



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

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*Minutes  
Selectboard  
Monday, June 1, 2020*

Selectboard members via Zoom video conference: Brendan Denehy, Eddie Arnold, Ron Olsen, Drew Kellner, and Dana Ketchen along with Town Administrator Tad Putney. Also present: Emergency Management Director David Coffey and Lisa Markarian-Proulx.

**6:30pm Brendan** opened the meeting with the Pledge of Allegiance. He said we are meeting electronically under Executive Order 2020-04 and Emergency Meeting Orders #12 and #23, which allow for remote meetings. The Board members all stated they were social distancing from their homes, some with others present in their homes, but not in the room.

**Public Input**

**Drew** said he wanted to share that the town closed on the conservation easement for Hobart Fessenden Woods this past Friday.

**Approve Minutes**

**Eddie moved, seconded by Dana, to approve the public minutes from the Monday, May 18, 2020 meeting as written; Roll Call Vote Yes 5-0. It was decided to wait on the approval of the non-public minutes until the next meeting when all members have had a chance to review them.**

**Approve Warrants**

**Eddie moved, seconded by Drew, to approve Accounts Payable Warrant #21 in the amount of \$1,267,031.28, Payroll Warrant #22 in the amount of \$67,225.40, Police Detail in the amount of \$2,047.50, and a Special COVID-19 Stipend for Emergency Responders covering eligible days in the month of May in the amount of \$29,350.00; Roll Call Vote Yes 5-0.**

**Dates for the Annual COOP Meeting**

**Tad** said the Annual COOP meeting will be held over two days – Thursday, June 4<sup>th</sup> beginning at 6:30pm via Zoom for reviewing meeting rules and procedures and then on Saturday, June 6<sup>th</sup> from 10am to 3pm for voting. He said more information is available on the town and school websites. **Tad** asked if the Selectboard wanted a CodeRed message sent out tomorrow with information about the COOP meeting. **Drew** and **Dana** were hesitant about using CodeRed for a non-emergency. **Brendan, Eddie** and **Ron** were okay using it for the COOP meeting. **Dana** asked for **David Coffey's** thoughts. **David** said he thought it was a good idea. A message will be sent tomorrow.

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**Bids for 2014 Ford Taurus Sedan**

**Tad** said we are taking bids for the 2014 Ford Taurus. The deadline for bids is noon on Friday, June 12<sup>th</sup>.

**Appointment of Sean McNair to the Conservation Commission**

**Eddie moved, seconded by Drew, to appoint Sean McNair as an Alternate to the Conservation Commission; Roll Call Vote Yes 5-0.**

**Announce Two Openings on the Capital Improvements Committee**

**Tad** said the Planning Board is seeking two at-large residents to serve on this year's Capital Improvements Committee. He said the committee is responsible for developing a six-year capital spending plan for the town with input from the department heads. He said interested individuals should send him an email noting why they would like to serve on the committee and any noteworthy experience they wish to share with the Planning Board as it considers making the appointments.

**Discuss GOFERR Grant Agreement re COVID Funding**

**Tad** said he had shared the GOFERR Grant Agreement with Board members last week and that the town's apportionment was a total of up to \$126,347 to cover certain COVID-19 related expenses. He explained that we received information on Friday afternoon that pushed off the deadline for the first reimbursement request to July 15<sup>th</sup>, but we wanted to submit the signed agreement by today's deadline. **Eddie moved, seconded by Ron, to authorize Brendan to have "Designated Signing Authority" for the COVID-19 GOFERR Grant Agreement; Roll Call Vote Yes 5-0.**

**Acceptance of GOFERR Funding Per RSA 21-P:43**

**Tad** explained that the Board needed to accept the GOFERR grant monies as a condition of receiving the funds and also consistent with RSA 21-P:43 - a copy of which he had provided to the Board members. **Eddie moved, seconded by Drew, to accept up to \$126,347 in GOFERR funds that have been allocated to Brookline for COVID-19 expenses per RSA 21-P:43. Brendan** said he had reviewed the agreement paperwork over the weekend and the contract language has everything in it that we as taxpayers want to see about the funding being used appropriately and solely for COVID-19 related expenses. **Roll Call Vote Yes 5-0.**

**COVID-19 Update – Director David Coffey**

**David** provided an update to the Board. He said there have been about 245 deaths in NH, but the rate of infection is falling in the state. He said the current hospitalization rate is about 10% and dropping. **David** noted that the death rate is about 5%.

**David** said the governor's stay-at-home order has been extended to June 15<sup>th</sup>. He said houses of worship and campgrounds have been allowed to open under guidelines, which will be coming out soon and he will forward them to the Board when they are issued. **David** said anyone in New Hampshire can now get tested and masks can now be obtained at all state liquor stores.

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**Tad** asked the Board if the church group that rents the Brookline Chapel can be permitted to resume using it if they adhere to state guidelines or if the Board wishes to wait until the next meeting to decide. After some discussion, **Drew moved, seconded by Eddie, to allow Cornerstone Bible Church to resume worship services in the Chapel, excluding Brusck Hall, so long as they follow the guidelines set forth by the Office of the Governor of the State of NH; Roll Call Vote Yes 4-1, Brendan Voted No.**

**Update on COVID-19 Reimbursement Opportunities**

**Tad** said there are three types of reimbursable funds available for COVID-19 related expenses. The Emergency Responder Stipend for time worked in May and June, the GOFERR Funding (accepted earlier in the meeting), and the FEMA Reimbursement Funding as submitted by the Emergency Management Director.

**Discuss Holding/Cancelling July 4<sup>th</sup> Fireworks and Parade**

**Brendan** said he was informed by the Lion's Club that a permit for the 4<sup>th</sup> of July parade was denied by the state based on the 10-people or under rule for public gatherings that is still in place. As a result, there will be no 4<sup>th</sup> of July parade this year. **Brendan** suggested postponing the fireworks until a later date. **Ron** suggested cancelling the fireworks this year. **Eddie** said he is open to both ideas. He also suggested holding the fireworks in a much wider, open space - for instance the Brookline Airport (subject to permission from the owner). **Drew** agreed with **Eddie's** idea and suggested there may be other open space properties in town suitable for the event. **Tad** said there would not be enough time to obtain a permit for an alternative location. **Eddie moved, seconded by Dana, to postpone or potentially cancel the fireworks this year and to revisit the discussion at the August 10, 2020 meeting; Roll Call Vote Yes 4-1, Drew Voted No.**

**Discuss DPW Drug and Alcohol Screening and Pre-Employment Physical**

Following a discussion and review of what other town departments require for pre-employment physicals, **Eddie moved, seconded by Drew, for the DPW to require a valid DOT Medical Card, criminal background check and motor vehicle record check from the State of NH, upon offer of conditional employment; Dana moved, seconded by Drew, to amend the motion to also include a pre-employment physical; Roll Call Vote 5-0 Yes.** The Board also agreed to update the Personnel Plan, when next revised, to include language that town employees will be subject to drug and alcohol screening if they are involved in an accident involving town equipment.

**Update on TAP-2 Sidewalk Bridge Project**

**Tad** said final plans are now with NHDOT for their review. He said it may take a month for them to complete review, but he has also provided the plans to Board members so they can review them. **Tad** said next he will share the plans with abutting landowners and seek easements from them.

**Review Invoice - Bond Street Bridge Project**

**Eddie moved, seconded by Drew, to approve a letter to the Trustees of the Trust Funds, asking them to make timely payment of \$18,399.44 for Hoyle Tanner Invoice #12 from the Bond Street Bridge Capital Reserve Fund; Roll Call Vote Yes 5-0.**

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**Discuss Approval of Emergency Responder COVID-19 Stipends through June**  
*Drew moved, seconded by Dana, to approve the emergency responder stipend payments for the month of June; Roll Call Vote Yes 4-1, Eddie Voted No.*

**Review New Fire Truck Lease Paperwork for Approval**  
*Eddie moved, seconded by Drew, to authorize Brendan to sign the new fire truck lease with Municipal Leasing Credit Corp; Roll Call Vote Yes 5-0. Drew moved, seconded by Ron, for Eddie to sign attesting to Brendan's authority; Roll Call Vote Yes 5-0.*

**DPW Building Committee**

**Eddie** reviewed with the Board plans for a committee site walk and discussions on the design of a less expensive salt/sand shed alternative. **Dana** asked if the Board is interested in pursuing information on solar panels for the DPW site. **Brendan** and **Drew** said yes. **Eddie** said he likes the idea, but the DPW building is not conducive to roof-mounted solar. He said we need a committee dedicated to looking at solar power and other energy saving for the town as a whole. **Brendan** suggested making an energy committee an agenda item for the next meeting.

**Review Mail Folder**

**Tad** reviewed the contents of the mail folder with the Board.

**Items for Next Meeting Agenda**

Souhegan Regional Landfill District update  
Open bids for 2014 Ford Taurus  
Solar/energy committee discussion  
Review of Board timeline/tasks  
Discuss potential noise ordinance

8:05pm *Brendan moved, seconded by Eddie, to go into non-public session per RSA 91-A:3 (c) reputation (the Board may discuss other non-public topics), and upon coming out of non-public session and sealing the minutes, the Board will immediately adjourn; Roll Call Vote Yes 5-0.*

Meeting adjourned at 9:02pm.

Minutes submitted by Sharon Sturtevant.

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Brendan Denehy

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Eddie Arnold

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Ron Olsen

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Drew Kellner

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Dana Ketchen