



**TOWN OF
BROOKLINE, NEW HAMPSHIRE**

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**Brookline Finance Committee
Meeting Minutes
Tuesday, April 21, 2020**

1 Meeting Date: 4/21/20 at 7pm via Zoom

2

3 *Meeting Held Virtually Under Emergency Order #12*

4

5 Committee Attendance: Brian Rater, Dennis Comeau, Matthew Mailloux

6 Public in attendance: None

7

8 **Meeting called to order: 7:02pm**

9

10 Brian Rater (BR) – Welcomed all attendees to the April meeting of the Brookline Finance
11 Committee. BR announced that the meeting was being held under the provisions of Emergency
12 Order #12. Under this emergency order each member in attendance is required to announce the
13 reason for attending virtually, their location, and if anyone other than themselves is in the room.

14

15 BR- Attended virtually from home due to social distancing guidance, BR is the only person in the
16 room.

17 Dennis Comeau (DC) - Attended virtually from home due to social distancing guidance, DC is
18 the only person in the room.

19 Matthew Mailloux (MM) - Attended virtually from home due to social distancing guidance, MM
20 is the only person in the room.

21

22 BR reiterated the requirement that all votes must be recorded by roll call under the emergency
23 order provisions.

24

25 BR asked if there was any public input at this time.

26

27 **There was no public input.**

28

29 BR asked if there were any adjustments to the published agenda.

30

31 **There were no adjustments.**

32

33 BR announced that there were two sets of meeting minutes for the committee to approve,
34 including the meeting minutes from the March 10 meeting of the previous Finance Committee.

35 BR stated that he is the only returning member from last year's committee, making him the only
36 one eligible to approve the minutes.

37

38 BR mentioned that he had made several minor changes to the draft minutes as submitted.

39

40 **BR entered the voting mode and voted yes. The motion carried 1-0, and the minutes from**
41 **March 10 were approved.**

42

43 BR advanced to the second set of minutes from the March 31 meeting of this year's committee.
44 BR mentioned that he had emailed a series of amendments to the draft minutes. BR delineated
45 the recommended amendments, changing verbiage from "monitor" to "serve" in several
46 instances.

47

48 **MM moved to approve the minutes as amended; DC seconded the motion.**

49

50 **BR entered the voting mode and voted yes. DC voted yes. MM voted yes. The motion**
51 **carried 3-0, and the minutes from March 31 were approved.**

52

53 BR advanced the meeting to agenda item #4, adopting the Town Code of Ethics.

54

55 BR explained that at the Brookline Town Meeting in 2005 there was action to recommend or
56 require a code of ethics for all town officers. Each year since then the Selectboard has readopted
57 the code of ethics and other town committees have similarly followed suit.

58

59 **DC moved to adopt the Code of Ethics as written; MM seconded the motion.**

60

61 **BR entered the voting mode and voted yes. DC voted yes. MM voted yes. The motion**
62 **carried 3-0, and the Code of Ethics was adopted.**

63

64 BR mentioned that he did not believe there was a requirement to formally sign the document and
65 that the adoption would be reflected in the minutes.

66

67 BR progressed to recap the revenue and expense report submitted to the Selectboard at their
68 April 20 meeting. BR read a series of recommendations on the Operating Budget and approved
69 Warrant Articles from Town Administrator Tad Putney on whether to move forward, delay until
70 later in the year, or delay to a future year based on the unknown financial impacts of the COVID-
71 19 pandemic. These impacts may be significant, giving the Town reason to be cautious until they
72 are better understood.

73

74 **The list of recommendations can be found in Attachment A.**

75

76 BR advanced the meeting to the next agenda item, an update on the Committee to Study the
77 Establishment of a Town Budget Committee (BudComm Study).

78

79 BR mentioned that the Selectboard had discussed the committee charter and approved it at their
80 April 20 meeting. BR stated that the committee will look to meet soon to begin their work. BR
81 mentioned that some appointments to the board may still be pending.

82

83 DC said to review the Selectboard meeting minutes for clarity on any outstanding items on the
84 BudComm appointments.

85

86 BR stated that the Selectboard may still need public members to signal their interest in serving.

87

88 BR moved the conversation to the Department of Public Works Study Committee (DPW Study),
89 which was renewed and chartered by the Selectboard at the April 20 meeting. The Selectboard is
90 now seeking public members interested in serving. BR stated that he believes that there are
91 already several people who have signaled their interest in serving.

92

93 BR shared the membership of the DPW Study committee including Selectboard members Dana
94 Ketchen and Ed Arnold, BR from the Finance Committee, Town Administrator Tad Putney,
95 Director of the DPW Mike Weinrich, and 2 TBD public members.

96

97 BR completed the update by saying that the committee is moving forward and looks to meet
98 soon.

99

100 BR advanced the agenda to cover reports from other recent committee meetings.

101

102 MM mentioned that he had attended the April 1 meeting of the Brookline School Board, where
103 they covered the 2020-2021 district school calendar and an update on remote learning.

104

105 DC mentioned that he reviewed the minutes of the same meeting and will plan to attend the May
106 meeting of the Brookline School Board.

107

108 BR asked if there are any current action items from the committee. BR mentioned that at regular
109 in person meetings there would be ample opportunity to investigate other topics and have sidebar
110 conversations which are often fruitful, but the virtual setting did not lend itself to those types of
111 conversations. BR stated that he looks forward to a return to normal.

112

113 **BR asked for a motion to adjourn the meeting. MM moved to adjourn; DC seconded.**

114

115 **BR entered the voting mode and voted yes. DC voted yes. MM voted yes. The motion**
116 **carried 3-0.**

117

118 **The meeting was Adjourned at 7:27pm.**

ATTACHMENT A: Recommendations submitted to the Selectboard on Future Expenses

Item	Amount	Continue	Defer, but This Year	Defer Past This Year	Notes
Warrant Articles:					
DPW Employee	\$53,119	X			Looking at mid-June start date
DPW Cap. Reserve Fund	\$150,000		X		Per RSA 35:12 must be done by Dec. 15th
Forestry Truck	\$7,805	X			Contingent on grant; funds from CRF
New Fire Truck	\$201,032	X			Fire engineers proceeding; paid in Dec.
Fire Truck Cap. Reserve Fund	\$40,000		X		Per RSA 35:12 must be done by Dec. 15th
Hood Road				X	2020 funds likely not spent until 2021
Radio Cap. Reserve Fund	\$60,000		X		Per RSA 35:12 must be done by Dec. 15th
Additional Police Officer	\$51,403		X		COVID-19 delaying hiring process
TAP-2 Sidewalk/bridges	\$26,000	X			Could get favorable pricing; NHDOT pushing
Revaluation Cap. Reserve Fund	\$16,590		X		Per RSA 35:12 must be done by Dec. 15th
Ambulance Donations	\$3,877	X			
Operating Budget Items (\$5,000+):					
Castus system for cable channel	\$15,000		X		Avoids cost of 2 computers; elimin. staff risk
Milfoil treatment	up to \$30,000	X			
Second set of fire gear	\$10,000		X		5 sets of gear; but done at year end
Safety Comp. - Concrete pads	\$7,500			X	Tripping hazard during winter
Fire Station - paving	\$12,000		X	X	In the fall at the earliest; could be deferred
Health Agencies	\$24,840	X			
Paving/Gravel water holes	TBD			X	Will reduce to just mowing

Trans. Station - New Stairs	\$6,000	X			
Resurfacing	\$200,000		X		
Relocate EOC	\$29,000		X		Could get favorable pricing
Speed feedback signs	\$8,000		X		
Town Hall - 2 lamp posts	\$5,000		X		Address tripping hazard