



**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 July 24, 2017*

Selectboard members present: John Carr, Thomas Humphreys, Valerie Ogden and Eddie Arnold as well as Town Administrator Tad Putney.

Also present: Drew Kellner.

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

Public Input

Drew thanked **John** for attending the closing of the Austin parcel.

Approve Meeting Minutes

Valerie moved, seconded by Tom, to approve the public minutes from the July 17th Selectboard meeting as written; Voted Yes 4-0.

Announce Completed Purchases of Martin and Austin Properties

Drew stated that the Town closed on property with the Martin family on Tuesday, July 18th and the Austin family on Wednesday, July 19th. Piscataquog Land Conservancy informed the Conservation Commission that it received another grant for \$10,000.

Appointment Notice

The **Board** gave notice of its intent to appoint **Peter Webb** to the Brookline Town History Committee at the next Selectboard meeting.

Update on Town Hall Lawn Request for Proposals (RFPs)

Tad said the first round of RFPs for the upgrades to the Town Hall lawn produced only one bid. The **Board** decided to do a second round of RFPs and **Tad** said he has sent requests to ten firms with a due date of **Aug 7, 2017**, which gives them three weeks to respond. Anrik's installation of the irrigation system has been postponed to August 29th, weather permitting.

Review Request for Qualifications – Bond Street Bridge

Tad said the next step on the Bond Street bridge project is sending out Requests for Qualifications (RFQs) to engineering firms. The RFQ that **Tad** prepared follows the very detailed requirements of the State Bridge Aid Program Manual. Each firm is asked to provide information on their qualifications, understanding of the project, proposed approach, schedule, team members' resumes and at least three referrals for

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similar projects. The RFQs are due by 2pm August 18, 2017. Upon receipt of the qualifications, the **Selectboard** expects to choose three firms to interview.

Following the interviews, the top rated firm will then be notified and be asked to submit a formal proposal for engineering services. **Tom** asked if the firm that we select will do the engineering plans, **Tad** said yes they will. **Val** asked what the expiration date will be for the engineering plans and permits. **Tad** said that the permits do expire and that issue is something we should include in our interviews with the firms. **Eddie** asked how long the project will take to complete. **Tad** said the engineering firms will provide time frames as part of their responses.

Release Road Maintenance Bond – Canney Hill Woods (Phase 3)

The **Selectboard** received a letter from the Planning Board dated July 21, 2017 recommending that the road maintenance bond for Wildwood Drive, Canney Hill Woods (Phase 3) be released based on Town Engineer **Dennis LaBombard's** letter of recommendation after inspection dated July 17, 2017. **Dennis** said he wanted to point out work done by the property owner on lot J-24-6 near detention basin 2. **Dennis** said the property owner didn't want the ditch in the yard and has extended the closed drainage piping and filled in the swale. **Dennis** added that he was not able to inspect it before it was filled in. **Tad** reviewed a draft letter he had prepared to the homeowners noting the Town will be reserving the right to dig up the area in the future to ensure proper drainage. **Eddie** asked that if the Town was required to dig up the area, would we be responsible for returning it to its current state of lawn and trees. An additional question was raised if the homeowner would be held responsible for any damage to the town road resulting from a failure in the drainage system due to the changes that he had made. **Tad** suggested holding off on the letter to the homeowner until the next meeting, the **Board** agreed.

Review and Decide on Revised Welfare Guidelines

After a brief discussion, *Eddie moved, seconded by Tom, to accept the revised Welfare Guidelines as written; Voted Yes 4-0.*

Board and Committee Updates

Eddie stated that the first Public Works Study Committee meeting went well. The focus was on providing committee members with background on the Road Agent's current position and duties. **Eric Pauer**, with a background in civil engineering, was appointed Chairman and **Tad** was voted Secretary. The next meeting is Thursday, August 3rd. **Val** reported that the Planning Board meeting was very busy with multiple applications. **Tad** said at the first meeting of the Melendy Pond Evaluation Committee, **Randy Haight** was elected Chairman. Some initial ideas for Melendy Pond's future expressed at the meeting included: extending leases, selling parcels to current owners, letting leases lapse, conveying the land to the Conservation Commission or transforming it to a campground with 3rd party management. The next meeting is Thursday, July 27th at 6:30pm.

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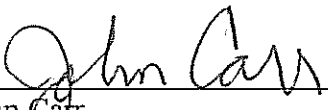
Review Agenda Items for Next Meeting

Tad suggested the Board begin review of the Personnel Plan for needed updates. He also reminded the Board that the Corey Hill Road Hearing will continue at the August 14th meeting and the Finance Committee is scheduled to meet with the Board at the August 28th meeting to discuss the 2018 budgeting process. **Eddie** asked about follow-up items from the June 5th meeting. **Tad** said that he has followed up with the playground company for an estimate to make repairs, but we have not received the estimate yet. On the ADA Coordinator position, **John** explained that he found out such a position is not required for a town of our size. **Drew** advised the Board that the Conservation Commission is looking at having the Nissitissit River join the National Wild and Scenic Rivers System. The effort would be jointly pursued with Hollis and he will be back with more information in the near future.

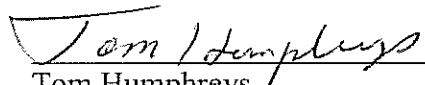
Tom moved, seconded by Eddie to adjourn; Voted Yes 4-0.

Adjourned 7:18 pm

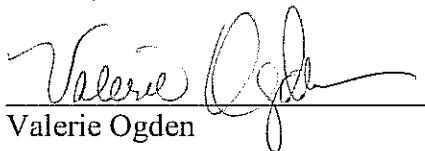
Minutes submitted by Sharon Sturtevant.



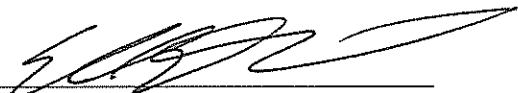
John Carr



Tom Humphreys



Valerie Ogden



Eddie Arnold