091 | Verizon Wireless | W#12-2013 | -160.12 |
| 3/18/2013 | 44092 | WEX Bank | W#12-2013 | -2,086.95 |
| Total 1010 · General Checking Acc't | | | | -244,363.67 |
| TOTAL | | | | -244,363.67 |

Daniel H. Hest

K J

John J. Carr

Steven E. Hest

Brian Denehy