



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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

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*Minutes
Selectboard
Monday April 24, 2017*

Selectboard members present: John Carr, Brendan Denehy, Tom Humphreys, Val Ogden and Eddie Arnold along with Town Administrator Tad Putney.

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

Public Input

Tad congratulated police officer **David Torrisi** who graduated on Friday from the full-time police academy. He also announced that residents can turn in unused or expired prescription drugs for safe disposal on **Saturday, April 29th** between 10am and 2pm at the Safety Complex. He also mentioned that there have been a number of reports of loose dogs around town and the police chief asked him to remind people to keep their dogs on a leash or secured in their yard. If you see a loose dog, please report it to the Police Department, do not attempt to pick them up. **Brendan** acknowledged the town spirit in the volunteers who helped during town clean up week.

Approve Minutes

Brendan moved, seconded by John, to approve the public minutes from the March 27th meeting, as amended, and the April 10th meeting as written; Voted Yes 5-0. Val moved, seconded by Eddie, to approve the non-public minutes from the April 10th meeting as written; Voted Yes 5-0.

Sign Warrants for Payment

The **Board** signed AP Warrant #17 in the amount of \$81,429.72, PR Warrant #18 in the amount of \$50,914.30 and a Police Detail Warrant in the amount of \$360.00.

Re-Appoint Board Members

The Board signed appointment slips for the following individuals:

Jordan Bailey – As Full Member to the Conservation Commission.

Eric DiVirgilio – As Alternate Member to the Conservation Commission.

Melendy Pond Evaluation Committee Charter

Val moved, seconded by Eddie, to add two more “At-Large Brookline residents” to the Melendy Pond Evaluation Committee; Voted Yes 5-0.

*Minutes
Selectboard
Monday April 24, 2017
Page 2*

Change Agenda Wording

Val moved, seconded by John, to change future wording on the agenda from “Review and Approve” to “Review and Decide”; Voted Yes 3-0, Brendan and Tom abstained.

Review and Decide on Investment Policy

Brendan moved, seconded by John, to approve the Investment Policy as written; Voted Yes 5-0.

Review and Decide on Code of Ethics Policy

Brendan moved, seconded by John, to approve the Code of Ethics Policy as written; Voted Yes 5-0.

Review and Decide on Bond Resolution for NH Bond Bank

Brendan moved, seconded by Eddie, “that the Resolution entitled, ‘Resolution to Authorize up to \$1,200,000 Bond Bank Loan Agreement, Issuance of Bonds, and Related Documentation to Acquire Conservation Land,’ be approved in form presented to this meeting, and that an attested copy of said Resolution be included with the minutes of this meeting”; Voted Yes 5-0. The signed Resolution is attached to these minutes.

Review and Decide on Letter to NHDOT Re New Signage

The **Board** signed a letter to NHDOT requesting a stop sign on Meetinghouse Hill Road at its intersection with Bond Street and a sign northbound on Route 13 approaching North Mason Road that warns motorists of left turning traffic.

Henry Anthony Re Salt in Well

Tad reviewed the latest water test results following Jerry’s pumping of the dug well. Sodium and chloride levels actually increased from the prior tests to 398 and 662 mg/L, respectively. Tad proposed that the Board move forward with Requests for Proposals for a new drilled well. Estimated cost for a new drilled well is between \$6,000 and \$10,000. Mr. Anthony expressed concerns about he and his wife’s health and damage to plumbing and appliances. *Tom moved, seconded by Eddie, to move forward with RFP’s from 3 well drilling firms; Voted Yes 5-0.*

Jessica Royea Re Revisions to Welfare Guidelines

Jessica presented the Board with a proposal for allowable expenses based on the most recent averages for Hillsborough County and neighboring towns. The **Board** asked for additional information regarding potential childcare costs. Tad will update the existing Welfare Guidelines, incorporating the proposed allowable expenses, for the Board’s review at the next meeting.

Review and Decide on \$10,000 Fish & Game Grant Agreement

Val moved, seconded by Tom, for John to sign the \$10,000 Fish & Game Grant Agreement as written; Voted Yes 5-0.

*Minutes
Selectboard
Monday April 24, 2017
Page 3*

Review and Decide on \$89,000 ARM Grant Agreement

Eddie moved, seconded by Tom, for John and Brendan to sign the \$89,000 ARM Grant Agreement as written; Voted Yes 5-0.

Review and Decide on “Barnaby Way” As New Street Name

Based on the current Street Naming Ordinance, The Historical Society has suggested “Barnaby Way” for the new private road in the subdivision off Baldwin Drive. Emergency Management Director Lee Duval has reviewed and approved it. The last step is for the Selectboard accept it. *Tom moved, seconded by Eddie, to accept the recommendation of Barnaby Way as the new street name in the subdivision off of Baldwin Drive; Voted Yes 5-0.*

Review and Decide on Annual Mason Ambulance Contract

The **Board** signed the agreement.

Review and Decide on 2017-2018 Policy with Road Agent

Tad stated that there are no proposed changes for this year in the main body of the policy with the Road Agent. *The Board signed the policy for 2017-18.* Regarding the Winter Storm Policy, **Tad** provided information from Hollis, Milford and Amherst regarding their policies for reimbursing residents for mailboxes damaged during plowing. He suggested modifying the current policy, which does not provide for reimbursement, to include up to a \$30 reimbursement for damaged mailboxes due to snow plowing. **Val** stated that she feels it is a casualty of winter and people should be responsible for their own property. After some discussion, **Eddie** suggested that we maintain the current policy of not reimbursing and follow it. *Eddie moved, seconded by Val, to maintain the Winter Storm Policy from 2016-2017 as written; Voted Yes 4-1, Brendan opposed.*

Authorize Town Administrator to Sign Power Supply Contract Extension

Tom moved, seconded by Eddie, to authorize Tad to sign the Power Supply Contract Extension; Voted Yes 5-0.

Review TAP-2 Engineering Qualification Submissions

Board members discussed the five submissions received for engineering services related to the TAP-2 project. **Tad** shared information on reference checks as well as his ranking of the firms. **Linda Chomiak** offered for the **Finance Committee** to assist with negotiations with the selected engineering firm. **Tad** will coordinate the negotiations with the Finance Committee. *Eddie moved, seconded by Brendan, to rank Dubois & King as most qualified, Hayner-Swanson second and Meridian third; Voted Yes 4-1, Val opposed.*

Review Draft Request for Proposals Re Town Hall Lawn

Board members offered suggestions for the draft Request for Proposals. **Tad** will update the document and advised the Board that **Anrik** is slated to install the new irrigation system in July, but is hoping to work it in sooner. The lawn upgrades will not occur until the irrigation system is complete.

*Minutes
Selectboard
Monday April 24, 2017
Page 4*

Update on Cemetery Irrigation Trust Fund

Tad said that he met with the **Cemetery Trustees** last week and they have chosen to cover the deficit in the Irrigation Fund out of the General Cemetery Fund. He will coordinate the transfer with the **Trustees of the Trust Funds**.

Update on 2017 Budget

Tad reviewed a spreadsheet outlining unexpected savings and expenses for the 2017 operating budget year-to-date.

Update on TAP-1 Sidewalk Project

Tad reviewed a summary of project costs to date. He provided information on a Change Order that has been prepared due to more loam and excavation than was expected. *Eddie moved, seconded by Brendan, to authorize John to sign the Change Order; Voted Yes 5-0.*

Discuss 2017 Hazardous Mitigation Plan Update

Tad advised the Board that the Town is required to update its Hazard Mitigation Plan every five years in order to be eligible for FEMA aid. He has emailed to each board member a draft of the updated plan and asked the members to get back to him with any suggested edits or questions by the end of the week. The Plan should be finalized by August.

Discuss Junky Yards

Tom raised concerns about several junky yards along Route 13. *Tom moved, seconded by Eddie, to direct Tad to write a letter to the owner of the property at the intersection of Townsend Hill Road and Route 13 and advise him he needs to seek Planning Board approval prior to establishing a used car business on the property; Voted Yes 5-0.*

Review Items for Next Meeting's Agenda

Tad noted the following items are tentatively on the next meeting's agenda:

- Results of Corey Hill Road title search and Notice for Public Hearing
- Approval of updated Welfare Guidelines
- Draft DPW Study Committee
- Public Hearing to ratify results of postponed voting day
- Review proposals for drilling a new well on Mason Road

Brendan said that he would like to have an item covering an informational session on the Nissitissit River Wild and Scenic Program.

John moved, seconded by Brendan, to go into Non-Public Session per RSA 91-A:3 II (c) (reputation); Voted Yes 5-0.

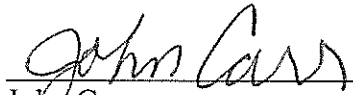
*Minutes
Selectboard
Monday April 24, 2017
Page 5*

Upon returning from non-public session, John moved, seconded by Tom, to seal the non-public minutes; Voted Yes 5-0.

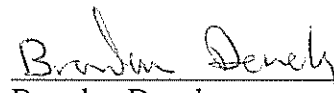
Brendan moved, seconded by Eddie, to adjourn; Voted Yes 5-0.

Adjourned 9:20pm

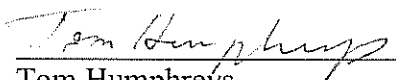
Minutes submitted by Sharon Sturtevant.



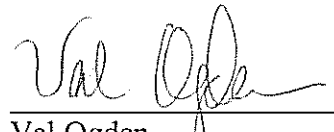
John Carr



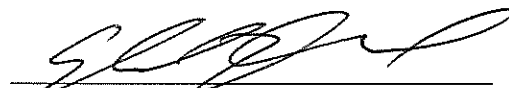
Brendan Denehy



Tom Humphreys



Val Ogden



Eddie Arnold

Town of Brookline, NH
W#17-2017

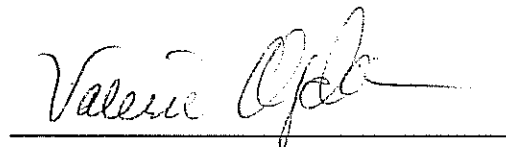
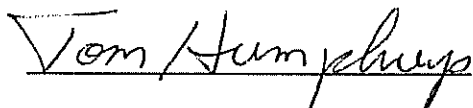
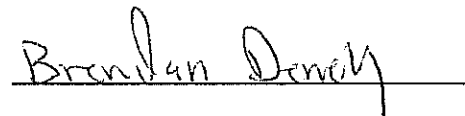
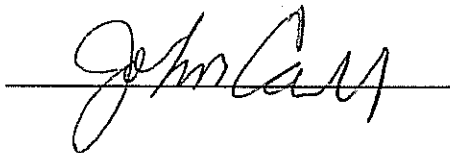
04/24/17

Date	Num	Name	Memo	Amount
1010 - General Checking Acc't				
04/24/201	50226	Aflac	W#17-2017	-266.90
04/24/201	50227	AFSCME Council 93	W#17-2017	-239.58
04/24/201	50228	Alan Kapilian	W#17-2017	-18.97
04/24/201	50229	Avitar Assoc of New Engla...	W#17-2017	-3,366.66
04/24/201	50230	Brookline Auction Gallery	W#17-2017	-500.00
04/24/201	50231	Business Card	W#17-2017	-841.91
04/24/201	50232	C L Farwell Construction L...	W#17-2017	-7,907.00
04/24/201	50233	Carrot-Top Industries Inc	W#17-2017	-120.09
04/24/201	50234	Chad Farrow	W#17-2017	-30.00
04/24/201	50235	Chappell Tractor Sales Inc	W#17-2017	-176.00
04/24/201	50236	Charter Communications	W#17-2017	-327.57
04/24/201	50237	D.C. Slocomb Co	W#17-2017	-225.00
04/24/201	50238	DeMoulas Supermarkets Inc	W#17-2017	-116.77
04/24/201	50239	Devine Millimet & Branch	W#17-2017	-440.00
04/24/201	50240	Drescher & Dokmo	W#17-2017	-1,326.00
04/24/201	50241	DXE Medical, Inc	W#17-2017	-373.00
04/24/201	50242	East Coast Emergency Ou...	W#17-2017	-145.00
04/24/201	50243	Eddy W Whitcomb	W#17-2017	-436.00
04/24/201	50244	Education & Professional ...	W#17-2017	-17.50
04/24/201	50245	Education & Professional ...	W#17-2017	-40.00
04/24/201	50246	Electrical Supply of Milford	W#17-2017	-43.36
04/24/201	50247	Eversource	W#17-2017	-3,230.29
04/24/201	50248	Fimbel Garage Doors	W#17-2017	-393.00
04/24/201	50249	Future Supply Corp	W#17-2017	-473.58
04/24/201	50250	Gall's Inc	W#17-2017	-49.36
04/24/201	50251	Granite State Concrete Co...	W#17-2017	-462.03
04/24/201	50252	Hallmark Copier Co Inc	W#17-2017	-350.00
04/24/201	50253	Hayner/Swanson Inc	W#17-2017	-6,973.31
04/24/201	50254	Health Trust	W#17-2017	-25,431.78
04/24/201	50255	Health Trust Inc	W#17-2017	-65.19
04/24/201	50256	Janice M Watt	W#17-2017	-22.26
04/24/201	50257	Jessica Royea	W#17-2017	-12.67
04/24/201	50258	Liberty Supply Inc	W#17-2017	-422.50
04/24/201	50259	Lisa Keehan	W#17-2017	-61.60
04/24/201	50260	Metropolitan Life	W#17-2017	-370.00
04/24/201	50261	Myra Emmons	W#17-2017	-30.76
04/24/201	50262	National Fire Protection As...	W#17-2017	-175.00
04/24/201	50263	Neptune Uniforms & Eqpt.,...	W#17-2017	-63.50
04/24/201	50264	New England Emergency ...	W#17-2017	-227.00
04/24/201	50265	NH Dept. of Health & Hum...	W#17-2017	-444.00
04/24/201	50266	Office of Energy & Planning	W#17-2017	-55.00
04/24/201	50267	Physio-Control Inc	W#17-2017	-2,856.00
04/24/201	50268	POSTMASTER-Brookline, ...	W#17-2017	-144.00
04/24/201	50269	Primex	W#17-2017	-60.00
04/24/201	50270	Rodney C Woodman Flori...	W#17-2017	-95.00

04/24/17

Town of Brookline, NH
W#17-2017

Date	Num	Name	Memo	Amount
04/24/201	50271	Rymes Propane & Oil	W#17-2017	-644.10
04/24/201	50272	Sharon Sturtevant	W#17-2017	-225.90
04/24/201	50273	Sidney Hall Jr	W#17-2017	-427.20
04/24/201	50274	Spaulding Hill Networks, L...	W#17-2017	-1,860.00
04/24/201	50275	Staples Credit Plan	W#17-2017	-165.79
04/24/201	50276	Star Packer Badges	W#17-2017	-244.95
04/24/201	50277	Synco/Amazon	W#17-2017	-210.47
04/24/201	50278	TDS Telecom	W#17-2017	-152.38
04/24/201	50279	The Telegraph	W#17-2017	-36.80
04/24/201	50280	Tracy Dunne	W#17-2017	-43.00
04/24/201	50281	Trustees of Trust Funds	W#17-2017	-16,000.00
04/24/201	50282	U.S. Cellular	W#17-2017	-605.44
04/24/201	50283	WEX Bank - Sunoco Sun ...	W#17-2017	-1,348.70
04/24/201	50284	William Quigley	W#17-2017	-39.85
Total 1010 - General Checking Acc't				-81,429.72
TOTAL				-81,429.72



April 24, 2017

Motion: I move that the Resolution entitled, "Resolution to Authorize Up to \$1,200,000 Bond Bank Loan Agreement, Issuance of Bonds, and Related Documentation to Acquire Conservation Land," be approved in form presented to this meeting, and that an attested copy of said Resolution be included with the minutes of this meeting.

Resolution to Authorize Up to \$1,200,000 Bond Bank Loan Agreement, Issuance of Bonds, and Related Documentation to Acquire Conservation Land

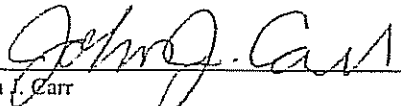
The Selectboard of the Town of Brookline (the "Town") hereby resolves as follows:

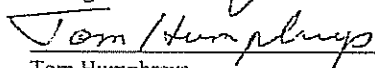
1. That pursuant to the Municipal Finance Act, RSA Chapter 33, as amended, the New Hampshire Municipal Bond Bank Law, RSA Chapter 35-A, as amended, all other applicable law, and approval of the voters of the Town of Article 3 of the Annual Town Meeting held March 15, 2017, (collectively, the "Authorizations"), the Treasurer and Selectboard of the Town are authorized to execute, attest, and deliver a Loan Agreement between the Town and the New Hampshire Municipal Bond Bank (the "Bond Bank") substantially in the form presented to this meeting, with such changes therein not contrary to the general tenor thereof as they may approve, said approval to be conclusively evidenced by the execution and delivery thereof, to effect a borrowing from the Bond Bank in the principal amount not to exceed \$1,200,000.00 to finance the acquisition for conservation purposes of one or both of two parcels of land, together with any buildings thereon, in the Town, to wit, a parcel consisting of approximately 23 acres owned by Pamela Austin (Tax Map K, Lot 33) and a parcel consisting of approximately 55.1 acres owned by the John C. Martin Living Trust (Tax Map K, Lot 34) (the "Project");
2. That pursuant to the terms of said Loan Agreement and the Authorizations, the Town is authorized to borrow from the Bond Bank a sum of up to \$1,200,000.00, and to evidence such indebtedness, the Treasurer and the Selectboard are authorized to issue general obligation bonds of the Town in an original principal amount of up to \$1,200,000.00 (the "Bonds") and to pledge the full faith and credit of the Town in payment of the Bonds;
3. That the Bonds shall be signed by a majority of the Selectboard and countersigned by the Treasurer under the official seal of the Town, if any, and bear interest at such rate as the signatories of the Bonds may approve; and shall be issued substantially in the form presented to this meeting with such changes therein not contrary to the general tenor thereof as such signatories may approve; said approvals to be conclusively evidenced by the execution and delivery thereof;
4. That the Treasurer and other proper officials of the Town are authorized to execute and deliver on behalf of the Town such other documents and certificates, including such documents and certificates as may be required by bond counsel or the Bond Bank, and to do or cause to be done all such other acts and things as may be necessary or desirable in order to effect the transactions hereinbefore authorized, and any such prior action by them is hereby ratified and confirmed;

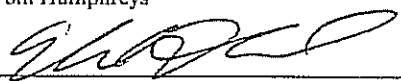
5. That the Bonds shall be sold to the Bond Bank at par plus any applicable premium; and that, pursuant to RSA § 35-A:29, the Treasurer may apply any premium received by the Town on account of issuance of the Bonds (i) to the payment of the costs of preparing, issuing, and marketing the issue of the Bonds; (ii) to the cost of the Project; (iii) to deposit in the general fund of the Town and to be available to be appropriated for any lawful purpose of the Town; or (iv) to any combination of the foregoing; and

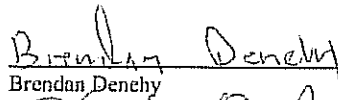
6. That the Clerk include an attested copy of this Resolution with the minutes of this meeting.

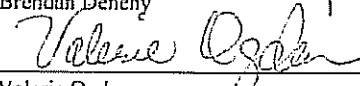
Dated: April 24, 2017


John F. Carr


Tom Humphreys

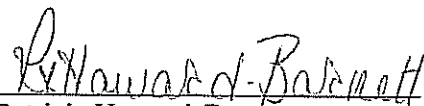

Edward D. Arnold


Brendan Denchy


Valerie Ogden

Being a majority of the members of the Selectboard of the Town of Brookline.

A true copy, attest:


Patricia Howard-Barnett
Brookline Town Clerk

[SEAL]

Welfare Allowable Expenses Proposal

Allowable Expenses	Current Allowed	Proposed Allowed	Notes:
Rent/Board/Mortgage	\$800-\$1200 month	1 bedroom: \$824, 2 bedroom: \$997, 3 bedroom: \$1,247	These figures are based off fair market rents of 2017
Electric	actual for month	actual for month	
Heat	actual for month	actual for month	
Cooking Fuel		actual for month	
Telephone/ Internet	20-30 a month (just phone)	Up to \$90.00	Charter/Spectrun \$89.99 month and Fairpoint promotional price \$78.00
Food	food stamp base + 20%	food stamp base + 20% or \$672.00 a month family of 4	I'd like to use \$168.00 per week for family of 4 as a basic guideline
Maintenance	\$50 if own or actual if problem	\$50 if own or actual if problem	
Medical Insurance/ Doctors bills	actual for month	actual for month	no back bills paid unless it means eviction
Car payment	Up to \$300.00 a month	Up to \$300.00 a month	only pay one payment if there are two car payments and only one person is working
Car Insurance	actual for month	actual for month	
Gas	\$120.00-\$160.00 a month	\$150.00-\$200.00	around \$37 dollars to fill car once a week that's local travel
Emergency Clothing	actual for month	actual for month	
Childcare	NONE	actual for month	Only paid for if parent/parents are working. If there is a parent home they should be caring for child(ren) in the family.