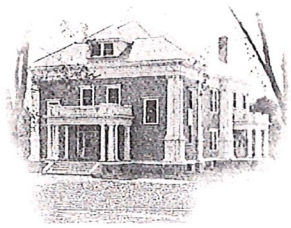
Town of Brookline, NH
Selectboard
PO Box 360-1 Main Street
Brookline, NH 03033-0360
(603) 673-8855
brooklinenh.gov



Selectboard Meeting Minutes
Monday, March 17, 2025, 6:30pm
In-Person Meeting (Town Hall Meeting Room) and Via Zoom

Zoom Link:
https://us02web.zoom.us/j/84655266966?pwd=vHD1ug1wTAhipbnovw7LGcDYJ2wDCW.1

In attendance: Eddie Arnold, Brian Rater, Gerry Roche, Ed Perry, Stephen Dolfini, Paul Branscombe, Drew Kellner, Jay Crystal & Lisa Scalia

Pledge of Allegiance

Read ground rules for hybrid meetings

Elect Chair & Vice Chair of Selectboard

Brian nominates Eddie Arnold as Chair

Vote: 5 yes

Ed Perry nominates Brian Rater as Vice Chair

Vote: 5 yes

Approve minutes from Feb 22 & March 3

Ed moves to approve public minutes of 3/3/25, seconded by Brian

Vote: 3 yes/2 abstain (Jerry & Steve)

March 3, sets #1-5

Brian moves to approve nonpublic minutes of 3/3/25, sets 1-5, seconded by Ed

Vote: 3 yes/2 abstain (Jerry & Steve)

Approve Warrants

Accounts Payable Warrant #11 $93,192.95
Payroll Warrant #12 $159,423.96
Police Detail Warrant $1,562.50

Brian moves to approve warrants, seconded by Ed

Vote: 5 yes

Public Input & Announcements

- Drew Kellner, 70 Yankee Way: would like e-notifications to have more detail. Also wants archives to go further than 2 years.
- Guy Wadsworth, 115 Old Milford Rd, he is citizen rep to SRLD Board. He has input to adding another rep to SRLD Board.
- Brian: thanks Town Hall & School staff that worked for/at Town Meeting.

Selectboard Goals for 2025

1. Completion & Implementation of Compensation Plan
2. Personnel Plan review and update
3. Policy Binder: review, update, and re-accept all Policies, one at a time. Welfare is a priority.
4. Volunteerism: find people to do various things and replace long-time members. Make a list of possibilities, time commitments, what you need, etc as a sortable Excel sheet.
5. Better work-life balance for employees, elected officials, and Board members.
6. Ways to involve HS kids? Mini internships, volunteers, youth group, Rec Comm, Cons Comm

Appointment of Selectboard Members to the Following as Ex-officio Board & Committees:

250th Celebration Committee: Ed Perry
Capital Improvements Committee: Ed Perry
Conservation Commission: Steve Dolfini
Conservation Commission Alternate: Brian Rater
Digital Transformation Work Group: Steve Dolfini
Economic Development Committee: Steve Dolfini
Energy Committee: Brian Rater
Facilities Committee: Brian Rater
Library Facilities Committee/New Library: Eddie Arnold
Melendy Pond Management Committee: Eddie Arnold
Melendy Pond Planning (post 2032) Committee: Steve Dolfini
Nashua Regional Planning Commission: Jerry Roche, alternate is Alan Rosenberg
Perambulation: Ed Perry
Planning Board: Jerry Roche
Planning Board Alternate: Eddie Arnold
Souhegan Regional Landfill District: we don't have to have an SB member, could be Scott Leard- he goes to every meeting.
Make appt form for Jerry at NRPC
Ask Scott Leard if he wants to be an NRPC Rep (3 year term) and notice/appoint him
Authorize Eddie as Chair to appoint another member of Selectboard to
Brian makes a motion that we authorize the Chair to appoint an alternate member to any committee if necessary, 2nd by Ed
Vote: 5 yes

Mutual Aid Agreement with Hollis for Building Official Services

This discussion was tabled until the 3/31 Selectboard meeting.

Notices & Appointment to 250th Celebration Committee

Appoint: Francis Gavin: The Board signed his Appointment Form.
Ed moves to appoint, Brian seconds the appointment.
Vote: 5 yes
Notice: The Board notices the appointment of Lisa Proulx to this Committee.
Make Appt form for Lisa Prouxl for 3/31 meeting.

Charter Facilities Committee & Melendy Pond Planning Committee

Brian created a Charter for the Facilities Committee: hand-out
Make short-term recommendations for 2026 by August 1 and remaining long-term recommendations for January 15.
Create Charter for 3 years or create for 1 year and extend later.
Planning Board or Capital Improvements Committee designee under members.
Ed makes a motion to accept Facilities Charter, seconded by Jerry.

Vote: 5 yes

We also need to renew the Energy and DTWG Charters.

Melendy Pond Planning Committee:

- Work with management committee to determine a plan for structure and improvements removal, but address if someone fails this duty.(this is overlap with Management Committee)
- 1 Selectboard member, 1 Conservation Commission member, 1 Melendy Pond Management Committee member, 1 Recreation Committee member, & 1 resident
- Vision of what land will be used for
- Preliminary report: September final report: January (in time for Town Report) , so voters can understand options next year in case time is needed for whatever is decided.

Brian makes a motion to extend DTWG charter by 1 year, second by Ed. Vote: 5 yes
Brian makes a motion to extend Energy charter by 1 year, second by Ed. Vote: 5 yes

Personnel Action Form Signatures

These are filled out when employees have a change of status. Some of these were signed in January, some were overlooked. These may be signed after the meeting or this week.

List of Policies: last revised dates and Personnel Plan

Lisa has retrieved all of the Policies she could find and is in the process of updating them with standard formatting. She created a List of Policies with last ratified dates. Larger ones should be their own agenda items. Ask Depts if they want to make any changes if they are dept specific Check 2023 Audit for list of recommendations and do those first. Bring 2 updated small policies to each meeting ongoing

First one to Fix will be Rules of Selectboard and Accident Policy (ask Primex to review the Accident Policy) for 3/31 meeting
Start with Personnel, Compensation, & Welfare
Add Disaster Recovery and Cybersecurity
Add Policies List to front of Blue Folder
Proposed Amendment to Personnel Policy re: payment of Overtime Pay (Brian) and review Working from Home Amendments

After Action Report

Lisa has created this document and sent it to Department Heads after the last SB meeting, with Brian and Paul's approval. Feedback was positive.
Include things useful to Dept Heads and upcoming items, keep to 1 page, bulleted list

Any other Old/New Business

- Conservation Commission: noticing appointments of Jay Chrystal, Drew Kellner, & Sean McNair to expire in 2028. *Will appoint on 3/31- make appt forms*
- Article 10: Library Feasibility Study next steps:
  - Library Trustees meet Wednesday
  - They have a Charter for this to approve on Weds. SB would like input/review of this.
  - Cindy LaCroix will draft an RFP
- Edward Jones: the Chair suggested that we investigate alternative retirement plans as a means of retention and recruitment of staff. We have enclosed the Edward Jones 457 Plan. We are part of NH Retirement (good for Fire, etc but not as good for other employees). Paul came back with this 457 Plan. Jerry mentions this plan was well-liked and successful where he worked. Ed is also knowledgeable about this.

Look into costs, benefits, and what other towns offer this, are there other vendors? Paul will reach out to Wilton and/or other towns about what they offer.

- Brookline Women's Club Dog Park: The Club wants Selectboard feedback on the use of Lot H-39 as a dog park. This was previously tabled until the new Board was seated. About ½ acre, across from Chapel. Does Board support a dog park somewhere, not just on H-39? Brian likes the idea. Steve likes the idea also. Eddie likes an open, fenced area. Alan R says that maybe Facilities Comm could look into this- maybe site it by the new Library if that's approved. Move forward with finding a place for this.
- RFP for Propane won't include Brookline in future bids unless we own the tanks. Cost of Buying Propane Tanks from Ciardelli: $37,260 for all 6
  1,000 UG 4 Bond St Fire Department $6,580
  1,000 UG 16 Main St-Library $6,580
  1,000 UG 3 Post Office Dr $6,580
  2-1,000UG 42 N Mason Rd $13,160 for both
  500UG 4 Bond St Fire Department Generator $4,360
  Ask Kelly Seeley at SAU 41 to estimate what our savings would have been if we had owned the tanks.
- Tamposi Brookline Woods Building Permits: these 18 permits expire on 3/31/25. Do they need to be renewed? Lisa: renew these permits in Cloud Permit
  Brian makes a motion to extend these permits for 6 mos, seconded by Jerry. Vote: 5 yes
- As of 2/28: We are 16% through the year, and at 16% spent. We've paid Legal, Insurance, Communications, Interest on Longterm Bonds (these are paid upfront for the year). *Ask Bethany for update on how Welfare spending is going.*
- NH DOT Route 13 Projects: dates for meeting in April 1, 4, 8, 9 not good for DOT. Meeting should be during the day & Jerry offers to attend. *Paul and Jerry will find a time and notify Dept Heads.*
- What happens to emails of former members? *Brian will ask DTWG*
- *Self-evaluations need to be signed*
- Letters to Selectboard need to be acknowledged that they are received.
- Sent Eagle notification to get email addresses for Jerry & Steve
- *Conclude Performance Evaluations*

Review Items for March 31 Selectboard Agenda

- Personnel Plan
- Rules of Selectboard & Accident Policy- send these ahead for review
- Building Official Update
- Appoint Lisa Proulx to 250th Celebration Committee & 3 Cons Comm members, S Leard to SRLD
- MOU with Hollis: Building Official
- Follow up with Congressional Directed Spending request for Asbestos remediation at Transfer Station
- Discuss Department Meetings
- Send out Code of Conduct for all members to sign, including Selectboard: *get a blank Code of Conduct for people to sign*
- Update on Fire Chief if there is one.
- Discuss doing Performance Reviews in the Fall this year.
- Selling Lot J-54 next steps: *print RSA with procedure for this.*
- Accepting D-52 land donation, *dates on hearings are 4/14 and 4/28, place notices in Telegraph*

Board/Committee Updates

- MPMC meets Thursday, need to review terms of members and do they need to reappoint?
- 250th Celebrations: getting started this week, license plates, etc. Town Cookbook as a fund-raising idea.

Review Mail Folder

- Notice from DOT re: Route 13 on west side, they are restricting parking around Sundae Drive.
- Conservation Commission: donation of lot D-50-2 and recommend accepting it, and a lot line adjustment with D-37 to create a wildlife corridor.
- CC also asks for clarification on lot B-55. They have a member appointed to MPPC, so they are satisfied with that.
- Planning Board- review of D-50-2, voted to accept.
- Charter Communications: acknowledging a fee due from them for a franchise fee. $32,216.09 received and this goes into the General Fund.
- Jeff Fontaine at Dept of Corrections re: making novelty license plates for 250th celebrations.

Review Planning Board Folder

Hearing March 20

Eddie makes a motion to enter Nonpublic pursuant to RSA 91-A:3 II (b) hiring, (l) legal and potentially others at 8:47 pm, Brian seconds.
Roll call: 5 yes

Owl is turned off and audience leaves.

Eddie moves to come out of Nonpublic session at 11:09 pm and seal the minutes,seconded by Ed
Roll call vote: 5 yes
Ed makes a Motion to adjourn at 11:10 pm , seconded by Brian
Roll call vote: all yes

Minutes submitted by Lisa Scalia

Date Approved: _____

X _____ X _____

Eddie Arnold
Selectboard Chair

Brian Rater
Selectboard Vice Chair

X _____ X _____

Ed Perry
Selectboard Member

Jerry Roche
Selectboard Member

X _____

Stephen Dolfini
Selectboard Member