



TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD

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*Minutes
Selectboard
Monday July 18, 2016*

Selectboard members present: Darrell Philpot, John Carr and Tom Humphreys along with Town Administrator Tad Putney.

Also present: Ann Somers and Finance Committee Member Linda Chomiak

6:30 PM Darrell opened the meeting with the Pledge of Allegiance.

Public Input

John expressed thanks to the Brookline Fire Department and all who participated in the Annual Rib & Chicken BBQ and Muster and thanked Tom for judging many of the events. John also expressed that Brookline shares in mourning the loss of our fellow police officers recently gunned down in the United States and hopes that law and order will quickly be restored. Tad spoke with Chief Quigley before the meeting who wanted to relay that the Brookline Police Department has received an outpouring of cards, gifts and food from the community, expressing gratitude and appreciation for their service and sacrifice. Darrell expressed his appreciation for participating in the Stone House Estates neighborhood initiative to collectively bid out propane by volume.

Minutes

John moved, seconded by Tom to approve the public session minutes of July 5th, Voted Yes 3-0.

Tom moved, seconded by John to approve the non-public session minutes of July 5th - 2 sets, Voted Yes 3-0.

Warrants

The Selectboard signed Warrant #29 in the amount of \$2,481,745.86 and Payrolls of \$50,133.29 and \$8,771.88.

Update on the Pending Transportation Alternative Program Grant

Tad stated that it is time to start the application for the next round of sidewalk grants. There is \$5,000,000 available across the state; 56 letters of intent were submitted statewide, including four in our NRPC region.

Discuss Issuance of Hunting & Fishing Licenses by Town Clerk

Tad relayed that Patti continues to try to provide additional services at the Town Clerk's office. This past year she added local boat registrations, which a number of people have taken advantage of. She is currently pursuing the ability to provide hunting & fishing licensing as well and is closing the office at noon on Wednesday of this week so that she and Grace can attend a training session to start the process.

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Discuss Draft of 2015 Audit

Tad reviewed as memo with notable changes and audit findings. There is one notable change in the audit from last year and is a direct result of a new GASB Rule (No. 68) requiring each town to add a liability for its portion of the unfunded New Hampshire Retirement System. This is beyond the Town's control, but results in a notable change in the Town's "net position" from 2014 to 2015. The net pension liability as of December 31, 2015 was \$1,933,677, which is more than the year-over-year change in net position.

The auditor has recommended four items:

- **General Ledger Budget** – Monthly budget reports for both revenues and expenses have historically been generated from Excel. Recommended we generate them out of Quickbooks, which will be more efficient as most of the figures are already in Quickbooks and it will avoid the chance of "re-keying" errors.
- **Capital Asset Policy** – Recommended we adopt a Capital Asset Policy, including setting a threshold amount at which an item is classified a "capital asset", defining asset class types and establishing useful lives.
- **Segregation of Library Duties** – Currently the library treasurer is responsible for making deposits, posting activity to the general ledger, performing monthly reconciliations and is a signer on the account. Recommended a second individual be responsible for maintaining the general ledger.
- **Trust Funds** – In 2015 the trustees voted to require a co-signer on all checks and named the Town Administrator given general availability. Recommended for segregation of duties that the co-signers be limited to two trustees.

All of the recommendations are being pursued and can be achieved by the end of 2016.

No Wake Zone

Tad received a call from the Marine Patrol Captain responding to an inquiry about establishing a "no wake zone" at the boat launch. The process requires a petition signed by 25 people be submitted to the Marine Patrol and then they would hold a public hearing.

7:00 pm – Public Hearing re Transfer Station Fee Schedule

Darrell opened the Public Hearing. At 7:02, following no input from members of the public, *Tom moved, seconded by John, to close the Public Hearing. Voted Yes 3-0.*

Tom moved, seconded by John, to adopt the Transfer Station Fee Schedule as proposed. Voted 3-0.

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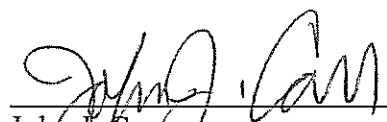
Economic Revitalization Zone(s) (ERZ)

The Board reviewed and supported the application for the ERZ designations to include 45 parcels across five zones. The application will be signed at the next Selectboard meeting and will included tonight's meeting minutes.

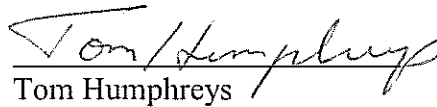
7:15pm *Tom moved, seconded by John, to adjourn. Voted Yes 3-0*

Minutes submitted by Sharon Sturtevant.


Darrell Philpot


John J. Carr

Brendan Denehy


Tom Humphreys

07/18/16

Town of Brookline, NH
W#29-2016

Date	Num	Name	Memo	Amount
1010 - General Checking Acc't				
7/18/2016	49069	Absolute Mechanical Systems LLC	W#29-2016	-277.00
7/18/2016	49070	AFSCME Council 93	W#29-2016	-220.22
7/18/2016	49071	Armored Textiles	W#29-2016	-4,356.00
7/18/2016	49072	Atlas PyroVision Entertainment Gr...	W#29-2016	-6,000.00
7/18/2016	49073	Bound Tree Medical LLC	W#29-2016	-39.60
7/18/2016	49074	Brookline School District	W#29-2016	-1,200,000.00
7/18/2016	49075	Business Card	W#29-2016	-895.19
7/18/2016	49076	C L Farwell Construction LLC	W#29-2016	-5,376.50
7/18/2016	49077	Charter Communications	W#29-2016	-213.66
7/18/2016	49078	Daniel Davison	W#29-2016	-284.40
7/18/2016	49079	DeMoulas Supermarkets Inc	W#29-2016	-650.00
7/18/2016	49080	DNG Auto	W#29-2016	-250.00
7/18/2016	49081	East Coast Emergency Outfitter	W#29-2016	-100.95
7/18/2016	49082	Eddy W Whitcomb	W#29-2016	-465.00
7/18/2016	49083	Eversource Remittance Services	W#29-2016	-81.26
7/18/2016	49084	Fire Tech & Safety of NE	W#29-2016	-309.70
7/18/2016	49085	Granite State Concrete Co Inc	W#29-2016	-349.13
7/18/2016	49086	Hallmark Copier Co Inc	W#29-2016	-99.00
7/18/2016	49087	Health Trust Inc	W#29-2016	-57.69
7/18/2016	49088	Hillsborough County Treasurer	W#29-2016	-47.88
7/18/2016	49089	Hollis/Brookline Co-op School Dis...	W#29-2016	-1,200,000.00
7/18/2016	49090	Jordan Lumber Co	W#29-2016	-342.00
7/18/2016	49091	JP Pest Services	W#29-2016	-600.00
7/18/2016	49092	Massachusetts Dept. of Revenue	W#29-2016	-352.00
7/18/2016	49093	MD's Trash Removal Inc	W#29-2016	-230.00
7/18/2016	49094	Metropolitan Life	W#29-2016	-370.00
7/18/2016	49095	Nashua Reg Plan Commission	W#29-2016	-3,913.00
7/18/2016	49096	NESPIN	W#29-2016	-100.00
7/18/2016	49097	New England Emergency Equipm...	W#29-2016	-85.50
7/18/2016	49098	NH Dept. of Health & Human Serv...	W#29-2016	-444.00
7/18/2016	49099	NH Local Welfare Administrator's ...	W#29-2016	-30.00
7/18/2016	49100	NH State Firemen's Ass'n	W#29-2016	-700.00
7/18/2016	49101	NH Superior Repair	W#29-2016	-624.31
7/18/2016	49102	Northeast Resource Recovery As...	W#29-2016	-1,173.63
7/18/2016	49103	NRSWMD	W#29-2016	-4,774.00
7/18/2016	49104	Paul A. Vachon	W#29-2016	-63.50
7/18/2016	49105	Pitney Bowes Global Financial Se...	W#29-2016	-133.20
7/18/2016	49106	Polly Duprez	W#29-2016	-50.00
7/18/2016	49107	Primex	W#29-2016	-37,583.00
7/18/2016	49108	Property Liability Trust Inc	W#29-2016	-16.08
7/18/2016	49109	Rena Duncklee	W#29-2016	-5.96
7/18/2016	49110	Rymes Propane & Oil	W#29-2016	-39.03
7/18/2016	49111	Sanel Auto Parts	W#29-2016	-143.19
7/18/2016	49112	Sharon Sturtevant	W#29-2016	-60.06
7/18/2016	49113	Solitude Lake Management	W#29-2016	-4,779.00

07/18/16

Town of Brookline, NH
W#29-2016

Date	Num	Name	Memo	Amount
7/18/2016	49114	St Joseph Business & Health	W#29-2016	-82.00
7/18/2016	49115	State of NH-Criminal Records	W#29-2016	-25.00
7/18/2016	49116	State of NH - DMV	W#29-2016	-15.00
7/18/2016	49117	Stryker Sales Corporation	W#29-2016	-2,519.80
7/18/2016	49118	TDS Telecom	W#29-2016	-149.74
7/18/2016	49119	The County Stores Inc	W#29-2016	-9.19
7/18/2016	49120	The Telegraph	W#29-2016	-55.20
7/18/2016	49121	Verizon Wireless	W#29-2016	-160.04
7/18/2016	49122	WEX Bank	W#29-2016	-1,934.42
7/18/2016	49123	William Quigley	W#29-2016	-110.83
Total 1010 - General Checking Acc't				-2,481,745.86
TOTAL				<u>-2,481,745.86</u>

Danell Philpot

John J. Carr

Thomas Humphrey