



**TOWN OF
BROOKLINE, NEW HAMPSHIRE**

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***DRAFT Minutes
Public Works Study Committee
November 30, 2017***

Meeting attendees included: committee members Linda Chomiak, Jerry Farwell, Tad Putney and Eric Pauer and John Car via phone as well as resident Ryan Pauer.

Meeting opened at 6:30pm.

Minutes

The November 9th minutes were approved as written.

Guidance on Transitioning from Road Agent

Tad shared the guidance from the NH Municipal Association legal group regarding discontinuing the Road Agent position at town meeting and authorizing the Selectboard to appoint an expert agent in his place until a full-time Public Works Director is hired.

Draft Warrant Articles

Attendees reviewed three warrant articles that had been drafted for March's town meeting. There were no suggested changes to them.

Public Works Director Job Description

Attendees reviewed the draft job description. **Linda** suggested having legal review it. It was agreed that **Tad** would send it to the NH Municipal Association legal group for review. **Jerry** suggested that we should consider a minimal response time to town and/or a residency requirement for the director – and that we should ask legal for guidance on how we can accomplish such a requirement. **Eric** suggested a minor modification to the language regarding the DOT medical card.

Review of Committee's Final Report

Attendees reviewed the draft report for final edits. **Eric** suggested the table at the bottom of page 7 should include both an annual and cumulative cost for added headcount. **Tad** asked if we should add some money for 2019 to be used for planning/researching/engineering of the building. Members agreed to add \$10,000 for this item in 2019. **Linda moved, seconded by Jerry, to approve the 2017 Public Works Study Committee Report as amended; Voted Yes 5-0.**

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Next Steps

Attendees will present the report to the Selectboard at its December 18th meeting. Members will also be available to discuss the warrant articles at the January Budget Hearings and Eric has volunteered to present the warrant articles at Town Meeting.

Meeting adjourned at 7:25pm.

Minutes submitted by Tad Putney.