



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Monday, July 16, 2018*

Selectboard members present: Brendan Denehy, Eddie Arnold, Tom Humphreys, Valerie Ogden and Ron Olsen along with Town Administrator Tad Putney. Also present: Ann Somers, Loring Webster, Rebecca Purdin, Kel Bachus, Mike Wenrich, Jerry Farwell, Eric Pauer, Police Chief Quigley, Fire Chief Corey, and Ambulance Chief Jackson.

6:30 Brendan opened the meeting with the Pledge of Allegiance.

Public input

The Board addressed a thank you letter to Ann Somers for her research and efforts in getting the Chapel door refinished.

Eddie announced the Fire Department's Annual Chicken BBQ & Rib Contest will be Saturday, July 21st and Sunday, July 22nd. **Brendan** noted the Women's Club Blueberry Bash will be at the ballfield as well.

Approve Minutes

Ron moved, seconded by Val, to approve the minutes from the Monday, July 2, 2018 meeting as written; Voted Yes 5-0. Eddie moved, seconded by Ron, to approve the minutes from the Monday, July 9, 2018 meeting as written; Voted Yes 5-0. Eddie moved, seconded by Ron, to approve the non-public minutes from the Monday, July 9, 2018 meeting as written; Voted Yes 5-0.

Sign Warrants for Payment/Payroll

The Board signed Accounts Payable Warrant #29 in the amount of \$157,638.21, 250th Warrant #6 in the amount of \$80.00, Payroll Warrant #30 in the amount of \$56,851.97 and Police Detail in the amount of \$712.50.

Meet with New Welfare Officer Rebecca Purdin

Brendan welcomed new Welfare Officer Rebecca Purdin. **Rebecca** said she hopes to be working in this position for a good long time and looks forward to working with everyone. She added there is a lot we can do in the welfare office to help it serve our community.

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Notice of Abnormally Dry Conditions

Brendan said last week we received an email from the Department of Environmental Services (DES) noting there is an area in the center of the State of NH that currently has moderate drought conditions and it is incumbent on the Board to continue to monitor the situation. He said that the Board has the ability to implement an outside watering ban, as was done a couple years ago, but hopefully we will get rain and that will not be necessary.

Melendy Pond Charter - Discuss Adjustments to Property under Review

Eddie said the Melendy Pond Planning Committee (MPPC) wants clarification from the Selectboard if the committee should be focused solely on the leased parcels when considering potential future uses of the land or if they should consider abutting town land as well. He said they were also interested in knowing if that land is conservation or town land and if there are any easements that would prevent us from using it recreationally, for example. **Brendan** said he agrees with looking more broadly at the abutting property. **Val** suggested we should know if there are existing easements or limitations on the abutting land before making a decision. **Brendan** said let's table this until the next Board meeting. The Board agreed. **Tad** said **Jason Linley** has resigned from the MPPC and suggested reaching out to someone from the Recreation Commission to fill the vacancy. **Tad** said he will reach out to the members.

6:45pm Chiefs Corey, Quigley and Jackson, Mike Wenrich and Jerry Farwell re Discuss Emergency Management Position

Brendan welcomed Mike Wenrich as the new Director of Public Works. **Brendan** said the Board is seeking input from the chiefs as to what they need from an Emergency Management Director. **Bill** said on the Department of Homeland Security and Emergency Management website there are job specifications for an Emergency Management Director. **Tad** said in Brookline it had been combined with an existing position previously, but we have reached out to a few towns to ask how many hours are spent on emergency management per week. He noted in Hollis it averages about 10 hours a week. **Shawn** said he researched Homeland Security and said it looked like about 10-12 hours per week and thinks 2 days per week would be a good starting point. **Charlie** said there will always be a set amount of work between training and protocols. **Ron** asked why we separated the emergency management position from the Ambulance Director. **Bill** said because in a catastrophic emergency they cannot wear any other hat. **Tad** said 95% of the job is planning and coordination, but when an event occurs, a separate individual is needed. **Loring** said there is also an Emergency Operations Plan, which is out of date and needs to be updated. **Jerry** suggested we start with it as a one day per week job. **Eric Pauer** said he has been doing emergency management in the military for 20 years. He said the director needs to look at all of the hazards in Brookline, have a plan for them, then layout what to do in each situation. **Eric** recommended the Board take the ICS 402 course to better understand the position since they are the governing body. **Charlie** said there is a lot of paperwork to get federal reimbursement after an event. **Kel** said we should always have a backup as well, and is willing to volunteer to help.

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Chief Shawn Jackson – Periodic Discussion with Board

Shawn said there have been 208 calls year-to-date which is on par with last year. 20-25% of the calls are for Mason. Budget expenses are in line, except for uniforms due to his having to outfit himself. He said BAS recently received vests and helmets for use in a warm zone incident, which were covered by a grant. He said the department recently certified Grove lifeguards in CPR and AED. **Shawn** also noted issues with ambulance down time as one ambulance has been out of service 11 of the past 42 days, or about 25% of the time. There was discussion about seeking approval for a new ambulance at next year's town meeting. **Shawn** said it was recently discovered that paying volunteers to cover daytime shifts when full-time staff is out runs afoul of the Fair Labor Standards Act (FLSA), so we have ceased doing it.

Review Mail Folder

The Board reviewed the mail folder.

Next Meeting Agenda

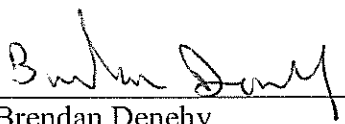
- NH DOT to present Route 13 Speed Study Report at 6:45
- Cemetery Trustees to discuss potential prohibition of animals in the cemeteries
- Finalize job description and posting for Emergency Director
- Further clarification of Melendy Pond Planning Committee Charter
- Review Board's Task Timeline through March

Brendan moved, seconded by Eddie, to move in to non-public session per 91-A: 3 II (l) Legal; Roll Call Vote Yes 5-0.

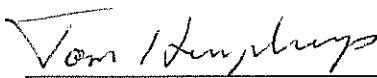
Brendan moved, seconded by Ron, to come out of non-public session and seal the minutes; Roll Call Vote Yes 5-0.

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

8:07pm meeting adjourned. Minutes submitted by Sharon Sturtevant.


Brendan Denehy

Eddie Arnold


Tom Humphreys

Valerie Ogden


Ron Olsen

Town of Brookline, NH
W#29-2018

07/16/18

Date	Num	Name	Memo	Amount
1010 - General Checking Acc't				
07/06/201	51952	NH Retirement System	W#29-2018	-30,733.62
07/16/201	51953	AAA Police Supply	W#29-2018	-6,000.00
07/16/201	51954	Aflac	W#29-2018	-677.37
07/16/201	51955	Air Cleaning Specialists of ...	W#29-2018	-33,200.00
07/16/201	51956	AppRiver LLC	W#29-2018	-500.00
07/16/201	51957	AT&T	W#29-2018	-35.34
07/16/201	51958	Atlas PyroVision Entertain...	W#29-2018	-4,375.00
07/16/201	51959	B & S Locksmiths Inc	W#29-2018	-243.00
07/16/201	51960	Bergeron Protective Clothing	W#29-2018	-11,342.86
07/16/201	51961	BK Systems Inc	W#29-2018	-564.00
07/16/201	51962	Business Card	W#29-2018	-830.43
07/16/201	51963	Charter Communications	W#29-2018	-223.68
07/16/201	51964	Chem Serve	W#29-2018	-130.00
07/16/201	51965	Craftsmen Press	W#29-2018	-95.00
07/16/201	51966	DeMoulas Supermarkets Inc	W#29-2018	-50.00
07/16/201	51967	Devine Millimet & Branch	W#29-2018	-1,045.00
07/16/201	51968	Drescher & Dokmo	W#29-2018	-1,301.75
07/16/201	51969	Dunn Battery	W#29-2018	-125.42
07/16/201	51970	East Coast Emergency Ou...	W#29-2018	-751.35
07/16/201	51971	Eversource	W#29-2018	-893.33
07/16/201	51972	Fire Tech & Safety of NE	W#29-2018	-210.00
07/16/201	51973	Francis Gavin	W#29-2018	-49.96
07/16/201	51974	Health Trust Inc	W#29-2018	-30.00
07/16/201	51975	Hillsborough County Treas...	W#29-2018	-39.13
07/16/201	51976	Jennifer & Scott McBee	W#29-2018	-62.00
07/16/201	51977	Joseph Raneri	W#29-2018	-9,021.93
07/16/201	51978	JP Pest Services Inc.	W#29-2018	-395.00
07/16/201	51979	Keith Thompson	W#29-2018	-155.99
07/16/201	51980	KPITACTICAL	W#29-2018	-98.64
07/16/201	51981	LaBombard Engineering L...	W#29-2018	-385.00
07/16/201	51982	Liberty Supply Inc	W#29-2018	-344.50
07/16/201	51983	MD's Trash Removal Inc	W#29-2018	-930.25
07/16/201	51984	Metropolitan Life	W#29-2018	-320.00
07/16/201	51985	Mr. Thomas Moran	W#29-2018	-7.00
07/16/201	51986	Nathan H Sanderson	W#29-2018	-4.46
07/16/201	51987	NH Dept. of Health & Hum...	W#29-2018	-444.00
07/16/201	51988	Patriot Ambulance Inc	W#29-2018	-320.00
07/16/201	51989	Pepperell Community Medi...	W#29-2018	-221.00
07/16/201	51990	Raymond J Holman	W#29-2018	-1,325.03
07/16/201	51991	Rich Vertullo	W#29-2018	-1,500.00
07/16/201	51992	Rich Vertullo Landscaping ...	W#29-2018	-3,290.00
07/16/201	51993	Sanel Auto Parts	W#29-2018	-58.35
07/16/201	51994	Sharon Sturtevant	W#29-2018	-122.28
07/16/201	51995	Souhegan Regional Landfil...	W#29-2018	-40,753.74
07/16/201	51996	TDS Telecom	W#29-2018	-159.02

Town of Brookline, NH
W#29-2018

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Date	Num	Name	Memo	Amount
07/16/201	51997	Treas, St. of NH, COAF	W#29-2018	-457.00
07/16/201	51998	Treas. State of NH.-DOS	W#29-2018	-1,335.00
07/16/201	51999	Verizon Wireless	W#29-2018	-160.04
07/16/201	52000	WBMASON	W#29-2018	-179.63
07/16/201	52001	WEX Bank-WEX Fleet Uni...	W#29-2018	-359.13
07/16/201	52002	WEX Bank-WEX Fleet Uni...	W#29-2018	-123.68
07/16/201	52003	WEX Bank - Sunoco Sun ...	W#29-2018	-1,659.30
Total 1010 · General Checking Acc't				-157,638.21
TOTAL				-157,638.21

Brandon Dwyer

[Signature]

Tom Humphrey

Valerie O'Neil

Ronald A. Lee